Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8441

Tuesday, March 24, 2026 **6:00 PM** **Council Chambers, Online and Via Phone**

Register to Attend:
https://us02web.zoom.us/webinar/register/WN_relfz4XpQte9Rnqhp2sJJw

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A 26-0236 Special Recognition - Swearing-In of Police Chief Shelby Parker

2.B 26-0227 Special Recognition - Proclamation Recognizing Transgender Day of Visibility

Attachments: Proclamation

2.C 26-0235 Special Recognition - Proclamation Recognizing Outgoing Members of City Council Appointed Advisory Bodies

Attachments: Proclamation

3. PUBLIC COMMENT

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, community members may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these two areas: (1) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to two (2) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

4.A 26-0231 Approval of March 17, 2026 City Council Meeting Minutes

Attachments: Minutes

4.B 26-0237 Approval of City of Olympia Investment Policy Updates

Attachments: City of Olympia Investment Policy - 2026 Update

4.C 26-0240 Approval of Individuals for Reappointment to Council Appointed Advisory Bodies

4.D 26-0234 Approval of Recommended Appointments to Fill Vacancies on Council Appointed Advisory Bodies

Attachments: 2026 Advisory Body Appointment Recommendations

2026 Advisory Body Recommended Applicant Applications

4.E 26-0203 Approval of a Resolution Authorizing a Grant Agreement with Department of Ecology for Cleanup Work Associated with the Solid Wood Site (West Bay Park)

Attachments: Resolution

Agreement

4.F 26-0205 Approval of a Resolution Authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by Incorporating Property Recently Acquired for Expansion of the Museum into the Lease Agreement Terms

Attachments: Resolution

Amendment No. 2

4.G 26-0211 Approval of a Resolution Authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement

Attachments: Resolution

Agreement

Fiscal Impact Statement

4.H 26-0212 Approval of a Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant

Attachments: Resolution

Agreement

4.I 26-0238 Approval of a Resolution Authorizing an Amendment to an Agreement with Berger Partnership to Complete Phase 1 Design Services at Yelm Highway Community Park

Attachments: Resolution
Amendment #2
Amendment #1

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances) - None

5. PUBLIC HEARING - None

6. OTHER BUSINESS

6.A 26-0230 Approval of the Rebecca Howard Park Development Plan

Attachments: Draft Rebecca Howard Park Development Plan.pdf
PRAC Letter
OAC etter

6.B 26-0228 Approval of an Ordinance Adopting a Residential Energy Performance Rating and Disclosure Policy

Attachments: Ordinance
Focus Group Summary
Public Comment
Policy Review Memo

7. CONTINUED PUBLIC COMMENT

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

9. CITY MANAGER'S REPORT AND REFERRALS

10. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Assistant to the City Manager at 360.753.8441 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Special Recognition - Swearing-In of Police Chief Shelby Parker

Agenda Date: 3/24/2026
Agenda Item Number: 2.A
File Number:26-0236

Type: recognition **Version:** 1 **Status:** Recognition

Title
Special Recognition - Swearing-In of Police Chief Shelby Parker

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Hold a swearing-in ceremony of Shelby Parker as Chief of Police for the Olympia Police Department.

Report
Issue:
Whether to hold a swearing-in ceremony of Shelby Parker as Chief of Police for the Olympia Police Department.

Staff Contact:
Jay Burney, City Manager, 360.753.8740

Presenter(s):
Jay Burney, City Manager
Shelby Parker, Olympia Police Chief

Background and Analysis:
On March 12, 2026, City Manager Jay Burney announced the appointment of Shelby Parker as Chief of Police for the Olympia Police Department. Chief Parker has served as Interim Chief since June 2025 and previously as Deputy Chief.

Chief Parker has more than 20 years of service with the Olympia Police Department. Her appointment reflects her experience and commitment to a balanced approach to public safety, focusing on both community well-being and effective policing, with an emphasis on collaboration, responsiveness, and building trust.

The swearing-in ceremony provides an opportunity for the City Council, staff, and community members to formally recognize Chief Parker's appointment.

During her tenure, Chief Parker has led labor negotiations, updated policies and procedures to reflect current policing practices, increased transparency through data sharing, supported implementation of public safety reimagining recommendations, and strengthened recruitment, hiring, and training efforts.

Chief Parker is known for her focus on employee development, well-being, and organizational readiness. She has also built partnerships within the community through ongoing engagement and collaboration.

Her leadership emphasizes equity, accountability, and shared responsibility for public safety. As Chief, she will continue to support department staff while advancing the City's public safety goals.

Chief Parker holds a Bachelor of Arts in Anthropology from the University of Washington and has completed executive leadership training, including the FBI National Academy and the Senior Management Institute for Police. She also holds an Executive Level Career Certification from the Washington State Criminal Justice Training Commission.

Attachments:
None

City Hall
601 4th Avenue E.
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City Council

Special Recognition - Proclamation Recognizing Transgender Day of Visibility

Agenda Date: 3/24/2026
Agenda Item Number: 2.B
File Number:26-0227

Type: recognition **Version:** 2 **Status:** Recognition

Title
Special Recognition - Proclamation Recognizing Transgender Day of Visibility

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Recognize March 31, 2026, as Transgender Day of Visibility.

Report
Issue:
Whether to recognize March 31, 2026, as Transgender Day of Visibility.

Staff Contact:
Melissa McKee, Assistant to the City Council, 360.753.8443

Presenter(s):
Aster Avardean, Co-founder of the OlympiaQueerFyrd
Sam Kellendy

Background and Analysis:
Transgender Day of Visibility was originally created to celebrate the achievements of trans people and promote the important works of trans artists, writers and community resources.

This year, there are legislative attacks against trans people across the country. Lawmakers are working to deny healthcare to both trans youth and adults. They are suppressing resources for trans students in schools. Some proposals protect students and faculty who bully trans youth. Others aim to criminalize parents who support their child's healthcare needs. Some even target the ability of trans people to perform in public.

The City of Olympia honors and recognizes that transgender and non-binary community members deserve a safe place to not just survive, but to thrive

Type: recognition **Version:** 2 **Status:** Recognition

Climate Analysis:
Using the Climate Framework, it was determined this project does not involve buildings/energy use, transportation/land use, water/waste, or agriculture/forests/urban tree canopy.

Equity Analysis:
There are meaningful and significant disparities that transgender people face. This proclamation is a reminder for the City organization, the community, local businesses, organizations to support the powerful work and creations of trans people and to support trans people in a time of increasing denial of basic human rights.

Financial Impact:
There is no financial impact related to this item.

Options:
1. Recognize March 31, 2026, as Transgender Day of Visibility.
2. Do not recognize March 31, 2026, as Transgender Day of Visibility.
3. Recognize the Transgender Day of Visibility at another time.

Attachments:
Proclamation

CITY OF OLYMPIA

Proclamation

WHEREAS, Transgender Day of Visibility was founded in 2009 by transgender activist Rachel Crandall, the executive director of Transgender Michigan, to acknowledge and honor the successes achieved by transgender people; and

WHEREAS, the City of Olympia celebrates the significant contributions transgender, gender non-conforming and non-binary people make to Olympia and affirms that they are vital members of our community; and

WHEREAS, Transgender Day of Visibility provides a forum for transgender communities and allies to raise awareness of the need for visible support and resources for transgender, non-binary and gender nonconforming people and awareness of the persistent transphobic prejudice that permeates our society; and

WHEREAS, transgender, gender non-conforming and non-binary community members are business owners, artists, educators, advocates, activists, family members and friends, who deserve to live free from discrimination and harassment of any form; and

WHEREAS, the City of Olympia honors the transgender, gender non-conforming, and non-binary people of Olympia for their resilience and activism within our community and acknowledges that work still needs to be done to address anti-transgender violence, particularly at this time when transgender rights and existence are being threatened; and

WHEREAS, the City of Olympia recognizes that our transgender and gender diverse community members deserve a safe place to not just survive, but to live and thrive; and

NOW, THEREFORE, BE IT RESOLVED, the Olympia City Council, does hereby proclaim March 31, 2026 as

TRANSGENDER DAY OF VISIBILITY

And urges all its residents to respect and honor the right of our transgender and gender diverse community members to live openly in an authentic and accurate representation of who they are, free from violence, harassment and discrimination.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS TWENTY-FOURTH DAY OF MARCH 2026.

OLYMPIA CITY COUNCIL

Dontae Payne
Mayor

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Special Recognition - Proclamation Recognizing Outgoing Members of City Council Appointed Advisory Bodies

Agenda Date: 3/24/2026
Agenda Item Number: 2.C
File Number:26-0235

Type: recognition **Version:** 1 **Status:** Recognition

Title
Special Recognition - Proclamation Recognizing Outgoing Members of City Council Appointed Advisory Bodies

Recommended Action
Committee Recommendation:
Not referred to a committee

City Manager Recommendation:
Recognize the nineteen (19) community members departing City Council appointed advisory bodies at the end of the 2026 term.

Report
Issue:
Whether to recognize the nineteen (19) community members departing City Council appointed advisory bodies at the end of the 2026 term.

Staff Contact:
Stacey Ray, Assistant City Manager, City Manager's Office, 360.753.8046

Presenter(s):
Jim Burlingame, Outgoing Member of the Arts Commission
Marty Slighte, Outgoing Member of the Bicycle and Pedestrian Advisory Committee

Background and Analysis:
The City supports fourteen (14) City Council-appointed advisory committees, boards, and commissions. These bodies are composed of community volunteers who contribute expertise, lived experience, and diverse perspectives to inform staff and Council policy and decision-making. Members typically serve three-year terms and may be reappointed for up to three terms (nine years total).

At the close of the term ending March 31, 2026, nineteen (19) community members across nine advisory committees, boards, and commissions will have vacated or will be vacating their positions:

- Arts Commission: Jim Burlingame, Christen Greene, Jacie Hoag
- Bicycle and Pedestrian Advisory Committee: Marty Slighte, Garin Schrieve, Jonathan Hutton
- Cultural Access Program Advisory Board: Mariella Luz, Paul Parker
- Design Review Board: Roussa Cassel, Ingrid Gulden
- Heritage Commission: Eleanor Knight, Stacy Hicks, Garner Miller
- OMPD Advisory Committee: Jamie Milletary
- Parks and Recreation Advisory Committee: Brent Barnes, Jeff Prevost
- Planning Commission: Tammy Adams, Shawna Mershon
- Utility Advisory Committee: Sherry Chilcutt

The purpose of this special recognition is to recognize these members for their commitment and service and acknowledge them for having so generously shared their time and talent in service to the City and community. Two outgoing advisory body members, Jim Burlingame (Arts Commission) and Marty Slighte (Bicycle and Pedestrian Advisory Committee) will attend as guest presenters, briefly sharing remarks about their experiences from having served on their respective advisory bodies.

Climate Analysis:
No climate impacts were evident.

Equity Analysis:
Council-appointed advisory boards offer a ready opportunity to reduce disparities in participation by marginalized communities in the City's processes and decisions. The Community Livability and Public Safety Committee has been intentional about working to increase the racial, age and socio-economic diversity among the community volunteers who make up these advisory committees.

Neighborhood/Community Interests (if known):
The Olympia community has a high interest in participating in local government decision making. Advisory bodies provide opportunities for more direct Council engagement with the community around policy decisions and Council decision-making.

Financial Impact:
There is no financial impact related to this item.

Options:
1. Recognize the nineteen (19) community members departing City Council appointed advisory bodies at the end of the 2026 term.
2. Do not Recognize the nineteen (19) community members departing City Council appointed advisory bodies at the end of the 2026 term.
3. Take other action.

Attachments:
Proclamation

CITY OF OLYMPIA

Proclamation

WHEREAS, since establishing its first advisory body in 1935, the City of Olympia has looked to community members for their perspectives and advice in the creation of policy and development of our City's future; and

WHEREAS, over the last 90 years, the City has established advisory bodies focused on areas such as city planning, the arts, heritage, bicycle and pedestrian issues, parks, utilities, social justice, cultural access, design review, lodging tax and law enforcement oversight; and

WHEREAS, these City Council appointed advisory committees, boards and commissions provide a way for residents to share their perspectives, study issues, and develop recommendations that help to inform the decisions of the Olympia City Council; and

WHEREAS, for more than nine decades, hundreds of Olympians have generously volunteered their time and expertise in service to the community by serving on City advisory committees, boards and commissions; and

WHEREAS, every year, the City Council has the honor to appoint new and reappoint continuing members, while also recognizing the tremendous contributions of those advisory body members concluding their terms of service; and

WHEREAS, currently, nineteen (19) advisory body members are departing from the following bodies: Arts Commission, Bicycle and Pedestrian Advisory Committee, Cultural Access Advisory Board, Heritage Commission, Olympia Metropolitan Park District Board Advisory Committee, Parks and Recreation Advisory Committee, Planning Commission, and Utility Advisory Committee; and

NOW, THEREFORE, BE IT RESOLVED, the Olympia City Council does hereby proclaim its deep gratitude for the service of

JIM BURLINGAME, CHRISTEN GREENE, JACIE HOAG, MARTY SLIGHTE, GARIN SCHRIEVE, JONATHAN HUTTON, MARIELLA LUZ, PAUL PARKER, ROUSSA CASSEL, INGRID GULDEN, ELEANOR KNIGHT, STACY HICKS, GARNER MILLER, JAMIE MILLETARY, BRENT BARNES, JEFF PREVOST, TAMMY ADAMS, SHAWNA MERSHON, AND SHERRY CHILCUTT.

And urge all residents to recognize and value these community members for having so generously shared their valuable time, expertise, and perspectives in service to the City of Olympia and the Olympia community at large.

SIGNED IN THE CITY OF OLYMPIA, WASHINGTON THIS 24th DAY OF MARCH 2026

OLYMPIA CITY COUNCIL

Dontae Payne
Mayor

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of March 17, 2026 City Council Meeting Minutes

Agenda Date: 3/24/2026
Agenda Item Number: 4.A
File Number:26-0231

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title
Approval of March 17, 2026 City Council Meeting Minutes

Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501
Information: 360.753.8441

Tuesday, March 17, 2026 **6:00 PM** **Council Chambers, Online and Via Phone**

Note: City Councilmembers will participating via zoom

Register to Attend:
https://us02web.zoom.us/webinar/register/WN_HZM0fBRjT2avmctDdGWAoQ

1. ROLL CALL

Present: 4 - Councilmember Robert Vanderpool, Councilmember Clark Gilman, Councilmember Kelly Green and Councilmember Paul Berendt

Excused: 3 - Mayor Dontae Payne, Mayor Pro Tem Yến Huỳnh and Councilmember Dani Madrone

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION - None

3. PUBLIC COMMENT

The following people spoke: Christina Janis and Henry Valz.

COUNCIL RESPONSE TO PUBLIC COMMENT (Optional)

4. CONSENT CALENDAR

4.A 26-0217 Approval of March 3, 2026 City Council Meeting Minutes

The minutes were adopted.

4.B 26-0216 Approval of March 10, 2026 Study Session Meeting Minutes

The minutes were adopted.

4.C 26-0167 Approval of a Resolution Authorizing an Easement Agreement at 429 Sherman Street NW

The resolution was adopted.

4.D 26-0202 Approval of a Resolution Authorizing an Amendment to an Agreement with Berger Partnership to Complete Phase 1 Design Services at Yelm Highway Community Park

The resolution was adopted.

4.E 26-0207 Approval of a Resolution Consenting to DKS Boardwalk LLC's Assignment of Its Interests and Obligations under Certain Real Estate-Related Agreements with the City

The resolution was adopted.

4. SECOND READINGS (Ordinances)

4.F 26-0110 Approval of an Ordinance Amending Olympia Municipal Code Chapter 5.80, Unfair Housing Practices Related to Diverse Family Structures

The ordinance was adopted on second reading.

4. FIRST READINGS (Ordinances)

4.G 26-0204 Approval of an Emergency Ordinance Adding a New Chapter 10.06 to the Olympia Municipal Code Relating to Certain Driving Offenses, Directly Incorporating by Reference Certain Statutes from the Revised Code of Washington, Amending Olympia Municipal Code Section 10.04.020, Declaring an Emergency, and Establishing an Immediate Effective Date - FIRST AND FINAL READING

The ordinance was adopted on first and final reading.

4.H 26-0206 Approval of an Ordinance Amending Olympia Municipal Code Section 3.50.510 Relating to the Sales and Use Tax for Criminal Justice as Adopted Pursuant to City of Olympia Ordinance No. 7439 - FIRST AND FINAL READING

The ordinance was adopted on first and final reading.

Approval of the Consent Agenda

Councilmember Berendt moved, seconded by Councilmember Vanderpool, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 4 - Councilmember Vanderpool, Councilmember Gilman, Councilmember Green and Councilmember Berendt

Excused: 3 - Mayor Payne, Mayor Pro Tem Huỳnh and Councilmember Madrone

5. PUBLIC HEARING - None

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMENT

8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on meetings and events attended.

9. CITY MANAGER'S REPORT AND REFERRALS

Acting City Manager Debbie Sullivan had no reports.

10. ADJOURNMENT

The meeting adjourned at 6:12 p.m.

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of City of Olympia Investment Policy Updates

Agenda Date: 3/24/2026
Agenda Item Number: 4.B
File Number:26-0237

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Approval of City of Olympia Investment Policy Updates

Recommended Action
Committee Recommendation:
The Finance Committee unanimously approved these updates at its February 23, 2026 meeting and recommends forwarding them to the full City Council for consideration.

City Manager Recommendation:
Move to approve the recommended updates to the City of Olympia Investment policy.

Report
Issue:
Whether to approve the recommended updates to the City of Olympia Investment policy.

Staff Contact:
Mike Githens, Finance Director, 360-753-8465

Presenter(s):
None - Consent Calendar item.

Background and Analysis:
It is a best practice to periodically review and update the City's Investment Policy to safeguard public funds, maintain sufficient liquidity for operational needs, optimize returns, and ensure compliance with evolving state laws. Regular reviews also support transparency, reflect current investment strategies, and promote prudent decision-making.

This year's proposed updates include the addition of Environmental, Social, and Governance (ESG) considerations to better align investment decisions with the City's broader community objectives. The policy also revises the total portfolio weighted average maturity limit, increasing it from 2.0 to 2.5 years. This adjustment will help keep the City's Core Investment Strategy aligned with its benchmark during periods of lower balances. Overall, these changes reinforce a disciplined approach to achieving the City's primary investment goals of safety, liquidity, and return.

Type: decision **Version:** 1 **Status:** Consent Calendar

Climate Analysis:
This agenda item is expected to result in no impact to greenhouse gas emissions.

Equity Analysis:
One of the goals of the City's budget process is to ensure that city services are provided equitably to our residents and business communities, as well as the greater Olympia community. This agenda item is not expected to further impact known disparities in our community.

Neighborhood/Community Interests (if known):
Members of the community may have an interest in this agenda item as it deals with City finances and fiscal governance.

Financial Impact:
There is no financial impact resulting from this Resolution.

Options:
1. Move to approve the recommended updates to the City of Olympia Investment policy.
2. Do not approve the proposed policy updating the City Investment Policy.
3. Take other action.

Attachments:
Draft City Investment Policy



City of Olympia
Investment Policy

2026

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1. Introduction

This Investment Policy defines the parameters within which funds are to be invested by the City of Olympia ("City"). This policy also formalizes the framework, of the City's Policy and Procedures to provide the authority and constraints for the City to maintain an effective and judicious management of funds within the scope of this policy.

These policies are intended to be broad enough to allow the Finance Director or authorized designee to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

2. Governing Authority

The City of Olympia's investment authority is derived from RCW Chapters 35A.40.050 and 35.39.032. The investment program shall be operated in conformance with Washington Revised Statutes and applicable Federal Law. All funds within the scope of this policy are subject to regulations established by the State of Washington.

3. Policy Statement

This policy establishes standards and guidelines for the direction, management and oversight for all of the City of Olympia's investable cash and funds. Funds must be invested prudently to assure preservation of principal, provide needed liquidity for daily cash requirements, and provide a market rate of return. All investments must conform to federal, state, and local statutes governing the investment of public funds.

4. Scope

This policy applies to activities of the City of Olympia with regard to investing the financial assets of the City. The City commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles (GAAP). The city maintains the right to separate certain funds and exclude them from the scope of this policy. Should bond covenants be more restrictive than this policy, funds shall be invested in full compliance with those restrictions.

5. Objectives

All funds will be invested in a manner that is in conformance with federal, state and other legal requirements. In addition, the objectives, in order of priority, of the investment activities will be as follows:

A. Safety

Safety of principal is the primary objective of the City. To mitigate credit and interest rate risk, investment decisions shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To obtain this objective, the following steps will be taken:

i. Credit risk. This is the risk of loss due to the financial failure of the security issuer or backer. The city will minimize credit risk by:
    1. Limiting exposure to poor credits and concentrating the investments in the safest types of securities.
    2. Diversifying the investment portfolio so that potential losses on individual securities will be minimized; and
    3. Actively monitoring the investment portfolio holdings for rating changes, changing economic market conditions, etc.
    4. Credit rating downgrade. If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Finance Director shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold after further analysis of the credit rating on an ongoing basis. The Finance Director will apply the general objectives of safety, liquidity, and return to make the decision.

ii. Interest rate risk. This is the risk that the market value of securities in the portfolio will fall due to increases in general interest rates. The city will mitigate the interest rate risk by:
    1. Structuring the investment portfolio so that securities mature to meet cash requirements, when known, for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;
    2. Investing liquidity funds primarily in short-term instruments (i.e., investments maturing in less than one year); and
    3. Investing excess liquidity funds in a manner that is consistent with the established risk/return objectives of this policy within the stated maximum weighted average maturity constraint.

B. Liquidity

The investment portfolio will provide liquidity sufficient to enable the City to meet all cash requirements that might reasonably be anticipated. This will be accomplished by either maintaining a portion of the portfolio in investment vehicles offering daily liquidity at face value, such as the Washington State Local Government Investment Pool (LGIP) or structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

C. Return on Investment

The investment portfolio will be structured with the objective of attaining a market rate of return throughout economic cycles, commensurate with the investment risk parameters and the cash flow characteristics of the portfolio.

D. Legality

The investment portfolio will be invested in a manner that meets RCW statutes and all legal requirements of the City.

6. Standards of Care

A. Delegation of Authority and Responsibilities

i. Governing Body

The City Council, as the governing body of the City, will retain ultimate fiduciary responsibility for the portfolio. The Council will designate an investment officer to manage the investment program in accordance with RCW's and City policy and will review and adopt any changes to the investment policy.

ii. Delegation of Authority

The City Council designates the City's Finance Director, or their designee, as the Investment Officer of the City. No person may initiate investment transactions on behalf of the Investment Officer without the express written consent of the Investment Officer. Both the City and the investment advisor shall maintain record of individuals granted consent to initiate transactions by the Investment Officer.

iii. Training: Such procedures shall include explicit delegation of authority to persons responsible for investment transactions to provide adequate redundancy by properly trained and informed staff. All staff engaging in investment transactions shall attend public investment training. Staff shall not engage in any allowable investment transaction for which they cannot articulate a rationale for having done so.

iv. Finance Committee:

The Finance Committee shall meet at least annually to receive a report on investment performance and investment compliance.

v. Registered Investment Advisor

The City may engage the services of an external registered investment adviser to assist with the management of the City's investment portfolio in a manner that is consistent with the City's objectives and this policy. Such advisers shall provide recommendation and advice regarding the City investment program including but not limited to advice related to the purchase and sale of investments in accordance with this Investment Policy. Such advisers must be registered under the Investment Advisers Act of 1940.

B. Prudence

The standard of prudence to be used by the Finance Director or any designees in the context of managing the overall portfolio is the prudent person rule enacted by State Statute (RCW 11.100.020) which states:

> *Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not in regard to speculation but in regard to the permanent disposition of the funds considering the probable income as well as the probable safety of the capital.*

The Finance Director and authorized investment officers and employees who act in accordance with the Finance Director's written procedures and the City's Investment Policy, and who exercise due diligence, shall be relieved of personal responsibility for the credit risk or market price change of an investment, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

C. Ethics and Conflicts of Interest

Officers and designated employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager in writing any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Olympia, particularly with regard to the time of purchases and sales.

Persons authorized to invest shall not accept gifts form the institutions with which the City places investments. Occasional business meals are acceptable and must be reported to the Finance Director and Finance Committee.

7. Safekeeping, Custody and Controls

A. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the City's safekeeping institution prior to the release of funds.

B. Third-Party Safekeeping

Prudent treasury management requires that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by the City, an independent third-party financial institution, or the City's designated depository.

The City's Finance Director shall designate all safekeeping arrangements and an agreement of the terms executed in writing. All securities will be receipted and recorded based on the terms in the custodial contract. The third-party custodian shall be required to provide a statement to the City listing at a minimum each specific security, book yield, description, maturity date, market value, par value, purchase date, and CUSIP number. The City will have online access through the safekeeping bank for verification of the account holdings and transactions.

All collateral securities pledged to the City for certificates of deposit or demand shall be held in a segregated account at the issuing financial institution that is reporting to the State's Public Deposit Protection Commission (PDPC).

C. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Specifics for the internal controls shall be documented in an investment procedures manual.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

i. Control of collusion
ii. Separation of transaction authority from accounting and recordkeeping
iii. Custodial safekeeping
iv. Avoidance of physical delivery securities of marketable securities
v. Clear delegation of authority to subordinate staff members
vi. Written confirmation of transactions for investments and wire transfers
vii. Dual authorizations of wire transfers
viii. Staff training and
ix. Review, maintenance and monitoring of security procedures both manual and automated.

D. External Controls

The Office of the State Auditor requires that in accordance with Revised Code of Washington 43.09.260, the City must undergo annual financial examinations performed by State Examiners. Investment management is to be included as part of the annual independent audit to assure compliance with this investment policy.

8. Authorized Financial Dealers

A. Broker/Dealers

The Finance Director or designee shall maintain and review annually a list of all authorized financial institutions and broker/dealers that are approved to transact with the City for investment purposes. Any firm is eligible to make an application to the City. Additions and deletions to the list will be made at the City's discretion. All broker/dealers and financial institutions who desire to do business with the City must supply the Finance Director with the following:

i. Annual audited financial statements.
ii. Proof of FINRA (Financial Industry Regulatory Authority) certification.
iii. Proof of registration with the State of Washington.
iv. A completed Broker/Dealer questionnaire and a certification of having read the City Investment Policy.

B. Investment Advisors

The City may contract with an external investment advisor to assist with the management of the City's investment portfolio in a manner that is consistent with the City's objectives and this policy. Advisors must be registered under the Investment Advisers Act of 1940 and must act in a non-discretionary capacity, requiring approval from the City prior to all transactions.

The Finance Director or designee may utilize the investment advisor's approved broker/dealer list in lieu of the City's own approved list. The advisor must submit the approved list to the City annually and provide updates throughout the year as they occur. The advisor must maintain documentation of appropriate license and professional credentials of broker/dealers on the list. The annual investment advisor broker/dealer review procedures include:

i. FINRA Certification check
   - Firm Profile
   - Firm History
   - Firm Operations
   - Disclosures of Arbitration Awards, Disciplinary and Regulatory Events
   - State Registration Verification

ii. Financial review of acceptable FINRA capital requirements or letter of credit for clearing settlements.

The advisor may be authorized through the contracted agreement to open accounts on behalf of the City with the broker/dealers on the approved broker/dealer list. The City will receive documentation directly from the brokers for account verification and regulatory requirements.

C. Depositories

The City will only place funds exceeding the current FDIC insurance limits with banks who are currently participating in the Washington State PDPC program. Compliance/listing with the PDPC will be verified by the Finance Director or designee annually.

D. Competitive Transactions

Transactions must be executed on a competitive basis and documented, excluding securities and interfund loans issued by the City of Olympia. Competitive prices should be provided from at least three separate brokers, financial institutions or through a national electronic trading platform. If the purchased security is only offered by one broker, then other securities with similar structure may be used for documentation purposes. If an Advisor handles trade executions, then they must provide the competitive documentation as requested.

9. Authorized and Suitable Investments

A. Authorized Investments

All investments of the City are limited by RCW, principally RCW 35A.40.050 and 39.59.020.

Additional Specifications:

- This policy recognizes S&P, Moody's and Fitch as the major Nationally Recognized Statistical Ratings Organizations (NRSRO).
- Minimum credit ratings and percentage limitations apply to the time of purchase.
- All securities must be purchased on the secondary market and may not be purchased directly from the issuer.
- Securities rated in the broad single-A category with a negative outlook may not be purchased. Portfolio holdings of corporate notes downgraded to below single A and portfolio holdings of securities rated single A with their outlooks changed to negative may continue to be held. No additional purchases are permitted.

B. Suitable Investments

U. S Treasury Obligations: Direct obligations of the United States Treasury.

US Agency Obligations: US Government Agency Obligations and US Government Sponsored Enterprises (GSEs) which may include, but are not limited to the following: Federal Farm Credit Banks Funding Corporation (FFCB), Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), and Tennessee Valley Authority (TVA).

Supranational Bonds: United States dollar denominated bonds, notes or other obligations that are issued or guaranteed by supranational institutions, provided, that at the time of investment, the institution has the United States as its largest shareholder. These include: International Bank for Reconstruction and Development (IBRD or World

Bank); the International Finance Corporation (IFC); the Asian Development Bank (ADB) and the Inter-American Development Bank (IADB).

Municipal Debt Obligations: Bonds of the State of Washington, any local government in the State of Washington, General Obligation bonds outside the State of Washington; at the time of investment the bonds must have one of the three highest credit ratings of a nationally recognized rating agency.. Debt of the City of Olympia is not required to be rated.

Corporate Notes: Unsecured debt obligations purchased in accordance with the investment policies and procedures adopted by the State Investment Board. Corporate notes must be rated at least weak single A (A-) or better by all the major rating agencies that rate the note at the time of purchase for inclusion in the corporate note portfolio. The maturity must not exceed 5.5 years and the maximum duration of the corporate note portfolio cannot exceed 3 years. The percentage of corporate notes that may be purchased from any single issuer rated AA- or better by all major rating agencies that rate the note is 3% of the assets of the total portfolio. The percentage of corporate notes that may be purchased from any single issuer rated in the broad single A (A-) category from all the major rating agencies that rate the security is 2% of the total portfolio. The individual country limit of non-U.S. and non-Canadian exposure is 2% of the total portfolio. The exposure is determined by the country of domicile of the issuers of portfolio securities.

Commercial Paper: Commercial paper must be rated with the highest short-term credit rating category of any two major Nationally Recognized Statistical Rating Organizations (NRSROs) at the time of purchase. If the commercial paper is rated by more than two major NRSROs, it must have the highest rating from all of them. Commercial paper holdings may not have maturities exceeding 270 days. Any commercial paper purchased with a maturity longer than 100 days must also have an underlying long-term credit rating at the time of purchase in one of the three highest rating categories of an NRSRO. The percentage of commercial paper that may be purchased from any one issuer is 3% of the market value of the total portfolio. Issuer constraints will apply to the combined holdings of corporate notes and commercial paper holdings.

Certificates of Deposit: Non-negotiable Certificates of Deposit of financial institutions which are qualified public depositories as defined by RCW 39.58.010(2) and in accordance with the restrictions therein.

Bank Time Deposits and Savings Accounts: Deposits in PDPC approved banks.

Local Government Investment Pool: Investment Pool managed by the Washington State Treasury Office.

C. Bank Collateralization

The PDPC makes and enforces regulations and administers a program to ensure public funds deposited in banks and thrifts are protected if a financial institution becomes insolvent. The PDPC approves which banks and thrifts can hold state and local government deposits and monitors collateral pledged to secure uninsured public deposits. Under the act, all public treasurers and other custodians of public funds are relieved of the

responsibility of executing tri-party agreements, reviewing pledged securities, and authorizing additions, withdrawals, and exchanges of collateral.

D. Prohibited Investments

i. The City shall not lend securities nor directly participate in a securities lending or reverse repurchase program.
ii. The City shall not invest in mortgage-backed securities.
iii. The City shall not invest in Equities

Ethical Investment Statement

The City of Olympia will strive to invest its funds in ways that promote the wellbeing of our communities and our environment, favoring investment in entities that support the needs of peacetime daily life, in companies that offer renewable energy and other climate mitigation strategies, in companies with strong environmental, labor, and social records, or in socially responsible community projects within our County.

The City will refrain from investment in companies with primary business functions in harmful industries such as tobacco, fossil fuels, mass incarceration or immigrant detention, and weaponry of any kind, or in companies with a consistent record of direct involvement in severe human rights violations such as slavery and prison labor, war crimes, illegal military occupation, racial segregation, or apartheid.

By December 31, 2026, the Finance Director will review existing investments and present a plan to align the City's portfolio with the Ethical Investment Statement. The plan will include: (1) exploration of positive, new investment opportunities; (2) identification of holdings to be sold or not renewed and (3) recommendation of ways to promote similar socially responsible investment principles with other investment funds or financial institutions with which the City works.

10. Investment Parameters

A. Diversification

The City will diversify the investment of all funds by adhering to the constraints listed in the following table. Investments in securities shall not exceed the following percentages of the total portfolio at the time of purchase.

Total Portfolio Diversification Constraints

Issue Type	Maximum % Holdings	Maximum % per Issuer	Ratings S&P, Moody's, or Equivalent NRSRO	Maximum Maturity
US Treasury Obligations	100%	None	N/A	10 years
US Agency Obligations	100%	35%	N/A	10 years
Supranational Agency Notes	10%	5%	AA- / Aa3	10 years
Municipal Bonds (GO Outside WA)	30%	5%	A- / A3 Short Term**	10 years
City of Olympia Debt Obligations	15%	None	N/A	N/A
Corporate Notes		3%* for AA- 2%*	A- / A3	5.5 years

i. Liquidity Funds – Tier 1

Liquidity funds will be defined as those funds that are in the State LGIP City, bank deposits, bank certificates of deposits or money market instruments and will be available for immediate use.

ii. Investment Core Funds – Tier 2

Investment funds will be defined as the funds in excess of liquidity requirements and invested in authorized investments and maturity structure listed below.

iii. Total Portfolio Maturity Constraints:

Maturity Constraints	**Minimum % of Total Portfolio**
Under 30 days	10%
Under 1 year	25%
Under 5 years	90%
Under 10 years	100%
Maturity Constraints	**Maximum of Total Portfolio in Years**
Weighted Average Maturity	2.5 years
Duration of Corporate Note Portfolio	3 years
Security Structure Constraint	**Maximum % of Total Portfolio**
Callable Agency Securities	25%

C. Strategic Philosophy

The primary investment philosophy of the City is to match investment maturities with expected cash outflows. Securities shall generally be held until maturity, with the following exceptions:

i. A security with a declining credit may be sold early to protect the principal value of the portfolio.
ii. The portfolio duration or maturity buckets should be adjusted to better reflect the structure of the underlying benchmark portfolio.
iii. A security exchange that would improve the quality, yield and target maturity of the portfolio based on market conditions.
iv. A sell of a security to provide for unforeseen liquidity needs.

11. Reporting Requirements

A. Reporting

The Finance Director or designee shall be responsible for investment reporting. At a minimum, monthly reporting (RCW 35.39.032) shall be made available providing detailed information on the investment portfolio.

Specific Requirements:

- Book Yield
- Holdings Report including mark to market and security description
- Transactions Report
- Weighted Average Maturity or Duration

B. Performance Standards/Evaluation

i. The portfolio shall be managed to obtain a fair rate of return and earnings rate that incorporates the primary objectives of protecting the City's capital and assuring adequate liquidity to meet cash flow needs.

ii. The investment portfolio will be invested into a predetermined structure that will be measured against a selected benchmark portfolio. The structure will be based upon a chosen minimum and maximum duration (average maturity) and will have the objective to achieve market rates of returns over long investment horizons. The purpose of a benchmark is to appropriately manage the risk in the portfolio through interest rate cycles. The investment portfolio is expected to provide similar returns to the benchmark over interest rate cycles but may underperform or outperform in certain periods. The portfolio will be positioned to first protect principal and then achieve market rates of return. The benchmark used will be the US treasury 0-3 year index or US treasury 0-5 year index and comparisons will be calculated monthly and reported quarterly.

iii. The liquidity component yield will be compared quarterly to the LGIP average yield.

C. Compliance Report

A quarterly compliance report will be generated comparing the portfolio positions to this investment policy.

The Investment Policy sets forth concentration constraints and minimum credit ratings for each type of security. These limits apply to the initial purchase of a security and do not automatically trigger the sale of a security as the portfolio value fluctuates or in the event of credit rating downgrade. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

D. Accounting Method

The City shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including, but not necessarily limited to, the Governmental Accounting Standards Board (GASB).

Pooling of Funds: Except for cash in certain restricted and special funds, the City will consolidate balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation in the investment program and in accordance with generally accepted accounting principles.

12. Policy Adoption

The City's Investment Policy shall be adopted by the City Council and reviewed by the Council Finance Committed as needed but not less than every two years. This Policy has been adopted by the City Council on _____, 2026 and replaces the City's previously adopted policy dated April 2024.

Glossary of Terms

Agency Securities: Government sponsored enterprises of the US Government.
Bankers Acceptances: A time draft accepted (endorsed) by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer. BAs are short-term non-interest-bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value.
Bond: An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and specific assets sometimes secure it. Most bonds have a maturity of greater than one year and generally pay interest semiannually. See Debenture.
Broker: An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.
Collateral: Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.
Commercial Paper: Short-term, unsecured, negotiable promissory notes issued by corporations.
Current Maturity: The amount of time left until an obligation matures. For example, a one-year bill issued nine months ago has a current maturity of three months.
CUSIP: A CUSIP number identifies securities. CUSIP stands for Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.
Dealer: An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory. The dealer's profit is determined by the difference between the price paid and the price received.
Debenture: Unsecured debt backed only by the integrity of the borrower, not by collateral, and documented by an agreement called an indenture.
Delivery: Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called "free"). Delivery vs. payment is delivery of securities with an exchange of money for the securities.
Duration: A measure used to calculate the price sensitivity of a bond or portfolio of bonds to changes in interest rates. This equals the sum of the present value of future cash flows.
Full Faith and Credit: Indicator that the unconditional guarantee of the United States government backs the repayment of a debt.
General Obligation Bonds (GOs): Bonds secured by the pledge of the municipal issuer's full faith and credit, which usually includes unlimited taxing power.
Government Bonds: Securities issued by the federal government; they are obligations of the U.S. Treasury; also known as "governments."
Interest: Compensation paid or to be paid for the use of money. The rate of interest is generally expressed as an annual percentage.
Investment Funds: Core funds are defined as operating fund balance, which exceeds the City's daily liquidity needs. Core funds are invested out the yield curve to diversify maturity structure in the overall portfolio. Having longer term investments in a portfolio will stabilize the overall portfolio interest earnings over interest rate cycles.
Investment Securities: Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.

Liquidity: The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.
Liquidity Component: A percentage of the total portfolio that is dedicated to providing liquidity needs for the City.
LGIP: Local Government Investment Pool run by the State of Washington Treasurer's office established to help cities with short term investments.
Mark to Market: Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.
Municipals: Securities, usually bonds, issued by a state, its agencies, by cities or other municipal entities. The interest on "munis" is usually exempt from federal income taxes and state and local income taxes in the state of issuance. Municipal securities may or may not be backed by the issuing agency's taxation powers.
Par Value: The value of a security expressed as a specific dollar amount marked on the face of the security or the amount of money due at maturity. Par value should not be confused with market value.
Portfolio: A collection of securities held by an individual or institution.
Prudent Person Rule: A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.
Quotation or Quote: A bid to buy or the lowest offer to sell a security in any market at a particular time.
Repurchase Agreement: Range in maturity from overnight to fixed time to open end. Repos involve a simultaneous sale of securities by a bank or government securities dealer to an investor with an agreement for the bank or government securities dealer to repurchase the securities at a fixed date at a specified rate of interest.
Treasury Bill (T-Bill): An obligation of the U.S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.
Treasury Bonds and Notes: Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.
Yield: The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.
Yield to Maturity: The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond.

Ratings Table – Long-Term

	S&P	Moody's	Fitch	Definition
Three Highest Rating Categories	AAA	Aaa	AAA	Highest credit quality
	AA+, AA, AA-	Aa1, Aa2, Aa3	AA+, AA, AA-	Very high credit quality
	A+, A, A-	A1, A2, A3	A+, A, A-	High credit quality
	BBB+, BBB, BBB-	Baa1, Baa2, Baa3	BBB+, BBB, BBB-	Good credit quality
	BB+, BB, BB-	Ba1, Ba2, Ba3	BB+, BB, BB-	Non-investment grade

Ratings Table – Short-Term

Highest Rating Category	S&P	Moody's	Fitch	Definition
	A1+, A1	P1+, P1	F1+, F1	Highest credit quality
	Municipal Commercial Paper			
	A-1, A-1+, SP-1+, SP-1	P1, MIG1, VMIG1	F1+, F1	Highest credit quality

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of Individuals for Reappointment to Council Appointed Advisory Bodies

Agenda Date: 3/24/2026
Agenda Item Number: 4.C
File Number:26-0240

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Approval of Individuals for Reappointment to Council Appointed Advisory Bodies

Recommended Action
Committee Recommendation:
Not referred to a committee

City Manager Recommendation:
Move to approve individuals for reappointment to Council Appointed Advisory Bodies

Report
Issue:
Whether to approve individuals for reappointment to Council Appointed Advisory Bodies

Staff Contact:
Stacey Ray, Assistant City Manager, City Manager's Office, 360.753.8046

Presenter(s):
None - Consent Calendar Item

Background and Analysis:
The Community Livability and Public Safety Committee (CLPS) is responsible for making recommendations to the City Council for appointments to the City's advisory bodies. Current members in good standing whose terms are set to expire may request reappointment for another term, up to a maximum of three full terms, or nine years.

Allowing members to serve multiple terms benefits the advisory bodies and City through the members' gained experience and historical knowledge of the projects and work of their respective advisory bodies. It also provides additional support for helping to welcome and onboard new members joining advisory bodies.

Staff recommend the following individuals for reappointment to their respective advisory bodies for another 3-year term:

- Arts Commission: Kathryn Dorgan, Coral Garey, Katherine Ransom

- Bicycle and Pedestrian Advisory Committee: Travis Millar
- Cultural Access Program Advisory Board: Melissa Meade
- Design Review Board: Virginia Sorrells, Bassim Kreem
- Heritage Commission: Mark Shepard, G Stedman
- Lodging Tax Advisory Committee: Theresa Thorning
- OMPD Advisory Committee: Randy Gunderson, Caroline Mellor
- Parks and Recreation Advisory Committee: Meg Jones, Caroline Mellor
- Planning Commission: Aaron Sauerhoff
- Social Justice and Equity Commission: Kevin Mattison, Caesar Plasencia
- Utility Advisory Committee: Ben Gossett, Kathryn Walton-Elliott, Donald Krug

The purpose of this agenda item is for Council to approve the recommended reappointments to advisory bodies. If not approved, or delayed for further consideration, some advisory bodies may have difficulty in meeting quorum to fulfill their duties and advance their work plans as current terms end.

Climate Analysis:
No climate impacts were evident.

Equity Analysis:
The advisory body recruitment process is an opportunity to reduce disparities in participation among marginalized communities, and ensure diverse perspectives are included in policy decisions and Council decision-making.

Neighborhood/Community Interests (if known):
The Olympia community has a high interest in participating in local government decision making. Advisory bodies provide opportunities for more direct Council engagement with the community around policy decisions and Council decision-making.

Financial Impact:
To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to eligible advisory body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory body members may waive the stipend. In 2025 the total cost of stipends was $11,425.

Options:
1. Move to approve individuals for reappointment to Council Appointed Advisory Bodies
2. Move to approve individuals for reappointment with changes as identified by City Council.
3. Do not approve the recommended individuals for reappointment and direct staff to work with the Community Livability and Public Safety Committee for further consideration.

Attachments:
None

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of Recommended Appointments to Fill Vacancies on Council Appointed Advisory Bodies

Agenda Date: 3/24/2026
Agenda Item Number: 4.D
File Number:26-0234

Type: decision **Version:** 1 **Status:** Consent Calendar

Title
Approval of Recommended Appointments to Fill Vacancies on Council Appointed Advisory Bodies

Recommended Action
Committee Recommendation:
The Community Livability and Public Safety Committee recommends approval of the recommended appointments.

City Manager Recommendation:
Move to approve the recommended appointments to fill vacancies on Council appointed advisory bodies.

Report
Issue:
Whether to approve the recommended appointments to fill vacancies on Council appointed advisory bodies.

Staff Contact:
Stacey Ray, Assistant City Manager, City Manager's Office, 360.753.8046

Presenter(s):
None - Consent Calendar Item

Background and Analysis:
In October 2025 the City launched its annual recruitment to fill upcoming vacancies on the City's advisory bodies. The City received 62 applications for upcoming openings on the Arts Commission, Bicycle and Pedestrian Advisory Committee, Cultural Access Program Advisory Board, Design Review Board, Heritage Commission, Olympia Metropolitan Park District (OMPD) Advisory Committee, Parks and Recreation Advisory Committee, Planning Commission, and Utility Advisory Committee.

The Community Livability and Public Safety Council Committee (CLPS) is responsible for conducting interviews of prospective applicants to fill vacancies on City advisory boards. CLPS solicited input

from the advisory boards on who to consider for interviews before selecting applicants to interview. On March 4, 2026, and March 5, 2026, the CLPS committee conducted interviews and finalized their recommendations for appointments. The list of recommended candidates for each advisory body is attached for approval by the full City Council.

One exception to this appointment process is the OMPD Advisory Committee. Members of this advisory body are appointed by current members of the OMPD Board, based on the recommendations from CLPS. Current OMPD Board members will vote to approve recommended appointments at their April 14, 2026, regular meeting. CLPS recommendations to fill vacancies on this board are also included in the attachment.

The purpose of this agenda item is for Council to approve the recommended appointments to fill advisory body vacancies. If not approved, or delayed for further consideration, some advisory bodies may have difficulty in meeting quorum in order to fulfill their duties and advance their work plans, as new members are slated to begin their terms in April.

Climate Analysis:
No climate impacts were evident.

Equity Analysis:
The advisory body recruitment process is an opportunity to reduce disparities in participation among marginalized communities, and ensure diverse perspectives are included in policy decisions and Council decision-making.

Neighborhood/Community Interests (if known):
The Olympia community has a high interest in participating in local government decision making. Advisory bodies provide opportunities for more direct Council engagement with the community around policy decisions and Council decision-making.

Financial Impact:
There is no cost associated with the action. To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to eligible advisory body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory body members may waive the stipend. In 2025 the total cost of stipends was $11,425.

Options:
1. Move to approve the recommended appointments to fill vacancies on Council appointed advisory bodies.
2. Do not approve the appointments and send the issue back to the Community Livability and Public Safety Committee.
3. Take other action

Attachments:
2026 Advisory Body Appointment Recommendations
2026 Advisory Body Recommended Applicant Applications

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Bicycle & Pedestrian	#3	Justin Stang	3 yr (2029)
Bicycle & Pedestrian	#5	Yelena Myakisheva	1 yr (2027)
Bicycle & Pedestrian	#7	Katy Wellington	3 yr (2029)
Utility Advisory	#9	Audrey Perry	3 yr (2029)
Planning	#1	Semir Ibrahimovic	3 yr (2029)
Planning	#4	Elle Burger	3 yr (2029)
Heritage Commission	#1	Derek Foster	1 yr (2027)
Heritage Commission	#6	Kyle Kimball	3 yr (2029)
Heritage Commission	#9	Stephanie Nace	2 yr (2028)
OMPDAC	#5	Marcella Volpintesta	3 yr (2029)
Arts Commission	#1	Lauren Thompson	3 yr (2029
Arts Commission	#4	Mara Orenstein	1 yr (2027)
Arts Commission	#7	Elizabeth Lord	3 yr (2029)
Cultural Access	#1	Morgan Montes	3 yr (2029)
Cultural Access	#2	Ravi Adigarla	3 yr (2029)
Design Review	#2	V Hoy	1 yr (2027)
Design Review	#3	Regine Varughis	2 yr (2028)
Parks & Rec	#2	Emily Boone	1 yr (2027)
Parks & Rec	#4	Grace Fletcher	3 yr (2029)

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Bicycle & Pedestrian	#3	Justin Stang	3 yr (2029)
Bicycle & Pedestrian	#5	Yelena Myakisheva	1 yr (2027)
Bicycle & Pedestrian	#7	Katy Wellington	3 yr (2029)

Tuesday, December 2, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Justin Stang Stang

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Planning Commission

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. BPAC
2. Planning Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Justin-Stang.pdf

Briefly describe why you wish to serve on this Advisory Body:

Following my campaign for Olympia City Council, I remain committed to the work I set out to do for our community. Serving on an advisory body is an opportunity to continue that service in a meaningful and collaborative way. I want to be an active participant in shaping policies that strengthen Olympia and support its residents.

I believe that civic engagement does not begin or end with an election. It is an ongoing responsibility to listen and learn to improve our quality of life. I want to bring my experience, energy, and understanding of Olympia to this committee, and to help ensure that local decision making reflects the diversity and resilience of our community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My skills include policy analysis, community engagement, and collaborative problem solving. I also have experience in small business and non-profit operations, supply chains and logistics, and long-term planning. I believe these skills would be useful to the committee as it works to support a strong and diverse community.

Share the ways you've been involved or have volunteered in the community.

One of my core values to make our community stronger is to show up, support, and listen. I'm so proud of the work that I do to support our community, its people, and its nonprofits - especially during these tough times.

I've grilled burgers with the Thurston County Democrats, dished up spaghetti with West Olympia Rotary,

and picked up cigarette butts downtown with Olympia Surfrider Chapter. My wife, Willow, and I have volunteered for cleanups with Olympia Downtown Alliance and have lent our support to Hands On Children's Museum, Deschutes Estuary Restoration Team, South Puget Sound Habitat for Humanity, Boys & Girls Clubs of Thurston County, SafePlace Olympia, Firefighters Community Foundation, Enterprise for Equity, Nisqually Land Trust, GRub, and the PARC Foundation. We are also active supporters of the ALS Association Evergreen Chapter.
In 2025, I ran for Olympia City Council and, although the campaign was unsuccessful, I knocked on nearly 5,500 doors to speak with voters and walked hundreds of miles through every neighborhood within the City.

List your educational and/or professional background and area of study.

Professional Background:
• Policy Analyst, Pacific Coast Shellfish Growers Association (PCSGA) – Advocate for science-based environmental policy, sustainable aquaculture, and coastal community resilience across five West Coast states.
• Former Sales and Wholesale Manager, Hama Hama Company – Led regional and national distribution, product development, and partnerships with restaurants and distributors.
• YMCA of Greater Olympia – Early professional experience in community engagement and youth programs.

Educational Background:
• B.A. in History, Providence College – Focus on public policy, governance, and sociology.
• AgForestry Leadership Program Graduate – Washington State's premier agricultural and natural resources leadership development program.

Areas of Study and Expertise:
• Environmental and marine policy
• Aquaculture and sustainable seafood systems
• Government affairs and regulatory processes
• Community development and small-business economics
• Leadership and stakeholder collaboration

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

10+

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

My wife and I walk our dog, Mr. Rogers, everyday on the streets and trails of Olympia. In addition, we're regular runners. These routines give me an up close view of conditions and keep me connected to the neighborhood with an understanding of how those conditions affect walking, rolling, and biking.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

In 2018, my brother-in-law was diagnosed with ALS and became fully dependent on his wheelchair. For many years I helped him navigate his chair and supported him with the attendant driving functions. For a time, he was able to operate the chair himself with a chin-controlled joystick for a while, but the condition of the sidewalks made this more and more dangerous. Even a small bump in the pavement could cause his chin to jolt forward and hit the joystick, which would send the chair off in the wrong direction or change speeds without warning.

Seeing how something as simple as a raised slab of concrete could threaten his safety changed the way I look at our built environment. It gave me a clear sense of how much independence and dignity rely on basic, predictable infrastructure. When I combine that experience with my own daily walks with my dog and my running around Olympia, I feel I have seen our system from several angles. I understand what works, what does not, and how important safe and accessible routes are for everyone.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

In my role with PCSGA, the non-profit supports clean water initiatives and organizes an annual beach cleanup. I also regularly work with the Olympia Downtown Alliance and Olympia Surfrider Foundation on their downtown and litter cleanups. I have volunteered with West Olympia Rotary, PARC Foundation, Community Firefighter Foundation, ALS Association Evergreen Chapter. I also serve on the Board of Directors of the Youth Pickleball Initiative and am a member of Sierra Club, NACCP of Thurston County, and Thurston County Pickleball Club - to name a few.

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

An Olympia Planning Commissioner is an advisor to the City and Council and also acts as a liaison between the community and the City Council. They play an important role in shaping how the city grows and develops by examining how new development fits with City plans, community goals, neighborhood character, environmental concerns, and transportation needs. They help ensure that Olympia grows in a thoughtful and equitable way.

Question Applies to the Planning Commission: What interests you the most about community planning?

What interests me most about community planning is the way it shapes the everyday life of a city. Good planning can make it easier for people to get around and feel like their neighborhood is a place they belong. I appreciate that it brings many voices to the table and asks us to think about what is working for our community today but also how we can better serve residents in the years to come.

I am also drawn to the problem-solving side of community planning. It requires balancing competing needs and listening carefully to neighbors to find practical ways to support growth while protecting the character and values of our community.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I would bring a mix of practical experience, community involvement, and a steady, thoughtful approach to decision-making. My background in policy work has trained me to read complex documents, understand regulatory frameworks, and look closely at how choices affect people on the ground. My recent run for City Council gave me an even deeper sense of the concerns, hopes, and frustrations that residents carry, and I think that perspective helps me stay grounded in what matters most to the community. I am also familiar working with diverse groups and listening carefully to find common ground, which is essential for the collaborative nature of the Planning Commission.

I hope to learn more about the technical side of city planning, including zoning, transportation modeling, environmental review, and the long-term planning tools the city uses to guide growth. I also want to better understand how different departments and commissions work together and how public feedback is incorporated into real policy decisions. Lastly, I want to learn how Olympia can plan for growth in a way that supports affordability, accessibility, and the character of our neighborhoods, and how I can help contribute to that work in a meaningful way.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

Yes! I have attended Planning Commission meetings, read the meeting packet and have the Short Course in Local Planning on my calendar for December, 2025.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

PRAC
Utility Advisory

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Justin Stang

Professional summary

Shellfish industry veteran with a decade of experience in regulatory compliance, supply chain management, and strategic planning, adept at leading teams and fostering strong relationships. Demonstrates a proven track record in project management and policy development, with a focus on innovative solutions to meet evolving market demands. Committed to advancing organizational goals of environmental stewardship and strong community engagement through insightful public speaking and collaborative efforts.

Employment History

Policy Analyst, Jan 2025 - Present

Pacific Coast Shellfish Grower's Association, Olympia, WA

- Serve as primary liaison between the shellfish industry and agencies, regulators, and elected officials.
- Analyze and develop policy positions on regulatory, legislative, and environmental issues affecting shellfish aquaculture across Washington, Oregon, California, Alaska, and Hawaii, ensuring industry priorities are effectively represented.
- Coordinate research, outreach, and stakeholder engagement with growers, scientists, and government agencies to inform sustainable management practices and advocate for science-based decision-making.
- Draft public comments, testimony, and strategic communications on topics such as water quality, permitting, and seafood competitiveness, strengthening the industry's voice in regional and national policy discussions.

Wholesale & Sales Manager, Mar 2015 - Jan 2025

Hama Hama Co., Lilliwaup, WA

- Led Wholesale Operations with a 16-member team across Sales and Fulfillment, improving inventory efficiency, customer satisfaction, and overall productivity.
- Expanded market reach through national and regional distribution strategies, new product development, and strengthened partnerships with farmers, restaurants, and distributors.
- Directed e-commerce and direct-to-consumer growth initiatives, driving strong online sales during the pandemic and positioning the company as an industry leader.
- Advanced sustainability and compliance by coordinating HACCP programs, overseeing government affairs, and introducing eco-friendly shipping practices that reduced waste and costs.

Service

Pacific Coast Shellfish Growers Association, Board of Directors - 2021-2025

Committee Assignments: Executive (Secretary - 2023-2025), Federal Government, WA State, Communications.

Youth Pickleball Iniatiative, Board of Directors - 2024-Present

Organizations Supported:

NAACP Thurston County, ALS Association Evergreen Chapter, Sierra Club, Olympia Surfrider Foundation, Shellfish Growers Climate Coalition, West Olympia Rotary, Deschutes Estuary Restoration Team, SafePlace, Enterprise for Equity, Habitat for Humanity South Puget Sound, Olympia Education Foundation, Hands on Children's Museum, GRuB, Boys & Girls Club Thurston County, Nisqually Land Trust, Firefighters Community Foundation.

Education

Bachelor's Degree in History, Sep 1998 - May 2001

Providence College, Providence, RI - Graduated with honors.

Courses

Leadership Program, Oct 2022 - Apr 2024

Agriculture and Forestry Education Foundation - Karl and Lexie Kupers Leading Edge Leadership Award; Public Policy Project: Funding Agricultural, Natural Resource, and Forestry Career Preparation Programs in Washington State

Friday, December 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Yelena Myakisheva

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]06

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

PDF Resume 2025 - Yelena Myakisheva.pdf

Briefly describe why you wish to serve on this Advisory Body:

As a frequent pedestrian and bike rider, I want to be more directly involved in shaping my community. I care deeply that families in Olympia can get around without relying on personal vehicles and our kids can travel to school safely, protecting both their wellbeing and the environment. My goal is to help make active transportation in Olympia safe, accessible, and enjoyable for everyone while supporting choices that benefit our local and global environment.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have experience in advocacy for bicycle and pedestrian accessibility over the last 15 years, including extensive involvement with Bike Concord in California. My participation included attending city council meetings, providing public comment, leading group rides, and advocating for safer, more accessible infrastructure.

As a science educator for nearly a decade, I have strong skills in public communication, especially in breaking down complex ideas into clear, accessible concepts. I also have experience facilitating collaboration, building community engagement, and helping groups work toward shared goals.

Share the ways you've been involved or have volunteered in the community.

Before moving to Olympia, I volunteered with Bike Concord and participated in community outreach for the Concord Naval Weapons Station (CNWS) Reuse Project. My focus was ensuring that new development would prioritize walkability and bikeability so the new community would support safe, sustainable transportation options from the beginning.

Here in Olympia, I have joined Bike Thurston, participating in planning meetings and events, contributing to conversations about improving bicycle and pedestrian safety and access. I am also part of the Roosevelt PTA and Northeast Neighborhood Association (NENA). With NENA, I am working towards establishing a neighborhood garden tour and a block-party type BBQ event.

List your educational and/or professional background and area of study.

I studied environmental design and landscape architecture in college and earned a minor in city and regional planning. Professionally, I have worked for a landscape design/construction company and have spent nearly ten years teaching middle school science, where I emphasize environmental issues and guide students in developing solutions rooted in sustainability and community awareness.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can commit 10 hours per month.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

I try to make as many trips in Olympia car-free as possible. I have been a bike commuter for 10 years, but since I moved to Olympia I have found myself using our great bus system instead. I also find the hills challenging and see a need for clearer, less steep routes across the city, especially for students traveling to school.
I enjoy exploring Olympia on foot and by bike and would like to see expanded infrastructure so that more people feel safe doing so as well.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

I am both an active user of non-car infrastructure and an advocate for expanding active commutes and recreation. My experience with Bike Concord gave me direct insight into how community advocacy can shape bicycle infrastructure. Leading group rides helped new riders feel safer on the streets and contributed to building a respectful, bike-friendly culture.

I enjoy participating in running and biking events because of how accessible and community-building they can be: someone can do a “couch to 5k” challenge and run at the same events as world class athletes. The training groups that form to work towards larger events can help build community.

Additionally, cycling helps me notice and report infrastructure issues more easily, giving me a practical, on-the-ground perspective on what works and what needs improvement.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

I work with Bike Thurston to create and expand local bicycling events and coordinate with other bicycle advocacy organizations. I also volunteer with the PTA at Roosevelt Elementary School, supporting school events and helping build connections within the community.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Planning Commission. It is a larger commitment, as a relatively new resident of Olympia, I feel underqualified, but I would really like to get involved in the future.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Yelena Myakisheva

[redacted]

SUMMARY

Passionate and dedicated educator and advocate dedicated to building safe walkable and bikeable communities. Experienced in community outreach, infrastructure evaluation, and volunteer leadership.

SKILLS

- Environmental Education
- Bicycle Advocacy
- Universal Design
- Engagement Strategies
- Relationship Building
- Technology Integration

Organizations

- **Bike Thurston**
- **Bike Concord (past)**
- **NE Neighborhood Association**
- **Roosevelt PTA**

Experience

Substitute Teacher for Olympia School District current school year

- Teaching grades K - 12 across Olympia schools.

Science and Math Teacher at Capital High School, Olympia, WA 9/2024 to 6/2025

- Collaborated with math and science teams to integrate technological tools and align curricula to improve student growth

Science Teacher at Gateway International School, Sacramento, CA 8/2018 to 5/2024

- Taught 6th, 7th, and 8th grade Science, 8th grade Design (Green Architecture), and Enrichment (Health Class), IB for all, majority English Language Learner students

Science Teacher at Walnut Creek Intermediate, Walnut Creek, CA 8/2016 to 6/2018

- Taught 7th and 8th grade Integrated Science.

Science Teacher at Oak Grove Middle School, Concord, CA 8/2015 to 6/2016

- Taught 7th grade Life Science and 6th grade Earth Science, majority English Language Learner students at a Title I School

Estimator, Office Manager, Gardener for Calvin Craig Landscaping 6/2011 to 8/2014

- Estimated costs for construction projects. Collected and analyzed data to improve estimation accuracy and efficiency.

EDUCATION

Mills College - School of Education

- Masters of Arts in Education with an Emphasis on Teaching 5/2018
- Single Subject Teaching Credential in Science (Biology) 5/2015

University of California: Berkeley - College of Environmental Design

- Bachelor of Arts in Landscape Architecture with Minor in City and Regional Planning, graduated with High Honors 8/2010

Wednesday, November 26, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Katy Wellington

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

PDF Wellington_Resume_BPC.pdf

Briefly describe why you wish to serve on this Advisory Body:

I believe that the higher the bikeability and walkability score of a city, the higher the quality of life for its citizens, and that is what Olympia residents deserve. I moved to Olympia two years ago and have found it to be a uniquely wonderful place to live and I think that the bicycle and pedestrian advisory committee is an important body for shaping a safer and better Olympia.

- Being able to walk and bike is an important part of lowering the carbon footprint of a city and important in meeting the goals of reducing automobile reliance set out in the Land Use and Urban Design Chapter of the Olympia Comprehensive Plan (Climate Element). In fact, it is one of the most affordable and equitable ways that a city can reduce its greenhouse gas emissions. Making the city more accessible for walkers and bikers makes the city more equitable because not everyone can afford to have their own personal cars. Safe cycling is an efficient way to connect people to their essential services in an affordable way. It also reduces the amount of cars on the street, the number of parking spaces needed which in turn becomes less pavement that needs to be put down and pavement is a significant greenhouse gas contributor.
- Putting pedestrians and bikers as a priority above cars makes the city safer and more livable.
- Fewer cars means better air quality for all.

Cities that are designed for bikes and pedestrians over cars are also cities that are designed for people. I want to be a part of a committee that is actively working to design Olympia with that as their focus.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My background in climate change education and product / program management has provided me with valuable skills to contribute to this committee. My time as an educator provided me with insights on what different cross sections of a community needs - the challenges that people in different socio-economic statuses face including those involving transportation and essential services. My education in climate change grounds me in my understanding of how the work this committee does also works towards climate mitigation for Olympia. As a product manager, I gained the skills needed to see a project through to the finish. I can effectively communicate and create buy-in across a variety of stakeholders, create clear

documentation, break down complex initiatives into clear goals, and manage complicated timelines.

Though I am not an urban planner, my work in sustainability has made it so that I am an active observer of sustainable urban design around me. I have observed pedestrian and bike safe infrastructure in other countries and have also actively sought out case studies such as the bike paths that revolutionized São Paulo, Brazil. In grad school, I took conservation courses that focused on sustainability and took a sustainable infrastructure course in Indonesia.

Share the ways you've been involved or have volunteered in the community.

Olympia is such a fantastic place to get involved. There are so many amazing, dedicated people that are working to make our community better. Here are some of the ways in which I have been involved in the community so far:

1. Thurston county stream team and Salmon Enhancement group Salmon Steward: Since August I have been working as a salmon steward for both of these groups. For this volunteer position I work as a docent at either Mcland Creek or Kennedy Creek Salmon trails teach people about the salmon lifecycle and threats to our local salmon populations, as well as how they can be champions for the salmon. I have also helped lead school field trips at both of these locations.
2. Sundowner Farm: I volunteer once a week at a local regenerative farm where I do anything that I can to be helpful, from harvesting carrots to helping assemble hoop houses.
3. Olympia chapter of Democratic Socialists of America: For the Oly DSA chapter, I am one of the electoral working group co-chairs. I worked on designing and creating door literature and canvassing for local city council candidates and the worker's bill of rights.
4. Olympia ultimate frisbee community: I play for the Olympia Ultimate Frisbee club team and in many leagues and pick-up games. I also create and lead track workouts for the team in the winter.
5. TCAT climate advisory meeting facilitator: I worked as a facilitator for the Thurston Climate Action Team to help guide residents of Tumwater through discussions on how climate change is affecting them and what improvements they want to see in their community.
6. Thurston county food bank- For the past two years I have volunteered at the Thurston county food bank to create food bags.
7. Trail clean ups and invasive species removal - I have worked with various groups throughout Olympia to help with trail clean ups and invasive plant removal. This includes the Stream Team of Thurston County and City of Olympia events.
8. South Sound Bird Alliance: dues paying member and active birder who loves to go to talks about birds and on bird walks
9. Firecraft Northwest: student of their tracking courses. I am obsessed with the wildlife of the area and want to learn all that I can.
10. Washington Conservation Action: worked with this group on Environmental Lobby Day during the past legislative session to advocate for different bills such as the Right to Know Sewage Spill bill.
11. Surfrider butt pick: I volunteer with Surfrider to pick up cigarette butts in downtown Olympia several times a year.

List your educational and/or professional background and area of study.

Work experience

Product manager
Regrow | Remote | 4+ years

- Served as MRV (Monitoring, Reporting, Verification) program expert, leading end-to-end implementation of international programs focused on reduction of supply chain Scope 3 greenhouse gas (GHG) emissions.
- Collaborated with engineering, science, design, policy, and data science teams to deliver solutions aligned with global carbon protocols regulatory and reporting requirements (VERRA, CAR SEP).
- Authored product briefs, release documentation, and presentations for stakeholders ranging from small teams to full-company audiences.
- Guided product strategy through contract review, product roadmapping, and alignment with organizational vision.
- Facilitated cross-team collaboration using agile frameworks to track progress toward strategic priorities.

- Provided technical and programmatic guidance to clients lacking internal policy teams, ensuring compliance with international standards including Europe's CSRD.

Science Educator / Curriculum designer
Aspen Academy & Denver Public Schools | Denver, CO | 4 years

- Designed and delivered science curriculum aligned to national standards with a focus on climate science and sustainability.
- Applied quantitative and qualitative data analysis to iterate and improve student learning outcomes.
- Led grade-level behavior intervention team, implementing strategies to support student success.
- Coordinated community-based environmental education initiatives to engage students in climate literacy.

Education

Master of Arts (M.A.) | Science Instruction and Curriculum Design
University of Maryland, May 2015
- Climate change education emphasis
- Conducted National Science Foundation supported research on empirically-based conditional learning progressions for climate change education
- UMD School of Public Policy's Social- Ecological Systems, Environmental Policy, and Sustainable Development graduate course in Indonesia
- Led educator workshops about integrating climate change and environmental education topics into their classrooms
- Publication: Investigating Science Educators' Conceptions of Climate Science and Learning Progressions in a Professional Development Academy on Climate Change Education

Bachelor of Science (B.S.) | Science Education
University of Maryland, May 2013

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

Outside of the scheduled meetings I can commit approximately 10 hours a month.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

I have the privilege of living in downtown Olympia and I actively sought housing downtown so that I could spend more time walking than driving. Living downtown allows me to walk from my apartment to restaurants, music shows, the boardwalk, the farmer's market, the west side COOP, and more.

I also love to bike. I often bike to Squaxin or along the Chehalis Western Trail system. I also love to mountain bike and love exploring the Capitol Forest mountain biking trails.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

Living in a walkable, bikeable, rollable city provides an a indescribable sense of freedom. Truly, if it were up to me, I would love to be able to get rid of my car entirely but the truth is, I still depend on it in many ways to get where I need to go in Olympia and also for mountain adventures. Olympia still has a long way to go before the city feels like it puts the infrastructural needs of pedestrians and bikers before that of cars but there are great strides being made every day.

My perspective on walking, rolling, and biking is that if a city prioritizes these methods of transportation, and public transportation, then it is a more equitable city that is truly focusing on climate change mitigation. I wrote about this in more depth in my answer to the first question, why I wish to serve on this Advisory body, here is that answer for your reference:

I believe that the higher the bikeability and walkability score of a city, the higher the quality of life for its

citizens, and that is what Olympia residents deserve. I moved to Olympia two years ago and have found it to be a uniquely wonderful place to live and I think that the bicycle and pedestrian advisory committee is an important body for shaping a safer and better Olympia.

- Being able to walk and bike is an important part of lowering the carbon footprint of a city and important in meeting the goals of reducing automobile reliance set out in the Land Use and Urban Design Chapter of the Olympia Comprehensive Plan (Climate Element). In fact, it is one of the most affordable and equitable ways that a city can reduce its greenhouse gas emissions. Making the city more accessible for walkers and bikers makes the city more equitable because not everyone can afford to have their own personal cars. Safe cycling is an efficient way to connect people to their essential services in an affordable way. It also reduces the amount of cars on the street, the number of parking spaces needed which in turn becomes less pavement that needs to be put down and pavement is a significant greenhouse gas contributor.
- Putting pedestrians and bikers as a priority above cars makes the city safer and more livable.
- Fewer cars means better air quality for all.

Cities that are designed for bikes and pedestrians over cars are also cities that are designed for people. I want to be a part of a committee that is actively working to design Olympia with that as their focus.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

I have participated in many volunteer opportunities in the community and will continue to do so in the future. I love this city and want to contribute as much as I can.

1. Thurston county stream team and Salmon Enhancement group Salmon Steward: Since August I have been working as a salmon steward for both of these groups. For this volunteer position I work as a docent at either Mcland Creek or Kennedy Creek Salmon trails teach people about the salmon lifecycle and threats to our local salmon populations, as well as how they can be champions for the salmon. I have also helped lead school field trips at both of these locations.
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3. Olympia chapter of Democratic Socialists of America: For the Oly DSA chapter, I am one of the electoral working group co-chairs. I worked on designing and creating door literature and canvassing for local city council candidates and the worker's bill of rights.
4. Olympia ultimate frisbee community: I play for the Olympia Ultimate Frisbee club team and in many leagues and pick-up games. I also create and lead track workouts for the team in the winter.
5. TCAT climate advisory meeting facilitator: I worked as a facilitator for the Thurston Climate Action Team to help guide residents of Tumwater through discussions on how climate change is affecting them and what improvements they want to see in their community.
6. Thurston county food bank- For the past two years I have volunteered at the Thurston county food bank to create food bags.
7. Trail clean ups and invasive species removal - I have worked with various groups throughout Olympia to help with trail clean ups and invasive plant removal. This includes the Stream Team of Thurston County and City of Olympia events.
8. South Sound Bird Alliance: dues paying member and active birder who loves to go to talks about birds and on bird walks
9. Firecraft Northwest: student of their tracking courses. I am obsessed with the wildlife of the area and want to learn all that I can.
10. Washington Conservation Action: worked with this group on Environmental Lobby Day during the past legislative session to advocate for different bills such as the Right to Know Sewage Spill bill.
11. Surfrider butt pick: I volunteer with Surfrider to pick up cigarette butts in downtown Olympia several times a year.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?	No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Katy Wellington

Product / Program / Project Manager

[redacted]

Experienced product manager, program manager, and environmental educator with expertise in climate resilience, program implementation, and community engagement. Skilled in leading cross-functional teams and communicating complex scientific and technical concepts to diverse stakeholders. Passionate about advancing climate justice and building collaborative systems that support sustainable futures.

Work Experience

Product manager

May 2021 - Sep 2025

Regrow | *Remote* | *4+ years*

- Served as MRV (Monitoring, Reporting, Verification) program expert, leading end-to-end implementation of international programs focused on reduction of supply chain Scope 3 greenhouse gas (GHG) emissions.
- Collaborated with engineering, science, design, policy, and data science teams to deliver solutions aligned with global carbon protocols regulatory and reporting requirements (VERRA, CAR SEP).
- Authored product briefs, release documentation, and presentations for stakeholders ranging from small teams to full-company audiences.
- Guided product strategy through contract review, product roadmapping, and alignment with organizational vision.
- Facilitated cross-team collaboration using agile frameworks to track progress toward strategic priorities.
- Provided technical and programmatic guidance to clients lacking internal policy teams, ensuring compliance with international standards including Europe's CSRD.

Science Educator / Curriculum designer

Aug 2016 - Aug 2020

Aspen Academy & Denver Public Schools | *Denver, CO* | *4 years*

- Designed and delivered science curriculum aligned to national standards with a focus on climate science and sustainability.
- Applied quantitative and qualitative data analysis to iterate and improve student learning outcomes.
- Led grade-level behavior intervention team, implementing strategies to support student success.
- Coordinated community-based environmental education initiatives to engage students in climate literacy.

Education

Master of Arts (M.A.) | Science Instruction and Curriculum Design *Aug 2013 - May 2015*

University of Maryland

- Climate change education emphasis
- Conducted National Science Foundation supported research on empirically-based conditional learning progressions for climate change education
- UMD School of Public Policy's Social- Ecological Systems, Environmental Policy, and Sustainable Development graduate course in Indonesia
- Publication: Investigating Science Educators' Conceptions of Climate Science and Learning Progressions in a Professional Development Academy on Climate Change Education

Bachelor of Science (B.S.) | Science Education *Aug 2009 - May 2013*

University of Maryland

Certificates

Future of Conservation Leadership *Present*

Arizona State University

UX/UI Design *May 2020*

Bloc

National Geographic Educator *Jul 2019*

National Geographic

Volunteer Work

Salmon Steward, Trail restoration work *Present*

Thurston County Stream Team

Farm work *Present*

Sundowner farm in Olympia WA

Campaign canvassing and literature design *Present*

Caleb Geiger and Robert Vanderpool for city council campaigns

Climate assembly discussion facilitator *Present*

Thurston Climate Action Team

Climate Reality Leader *Aug 2021 - Jan 2022*

Climate Reality

Skills

Program management, product management, project management, climate resilience & adaptation, cross-functional team leadership, stakeholder engagement & collaboration, effective communication, science

education, environmental / climate education, sustainability strategy & policy alignment, agile workflow methodologies, release management, scope 3 greenhouse gas (GHG) emission methodology, cross- functional team leadership, time management, documentation creation and organization

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Utility Advisory	#9	Audrey Perry	3 yr (2029)

Thursday, December 11, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Audrey Perry

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Utility Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Bicycle and Pedestrian AC
2. Utility AC

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Olympia CAC Resume, 2025.pdf

Briefly describe why you wish to serve on this Advisory Body:

I enjoy contributing to my community, and have experience with Citizens' Advisory Committees. (I have been on Olympia School District CACs on the subjects of balanced calendars, school start times, and school efficiency.) My (current) graduate thesis work is specifically related to studying the availability of bicycle parking infrastructure, so I believe that the Bicycle and Pedestrian committee would be a wonderful opportunity for both the committee and myself to benefit from two-way communication on this topic. Given my other studies in green energy and electrification, the Utility CAC interests me also.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have over 21 years as a local science educator, and I am a regular user of Olympia biking/walking trails. My children commute to school by bike every day.

I have extensive experience with all forms of writing and editing (especially research/technical and narrative fiction), I'm an adept public speaker and experienced presenter. I am also a certified GIS practitioner, which I believe could be of great benefit to this CAC, given the spatial nature of bicycle, pedestrian, and utility infrastructure.

Share the ways you've been involved or have volunteered in the community.

In 2008-2009, I trained with the Thurston County Coroners Office and served as a deputy coroner reserve. I assisted them around the office and at death scenes. I have been a member of local music groups for nearly 15 years, playing clarinet with the Olympia Chamber Orchestra, the American Legion Band, the Capital Area Concert Band, and the Tacoma Concert Band, and I have kids in SOGO and have volunteered for them. I was also briefly on the Board of Directors for the South Sound Reading Foundation and

continue to volunteer with them when I can. I also participated in three citizens' advisory committees for the Olympia School District.

List your educational and/or professional background and area of study.

I have been an Olympia science teacher and administrator for over 21 years. I have always had a deep and abiding interest in climate mitigation and green energy, and I am currently conducting thesis work for my Master of Environmental Studies program at Evergreen State College. All of my masters work has been related to topics integral to climate mitigation: solar power, electric vehicles, grid resiliency, and most recently, cycling as an alternative to driving. I am currently conducting research on behalf of the Thurston Regional Planning Council in the area of bicycle parking infrastructure.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

5 hours

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

My home is adjacent to Watershed Park, so my family and I frequently enjoy its walking trails. My family members commute by bicycle daily (and I did too when my work was close enough to my home), and we are yearly participants in InterCity Transit's Walk and Roll program (I forget its new name). As a current graduate student at Evergreen's Master of Environmental Studies program, I am beginning research on my thesis, which is on the topic of bicycle parking availability in Thurston County. I am partnering with the Thurston Regional Planning Council on this topic.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

I think that my Masters thesis work gives me a relatively unique perspective on biking in Thurston County. I am creating an interactive GIS-based map of all the existing bike parking infrastructure in all of Thurston County (Olympia, Lacey, Tumwater, Tenino, Bucoda, Yelm, and Rainier), and surveying residents on where they would like to see additional bicycle parking. I am also asking respondents what sorts of amenities are important to them (e.g. lighting, covered, # of stalls, etc).

As a side note, I also have the [relatively] unique perspective of someone who has tried to navigate Olympia's bikeways on an adult tricycle, which I can tell you is not the same experience users of two-wheeled bikes have. Not all trails are navigable on a tricycle. I look tough on my trikey, though.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

In 2008-2009, I trained with the Thurston County Coroners Office and served as a deputy coroner reserve. I assisted them around the office and at death scenes. I have been a member of local music groups for nearly 15 years, playing clarinet with the Olympia Chamber Orchestra, the American Legion Band, the Capital Area Concert Band, and the Tacoma Concert Band, and I have kids in SOGO and have volunteered for them. I was also briefly on the Board of Directors for the South Sound Reading Foundation and continue to volunteer with them when I can. I also participated in three citizens' advisory committees for the Olympia School District.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

If not selected for the Bicycle and Pedestrian CAC, I would like to be considered for the Utility Advisory

Committee.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Audrey M. Perry

Olympia, WA

[redacted]

Summary:

A meticulous fact-finder with experience in administration, databases, public health, laboratory and field work, adept at communicating data to diverse stakeholders.

Skills:

- *Program planning, 20+ years*
- *Research & evaluation, 20+ years*
- *Professional presentations, 20+ years*
- *Equity-centered instruction, 20+ years*
- *Program & project management, 4 years*
- *Curriculum development, 20+ years*
- *Conflict mediation, 3 years*
- *Confidentiality*
- *Multi-tasking*
- *Adult & young-adult learning principles, 20+ years*
- *Technical writing & documentation, 20+ years*
- *Policy analysis & interpretation (RCWs/WACs), 2 years*
- *Team leadership (PBIS/MTSS), 4 years*
- *Counseling/Outreach regarding infectious disease*
- *Data collection & analysis (qualitative & quantitative), 4 years*
- *Training program development, 4 years*
- *Written/Oral communication*
- *Investigating incidents, 3 years*
- *Customer service, 4 years*
- *Working with people in crisis, 4 years*
- *Technical editing*
- *Organization*
- *Documentation review, 3 years*
- *ArcGIS Online*
- *Database management, 3 years*
- *Cartographical layouts*
- *Microsoft Office, Excel, 5 years*
- *G Suite, 15+ years*
- *ArcGIS Pro*
- *Survey123 Connect*
- *Storymaps*
- *ModelBuilder*
- *Zoom/Teams, 8 years*
- *Records maintenance, 20+ years*
- *German Language, Advanced*
- *Spanish Language, Intermediate*
- *Japanese Language, Beginning*

Professional History:

North Thurston Public Schools

Teacher, Chinook Middle School, September 2025 - Present

Teach 6th grade science in a Title I setting in Lacey, WA

Designed instructional programs utilizing Next Generation Science Standards, FOSS kits, StemScopes, STC, and OpenSciEd curricula

Olympia School District

Teacher, Washington Middle School, September 2005 - June 2022 and September 2024 - July 2025

Taught 6th, 7th, and 8th grade science, 8th grade math, 7th/8th grade German, Study Skills, and Advisory

Designed instructional programs utilizing the Next Generation Science Standards, FOSS kits, Connected Mathematics, and CharacterStrong curricula

Served as teacher-leader on the building-level Racial Equity Task Force, RTI Team, Leadership Team, PBIS Team, and Standards-Based Grading Team

Represented District Level: Citizens' Advisory Committee for School Start Times, Citizens' Advisory Committee for a Balanced Calendar, Citizens' Advisory Committee for School Efficiency

Shelton School District

Assistant Principal, Oakland Bay Junior High School, August 2022 - July 2024

Provided PBIS and restorative intervention to students in a racially and socioeconomically diverse junior high school setting

Coordinated building level testing, student 504 plans, PBIS Team, Safety Team, after-school clubs

Represented junior-high level students and staff in the district/community-wide Gender Equity Task Force

Evaluated roughly 17 certificated staff members each year using the Marzano TPEP Framework; coached/mentored teachers

Coordinated all building-level safety drills, response plans, after-action reviews, and overall safety measures

Olympia School District

Secondary Summer School Coordinator, June - August 2021 and March - August 2022

Performed all staff hiring and assignments

Coordinated all program needs through interdistrict departments, including Capital Services, Maintenance, Transportation, Human Resources, Technology, Communications, and high school registrars

Planned programs and coordinated all class registrations, payments, and awarding of credits

Trained staff in the use of Edgenuity online learning platform

Thurston County Coroner's Office

Volunteer Coroner's Deputy Reserve, September 2008 - November 2009

Assisted Coroner's Deputies with field work and office maintenance

Performed data entry

Assisted with interpretation of findings; determining cause, manner, and mechanism of death

North Thurston Public Schools

Behavior Assistant, Mountain View Elementary, September 2002 - June 2003

Performed small-group reading intervention and one-on-one paraprofessional work with a student on a behavior-related IEP

Performed recess supervision

Educational History:

The Evergreen State College, Master of Environmental Studies, in progress
Seattle Pacific University, Master in Educational Leadership with Principal Certification, 2018
The Evergreen State College, Master in Teaching, 2005
University of California, Berkeley, Bachelor of Arts degree in Genetics, 2001
Additional coursework from South Puget Sound Community College: Forensic Science, Spanish, Statistics, Comparative Literature

Certificates:

Residency Administrator, Principal Endorsement
Professional Teacher, Middle Level Math/Science Endorsement
Substitute Teacher
PaCE-certified GIS Practitioner, Evergreen State College

Community Service:

Manabi Alliance, Educational delegate to Japan, July 2025
Student Orchestras of Greater Olympia, Rehearsal Manager at Capital High School, 2024-25 season
Olympia School District Citizens' Advisory Committee, School Efficiency
Olympia School District Citizens' Advisory Committee, Balanced Calendar
Olympia School District Citizens' Advisory Committee, School Start Times
South Sound Reading Foundation, Board member, 2023-2025
Olympia Chamber Orchestra, musician, 2013 - Present
Tacoma Concert Band, musician, 2015 - Present, international tours only
American Legion Band, musician, 2013-2015
Thurston County Coroner's Office, Deputy Reserve, 2008-2009
Berkeley Free Clinic, Counselor with the Hepatitis Testing, Education, and Vaccination group, 2000-2002

References:

Bonnie Hauschka, Assistant Principal/Evaluator, Olympia School District, [redacted]
Mike Ruth, Evergreen State College, GIS Instructor, [redacted]
Kevin Francis, Evergreen State College, Master of Environmental Studies Program Director, [redacted]
Ryan Richardson, Evergreen State College, GIS Instructor, [redacted]
John Holbrook, Safety and Security Manager, Shelton School District, [redacted]
Brian Peterson, School Psychologist, Shelton School District, [redacted]
Stacey Adams, School Counselor, Shelton School District, [redacted]
Tara Richerson, Data Manager and Assessment Coordinator, Shelton School District, [redacted]
Annette Pasquariello, Assistant Principal/Evaluator, Olympia School District, [redacted]
Raymond Gutierrez, Dean of Students, Olympia School District, [redacted]
Mick Hart, Executive Director of Secondary Education, Olympia School District, [redacted]

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Planning	#1	Semir Ibrahimovic	3 yr (2029)
Planning	#4	Elle Burger	3 yr (2029)

Wednesday, November 5, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Semir Ibrahimovic

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Planning Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Resume Oly Planning Commission Se... .pdf

Briefly describe why you wish to serve on this Advisory Body:

I want to serve on the Olympia Planning Commission to help shape a future that is equitable, sustainable, and financially strong. As a Policy Analyst for the House Local Government Committee with the House Democratic Caucus, I work directly on issues such as land use, zoning, permitting, and growth management—areas at the heart of the Commission's mission. I'm passionate about aligning Olympia's growth with community values, supporting small-scale, incremental development that enhances neighborhoods, and ensuring public investments make our city more resilient. Serving on the Commission would allow me to apply my policy experience at the local level and contribute to thoughtful, long-term planning that benefits all Olympians.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

As a Policy Analyst for the House Democratic Caucus, I advise on land use, zoning, and growth management issues before the House Local Government Committee. I bring experience developing and analyzing legislation related to housing, infrastructure, and community resilience—skills directly relevant to the work of the Planning Commission. My background also includes strategic communication and stakeholder engagement, ensuring complex planning concepts are accessible to the public.

Some of the bills I've supported include: HB 1135 to strengthen growth management compliance and reduce sprawl. HB 1183 to streamline green building and energy-efficient development. HB 1299/SB 5184 to reform parking requirements and lower housing costs. HB 1353 to expand ADU construction and small-scale housing options.

Share the ways you've been involved or have volunteered in the community.

In my professional role with the Washington State House Democratic Caucus, I've worked closely with community stakeholders, advocacy groups, and local government associations to strengthen policies that directly impact our cities. I regularly engage with the Master Builders Association, the Association of Washington Cities, and the Washington State Association of Counties to develop and refine legislation that supports sustainable growth, local decision-making, and housing affordability.

This includes collaboration on a wide range of legislation such as HB 1135 (local government planning and growth management compliance), HB 1183 (green building and energy codes), HB 1935 (project permitting clarification), HB 1299/SB 5184 (minimum parking reform), SB 5571 (housing construction materials flexibility), HB 1212/SB 5509 (childcare center siting), HB 1353 (ADU self-certification), HB 1304 (boundary review fairness), HB 1576 (historic landmark reform), HB 1458 (embodied carbon reduction), HB 1690 (water and sewer upgrades), HB 1015 (home energy labeling), and HB 1305 (property owner reimbursement reform).

Through this work, I've helped bridge communication between policymakers, local governments, and residents—ensuring legislation reflects community needs and is communicated in a way that fosters understanding and buy-in. My background in communications has been key in making complex land use and infrastructure issues accessible to the public, press, and elected officials.

Beyond my professional work, I take pride in being an active member of the Olympia community. I routinely take part in local running and cycling groups, which has given me a firsthand appreciation of Olympia's livable design and multimodal infrastructure. These experiences not only connect me to my neighbors but also offer valuable perspective on how urban design and planning affect quality of life and accessibility.

Whether through policymaking, public engagement, or community activities, my involvement reflects a shared goal: helping Olympia and communities like it grow stronger, more connected, and more resilient.

List your educational and/or professional background and area of study.

I approach planning with an equity lens, focusing on fiscal sustainability and community-driven solutions. My education experience includes a public policy degree with a focus on land use and growth management. Professionally, I've spent five years working with policymakers, local governments, and residents on passing complex statewide urban planning policies and has taught me that the strongest communities are built through collaboration, transparency, and respect for the people who live there.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

During legislative session (January-April), I am able to commit 5-8 hours per week. During interim, I have much more flexibility and time to commit to this work, especially as lawmakers enter election year restrictions and cannot utilize caucus staff for outreach purposes.

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

A Planning Commissioner helps guide Olympia's long-term vision for growth by reviewing proposed amendments to the Comprehensive Plan and development regulations, engaging the public, and making recommendations to the City Council. Commissioners serve as a bridge between technical planning staff, community members, and elected officials. Their role is to ensure that planning decisions are consistent with city goals, fiscally responsible, and reflective of public values. In practice, this means balancing housing needs, infrastructure capacity, and environmental sustainability in ways that make Olympia a more livable, connected, and vibrant community.

Question Applies to the Planning Commission: What interests you the most about community planning?

I'm most interested in how community planning can create financially strong, inclusive, and people-centered cities. Planning decisions shape how we live—whether our neighborhoods are walkable, whether housing is affordable, and whether public spaces bring people together. I'm particularly drawn to policies that remove unnecessary barriers to small-scale housing and local development, allowing neighborhoods to evolve organically. My work in the Legislature on issues like growth management, green building codes, and parking reform deepened my understanding of how planning choices influence long-term fiscal health and environmental outcomes. For me, community planning is about designing systems that work for everyone and make our city stronger over time.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I bring a strong combination of policy analysis, communication, and collaboration skills that would directly support the work of the Planning Commission. As a Policy Analyst for the Washington State House Democratic Caucus, I advise lawmakers on land use, zoning, growth management, permitting, and infrastructure policy—translating complex planning concepts into practical, equitable solutions. This experience has given me a strong understanding of how state planning laws and regulations interface with local comprehensive plans and development codes.

My background as a Communications Specialist and Team Lead has also honed my ability to translate technical policy into clear, accessible language for residents, the media, and elected officials. That skill is critical in a local planning context, where public engagement and trust depend on helping people understand how decisions will impact their neighborhoods.

In addition to my professional experience, I bring a collaborative, community-oriented perspective and a genuine passion for building financially strong, livable cities. I value listening to diverse viewpoints and finding solutions that reflect shared community goals.

Through service on the Planning Commission, I hope to deepen my understanding of Olympia's local planning processes—particularly how policy translates into on-the-ground development decisions. I also look forward to learning from city staff, fellow commissioners, and residents about how Olympia can continue to balance growth, affordability, sustainability, and fiscal resilience in ways that strengthen the community for generations to come.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

Yes, I've read Olympia Planning Commission meeting packets and regularly follow local land use discussions. I also hold a degree in public policy with a focus on land use and growth management, which included coursework in planning law, zoning, and comprehensive planning. My current role in the Legislature involves analyzing and developing planning and permitting legislation, giving me a strong foundation in both the technical and policy aspects of local planning.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Semir Ibrahimovic
Planning Commission – City of Olympia
[redacted]

EXPERIENCE

Policy Analyst, House Democratic Caucus ***October. 2025– Present***

- Working with elected officials and staff to develop, analyze, and interpret legislative policy proposals for the House Local Government Committee including growth management, land use, zoning, and permitting; building and energy codes; health codes; the structure, governance, and operations of counties, cities, and special purpose districts; local government procurement standards; and local government open meeting and public records obligations.
- Providing strategic advice to advance a Democratic legislative agenda for individual members and the caucus on relevant policy issues.
- Researching policy issues and developing issue briefs, summaries, and presentations.
- Cultivating and maintaining effective working relationships with all members of the House Democratic Caucus, stakeholders, partisan and nonpartisan staff, with the other legislative caucuses, and impacted community members.
- Reviewing and developing proposed legislation utilizing an equity lens to mitigate potential harm and address negative impacts to systemically non-dominant communities.

Communications Specialist & Team Lead, House Democratic Caucus ***Sept. 2022 – Sept. 2025***

- Lead HDC Comms Team 4 in staffing 14 lawmakers.
- Interpret and simplify legislation for caucus and district-specific communications.
- Staff House Postsec. Education & Workforce Development Committee, and Early Learning & Human Services Committee w/HDC policy counterparts.
- Employ strategic political communication in executing communications plans.
    - Strategic communications products include press releases, talking points, caucus messaging, editorials, video scripts, newsletters, speeches, and resolutions.
    - Focus on building relationships with all communities and ethnic media outlets.
- Cultivate and maintain relationships with members, journalists, staff, and committee stakeholders while triaging confidential and sensitive information.

Legislative Assistant, Senate Democratic Caucus (Sen. John Lovick) ***Dec. 2021 – Aug. 2022***

- Responded to constituent inquiries and supported clear, accessible communication on policy issues.
- Coordinated meetings with advocacy groups and community stakeholders.
- Observed interagency collaboration and policy implementation at the state and federal level.

Executive Legislative Assistant, WA House of Representatives ***Dec. 2020 – Dec. 2021***

Policy & Political Director, Associated Students of CWU ***Sept. 2019 – Aug. 2020***

- Served as student advocate for the passage of the Washington College Grant, expanding higher education access for thousands of Washingtonians.
- Organized and hosted Washington's first on-campus student voting center, paving the way for future statewide legislation.

Intern, Office of the Governor ***June – Aug. 2019***

EDUCATION

Central Washington University ***Sept. 2017 – June 2020***

- Bachelor of Science: Public Policy
- Bachelor of Arts: Political Science

SKILLS

- Direct HDC and SDC experience with elected officials, lobbyists, and staff on policy proposals.
- Work efficiently with elected officials, staff, stakeholders, and members of the public to advance policy proposals.
- Analyze proposed legislation with a focus on equity and impacts on underserved communities.

REFERENCES

Marissa Chavez – Director of Policy, House Democratic Caucus
[redacted]
Jen Waldref – Director of Communications, House Democratic Caucus
[redacted]
Travis Schofner – Deputy Director of Communications, House Democratic Caucus
[redacted]

Wednesday, December 3, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Elle Burger

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Planning Commission

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

Planning Commission
Parks & Rec Advisory Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Burger Resume.pdf

Briefly describe why you wish to serve on this Advisory Body:

I briefly served on the Intercity Transit Advisory Committee because I care deeply about supporting people through access. While transit is a solution, good planning is the more proactive approach. I am at a place in life where I can make this commitment again and I would be eager to join the Planning Commission.

I am a mom of two with a background of non-profit work in educational and youth facing organizations. I would also be happy to work with Parks & Rec on their advisory committee.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I am a project manager and strong communicator. In addition to managing my own business, I have also built non-profit through system design; building a sustainable organization from a skeleton crew by establishing policy and designing a culture of inclusion. I work well on a board; I take notes and I don't mind asking questions.

Share the ways you've been involved or have volunteered in the community.

I started with Intercity Transit Advisory Board.
Then I volunteered with the Master Composter program.
I helped to organize Olympia's March for Science in 2017.
I became the President of the Recycle Hawai'i Board in 2019.
I led Hilo AYSO as the Communications Director from 2020 to 2024, and my systems are still in use today.
I volunteer at my girls' schools at every opportunity, and I participate in parent organizations.
As the default parent in our home, community work is kind of my jam.

List your educational and/or professional background and area of study.

BA Anthropology, 2009
BS Computer Science, 2025

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

8

Question Applies to the Planning Commission: In your own words, describe the role of a Olympia Planning Commissioner?

Planning Commissioners are another set of eyes on amendments to the Comprehensive Plan, or on amendments to development regulations and may approve, reject, or modify these amendments.

Question Applies to the Planning Commission: What interests you the most about community planning?

I have lived in Paris, Boston, Atlanta, Palmerston North (New Zealand) and Sapporo - being able to walk to everything I needed was relaxing, and building community for myself was easy. I also understand that being able to drive is a privilege of both affordability and ability, and that only with proper planning can we build cities that are safe and connected for everyone. My children will be independent sooner, and my parents independent longer, if we do a good job planning now.

Question Applies to the Planning Commission: What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I bring organization, communication, a deep understanding of transit issues. I want to learn about the obstacles, in addition to lack of density, that prevent us from being more connected, and discover the solutions that best address those obstacles in this country.

Question Applies to the Planning Commission: Have you ever taken a Short Course in Local Planning, read an Olympia Planning Commission meeting packet or attended a meeting?

I honestly did not know these things were available to me. My children are just becoming independent, and as a volunteer there are a lot of things that have my attention.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I have two young girls, and it is important to me that they learn how to be active and learn about the ecosystem where they live.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I keep my kids active while exploring hobbies for myself. These programs are all great resources for the community, and I also hope my MIL will be able to attend programs, meet people, and build her own network.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

Organization and communication are kind of my thing. I was the communications director for a youth soccer league and tripled the volunteer base during my tenure.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

ELLE BURGER

PROGRAM COORDINATOR | COMMUNICATIONS STRATEGIST | OPERATIONS SPECIALIST

[redacted]

SUMMARY

Organized, adaptable, and mission-driven professional with extensive experience coordinating programs, managing events, and supporting nonprofit operations. Proven ability to manage multiple priorities, meet deadlines, and foster strong relationships with diverse stakeholders. Proficient in SurveyMonkey, Asana, Canva, Mailchimp, Submittable, WordPress, and Zoom.

CORE SKILLS

- **Tools: SurveyMonkey, Asana, Canva, Mailchimp, Submittable, WordPress, Zoom**
- **Skills: Program coordination, grant application management, event planning, stakeholder engagement, budget tracking, monitoring & evaluation (introductory), communications strategy**
- **Strengths: Organized, flexible, detail-oriented, solutions-focused, able to thrive in fast-paced and mission-driven environments**

RELEVANT EXPERIENCE

Technical Project Manager

C'est Vif Studio | Jan 2025 - Present

- Led development of user-facing content for an educational game project, collaborating closely with engineers and designers to align content with gameplay mechanics.
- Experimented with generative AI tools to draft and refine tutorials and user guidance, improving clarity and user engagement.
- Developed process documentation and facilitated team training sessions to support onboarding and effective tool use.
- Coordinated multiple projects simultaneously, prioritizing tasks to meet deadlines in a fast-paced environment using Agile methodologies to monitor timelines, deliverables, and team workflows.

Communications Director

Hilo AYSO | Jan 2020 – Jan 2024

- Designed and executed communications strategies that increased volunteer engagement by 300% through phased implementation.
- Organized large-scale public forums and advocacy events, coordinating speakers, logistics, media outreach, and partnerships.
- Maintained website content via WordPress, ensuring timely and accurate program information.
- Built relationships with community leaders, journalists, and partner organizations to strengthen program impact.

- Facilitated virtual conferences and training sessions on Zoom, providing technical support and post-event documentation.
- Developed onboarding materials and process guides to improve volunteer retention and efficiency.

Property Manager

Jan *2015 – Present* | *Remote & Hybrid*

- Managed daily and long-term logistics for executives; including calendars, multi-party meetings, and personal/professional travel.
- Facilitate virtual conferences and training sessions on Zoom, providing technical support and post-event documentation.
- Developed internal systems that streamlined data management, scheduling, and project tracking and onboarded users with UX friendly workflows.
- Managed rental property operations including maintenance, tenant relations, leasing, and budgeting.
- Created systems to track expenses, anticipate maintenance needs, and keep multiple properties compliant.
- Manage outreach campaigns using Mailchimp, Canva, and WordPress to expand audience reach and engagement.

ACADEMIC BACKGROUND

Bachelor of Science in Computer Science
Oregon State University | 2025
Relevant Coursework: Human-Centered Design, UX/UI, Systems Architecture, Databases

Bachelor of Arts in Anthropology
Georgia State University
Focus: Research methods, community systems, and policy impacts on lived experience

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TOOLS & TECHNOLOGIES

Generative AI Tools (ChatGPT, etc.) | Jira | Google Workspace | Slack | Mailchimp | Canva | Adobe Microsoft Office Suite | Google Drive Suite | Social Media Accounts & Schedulers | Zapier

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ADDITIONAL HIGHLIGHTS

- Empathy-driven leadership with measurable results
- Experience working on mission-driven tech projects, especially those focused on equity, education, and access
- Strong grasp of accessibility and inclusive content standards
- Comfortable in async-first, remote team environments

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Heritage Commission	#1	Derek Foster	1 yr (2027)
Heritage Commission	#6	Kyle Kimball	3 yr (2029)
Heritage Commission	#9	Stephanie Nace	2 yr (2028)

Wednesday, November 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

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Name Derek Foster

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Design Review Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Parks and Recreation Advisory Committee
2. Design Review Board
3. Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

PDF Derek Foster Resume Primary Version.pdf

Briefly describe why you wish to serve on this Advisory Body:

I want to serve because this is the community I chose to build my life in and I want to be part of the work that makes it better. I do not want to just live here. I want to contribute to the place I call home.

I also know from my background in government work that small decisions about process and structure can have real impacts on how accessible and fair things feel to the public. I can bring that perspective and I want to use it to support good policy, transparency, and decision making that actually reflects the people who live here.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I've worked in public sector roles for years, so I'm used to dealing with rules, policies, and processes, and making sure things get done the right way. I'm also used to working with different agencies and the public, so I'm comfortable hearing different viewpoints and helping find a reasonable path forward.

I'm good at taking a lot of information, sorting it out, and helping make decisions that are practical and useful for the community. I think those skills would be helpful on this advisory body.

Share the ways you've been involved or have volunteered in the community.

I've been involved in a few different ways. I've worked as a substitute teacher, I currently volunteer at the Point Defiance Aquarium, and I served 21 years in the military. These experiences have allowed me to support young people, contribute to the community, and give back in different ways.

List your educational and/or professional background and area of study.

MASTER OF ARTS | NAVAL POSTGRADUATE SCHOOL
- Major: National Security Studies – Latin America and the Caribbean
- Public Policy Emphasis

BACHELOR OF ARTS | UNIVERSITY OF TEXAS AT DALLAS
- Major: Psychology

ASSOCIATE OF ARTS | DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
- Major: Spanish

I have more than 20 years of combined military and public sector experience in program management, compliance, records administration, and operations. My background includes leading large teams, overseeing complex state and federal programs, and developing systems that improve transparency and efficiency. I've also managed statewide grants, worked extensively with public disclosure and records retention, and have a strong foundation in policy interpretation and organizational process improvement.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can commit approximately 10 hours per month, including meeting attendance and preparation. I'm open to additional time when the committee's workload or special projects require it.

Question Applies to the Arts Commission: What art form resonates most with you and why?

Architecture, sculpture, and street art resonate most with me. I'm drawn to how each blends creativity with structure — shaping how people experience their surroundings and express identity in public spaces.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I regularly attend Olympia's art walks and visit installations along the marina. I've also worked with ArtsWA through my role at WDVA, which gave me a deeper appreciation for how local and state initiatives support artists and public art projects.

Question Applies to the Design Review Board: Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

While I don't have formal training or professional experience in architecture, urban design, or landscape architecture, I have a strong personal interest in these areas. I enjoy observing and appreciating building designs, urban layouts, and public spaces, and I'm eager to learn more and contribute a thoughtful, community-focused perspective.

Question Applies to the Design Review Board: What do you consider influences on building and/or site design?

I think building and site design are influenced by how the space will be used, how it fits with the area around it, and making sure it's safe and easy to get around. I also notice how landscaping, local history, and the character of the neighborhood can make a difference. Good design just makes a place feel right and works for the people who use it.

Question Applies to the Design Review Board: What does good design mean to you?

Good design, to me, means something that works well in practice but also adds to the community as an art form. It's about balancing usefulness with creativity so that the space or building is both functional and visually engaging.

Question Applies to the Design Review Board: Describe yourexperience reading site plans and design drawings.

I studied construction management for a few semesters after retiring from the military, and part of that coursework included drafting and reading design plans, so I have some experience interpreting site plans and design drawings.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I believe in realistic access to outdoor spaces, which includes access for everyone. I use the parks in Olympia almost every day, whether walking the trails in one of the many city parks. I especially enjoy walking around Capitol Lake with its views of the Capitol building and diverse wildlife. I also enjoy sitting in the sunshine, when it happens, at my favorite local park, West Bay Park.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I believe sport and recreation build community and can create connections between people from different backgrounds and demographics. I want to help create and support these spaces so that everyone has the opportunity to participate and benefit from them.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring skills developed as a military officer, including strategic planning, team leadership, organization, and problem-solving. I can help coordinate efforts, manage projects, and ensure that initiatives are executed efficiently and effectively for the community.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

I am interested in serving on any advisory body where I can contribute to the betterment of our city and support initiatives that benefit the community. My priority is to be involved in helping Olympia grow and thrive.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Derek J Foster

[redacted]

Summary

Accomplished leader and former military officer with extensive experience directing complex programs, operations, and teams across military, state, and federal environments. Expertise spans strategic leadership, policy interpretation, regulatory compliance, grants administration, program oversight, records management, and stakeholder engagement. Skilled at guiding diverse teams, optimizing processes, and providing the critical support that enables decision-makers to succeed. Drives mission success by turning complex regulations into actionable strategies, ensuring accountability, and empowering teams to achieve operational, fiscal, and environmental objectives.

Education

MASTER OF ARTS | NAVAL POSTGRADUATE SCHOOL

- Major: National Security Studies – Latin America and the Caribbean
- Public Policy Emphasis

BACHELOR OF ARTS | UNIVERSITY OF TEXAS AT DALLAS

- Major: Psychology

ASSOCIATE OF ARTS | DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER

- Major: Spanish

Skills & Abilities

- Strategic Leadership & Team Management: Proven ability to lead diverse teams in military, state, and federal environments; adept at building cohesion, mentoring personnel, and driving mission success across operational, administrative, and programmatic domains.
- Policy Interpretation & Regulatory Compliance: Expertise in analyzing, interpreting, and applying complex laws, rules, and regulations (including RCW 42.56 and federal policy) to ensure compliance, guide decision-making, and optimize program execution.
- Grants & Program Administration: Comprehensive experience designing, implementing, and managing state and federal grant programs, including application review, award allocation, monitoring, and reporting; skilled in training stakeholders for compliance and performance.
- Records Management & Public Disclosure: Advanced skills in document and records management, including retention, redaction, auditing, and responding to public records requests; ensures transparency, confidentiality, and legal compliance.
- Operational & Logistical Oversight: Extensive experience planning, coordinating, and executing large-scale operations, logistical missions, and training exercises, both domestically and internationally, with attention to safety, efficiency, and environmental stewardship.
- Stakeholder Engagement & Collaboration: Strong track record of working effectively with internal teams, tribal communities, government partners, military organizations, and the public to achieve shared goals and resolve complex issues.

- Analytical & Investigative Skills: Proficient in conducting detailed research, audits, and data analysis to evaluate program performance, identify risks, and implement solutions for improved compliance and efficiency.
- Training Development & Delivery: Experienced in creating and delivering formal and informal training programs for military personnel, state employees, and external partners; skilled at translating complex policy into actionable guidance.
- Fiscal Management & Reporting: Capable of managing multi-million-dollar budgets, reconciling financial records, preparing detailed reports for leadership and legislative bodies, and ensuring accountable use of public funds.
- Technical Proficiency: Advanced use of Microsoft Office Suite (Excel, Word, PowerPoint), electronic records management systems, case management software, and operational tracking tools.
- Process Improvement & Continuous Learning: Identifies inefficiencies, implements workflow enhancements, and adapts to new systems, regulations, and operational challenges to continuously improve organizational effectiveness.

Experience

SUICIDE PREVENTION GRANT MANAGER | WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS (WDVA) | 09/2023 – 07/2025

- Designed and established a statewide Suicide Prevention grant program from inception, interpreting legislative mandates and RCWs to develop grant policies, application procedures, and compliance frameworks.
- Led full lifecycle management of the grant program, including application review, award distribution, ongoing monitoring, and compliance enforcement with state and federal regulations.
- Delivered targeted technical assistance and training workshops to applicants and community partners, improving understanding of eligibility, reporting requirements, and regulatory compliance.
- Conducted site visits and project oversight to ensure adherence to grant terms, resolve compliance issues, and support milestone achievement.
- Collaborated with tribal communities, academic institutions, and internal finance teams to align program operations with legislative intent and community needs.
- Developed and implemented specialized training curricula, including lethal means safety programs impacting over 350 personnel across multiple military installations.
- Prepared comprehensive financial and programmatic reports for agency leadership and state legislature to ensure transparency, accountability, and informed decision-making.
- Collaborated with internal teams to ensure grant documentation and reporting adhered to state transparency and records retention standards, supporting compliance with public disclosure laws.
- Resolved complex programmatic challenges by designing innovative solutions to enhance efficiency, equity, and regulatory compliance.

GUEST TEACHER | VARIOUS SCHOOL DISTRICTS, COLORADO SPRINGS, CO; KEY WEST, FL; OCEAN SHORES, WA | 07/2017 – 09/2023

- Delivered instruction across various grade levels and subjects, adapting teaching methods to diverse learning styles and utilizing various technologies to enhance comprehension and engagement.
- Communicated effectively with students, parents, and teaching staff to foster a positive and productive learning environment and maintain strong knowledge of course requirements and school policies.

- Maintained detailed records of student progress and communicated relevant information to school administrators and teachers.

MULTINATIONAL DEFENSE COOPERATION PROGRAM OFFICER | US ARMY SOUTH, FORT SAM HOUSTON, TX | 04/2016 – 07/2017

- Directed funding and operational support for multinational training programs and conferences across Central America, South America, and the Caribbean, evaluating proposals and aligning them with U.S. defense and foreign policy objectives.
- Developed, implemented, and oversaw a regional program funding process functionally equivalent to a federal grant system—managing planning, vetting, award, and post-event evaluation phases.
- Reviewed and approved funding requests from U.S. military elements operating across more than a dozen countries, ensuring compliance with policy, strategic objectives, and legal requirements.
- Coordinated directly with U.S. Embassies, partner-nation military leaders, and Department of State representatives to ensure activities met bilateral agreements and diplomatic standards.
- Prioritized and managed a budget of over $2.5 million annually, ensuring responsible use of federal funds and detailed documentation for audits and command-level oversight.
- Spearheaded U.S. participation in multinational environmental security initiatives, including regional conferences on climate change impacts and disaster preparedness.

DEPUTY ARMY SECTION CHIEF | US SOUTHERN COMMAND, US ARMY, SAN SALVADOR, EL SALVADOR | 09/2015 – 04/2016

- Provided senior-level briefings on regional political-military developments to U.S. military leadership, synthesizing intelligence, diplomatic input, and media analysis to inform decision-making.
- Coordinated operational schedules and logistics for executive-level personnel, including security cooperation engagements and meetings with Salvadoran Ministry of Defense officials.
- Collaborated across U.S. Embassy departments and with partner-nation leadership to support programs aligned with U.S. foreign policy goals, demonstrating skill in interagency coordination.
- Participated in regional initiatives addressing gang violence, organized crime, and illicit trafficking—programs that required evaluation of mission alignment, partner capacity, and policy constraints.
- Supported strategic planning and reporting for bilateral security cooperation programs, contributing to policy adherence and alignment with legal frameworks.

COMPANY COMMANDER | A COMPANY, 704 BSB, US ARMY, FORT CARSON, CO | 12/2012 – 09/2013

- Commanded 160 soldiers, prioritizing health, safety, environmental compliance, and operational readiness through consistent enforcement of Army and federal standards.
- Managed $35M+ in military vehicles, fuel systems, and mission-critical equipment, ensuring accountability, efficiency, and environmental safety.
- Directed reintegration of deployed personnel, fostering unit cohesion and resilience through clear communication, structured training, and team-building across diverse backgrounds.
- Designed and executed multi-tiered training programs focused on deployment readiness, logistics operations, and regulatory compliance, incorporating adult learning principles.
- Built a culture of collaboration, inclusion, and respect—working with soldiers and families from diverse cultural, socioeconomic, and geographic backgrounds.

COMPANY COMMANDER | A COMPANY, 704 BSB, US ARMY, JALALABAD, AFGHANISTAN | 04/2012 – 12/2012

- Led 80 soldiers operating in remote, high-risk environments—managing safety, environmental compliance, and infrastructure operations supporting over 1,000 personnel.
- Oversaw water purification, fuel distribution, and warehousing operations, ensuring critical services met environmental standards and mission demands.
- Managed airlift and overland convoy logistics across Eastern Afghanistan, coordinating movements in partnership with local and international forces.
- Maintained accountability of $35M+ in tactical vehicles and equipment, upholding strict standards for safety, serviceability, and environmental stewardship.
- Conducted field inspections, environmental risk assessments, and mission planning aligned with Army, NATO, and host nation protocols.
- Promoted cross-cultural awareness and inclusive leadership while working with Afghan nationals, coalition partners, and a socioeconomically diverse force—strengthening collaboration, mutual respect, and mission cohesion.

OPERATIONS AND TRAINING MANAGER | 57 TRANSPORTATION BATTALION, US ARMY, FORT LEWIS, WA | 05/2010 – 10/2011

- Developed and implemented a battalion-wide training and certification program focused on logistical operations, operational safety, and regulatory compliance for 750 soldiers.
- Planned and coordinated large-scale, multinational training exercises involving diverse agencies including FBI, CIA, DoS, DHS, and allied military forces, ensuring smooth integration across organizational cultures and protocols.
- Led rapid response planning and execution for emergency situations, including wildfire suppression operations across Western U.S., coordinating interagency resources with attention to environmental impact and personnel safety.
- Fostered teamwork and effective communication among a culturally and functionally diverse workforce, promoting inclusion, accountability, and shared mission focus.

TACTICAL OPERATIONS CENTER SUPERVISOR / INCIDENCE RESPONSE MANAGER | 57 TRANSPORTATION BATTALION, US ARMY, CAMP ARIFJAN, KUWAIT | 05/2009 – 05/2010

- Managed 100+ soldiers and civilian contracted drivers, prioritizing health, safety, environmental compliance, and operational readiness through consistent enforcement of Army and federal standards.
- Planned, tracked, and documented up to 20 simultaneous missions across a vast operational area, ensuring compliance with operational standards and maintaining clear, detailed records of personnel, resources, and employee actions.
- Analyzed convoy routes and mission timelines, identifying inefficiencies and implementing optimized procedures; documented changes, outcomes, and relevant personnel records for leadership review.
- Developed and implemented process improvement protocols based on operational data, audits, and after-action reviews, ensuring thorough documentation and compliance with safety, operational, and personnel standards.
- Managed high-stakes, long-distance crisis operations, providing clear, documented recommendations and communicating findings to leadership, stakeholders, and teams to support evidence-based decision-making.

DEPUTY SUPPORT OPERATIONS OFFICER | US ARMY, FORT LEWIS, WA | 02/2009 – 05/2009
PLATOON COMMANDER | US ARMY, FORT LEWIS, WA | 06/2008 – 02/2009
PLATOON COMMANDER | US ARMY, FOB TQ, AL TAQQADDUM, IRAQ | 03/2007 – 06/2008
PLATOON COMMANDER | US ARMY, FORT LEWIS, WA | 12/2006 – 03/2007

Thursday, December 11, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Kyle Kimball

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Heritage Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

PDF Kyle Kimball CV_2594.pdf

Briefly describe why you wish to serve on this Advisory Body:

I don't know much about the heritage of Olympia, nor do I know about how the commission works. I walk this city every day and care about it a great deal. This is My Home, I love it, and I want to do everything possibly to ensure everyone else who lives here loves it juet as much.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I moved back to WA last year after practicing refugee law in the EU. It has been alleged that I am both smart and funny. I make really good bread.

Share the ways you've been involved or have volunteered in the community.

OFS, Community Print, Oly Blunders...in the short time i've been back in the US i've spent most of it building or swimming in community.

List your educational and/or professional background and area of study.

LLM; VU Amsterdam IMRL
LLB; TalTech EU and International Law

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

As many as it takes. I give a shit.

Question Applies to the Heritage Commission: Why do you think Olympia's historic places are important?

Because place and sense of place inform affection and how we root into a location. The old city hall, the armory, Capitol Theatre, the old courthouse, the gotdamn Capitol. We live in the most beautiful place on earth (imo) and these ancient stones give us permanence. We can believe that it matters because our surroundings have existed since well before us.

Question Applies to the Heritage Commission: What is your experience working with the history or preservation of build or cultural heritage?

Almost none. It's not, i feel, a space that is particularly well supported by government or public bodies. We have historic spaces and zoning laws and frameworks for modernization but in a perfect world people who have spent their lives caring for and evangelizing on behalf of old structures would be doing this. I saw a reddit post. Can you imagine? A reddit post asking for help, or at least applications. Well, here I am. I love my home and I love how it looks and I want to, with gentle persuasion, help others feel the way I do. I don't know anything about preserving anything other than pickles. I know that I'm good at law and good at people. If that's something y'all might find helpful, neat!

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

You tell me. This *is* my first rodeo, so I defer to the experience of others.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

KYLE KIMBALL

EQUITY DRIVEN LEGAL PROFESSIONAL

PROFESSIONAL SUMMARY

Equity-driven legal professional with over 12 years of experience specializing in international project management, policy advocacy, and legal research. Demonstrated expertise in managing complex legal matters across multiple jurisdictions, developing project delivery infrastructure, and leading high-stakes research projects. Committed to leveraging data-driven solutions and cross-cultural communication skills to deliver strategic, client-focused results.

EDUCATION

SEP, 2022 - SEP, 2023

Master of Laws - LLM, International Migration and Refugee Law, Vrije Universiteit Amsterdam, Amsterdam, NL

- Selected as one of ten LLM candidates across the European Union to staff the Migration Law Clinic
- Coursework included: Refugee and Family Migration Law, Irregular Migration, Legal Methodology, Migration and Legal Remedies, EU Anti-Discrimination law, and Legal Philosophy
- Master's Thesis: "You Can't Sit With Us: Member State Compliance With EU Law Governing The Expulsion Of Union Citizens And Long-Term Residents On The Basis Of Public Policy"

2019 - 2022

BA, EU and International Law, Tallinn University of Technology, Tallinn, Estonia

- Publishing Editor of the International Law Students Association
- Coursework included: Contract Law, Public International Law, Private International Law, Cybersecurity Law, Intellectual Property Law, Legal Language, Constitutional Law, European Union Law, Foundations of Law, Civil Law, Human Rights Law, Environmental Law, EU Internal Market Law, EU Competition Law and Policy, Alternative Dispute Resolution, Penal Law, International Sales Law, International Relations and Diplomacy
- Undergraduate Thesis: "Faster Than Expected: The IPCC's Role in Exacerbating Climate Change"

EMPLOYMENT HISTORY

AUG 2024

Faculty Personnel Manager, The Evergreen State College, Olympia, WA

- Manage and oversee essential faculty personnel processes, including working closely with the Vice Provost, Deans, and Directors in the Academic Affairs division to run faculty, adjunct faculty, and instructor hiring, onboarding and exiting, contracts, reviews, leaves, required training, and personnel files are in line with institutional timelines, contractual obligations (i.e., Evergreen United Faculty Collective Bargaining Agreement), budget allocations, and institutional policies.
- Supervise the Faculty Personnel team of 3 direct reports, including hiring, training, evaluation, and performance. Chaired, coordinated, and successfully completed the hire of the Program Coordinator for Contracts.
- Within 1 month of hire, successfully designed and stewarded the largest tenured faculty hiring process in Evergreen history. This includes 9 tenure track faculty searches each of which includes 10+ phone interviews, 3+ two-day campus onsite visits, and the coordination of international travel and hiring logistics.
- Designed and concretized the contract terms for the new Evergreen Prison Education Program, including the development of a compliance policy with Department of Correction requirements, the hiring of three adjunct professors, and reworking of Evergreen instruction infrastructure for an entirely offline educational environment.

APR, 2023 - AUG 2024

Founder, Kimball Immigration, Amsterdam, NL

- Successfully incorporated my firm as a Sole Proprietor in Estonia (Registry Code 16708882) carrying full responsibility for Eesti Tax and Customs Board compliance.
- Developed the entirety of firm infrastructure comprising regulatory compliance, legislative knowledge banking, case management process design, financial management, etc.
- Successfully leverage my legal expertise and personal experience to provide full lifecycle immigration case management for citizens of North and South America seeking residence in the European Union with services provided in English, Spanish, Portuguese, and Dutch.
- Developed a full suite of client services including document translation, notarial functions inclusive of apostille requirements, dispute resolution, court communication management, custom Visa/Residence Permit consulting, full lifecycle case management, self-employment incorporation consulting, and more.
- Maintain dedication to a pro bono caseload with a special focus on first-time asylum applications and family reunification cases.
- Establish GDPR-compliant confidentiality and data privacy infrastructure for handling confidential/sensitive information.
- Provide specialized and technical program-specific information that requires interpretation of established policies, procedures, and other relevant sources to internal and external customers over the telephone, in writing, and in person.

OCT, 2022 - MAR, 2023

Associate Researcher, VU Amsterdam, Amsterdam, NL

- Selected as one of ten LLM candidates from across the European Union to staff the prestigious VU Amsterdam Migration Law Clinic.
- Designed the legal strategy for joined cases C-402/22 *Staatssecretaris van Justitie en Veiligheid v M.A.* and C-8/22 *XXX v Commissaire général aux réfugiés et aux apatrides* on behalf of Attorney R.C. van den Berg and defendant M.A, a refugee whose application for international protection was being rejected by the Dutch State Secretary.
- Successfully delivered our expert opinion to the European Court of Justice in just 5 months. This strategy directly influenced the Court's ruling in our client's favor holding that Dutch and Belgian policy was noncompliant with EU law governing refugee status revocation.
- Personally produced the comparison of member state thresholds for status revocation predicated on domestic interpretations of criminal act severity, the lynchpin of our strategy detailing the Dutch State Secretary's noncompliance with EU law (Asylum Qualification Directive).
- My work has been immediately applied to active litigation brought by the Hungarian Helsinki Council against the Hungarian National Directorate-General for Aliens Policing in defense of refugees being forcibly removed following the illegal revocation of their status.
- Establish and maintain relationships with key stakeholders, such as government officials, judges, and other research institutions, to further the goals of the VU Amsterdam Migration Law Clinic and enhance the impact of our research and legal strategies.

JAN, 2019 - JUN, 2019

Technical Recruiter, Amazon, Seattle, WA

- Recruited into the Alexa Shopping organization as a Technical Recruiter with full responsibility for SDE2 business unit staffing
- In under 6 months was responsible for 6 hires; typically Amazon recruiters are not expected to see a hire before 3 months of service.
- Created novel sourcing strategies utilizing unreleased internal tools to immediately produce unique prospects. Organized and trained colleagues across business units in the use of these tools to drive optimization in search time-to-close.
- Ideated and was placed as Lead Recruiter in building out the nascent Toronto Alexa Shopping location. Developed deep knowledge of Canadian/American immigration policy to ensure rapid placement of identified international talent.
- Collaborate with hiring managers and stakeholders to understand hiring needs and develop recruitment strategies.

FEB, 2018 - DEC, 2018

Director, Catapulse, Seattle, WA

- Recruited into Catapulse Partners, a boutique executive search firm serving early-stage startups in the California Bay Area.
- Brought on as a Director and made immediately responsible for all aspects of the search process including strategy design, client intake, sourcing, client/candidate experience, outreach, process development, talent analytics, KPI development/tracking, database management, and compensation negotiations.
- Successful placements include The Pill Club's Chief People Officer, The Pill Club's VP Engineering, and Flipkart's VP Engineering
- Consulted clients on market realities utilizing a data-driven approach to ensure searches carried an understanding of the balance between hopes and expectations
- Develop and maintain relationships with key executives and decision-makers in the California Bay Area startup community to generate new business opportunities for Catapulse Partners.
- Managed a team of 3 support staff spanning administration and research. Standardized processes to ensure future search success upon my departure for a more flexible role to manage my upcoming international relocation to Estonia.
- Managed purchasing requests, including contract purchase agreements and related changes

SEP, 2014 - FEB, 2018

Associate, Parker Remick, Seattle, WA

- Brought on as a Researcher and within 8 months was promoted to Associate, becoming independently responsible for end-to-end search success including designing search strategy, client/candidate experience, hands-on sourcing research, outreach, contract negotiation, managing a small team of researchers/support staff, and more.
- Successful placements include Red Hat's CIO, Zalando's VP of Corporate Technology, Smartsheet's SVP of Product, and Puppet's (formerly Puppet Labs) VP Product.
- Develop and maintain strong relationships with Venture Capital firms including A16Z, Lightspeed, Sequoia, and KPCB, to stay updated on market trends and potential executive search opportunities.
- Rapidly established myself as a firm SME in search domains spanning e-commerce, server orchestration frameworks, CRM technology, solid-state storage infrastructure, DevOps, and more.
- Provide regular reports and analyses on market trends and competitor activity to inform decision-making and strategy development.
- Communicate effectively with executive stakeholders and colleagues both orally and in writing with a focus on a non-judgmental, respectful, and culturally sensitive communication style.

MAY, 2012 - SEP, 2014

Webcast and Shared Content Administrator, Thomson Reuters, Seattle, WA

- Brought on by LearnLive Technologies as the Webcast/Database Administrator, being exclusively responsible for building and maintaining our user database, shared content provision (content provided by 3rd party providers offered on a rolling basis via our platform), platform testing/ training, and live webcast administration.
- Starting in 2013 I trained and managed a small team of "jack of all trades" client service professionals to ensure that as the platform scaled we kept our focus on superior customer service.
- Volunteered to be the "First In/Last Out" webcast supervisor, working an East Coast schedule from Seattle for the entirety of my service period. This required setting up events, running all technical management, handling client support, and recording/encoding processes starting at 4:30AM local time.
- Provide excellent customer service skills in person and via telephone utilizing discretion, patience, etiquette, and professionalism.
- Managed complex purchase requests using self-created contract management tools and application of accounting/mathematic skills.

LANGUAGES

Spanish

Dutch

Portuguese

English

CERTIFICATIONS

Erasmus+/YEAR Grassroots Lawyering for Migrants

2022-2023

This intensive course was established as a partnership between the European Union Erasmus program and several esteemed Migration Law Clinics across the EU. Course content included: trauma-informed client support, refugee status determination process specific to uniquely impacted Member States (Italy/Greece/Spain/Germany), diversity/equity/inclusion training, network development for migration law scholars, and resourcing for migrant support operations. This certification is designed to supplement the experience gained in an Immigration Law LLM program with hands-on training and real-world knowledge application.

PORTFOLIO

My MEERTalk Presentation on the IPCC's role in the climate crisis

My VU Amsterdam Migration Law Clinic Expert Opinion in Case C-402/22 MA v Staatssecretaris van Justitie en Veiligheid

"Bad Science and Good Intentions Prevent Effective Climate Action": A Paper Citing My Research Which I Co-edited

My MEERTalk Panelist Interview With Climate Journalist Nick Breeze

VOLUNTEERING

Olympia Film Society

2024-

- Upon return to the US I immediately began volunteering with the OFS. In a few short months I've volunteered 20+ hours to help support one of the most culturally significant sites in Olympia.

Planetary Restoration Action Group (PRAG)

2022-PRESENT

- Co-author and edit papers on climate change management strategies in collaboration with climate scholars such as Peter Wadhams, Stephen Salter, James Hansen, and Steve Keen.
- Present my research to both PRAG and outside organizations (MEER) in long and short-form presentations.

Pagulasabi (Estonian Refugee Council)

2019-2022

- Established myself as the organization's policy and legislative research resource. Created processes to gather and synthesize European Court of Justice case law and legislative changes across 27 Member States to ensure optimal outcomes for represented clients.
- Conducted status determination interviews with first-time asylum applicants from Russia, Ukraine, Afghanistan, Syria, and Belarus.
- Advised asylum applicants on case strategy and application procedures.

University District Food Bank

2018-2019

- Served as a friendly face at the Seattle, WA University District Food Bank. Work includes packing, stacking, cleaning, managing the store front, and assisting disabled clients.
- Advised clients on SNAP and public benefit assistance application strategies.

SKILLS

Data Analysis

Project Management

Strategic Planning

Client Services

Team Collaboration

Legal Research

Data-driven Solutions

Legal Analysis

Policy Advocacy

Cross-Cultural Communication

Statistical Analysis

Legal Writing

Refugee Law

Litigation Strategy

Alternative Dispute Resolution

International Project Management

Executive Team Building

Diversity, Equity, and Inclusion

Friday, October 17, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Stephanie Nace

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Eastside

Which Advisory Body or Advisory Bodies would you like to apply for?

Bicycle and Pedestrian Advisory Committee

Heritage Commission

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Bicycle and Pedestrian Advisory.
2. Heritage Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Stephanie Nace Resume.docx

Briefly describe why you wish to serve on this Advisory Body:

As a longtime Olympia resident and public-sector leader, I am deeply invested in creating a city that is safe, accessible, and welcoming for everyone, whether they walk, bike, or roll. My professional background in risk management and policy development has given me a strong understanding of how thoughtful infrastructure planning and community input can reduce hazards and enhance quality of life. I want to contribute that perspective to support Olympia's vision for sustainable, connected neighborhoods. Serving on the Bicycle and Pedestrian Advisory Committee would allow me to help shape policies that encourage active transportation, improve safety, and build a stronger, healthier community for residents of all ages and abilities.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I bring over a decade of experience in public-sector risk management, policy development, and community safety, with a focus on identifying and mitigating hazards in complex public environments. As a Director of Risk Management, I oversee programs that include safety, emergency preparedness, and internal controls, skills that directly translate to evaluating and improving pedestrian and bicycle infrastructure.

My background has equipped me with a systems-level understanding of how data, design, and policy intersect to reduce risk and enhance accessibility. I routinely collaborate with engineers, facilities staff, and leadership teams to analyze risk exposure, implement preventive strategies, and promote safe, equitable environments. I also have experience interpreting regulatory standards, coordinating cross-agency initiatives, and engaging stakeholders to align safety priorities with broader community goals.

In addition, I have strong communication and analytical skills that support consensus-building and

evidence-based decision-making. These qualifications would help the Committee thoughtfully review proposed projects and ensure that Olympia's transportation planning reflects the community's values of safety, sustainability, and inclusion.

Share the ways you've been involved or have volunteered in the community.

I have a long history of community engagement through both volunteer service and professional collaboration. I previously served on the Board of the Women's Safety and Resource Center, where I supported initiatives that promoted personal safety, advocacy, and community education. I also represented my state agency on the Interagency Committee of State Employed Women, advancing equity, workplace safety, and professional development opportunities for women across Washington.

In addition to formal service, I actively participate in local initiatives that promote community connection and quality of life in Olympia, attending neighborhood meetings, supporting local parks and trails, and advocating for accessible and safe public spaces.

These experiences reflect my commitment to civic engagement and my belief that active participation is essential to building safer, healthier, and more inclusive communities.

List your educational and/or professional background and area of study.

I hold a Master of Legal Studies from American Military University and a Bachelor of Arts in History and English from Montana State University. I also completed a Paralegal Studies Certificate through the Blackstone Career Institute and am pursuing an Associate in Risk Management (ARM) designation and a Human Resources certification through South Puget Sound Community College.

Professionally, I serve as the Director of Risk Management for Washington State's Department of Social & Health Services – Behavioral Health & Habilitative Administration, where I lead statewide programs in enterprise risk, safety, litigation, and compliance. My career spans over a decade in public-sector risk management, policy development, and safety oversight, including prior leadership roles at Grays Harbor County and the Department of Enterprise Services.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing to commit approximately 8 to 12 hours per month to fulfill the responsibilities of the Committee. This includes attending evening meetings, reviewing materials in advance, and participating in any related subcommittee work or community engagement opportunities. I understand the importance of being a reliable and prepared member and am fully committed to contributing the time and energy necessary to support the Committee's goals.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Describe your participation with walking, rolling and biking in Olympia.

I am an active walker and frequent user of Olympia's sidewalks, trails, and neighborhood routes. I regularly walk through the city's park system, including the Woodland Trail, Capitol Lake, and the downtown waterfront area.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Do you have a unique perspective on walking, rolling and biking? If so, please explain.

Yes. My professional background in risk management gives me a unique perspective on walking, rolling, and biking from a safety and accessibility standpoint. I approach mobility not only as a resident who walks and bikes in Olympia, but also as someone who evaluates hazards, designs mitigation strategies, and works to build systems that prevent injuries and improve access for all users.

Question Applies to the Bicycle and Pedestrian Advisory Committee: Have you done any other volunteer work in the community? If so, please describe it.

Yes. I have served on the Board of the Women's Safety and Resource Center when I lived in Oregon. I also represented my state agency on the Interagency Committee of State Employed Women, helping advance equity, leadership development, and workplace safety initiatives for women in public service.

Beyond formal roles, I've volunteered time supporting local events and neighborhood projects that strengthen community connection and safety. I believe in giving back to the community I live in, and I'm especially drawn to volunteer work that promotes inclusion, well-being, and accessibility for all residents.

Question Applies to the Heritage Commission: Why do you think Olympia's historic places are important?

Olympia's historic places bring the city's story to life for current and future residents and tourists to enjoy. They capture moments of growth and resilience, connecting people to the values and traditions that continue to define our community. These places help residents and visitors alike understand Olympia's heritage, not just through buildings and landmarks, but through the shared sense of identity they inspire.

Question Applies to the Heritage Commission: What is your experience working with the history or preservation of build or cultural heritage?

I hold a Bachelor of Arts in History and English from Montana State University, which fostered a lifelong appreciation for the preservation of cultural and architectural heritage. My academic background gave me a deep understanding of how built environments reflect the social and political evolution of a community, and how thoughtful preservation ensures those stories endure.

Professionally, I have applied these principles through my leadership in public-sector records management. I've overseen programs that protect public and historic records, balancing preservation and regulatory compliance. This work has reinforced my belief that preservation is not only about honoring the past, but also about responsible stewardship and sustainable planning for the future.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Stephanie Nace

[redacted]

EXECUTIVE PROFILE

Executive leader with over five years of senior management experience and more than a decade in public-sector risk management, litigation, insurance, and public records. Proven ability to design and lead enterprise risk and litigation programs that strengthen compliance, transparency, and operational efficiency. Recognized for collaborative leadership, strategic governance, and expert knowledge in public records law, loss control, audits, and cross-agency policy development.

PROFESSIONAL EXPERIENCE

Director of Risk Management

Washington State Department of Social & Health Services – Behavioral Health & Habilitative Services Administration
March 2023 – Present

Oversees the Behavioral Health & Habilitative Services Administration first comprehensive enterprise risk management program, developing strategies to identify, assess, and mitigate operational, legal, and compliance risks across nearly 30 statewide facilities. Provide executive-level analysis and actionable recommendations that inform strategic decisions and strengthen organizational resilience.

Oversees multiple high-impact programs, including litigation and tort claims, public records, records management, discovery, privacy, employee and patient abuse investigations, workplace violence prevention, internal controls, and audits. Foster alignment and collaboration across diverse teams, promoting a culture of accountability, transparency, and continuous improvement.

Risk & Records Manager

Grays Harbor County Government
August 2021 – February 2023

Served as the chief risk advisor to the Board of County Commissioners. Directed countywide risk, safety, and compliance programs in coordination with elected officials and department heads. Identified, evaluated, and mitigated exposure across operations, ensuring compliance with WISHA, OSHA, WSDOT, NHTSA, NIOSH, and CDC standards.

Managed insurance procurement for property, cybersecurity, and pollution coverage. Reviewed and negotiated contracts for indemnification, insurance, and public records provisions.

Oversaw workers' compensation and tort claim administration, including subrogation and ergonomic assessments.

Also served as Public Records Officer, leading compliance with the Public Records Act, training staff, coordinating responses across County departments, and maintaining records retention compliance. Developed and managed annual budgets for both the Risk Management and Public Records Departments.

Tort Claims Investigator & Public Records Coordinator

Washington State Department of Enterprise Services – Office of Risk Management
September 2012 – July 2021

Independently investigated tort claims involving property damage, bodily injury, and civil liability against state agencies and employees. Applied knowledge of tort law, claims practices, and medical and insurance billing to determine liability, negotiate settlements, and prepare formal denials or approvals. Collaborated with agency risk managers to recommend resolutions and ensure defensible outcomes.

Assisted with public records requests directed to the Office of Risk Management, coordinating timely responses in compliance with the Public Records Act. Integrated Lean process improvements to enhance transparency, efficiency, and consistency.

EDUCATION & CERTIFICATIONS

Master of Legal Studies – American Military University
Bachelor of Arts (History & English) – Montana State University
Paralegal Studies Certificate – Blackstone Career Institute
Public Records Officer Certification – Washington Association of Public Records Officers
Associates in Risk Management (ARM) – In Progress
Human Resources Certification – SPSCC – In Progress

VOLUNTEERING & PROFESSIONAL AFFILIATIONS

American Society for Healthcare Risk Management – Member
Interagency Committee of State Employed Women – Former Agency Representative
Women's Safety and Resource Center – Former Board Member
Montana State University Alumni Council – Former Council Member
National Association for Legal Professionals – Former Member

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
OMPDAC	#5	Marcella Volpintesta	3 yr (2029)

Friday, December 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Marcella Volpintesta

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Metropolitan Parks District Advisory Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1 - Parks and Recreation Advisory Committee
2 - Metropolitan Parks District Advisory Board

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Marcella Volpintesta - Resume 2025G2.pdf

Briefly describe why you wish to serve on this Advisory Body:

I am seeking appointment to the Parks and Recreation Advisory Committee as my first choice, and the Olympia Metropolitan Park District Advisory Committee as my second choice, because I believe city parks play a vital role in supporting recreation, health, food access, and community connection - and that these priorities can and should coexist.

Through my work with the Southwest Olympia Neighborhood Association (SWONA), particularly on the Food Access & Sustainability Committee, I have seen how parks and park-adjacent spaces can support community gardens, gleaning efforts, and food access programming while also serving as places for play, exercise, and gathering. I am especially interested in how well-designed parks can accommodate a range of uses - from playgrounds and pickleball courts to trails, open lawns, and community spaces - in ways that serve people of different ages, abilities, and interests.

Before moving to Olympia, I lived in Tacoma for over 25 years and experienced the benefits of a strong metropolitan park district firsthand. Tacoma's parks offered a wide mix of amenities, including recreation facilities, playgrounds, trails, environmental education, and food access programs. That experience shaped my understanding of how intentional park planning can support both active recreation and broader community wellbeing, rather than forcing a choice between them.

I am personally drawn to city parks as places for everyday recreation - walking, hiking, and spending time outdoors close to home - as well as gateways to larger state and national park systems. I value stewardship and accessibility, and I am especially interested in ensuring that recreation amenities and park investments reflect the needs of the whole community, including families, seniors, and people who may not otherwise feel welcome in outdoor spaces.

I want to serve on this advisory body to help support a parks and recreation system that balances play, physical activity, food access, environmental care, and inclusive design. I believe parks are most successful when they are flexible, welcoming, and responsive to community needs, and I would be honored to contribute my perspective and experience to that work.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I bring a combination of community-based experience, public-sector analytical expertise, outdoor stewardship, and collaborative decision-making skills that align well with the role of a Parks and Recreation advisory body.

Through my involvement with the Southwest Olympia Neighborhood Association (SWONA), particularly on the Food Access & Sustainability Committee, I have worked on community-led efforts that intersect with parks, public land use, and shared neighborhood spaces. This work requires balancing diverse perspectives, identifying common ground, and thinking holistically about how public spaces can serve recreation, food access, environmental stewardship, and community connection simultaneously. These experiences closely mirror the advisory process of reviewing proposals, weighing tradeoffs, and making thoughtful recommendations.

Professionally, I bring over a decade of experience working in public-sector and healthcare systems, where I regularly analyze complex information, evaluate program impacts, and support data-informed decision-making. In my current role with the Washington State Department of Health, I design and maintain enterprise-level data systems, develop reports and dashboards, and support high-visibility, mission-critical projects. This background has strengthened my ability to review detailed materials, ask clarifying questions, and assess long-term implications - skills that are directly applicable to reviewing park plans, capital investments, and policy recommendations.

Earlier in my career, I worked in fiscal analysis and program management roles with the Washington State Health Care Authority, where I collaborated with leadership, external partners, and legislators on budgeting, forecasting, and program design. That experience has given me a strong appreciation for public accountability, equity considerations, and the importance of aligning limited resources with community priorities.

I also bring lived experience with outdoor recreation and stewardship, including mountaineering and hiking on public lands. Through these activities, I have developed a strong respect for land stewardship, trail maintenance, environmental protection, and safety in shared outdoor spaces. Mountaineering, in particular, has reinforced the importance of preparation, risk awareness, Leave No Trace principles, and respect for natural systems - values that translate directly to thoughtful parks planning, trail design, and long-term land management. This perspective helps me consider how city parks can support both everyday recreation and broader connections to regional, state, and national public lands.

Having lived in Tacoma for over 25 years, I also bring firsthand experience with a metropolitan park district that successfully integrates playgrounds, sports courts, trails, environmental education, and food access programming. That experience informs my understanding of how parks can be designed and managed to support a wide range of recreational uses while remaining inclusive, accessible, and environmentally responsible.

Finally, I bring strong communication and collaboration skills. I am comfortable working in group settings, engaging in respectful dialogue, and contributing constructively to discussions with people who hold differing views. I value public process and transparency, and I am committed to centering community needs while supporting thoughtful, well-reasoned recommendations.

Together, these experiences allow me to contribute a balanced, informed perspective to the advisory body - one that supports recreation, food access, environmental stewardship, and inclusive use of Olympia's parks for the benefit of the entire community.

Share the ways you've been involved or have volunteered in the community.

I have been actively involved in community-based work focused on food access, sustainability, and

neighborhood connection through the Southwest Olympia Neighborhood Association (SWONA) and broader regional partnerships.

Within SWONA, I have participated in the Food Access & Sustainability Committee, supporting efforts that improve access to fresh food and strengthen neighborhood resilience. This work includes collaborating with neighbors, committee members, and partner organizations to explore community gardens, gleaning efforts, food distribution, and the use of shared public or park-adjacent spaces to meet community needs. Through this role, I have been part of conversations that balance food access, recreation, stewardship, and neighborhood use of public spaces, while remaining responsive to local concerns and priorities.

In addition to neighborhood-level work, I have recently been involved with regional food system conversations through the South Sound Food Systems Network. This has included engaging with organizations, advocates, and community members working across jurisdictions to address food insecurity, sustainable food systems, and equitable access to resources. Participating in this broader network has reinforced the importance of collaboration, shared learning, and coordination between local efforts and regional strategies.

My community involvement is grounded in relationship-building and collaboration. I value working across differences, listening to community voices, and contributing in ways that support long-term, inclusive outcomes rather than short-term fixes. Whether at the neighborhood or regional level, I approach volunteer work with a focus on mutual respect, shared responsibility, and practical solutions that strengthen community wellbeing.

Through these experiences, I have developed a strong appreciation for how local government, neighborhood groups, and community networks can work together to support parks, public spaces, and programs that serve diverse needs. I would bring this collaborative, community-centered approach to my service on a City of Olympia advisory body.

List your educational and/or professional background and area of study.

I hold a Bachelor of Arts in Communications with a focus on communications and marketing from the University of Washington Tacoma and an Associate of Arts and Science from Pierce College.

My educational background in communications and marketing informs how I approach public service and collaborative work. It has strengthened my ability to communicate clearly, translate complex information for non-technical audiences, and think strategically about outreach, messaging, and community engagement. These skills are especially relevant in advisory settings that rely on public input, transparency, and effective communication between government and the community.

Professionally, I have extensive experience in public-sector data services and analytics, primarily within Washington state agencies. I currently work at the Washington State Department of Health in a data services role focused on database management, system administration, and reporting infrastructure. My work includes managing enterprise databases, developing and maintaining SSIS packages and reporting systems, supporting system upgrades, managing system access and security, and ensuring the reliability and integrity of data systems that support critical public programs.

Previously, I worked at the Washington State Health Care Authority in fiscal and analytical roles supporting Medicaid finance and hospital reimbursement programs. In these positions, I was directly involved in public financial management activities such as forecasting, budget analysis, program modeling, and evaluating fiscal impacts to support leadership and legislative decision-making. This experience gave me a strong understanding of how public dollars are managed, the importance of accountability, and how data informs policy and operational decisions.

Together, my background in communications and marketing, public financial management, data analytics, and data services allows me to contribute a balanced and practical perspective. I am comfortable engaging in detailed reviews, understanding financial and operational implications, and communicating clearly with both technical and non-technical audiences. I believe this combination of skills would be a strong asset to a City of Olympia advisory body, where thoughtful analysis, collaboration, and clear public communication are essential.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I understand that service on this advisory body includes attending monthly evening meetings, reviewing materials in advance, and participating in additional committee work as needed.

I am willing to commit approximately 25–35 hours per month as a volunteer. This includes:

- 2–3 hours for the regular monthly committee meeting

- 4–10 hours for meeting preparation, including reviewing agendas, staff reports, planning documents, and background materials

- 5–10 hours for committee working groups, follow-up discussions, special projects, or policy and program review outside of regular meetings

- An additional 10–15 hours per month dedicated to community outreach and engagement, including connecting with neighborhood groups, community organizations, and residents to better understand how parks and recreation programs are used and where there may be unmet needs or opportunities for improvement

I view community outreach and preparation as essential to effective advisory work and am committed to investing the time needed to be informed, responsive, and engaged. I am prepared to consistently contribute at this level and to increase my involvement as needed during periods of heightened activity or special initiatives.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My interest in Olympia's parks is shaped by extensive experience recreating on national and state public lands, including hiking and mountaineering, as well as by a strong desire to bring that same sense of care, stewardship, and belonging closer to home through city parks.

Through outdoor activities such as hiking and mountaineering, I have spent significant time in national and state parks and public lands, where I have developed a deep appreciation for well-maintained trails, thoughtful land management, safety, and environmental stewardship. These experiences have reinforced the importance of preparation, shared responsibility, and long-term planning to protect natural spaces while making them accessible to the public. I carry those values with me when I engage with local parks.

At the city level, I regularly use Olympia's parks for walking, outdoor recreation, and time spent in nature close to home. I see city parks as essential everyday spaces that allow residents to experience the benefits of being outdoors without needing to travel long distances or have specialized gear. I am especially interested in how Olympia's parks can support a wide range of uses, from playgrounds and courts to trails, open space, and natural areas, while remaining welcoming to people of all ages, abilities, and backgrounds.

I am motivated by a desire to help bridge the gap between large-scale public lands and neighborhood parks by bringing the values I have learned through outdoor recreation into local decision-making. That includes a focus on stewardship, accessibility, safety, and inclusive design, as well as recognizing how parks can also support broader community needs such as gathering, health, and food access when thoughtfully planned.

Ultimately, I want to help ensure Olympia's parks reflect both a love of the outdoors and a strong commitment to community wellbeing. City parks have the power to make nature, recreation, and connection part of daily life, and I am passionate about supporting a park system that serves the full spectrum of community needs while protecting the natural character that makes Olympia special.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am interested in Olympia's recreation programs as important tools for promoting health, connection, and equitable access to active opportunities for people of all ages. I value recreation programming not only for the activities themselves, but for how well-designed programs can create welcoming entry points into physical activity, outdoor experiences, and community engagement.

My personal recreation interests center on outdoor activities such as hiking and mountaineering, which has shaped my appreciation for programs that build skills, confidence, and safety over time. From that perspective, I am particularly interested in how city recreation offerings - including classes, youth programs, and guided activities - can help people develop foundational skills, discover new interests, and feel comfortable participating in outdoor and recreational spaces.

I also recognize the importance of structured recreation such as sports leagues, camps, and classes in supporting families, youth, and seniors. These programs provide safe, affordable opportunities for physical activity, social connection, and skill development, and can be especially impactful for households that may not otherwise have access to organized recreation. I am interested in how Olympia's recreation programs are designed, scheduled, and priced to ensure broad accessibility and inclusion.

From an advisory perspective, I am motivated by how recreation programs can complement parks and facilities, activate public spaces, and respond to community needs. I am especially interested in programs that emphasize inclusivity, adaptability for different abilities, and opportunities to engage residents who may not traditionally participate in organized recreation.

Overall, my interest in Olympia's recreation programs is grounded in a belief that recreation should be accessible, welcoming, and reflective of the community it serves. I would bring a thoughtful, community-centered lens to discussions about sports leagues, camps, classes, and trips, with a focus on ensuring programs support healthy activity, skill-building, and connection for all residents.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I would bring a well-rounded perspective that combines community-based experience, strong analytical and data-informed thinking, communications-centered public engagement, and public financial management.

My background in communications and marketing shapes how I engage with public process and community input. I am attentive to how information is shared, how programs and decisions are communicated, and whether messaging is accessible, inclusive, and responsive to community needs. This perspective is especially valuable for a committee that helps bridge city staff, policy decisions, and the public.

I also bring experience in public-sector data services, analytics, and fiscal analysis. My professional work includes supporting public financial management through forecasting, budget analysis, program modeling, and evaluation of fiscal impacts, as well as working with enterprise data systems and reporting infrastructure. This allows me to engage thoughtfully with topics such as capital investments, maintenance planning, program evaluation, and long-term sustainability, and to ask questions that help clarify tradeoffs and responsible use of public resources.

In addition, I bring a strong stewardship and recreation lens informed by extensive experience on national and state public lands through hiking and mountaineering. These experiences reinforce the importance of safety, accessibility, environmental care, and long-term maintenance. I am particularly interested in how these values can be applied at the city level to support parks that are both actively used and thoughtfully protected.

Finally, my involvement in neighborhood and regional food access efforts has given me experience working collaboratively across diverse perspectives and priorities. I am comfortable navigating competing interests and finding ways to integrate recreation, community use, stewardship, equity, and fiscal responsibility into cohesive recommendations.

Together, these perspectives allow me to contribute as a thoughtful, prepared, and collaborative advisory committee member. I would bring a balanced approach that values recreation and play, protects natural resources, responsibly stewards public funds, and centers community needs, with the goal of helping Olympia's parks and recreation system continue to serve the full spectrum of residents.

Question Applies to the Metropolitan Park District Advisory Committee: Describe any experience you have in budgeting, accounting or parks-related finance that may benefit this advisory committee.

I bring extensive experience in public-sector budgeting, fiscal analysis, and financial oversight that would be directly relevant to service on the Metropolitan Park District Advisory Committee.

Earlier in my career, I worked in fiscal and analytical roles with the Washington State Health Care Authority, where I supported public financial management for large, complex programs. My responsibilities included budget analysis, forecasting, program modeling, and evaluating fiscal impacts to support leadership and legislative decision-making. This work required careful stewardship of public funds, clear documentation, and an understanding of how financial decisions affect service delivery and long-term sustainability.

In addition to fiscal analysis, my professional background includes extensive experience working with data systems and reporting infrastructure at the Washington State Department of Health. In my current role, I support enterprise data services, including database management, reporting systems, and data integrity for mission-critical programs. This experience strengthens my ability to assess financial and operational data, understand cost drivers, and evaluate performance metrics - skills that are valuable when reviewing budgets, capital investments, and ongoing maintenance costs for parks and recreation assets.

While my professional experience is not specific to parks finance, the principles of public budgeting, accountability, and long-term asset stewardship are directly transferable. I am comfortable reviewing financial documents, asking informed questions, and considering tradeoffs between capital investments, operating costs, and community priorities.

Overall, my experience in public financial management, analytics, and data-informed decision-making would allow me to contribute meaningfully to discussions about budgeting, financial sustainability, and responsible stewardship of park district resources.

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Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

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Marcella Volpintesta

[redacted]

- Results-oriented IT professional with extensive experience in SQL Server Database Administration, advanced SQL querying, and database optimization. Expertise in designing, implementing, and maintaining enterprise-level applications using SQL Server (T-SQL, SSRS, SSIS), .NET Framework, and Visual Studio to deliver high-performing, scalable solutions.
- Skilled in analyzing and managing large datasets, writing complex queries, and performing database utility functions, including creation, configuration, optimization, and maintenance, while ensuring data integrity, security, and compliance with organizational policies and industry standards.
- Demonstrated expertise in developing IT policies, procedures, and standards, including documentation and implementation, to align with organizational objectives and ensure compliance with regulatory requirements. Proven success in IT risk management and resource allocation for mission-critical projects.
- Proficient in business process improvement and IT governance, with a strong background in process modeling, vendor management, and disaster recovery planning to ensure operational continuity and system resilience.
- Proven ability to lead cross-functional teams and collaborate with leadership to implement strategic initiatives, including developing disaster recovery plans, continuity of operations plans (COOP), and IT security policies.
- Experienced in managing contracts and vendor relationships, including negotiation, compliance monitoring, and policy development, ensuring adherence to contracting laws and procurement standards.
- Adept at applying advanced data analysis techniques, developing logical and physical data models, and creating dashboards and reports using Power BI, Tableau, and SQL Server Reporting Services to support data-driven decision-making.
- Recognized for developing and maintaining IT processes, policies, and governance frameworks that enhance operational efficiency and support organizational goals.
- Extensive technical proficiency, including expertise in SQL Server Management Studio, Azure, Visual Studio, Tableau, Power BI, Power Automate, and Microsoft Office 365. Experienced in project management and Agile methodologies to ensure successful project delivery and continuous improvement.
- Broad knowledge of enterprise systems and tools, including SalesForce, WHALES, EPIC, Drupal, 3M, On-base, Cerner Millennium (ACIS) – PowerChart, McKesson HBOC Star, PCON, CMS Pricer, Sharepoint, Service Now, Emptoris, Amisys, Microstrategy, Golden, AWD, CRM, Portico, TruCare, ADP eTIME, Crystal Reports, and Final Cut Pro.

Education

Bachelor of Arts and Sciences **2005**
***University of Washington**, Tacoma, Washington*

Associate of Arts and Science **2003**
***Pierce College**, Lakewood, Washington*

Career History

IT Data Technical Specialist **2021-Present**
Washington Department of Health, Office of Innovation & Technology

- Designed, developed, and maintained enterprise-level and complex organizational databases using SQL Server 2012/2019.
- Built, deployed, and maintained SSRS reports, Microsoft SQL Integration Services solutions (SSIS) packages, and data pipelines to support high-visibility and mission-critical projects.
- Directed system upgrades and modernization efforts, ensuring seamless integration with emerging technologies and maintaining system compatibility.
- Managed Tableau Server infrastructure and supported data visualization and reporting needs across multiple teams.
- Applied Agile practices for iterative development and addressed security protocols and SDLC best practices.
- Configured and maintained robust data systems, encompassing the design, creation, and maintenance of reports and automated scripts.

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- Implemented system upgrades, ensuring maximum system availability, enhanced performance, and smooth technology integration.
- Executed daily database maintenance, monitoring, and performance tuning tasks, guaranteeing system reliability and efficiency for enterprise operations.
- Performed enterprise-level SQL Data Administration using SQL Server Management Studio 2012/2014/2016/2019.
- Delivered expertise in data architecture, data analysis, modeling, reporting, pipeline development, and database administration.
- Hands-on experience with installing, configuring, and upgrading a variety of critical systems such as Tableau Server, Salesforce, SQL Server Management Studio, and WHALES, across environments.
- Supported and administered Tableau infrastructure, including security policies, installation, and server configuration.
- Experienced in Server Backup, Restoration, and implementing Disaster Recovery Plans to safeguard critical data assets.
- Assisted with Windows Server configuration and management to optimize SQL Server Management Studio performance and deployment.
- Submitted and managed firewall rule tickets for new servers to ensure secure and seamless team access across devices.
- Led the upgrade of SQL Server Management Studio from 2014 to 2019 across 80+ servers in QA, DEV, and PROD environments, coordinating with multiple teams and ensuring timely resolution of technical issues.
- Created Active Directory (AD) groups for 80+ servers and 1,200+ databases, managing user permissions and enforcing data security protocols.
- Registered new servers on Central Management Servers and created automated processes to enhance database functionality and reliability.
- Offboarded users leaving the agency to maintain security by revoking database and server access.
- Created reports in ServiceCentral and worked on submitted tickets, writing T-SQL queries for data retrieval and cleanup.
- Developed new and updated preexisting reports in Microsoft SQL Reporting Services (SSRS), ensuring access and functionality for end-users.
- Created and managed databases for various departments across testing, development, and production environments, tailoring configurations to specific departmental needs.
- Processed and executed data change requests, maintaining data accuracy and consistency.
- Managed MFT accounts for internal teams and external vendors, monitoring security credentials and ensuring secure file transfers.
- Performed WHALES upgrades in testing and production environments, coordinating after-hours deployments to minimize operational impact.
- Authored detailed user guides for team members and other departments, providing step-by-step documentation for operational continuity.
- Created and maintained user guides for tasks, enabling effective cross-coverage and team collaboration.
- Performed and managed daily database maintenance, monitoring and optimizing system performance to meet organizational needs.

Fiscal Information & Data Analyst **2018-2021**
Washington State Health Care Authority, Financial Services Division – Medicaid Rates Section

- Developed ETL processes and database models to support Medicaid financial forecasting.
- Delivered actionable insights using Power BI and SQL-based reporting tools.
- Ensured data integrity and compliance with security and privacy standards.
- Collaborated with stakeholders to align solutions with business and technical needs.
- Served as the liaison and lead analyst for forecast workgroup meetings, between HCA, OFM, and legislative staff, involving research and analysis of service utilization, clinical outcomes, legislative fiscal impacts, and expenditures for financial forecasting.
- Extracted data from various enterprise SQL Server and PL SQL databases, utilizing Excel Power Query reporting tools for complex financial analyses.
- Developed ETL database models and created dimensions for database warehouses to facilitate efficient reporting and modeling.
- Collaborate with senior management to determine functionality requirements, resolve data quality issues, and improve source data quality and data collection processes.
- Experience pulling data from AFRS/Enterprise Reporting and applying ETL procedures to incorporate expenditure and allotment data into a relational database.
- Perform quality assurance reviews to ensure appropriateness, validity, and completeness of financial data/information.

- Performs data abstracting and analysis in conjunction with internal and external data system relating to comprehensive healthcare data sets.
- Maintains a working knowledge of various health databases and applicable data query and manipulation tools including inpatient, outpatient, emergency department, licensure, and hospital financial databases.
- Led and managed development, implementation, and maintenance of financial reporting, modeling, and data systems infrastructure related to Medicaid finance and rates.
- Provided complex financial analysis and modeling for decision packages considered by senior management and legislature.
- Tracked allotments, conducted departmental budget reviews, and analyzed trends to guide strategic financial decisions.
- Retrieves, interprets, and report data and information as requested by individuals, public and private entities, and agency staff.

Inpatient Rates Program Manager **2016-2018**
Washington State Health Care Authority, Financial Services Division – Hospital Finance

- Translated clinical data requests into financial requirements, reviewed functional specifications and design documents for compliance with business requirements.
- Collaborated with data analysts on SQL query review and validation.
- Submitted system changes to OMSD/ProviderOne.
- Identified outdated program processes and updated to better streamline steps to reduce redundancies.
- Produced data extracts for both external and internal customers, which included the incorporation of claim reimbursement calculations using nesting formulas.
- Communicate provider changes to provider enrollment team and OMSD via ProviderOne help ticketing system – ensuring the availability of the most up-to-date data for claims processing.
- Manage all WAC's and SPA's related to program and updated external facing program materials via Drupal.

Senior Contract Implementation Analyst, *Centene Corporation – Coordinated Care* **2014-2016**

- Tested contract implementation and configuration, including User Acceptance Testing (UAT), Change Requests (CRs), to ensure system accurately reflect providers negotiated contract terms.
- Troubleshoot and remedied system configuration issues.
- Reviewed provider contracts, established state guidelines, assessed risk, and assigned pay classes based on contract language.
- Assessed the need for system enhancements and/or business process change.
- Created and tested CRs, updated Configuration Tracker, reviewed First Signature Reports, and assigned Contract Effective Date for all contracts.
- Provided status reports on testing activities to internal teams and other stakeholders.
- Reviewed HCA websites for benefit, provider guides, and fee schedule changes – ensuring that CRs were implemented and tested within the system to provide proper claim adjudication.
- Performed provider setup audits within system to ensure accurate contract implementation and subsequent claims processing – ensuring claims paid systematically with little to no manual intervention.
- Trained other team members on department processes and duties.

Contract Reimbursement Specialist, *Catholic Health Initiatives* **2011-2014**

- Reviewed third-party payor contracts and participated in system testing, auditing, and validation of contract management system databases.
- Identified and corrected billing issues, maintained documentation for appeals, and reviewed past claims for underpayments.
- Coordinated with Clinical Resource Center and generated appeals for inappropriately denied claims.
- Managed and Identified claim overpayments and triaged to refund department.
- Training new department staff on EPIC, Cerner (ACIS), Citrix, ACE, PCON and other Revenue Cycle systems.
- Developed steps to reduce financial waste within the department.

Financial Access Counselor, *Franciscan Health System* **2009-2011**

- Prepared patient accounts for billing which included collecting insurance information for eligibility of benefits, obtained pre-certification and authorization.
- Provided patients with quotes on cost of services and payment arrangements.
- Coordinated and collaborated with Utilization Review, Case Management, Social Services personnel, physician offices, payors, to obtain pre-certification and medical necessity information to maximize insurance reimbursement for services rendered.

- Researched CPT codes for patients' future procedures when not listed in account.
- Researched old accounts that may have been denied due to incorrect coding/billing errors, to remedy bad debt and to optimize max allowable/covered costs by insurance.

Pre-Registrar/Lead, *Franciscan Health System* **2007-2009**

- Collected patient demographic and financial information for pre-registration via various channels.
- Researched patient appointment information via various systems.
- Managed patient inquiries, ensured compliance with HIPAA guidelines, and directed inquiries to appropriate hospital resources.
- Served as acting supervisor in absence of management, assigning daily tasks to department members.

References

1.	**Jean Bui** ERB Deputy Director Health Care Authority [redacted]	Relationship: **Former Section Manager**
2.	**Grant Stromsdorfer** IT Application Development – Senior Specialist Health Care Authority [redacted]	Relationship: **Former Supervisor**
3.	**Megan Atkinson** Assistant Director Financial Services & Healthcare Purchasing Health Care Authority [redacted]	Relationship: **Former Division Director**
4.	**Steve Schramm** CFO MultiCare Health System [redacted]	Relationship: **Former Supervisor**
5.	**Julie Nelson** Senior Director, ERC UW Medicine [redacted]	Relationship: **Former Unit Manager**
6.	**Jesse Giulio** Director of Claims & Contract Support Services Coordinated Care Corporation [redacted]	Relationship: **Former Supervisor**

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Arts Commission	#1	Lauren Thompson	3 yr (2029
Arts Commission	#4	Mara Orenstein	1 yr (2027)
Arts Commission	#7	Elizabeth Lord	3 yr (2029)

Friday, December 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Lauren Thompson

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Lauren Thompson full resume 2025.docx

Briefly describe why you wish to serve on this Advisory Body:

Serving my community through helping to strengthen, preserve, and improve access to diverse artistic opportunities and experiences is very important to me. I am interested in promoting a community that is creative, active, and engaged. I am applying to the Arts Commission to play a role in fostering this kind of a community and helping to ensure a robust variety of art programs and experiences are available to our community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I am a very organized and committed person. I have served on a number of boards and councils throughout my life. Many of these positions have been with arts organizations and I have worked to help promote their vision and community outreach.

I have served in leadership positions in my neighborhood associations both here in Olympia and during my time in Kansas City. These roles have required me to be aware of city projects and building developments, how to best inform organizations about these projects, and to advocate for my neighborhood's interests in these projects.

Share the ways you've been involved or have volunteered in the community.

I was co-president of my neighborhood association Northwest Olympia Neighborhood Association (NWONA) for the previous two years and continue to serve in a leadership role on the board. I am active with our school's PTA. I am a member of several arts organizations that provide free or donation-based art performances in the community.

List your educational and/or professional background and area of study.

BA Psychology
BFA Dance with emphasis in Modern Dance
Minor in Women and Gender Studies
MA in Counseling and Guidance

Former Licensed Professional Counselor and Licensed Addiction Counselor in the state of Kansas
Owner of Thrive Pilates & Movement Studio in Kansas City and Olympia
Dance Instructor at Moving Parts Dance Studio
Artist in the mediums of dance and public installation work

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

10-15 hours

Question Applies to the Arts Commission: What art form resonates most with you and why?

I also have a BFA in Modern Dance. Dance resonates with me the most because it incorporates so many forms of art and as a dancer I have always enjoyed embodying other art forms such as music or paintings. There is also an inherent and immediate interaction between the artist and the audience with dance as opposed to other art forms.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I have danced with and choreographed for Random Acts of Dance Collective (RADCO). My work was featured in the Olympia Dance Festival in 2025. I currently sing with the Treble Voices for Peace Choir. I teach dance at Moving Parts Dance Studio. My family has participated multiple times in the Procession of the Species parade.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

LAUREN THOMPSON



Education

M.A., Counseling and Guidance, Mental Health Emphasis, University of Missouri-Kansas City, 2012
B.F.A., Dance, University of Missouri-Kansas City, 2009
B.A., Psychology, Minor in Women and Gender Studies, University of Missouri-Kansas City, 2009

Work Experience

- Thrive Pilates & Movement Studio, Kansas City Missouri and Olympia, WA, Owner, September 2015 - present
- Moving Parts Dance Studio, Dance Instructor, 2025 - present
- Healthtrack Wellness Program, Saint Luke's Health System, Kansas City, Missouri
  Fitness Instructor, 2011 - 2017

Volunteer

- Modernists Board for the National WWI Museum and Memorial, Special Events 2016 - 2017
- Kansas City Ballet Board Member, 2019 - 2020
- BARRE KC for Kansas City Ballet, Marketing Chair 2015 - 2016, Vice President 2017 - 2018, President 2019 - 2020
- Nelson-Atkins Young Friends of Art Board, Marketing Chair, Programing Chair 2014 - 2017
- Nelson-Atkins Friends of Art Board, Marketing Chair 2017 - 2020
- Greater Kansas City Women's Political Caucus 2019 - 2022, Events Coordinator 2020 - 2022
- Westside Neighborhood Association in Kansas City, MO, Secretary 2019 - 2020, Vice President 2020-2022
- Northwest Olympia Neighborhood Association, board member 2022, Co-President 2022 - 2024, Secretary 2025
- Garfield Elementary PTA, 2023 - present

Installation Work

Art on the Line, 2017

KC Faces: Then & Now: photo installation similar to a lenticular, highlighting past and present figures in Kansas City related to KC arts and culture, development of concept and director of project

Art on the Line, 2016

Life Turning, lateral zoetrope on Main St. to be viewed by passengers on the Kansas City streetcar, main artist, development of concept and director of project

Grants

Arts KC Inspiration Grant Recipient 2017

Downtown Replay performance in the Kansas City Fringe Festival

Professional Fitness Training

- Certified Women's Health and Fitness Specialist and faculty instructor for The Center for Women's Fitness

- Pilates mat and equipment certification through Team Pilates, PMA certified
- Registered Yoga Teacher - 200 hour, Yoga Alliance

Performance and Choreography Background

Olympia Dance Festival, 2025
A Lovely Little Piece, choreographer

Random Acts of Dance Collective, 2024 - present
Dancer, choreographer

Treble Voices for Peace, 2024 - present
Vocalist

Kansas City Fringe Festival, 2017
Downtown Replay, 45 minute stage performance, producer, choreographer

Asheville Fringe Festival, 2017
Downtown Replay, 20 minute stage performance, choreographer

Art in the Park, 2016
Downtown Replay, director and choreographer

Electronic Music Midwest MiniFest, 2016
Downtown Replay (Staged Version 1), choreographer

Art in the Loop, 2015
Downtown Replay, director and choreographer

Kacico Dance, 2014 - 2015
Dancer, choreographer

Stems: A Garden Soiree, 2014
Fairy, crowd entertainment, dance, act, socialize

Paint the Night 2014, Rhythmic Flames
Crowd entertainment, dance, Chinese dragon, dance with fire

Friday, December 12, 2025

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Name Maria Orenstein

[redacted]

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No

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Orenstein_Resume_2025.pdf

Briefly describe why you wish to serve on this Advisory Body:

I moved to Olympia about 14 months ago, and feel like Olympia is where I belong, thanks to the Arts Commission. The ARCH Digest in my inbox has made me aware of so many opportunities I wouldn't have found out about otherwise, and feel that there is actually a support network here for working artists. The opportunity to be on the Arts Commission would give me the chance to become more immersed in the opportunities and resources available, and also the chance to help shape experiences and support other working artists in the community, ensuring a diversity of art and artists are showcased and that local tribal artists are given priority. I also want to ensure that the artistic voices of queer, women, non-binary, and all artists of color continue to be uplifted and celebrated. Art is our lifeline, it weaves invisible threads of connection between all of us. Art to me is equal parts inspiration and creation - working to support other working artists would be deeply inspiring and motivating for my own creativity, I desire to learn more about the ways the city supports artists by listening and adding my own voice as a working artist.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have a diversity of work, volunteering, and life experiences I think could benefit the Olympia Arts Commission. Firstly, I think creative minds are beneficial to any organizing group. Creative solution-finding is work that sparks an inner motivation within my heart! Especially related to the arts in all its forms. I have experience in non-profit youth leadership, art workshop development and have been running my own art business for five years now. All of these work related experiences have given me experience with the professional side of art and allowed me to work with a diversity of personalities and people from all walks of life. I have cultivated deep listening skills that show results in conflict resolution and brainstorming solutions. I have lived both in very rural Oregon and urban Seattle, with community involvement in the arts, environmental issues and organic farming all the while. I am relatively new to Olympia, and I think that is a benefit to an Arts Commission advisory board because I was drawn in by the resources available to artists, but I have a fresh perspective on the city and the art scene here and what is possible. Overall, I am hoping to gain new connections and foster more support of working artists.

Share the ways you've been involved or have volunteered in the community.

In 2024, before I lived in Olympia, I volunteered a nature art workshop at Student GREEN Congress, an

annual event put on in collaboration with Nisqually River Education Project and Evergreen State College where I created take-home watercolor kits from repurposed containers for the entire class. We practiced drawing from life and using pencil and watercolor. In my past year in Olympia, I participated in a number of city and community events, as an attendee, a vendor, or in a teaching role. I briefly taught local children in elementary schools in an after-school art program, and at Olympia and Tumwater Art for Kids summer camps. I also briefly taught painting at a local Lacey small business. With the city of Olympia, I set up a booth in my first Artswalk Fall of 2025 and Downtown's Winterfest 2025. I make an effort to go to the South Puget Sound Community College Leonard Fuller gallery receptions, especially the Native Art Annual exhibit. I plan to donate a piece to their Postcard Silent Auction this year which raises funds for the gallery. I've been regularly involved with an Olympia Arts League figure drawing session on Tuesday nights, as both an artist and model, and enjoy Olyphant's figure drawing sessions as well. I'm inspired by Thurston County Museum of Fine Art's work at curating and persevering to bring contemporary fine art exhibits to Olympia regularly, as well as plenty of inspiring music and other local community I witness bringing fantastic shows to life throughout the city.

List your educational and/or professional background and area of study.

University of Washington 2020 — Certificate in Natural Science Illustration
Seattle University 2018 — BA Environmental Studies, spc. Ecological Systems; Minors in Philosophy and Biology; University Honors Program Graduate
Wildland Studies Winter 2017 — Chile Project, Patagonian Ecosystems

Other professional background experience includes Youth Trail Crew Leader, Washington Trails Association 2016-2019; Farm Assistant at Morning Glory Organic Farm, Walton, Oregon 2021-2024; Orchardist at My Brother's Farm, Creswell, Oregon, 2023-2024; artist and model at New Zone Art Gallery, Eugene, Oregon 2022-2024 and Diana Fairbank's Studio, Olympia, WA 2024-2025.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

As someone who is takes the everyday risk of working for myself in the arts, I balance the uncertainty with keeping tasks and meeting deadlines. I do have quite a bit of flexibility as far as time management and number of hours I would contribute to volunteering for city arts. However, I would ask that it is equal to the number of hours expected by any other member of the advisory body or of a specific project. An exact number is hard to say because I have no metric to say if its in the fair range for advisory bodies, as this would be my first role on such a commission. A ballpark is 10 hours a month, on the low range. I imagine it being between 10-20 hours a month.

Question Applies to the Arts Commission: What art form resonates most with you and why?

I challenge this question to go deeper, that it is not only the form of art which resonates with me the most, it is the life infused into that work by which the artist poured their heart and soul into the piece that causes resonance. Any form of art could resonate with me if it has something that speaks truth to life. I've had powerful, time-bending and spiritually altering experiences gazing upon sculpture, while also getting lost in the flow of oil paint from a brush to a canvas with my own hand. I've seen dance and theater performance that made me gasp - I've made music for teary crowds. Art with rhythm, emotion, and that really sends a message - that is the kind of art which has been known to strengthen my bones. Poetry can do that for me too, and I love Olympia's support of our poets. As an artist, I do not label myself by which mediums I use, I label myself that which muses me, which is nature and the beauty of that which exists all around us. So nature might be the form that resonates most; her art is exquisite.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I am still starting to become fully engaged with the art community here, getting the feel for things and knowing who's who and where's what. I'd say my engagement is growing, and that I'm still finding out about new happenings regularly. My engagement as been active (as a vendor, a workshop teacher), but I like to go out and enjoy what others are putting their energy into as well. I enjoy Harlequin's productions and OFS films and artist panels. I like to vend and meet other nature and art lover folks, I live on a farm who hosts musicians for outdoor shows a couple times a Summer. Overall, my engagement is varied, perhaps a bit more underground at times, but very much curious and looking for more ways to plug in. As

always, I stay rooted in the special ecology of this place, our forests and estuaries, the bay and the mountains, and won't forget that people have been making art here since time immemorial.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Mara Orenstein

[redacted]

[redacted]
https://gardenwitch.art

PROFILE

Creative and passionate full-time artist rooted in the Pacific Northwest and its ecologies. Leadership and teaching experience with wide range of children and students. Strong background in land stewardship, which fosters dedication to biodiversity, ecology, organic practices, and environmental justice. Throughout a lifelong practice of art, emphasis on drawing from observation, and natural science illustration. Figure drawing from life since 2022. Self-taught oil painter with a focus on realism of nature subjects and backgrounds, and currently practicing figures and portraits with intention to incorporate into natural backgrounds with current work in oil paint and pen & ink.

EXPERIENCE

NATURAL SCIENCE ILLUSTRATOR AND NATURE ARTIST – 2020-PRESENT
Including workshops for children (ages vary) with Student GREEN Congress, an annual event put on in collaboration with Nisqually River Education Project and Evergreen State College, 2024; Art Night at Liberty Creek Elementary, Liberty Lake, WA, 2025; and Turn of the Tides Seasonal Celebration, Olympia, WA, 2025.

ART INSTRUCTOR – ART FOR KIDS SCHOOL, OLYMPIA, WA – 2025

PAINTING INSTRUCTOR – PAINTING WITH A TWIST, LACEY, WA – 2025

GARDENER AND FARM WORKER, EUGENE & CRESWELL,OREGON – 2023-2024

FARM ASSISTANT, MORNING GLORY FARMS, WALTON, OREGON – 2022-2024

GROUNDSKEEPER, BIG BEAR CAMP, WALTON, OREGON – 2020-2023
Orchard maintenance, forest restoration, trail building, invasive plant removal, meadow establishment, fire prevention pruning, and homestead maintenance (irrigation, solar, firewood).

YOUTH CREW LEADER, WASHINGTON TRAILS ASSOCIATION, SEATTLE – 2016-2019
Leading groups of up to 12 high school age students into front and backcountry settings in Washington state with a peer co-leader (5-7 days at a time) to open trail corridors at a variety of elevations and micro-climes.

EDUCATION

UNIVERSITY OF WASHINGTON *2020* – CERTIFICATE IN NATURAL SCIENCE ILLUSTRATION

SEATTLE UNIVERSITY *2018* – BA ENVIRONMENTAL STUDIES, SPC. ECOLOGICAL SYSTEMS; MINORS IN PHILOSOPHY AND BIOLOGY; UNIVERSITY HONORS PROGRAM GRADUATE

WILDLAND STUDIES *WINTER 2017* – CHILE PROJECT, PATAGONIAN ECOSYSTEMS

SKILLS

I am trained in natural science illustration, which approaches **art with an academic method**, **focusing on technical aspects of design, composition and color theory** while remaining faithful to the inherent beauty of nature subjects. I enjoy reading about art & nature and researching both, particularly women in art. I have **developed my own art workshop curricula three times in the past year**, and have **leadership experience working with kids of all ages**. I have **extensive use of basic computer programs (word, excel)** and **Affinity Photo + Design** applications (photo-editing software). I have **managed my own business** beginning in 2020. This includes **maintaining a self-designed website** using UCraft original services, **photo documenting my own work**, **making print orders** of merchandise (prints, stickers, and framing originals), organizing and **corresponding with workshop organizers**. I have reliable transportation and can show up on time. I am an active listener, I like to work independently and with others, can adapt quickly, am organized, and have a great attention to detail and close observation. I prefer to calmly handle conflicts by giving space and having discussion. **Honesty, listening, respect, and patience** are values I uphold and desire from others.

[redacted] [redacted] [redacted]

Sunday, October 26, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

Advisory Bodies are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

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Name Elizabeth Lord

[redacted]

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Select your residential area (Olympia residency is not required; however, it is a primary consideration.)	Westside
Which Advisory Body or Advisory Bodies would you like to apply for?	Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Briefly describe why you wish to serve on this Advisory Body:

I want to ensure Olympia's vibrant art and performance community is supported by the city and that all artists, whether established or burgeoning, find a welcoming home here where they feel encouraged to create and share their unique work and vision with Olympia.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I have LOTS of experience producing live performance productions. I am currently an active participant in the performance art community and am familiar with numerous artists in the area. I am friendly with the storytelling, theater, clowning, puppeteering variety, burlesque and aerial arts communities. I am adept at interacting with the public and press.

Share the ways you've been involved or have volunteered in the community.

Producer of monthly storytelling Slam StoryOly. [10 years]

Producer of annual variety show Lord Franzannian Royal Olympian Spectacular Vaudeville Show. [19 years]

Performer with playback theater troupe The Heartsparkle Players [28 years]

Member of the South Sound Storyteller's Guild.

Have been a guest storyteller at most of the libraries and schools in the area at one time or another.

Performer in many local original play productions including numerous productions with String and Shadow Puppet Theater, Olympia Family Theater and NW Playwrights Alliance. I was even in a Harlequin play production once!

Emcee at local non-profit fundraisers and aerial arts shows.

Former producer/writer/performer in local comedy satire "The Bubble."

Former manager of [now defunct] Midnight Sun performance space That was located at 113 Columbia Street. [10 years]

Former producer of BigShowCity a multi-day multi-venue performance festival [2000-2003]

List your educational and/or professional background and area of study.

BA from The Evergreen State College (focus on performing arts and folklore)
Professional Storyteller
Professional Bartender

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

20 hours a month (more if special project requires it)

Question Applies to the Arts Commission: What art form resonates most with you and why?

Performance Art. Specifically oral storytelling. Live oral storytelling is the most satisfying of all the performing arts. It generates am immediate human connection between the teller and the audience that is more powerful and intimate than any other live performance art which leaves participants feeling seen and heard.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

In addition to the multiple performing arts events I create and host, I enjoy attending local theater productions, exploring Arts Walk, and attending gallery openings. I purchase visual art when I can and do my best to contribute financially to local theaters and creators.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Cultural Access	#1	Morgan Montes	3 yr (2029)
Cultural Access	#2	Ravi Adigarla	3 yr (2029)

Tuesday, November 18, 2025

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DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name	Morgan Montes
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Cultural Access Advisory Board

Parks and Recreation Advisory Committee

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1. Cultural Access
2. Parks and Recreation
3. Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Advisory Resume - Morgan R Montes.... .pdf

Briefly describe why you wish to serve on this Advisory Body:

I am interested in serving on a city advisory board because I find meaning in using my skills and abilities to help my community make real progress. My background in strategic planning, organizational development, and facilitation has consistently centered on bringing people together to solve problems and align work with community needs.

I also recognize the privilege I have and feel a responsibility to give back. My volunteer work reflects my commitment to contributing where I can. Serving on an advisory board is a way to support thoughtful, equitable decision-making in my city.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I bring a strong combination of strategic planning, facilitation, and community-centered leadership that would directly support the work of a Cultural Access, Park & Recreation, or Arts advisory board. I have extensive experience leading strategic planning efforts, collaborating with diverse groups, and guiding organizations through complex decision-making processes. I am a thoughtful, organized, and methodical person.
My volunteer work further reflects a commitment to community service and direct engagement. I've served on the South Capitol Neighborhood Association board, including managing city grants and overseeing financial reporting, and I've co-directed large youth programs and events through Girl Scouts. These roles demonstrate my ability to support community projects, coordinate logistics, manage budgets, and elevate community voices in program planning. I recently completed a neighborhood engagement survey in my role as Treasurer on the South Capitol Neighborhood Association. This input will be used as

we plan our agenda for 2026.

Share the ways you've been involved or have volunteered in the community.

My volunteer experience reflects long-term, hands-on involvement in community service, youth programs, neighborhood leadership, and capacity-building for nonprofits. I serve as a Girl Scout troop leader, guiding skill development and as a co-director for a regional Spring Encamporee. This involves coordinating programming for more than 150 Girl Scouts and providing safety support as a certified lifeguard. I have contributed to the South Capitol Neighborhood Association as Treasurer, managing annual budgets and financial reporting, as well as overseeing city grant funding for two consecutive years. I also recently lead a survey effort to better understand the priorities and diverse perspectives of our neighbors.

My earlier volunteer work demonstrates a commitment to strengthening community organizations. With Associated Ministries, I facilitated process mapping and problem-solving efforts for the Paint Tacoma Beautiful Project and trained staff in Lean skills. I also contributed to educational support through tutoring students at CIELO and helped increase financial stability for low-income households as a VITA tax preparation volunteer with Sound Outreach.

List your educational and/or professional background and area of study.

I have a strong educational foundation in public administration, finance, and organizational development. I hold a Master of Public Administration from The Evergreen State College and a Bachelor's degree in Finance from Western Washington University. I've completed several professional certifications, including Lean Six Sigma Black Belt and Green Belt training, Prosci change management certification, a strategic planning certification, and a leadership capstone program.

Professionally, I have more than a decade of experience in strategic planning, organizational development, and process improvement within Washington State agencies. I currently serve as an Innovation Administrator at the Department of Revenue, where I lead strategic planning, design thinking efforts, and organizational change services. I previously served as the Director of Strategic Planning at the Department of Veterans Affairs, leading development and performance monitoring of the agency's multi-year strategic plan.

My earlier roles include managing improvement projects, leading organizational change efforts for a major $72 million systems replacement project, and conducting legislative and tax policy analysis as an Excise Tax Examiner. Across these roles, I've built deep appreciation for data collection, analysis, and collaboration. I have learned about the importance of being inclusive and consider a diverse set of perspectives while staying focused on priorities.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I can commit 10 hours of volunteer hours per month to this advisory board, including meeting attendance and preparation.

Question Applies to the Arts Commission: What art form resonates most with you and why?

The art form that resonates most with me is dance. I tap danced from the time I was five through seventeen, and that early foundation gave me a deep appreciation for rhythm, expression, and movement as a way to express myself and relieve stress. Over the years I've continued to explore other forms of dance like ballroom and modern dance, which has only strengthened my connection to dance as an art that brings people together and communicates emotion in a unique way.

Music is also central to how I experience art. I grew up playing both the violin and trombone, and I've always loved listening to a wide range of musical styles.

I'm also drawn to visual arts. I enjoy creating chalk art on my sidewalk and appreciate public art forms such as sculptures and murals that make creativity accessible in everyday spaces.

Overall, while I connect with many forms of art, dance resonates the deepest because it ties together the rhythm, creativity, and expression that have carried through my life. I want to ensure that citizens have

access to the art forms that connect and bring meaning to their life. It's important that we all experience freedom and expression through art.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

My engagement with the Olympia arts community is somewhat limited, but it is meaningful. I regularly attend Olympia Symphony concert at the Capitol lawn and usually make it to a show or two each year at the Washington Performing Arts Center. I also enjoy watching dance recitals and supporting local performers there.

I make a point of participating in Arts Walk downtown, and many of my walks around Olympia turn into opportunities to appreciate the murals, sculptures, and other public art that give the city its creative character.

While I'm not deeply immersed in every aspect of the arts scene, I consistently seek out opportunities to experience and appreciate the arts in ways that are accessible to me. I want to be part of making arts accessible to others.

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

My experience with Olympia's Culture Access Program has been positive. I've attended performances at the Olympia Family Theater, enjoyed concerts by the Olympia Chorus, and regularly participated in free summer events put on by Free Music Olympia. These opportunities have helped me stay engaged with local arts and make the cultural scene more accessible.

I would love to see even more intentional focus on the Indigenous peoples of this region. Growing up on the Colville Confederated Reservation gave me a deep appreciation for the sovereign nations that coexist in our communities, and I believe cultural programming is an important space to honor their histories, voices, and contemporary contributions.

Overall, while my participation is still growing, the Culture Access Program has connected me to meaningful experiences and I'm eager to see it continue expanding in ways that reflect the full diversity of our community.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

My interest in and use of Olympia's parks is a regular and meaningful part of my life. I frequently visit the tennis courts at Stevens Field and enjoy walking in Squaxin Park, which has become one of my favorite places to unwind and connect with nature. I also make use of several dog parks around town and really value having safe, open spaces where my dogs can roam freely.

My family has also benefited from the city's parks. For example, my stepson loved riding his bike at different parks in Olympia, and those experiences make me especially interested in expanding trails and creating even more opportunities for people of all ages to explore the outdoors.

Overall, the parks system plays an important role in my daily life, and I'm invested in helping ensure these spaces continue to grow, improve, and remain accessible to everyone in our community. Recently I attended an event at Steven's Field to plant flower bulbs and lay decorative bark. This event was coordinated by our park steward. I thought this was an amazing way to leverage neighbors to improve our space. I really appreciated the city supplying materials.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I have a strong interest in park recreation in Olympia, as I enjoy activities like golfing, hiking, playing tennis, and walking in nature. As a scout leader, I have developed a deep appreciation for respecting natural spaces and using resources wisely. I am passionate about creating engaging and meaningful experiences in our parks and recreational programs that encourage citizens to be active, enjoy the outdoors, and

improve both their physical and mental health.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring a strong combination of strategic planning, facilitation, and community-centered leadership that would directly support the work of a Cultural Access, Park & Recreation, or Arts advisory board. I have extensive experience leading strategic planning efforts, collaborating with diverse groups, and guiding organizations through complex decision-making processes. I am a thoughtful, organized, and methodical person.
My volunteer work further reflects a commitment to community service and direct engagement. I've served on the South Capitol Neighborhood Association board, including managing city grants and overseeing financial reporting, and I've co-directed large youth programs and events through Girl Scouts. These roles demonstrate my ability to support community projects, coordinate logistics, manage budgets, and elevate community voices in program planning. I recently completed a neighborhood engagement survey in my role as Treasurer on the South Capitol Neighborhood Association. This input will be used as we plan our agenda for 2026.
I am also a regular customer of city parks and have lived experience using tennis courts, soccer fields, trails, and picnic areas.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Morgan R Montes

Contact Information



Education & Certifications

Project & Program Strategic Planning Certification:
South Sound Community College

Department of Revenue:
Leadership Capstone Program

Certified Change Practitioner:
Prosci

Lean Six Sigma Black Belt:
University of Washington

Lean Six Sigma Green Belt:
University of Washington

Masters of Public Administration:
The Evergreen State College

Bachelors in Finance:
Western Washington University

Processional Experience & Accomplishments

April 2024 - Present
Innovation Administrator • Department of Revenue

- Transformed the Lean Transformation Office into a multi-disciplinary organizational development and strategic planning office.
- Introduced design and critical thinking curriculum into leadership development.
- Formalized internal Organizational Change Manage services at Revenue.

December 2022 – March 2024
Director of Strategic Planning • Department of Veteran Affairs

- Facilitated the development of the 2023 - 2026 Strategic Plan and established the quarterly strategic plan performance review process including over 50 subject matter experts.
- Identified and established performance measures and resumed performance reporting in the Results Through Performance Management (RPM) System.
- Established a training program and certified over 20 Lean Yellow Belts.

June 2018 – November 2022
Lean Capacity Development Manager • Department of Revenue

- Developed and delivered Lean training to employees. As a result, 41% of employees had process mapping skills, 48% had problem-solving skills, and 48% of managers had Lean leadership skills as measured by training saturation. The department had over 100 certified Lean practitioners who had improved their processes.
- Facilitated over 30 process improvement and process mapping workshops and achieved 75% of teams implementing improvements within 90 days in FY21.
- Project-managed the effort to update Revenue's Fundamentals Map to ensure each employees' work aligns with the organization's goals and outcomes.

May 2016 - May 2018
Organizational Change Management Lead • Department of Revenue

- Led the Organizational Change Management Team on the Tax and Licensing Systems Replacement (TLSR) Project, a 72-million-dollar tax administration system replacement initiative.
- Created and managed a demo environment so that 750+ employees could practice processes before go-live.
- Assessed new process adoption among approximately 1,100+ employees to ensure employees had necessary knowledge to successfully implement the change.

Software Competency

Microsoft Office Suite
MS Forms
Visio Pro
PowerBI
SAS
Qualdratics

Key Skills

Strategic planning facilitation
Process improvement facilitation
Change management coaching
Leadership mentorship
Problem-solving coaching

Experience & Accomplishments (Continued)

- Engaged a network of 80 employees to champion changes throughout the organization and coordinated a network of staff to facilitate go-live support.

April 2014 – April 2016
Change Management Specialist • Department of Revenue

- Conducted assessments, developed organizational change management strategies and plans, managed adoption risks, and executed change management tactics at the enterprise level.
- Analyzed and presented results to management to initiate interventions where appropriate.
- Implemented, refined, and developed new change management tactics where appropriate.

June 2008 – December 2013
Excise Tax Examiner • Department of Revenue

- Provided technical evaluation of legislative proposals, requiring thorough research, articulate written and verbal communication, and presentation skills.
- Prepared fiscal note responses and administrative assumptions of proposed legislation.
- Administered tax theory reviews of audits for approximately 90 tax examiners and authored the Tax Assessment Manual to formalize standards.

Organizational Development Achievements

- Created and implemented a process to formalize and articulate results of strategic initiatives as part of the 2024-2029 Revenue Strategic Business Plan.
- Served as Revenue's first Latino/Hispanic employee resource group, Somos.
- Developed Revenue's Business Fundamentals Map by collaborating with 130+ employees. This is a tool to connect employees' daily work and Revenue's mission and goals and now part of Revenue's new supervisor training curriculum.
- Launched Revenue's Lean Six Sigma Yellow Belt program and certified 60 employees who have used Lean tools to improve their processes.
- Facilitated a series of focus groups to identify critical leadership behaviors that support employee engagement at Revenue, consolidated and analyzed data to identify the top 5 behaviors, worked with leaders to promote the top behaviors, and integrated behaviors into leadership training within the organization.
- Lead the 2022 Revenue Leadership Summit. This included the agenda development, speaker contracting, and leading a team of seven managers to deliver an engaging virtual conference. 98% of attendees reported they found the summit valuable.

Additional Skills

Certified Red Cross Life Deep Water Lifeguard
Certified Red Cross First Aid
Certified CPR/AED
Boating License

Volunteer Experience

September 2023 - Present
Girl Scout Troop Leader • Olympia, Wa

- Co-leaders of Troop 4471 and primarily responsible for skill development and badge tracking.

February 2023 - Present
South Capitol Neighborhood Association • Olympia, Wa

- Served as Treasurer on the board completing yearly budget and financial reports.
- Managed city grant in 2024 and 2025.

*April 2024, May 202*4
Girl Scout Emcaperee Co-Director • Carnation, Wa

- Co-directed Spring Encamporee for Service Unit 626 for two years, offering weekend learning experiences for over 150 Girl Scouts.
- Served as boating and polar plunge lifeguard in 2024.

September 2023 - May 2025
Department of Enterprise Services Capitol Volunteer • Olympia, Wa

- Served as a Capitol greeter and answered questions.
- Maintained visitor counts.

March 2021 - September 2020
Associated Ministries • Tacoma, Wa

- Facilitated process mapping and problem solving efforts for the Paint Tacoma Beautiful Project.
- Taught staff process mapping and Lean skills.

August 2017 - May 2019
CIELO • Olympia, WA

- Homework lab volunteer helping 3rd through high school students complete course work.

January 2013 - March 2014
VITA Tax Preparation Volunteer with Sound Outreach • Tacoma, WA

- Prepared taxes as a volunteer income tax assistant (VITA) program to increase asset accumulation.

Friday, December 12, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Ravi Adigarla

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Southeast

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Cultural Access Advisory Board

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

Intersted in first Cultural Access Advisory Board
Arts Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Ravi_Adigarla_Resume for Cultural Co....doc

Briefly describe why you wish to serve on this Advisory Body:

1. I would like to assist and contribute by providing feedback and input as a communtiy member to support key initatives, implementing key projects and policies, ensuring they are well-rounded and reflect community needs.
2 serve as a bridge between the community and board leaders, helping to facilitate communication and share other perspectives.
3. to make the planning process more inclusive by including a diverse voices and from communities like ours Indian American community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I work as an IT professional by profession but also I have a passion to serve for the community whenever time permits so I've participated as a community volunteer to many organizations like Hands On Childeren's Museum, Parks & Rec, Olympia Schoold District classroooms to assist kids for both art & math groups and local Indian American community events for past 10 + years.

What I can bring to the committe, my skillset including problem solving skills and reasearch topics in depth and provide various perspecitives and I can bring various event plannings knowledge and passion to serve for community.

Share the ways you've been involved or have volunteered in the community.

For past 15+ years,

1. I've served as a community volunteer to many non profit organizations like Hands On Childeren's Museum, Olympia Parks & Rec events and Lacey Ethnic Festivals,
2. Assisting a volunteer in Olympia Schoold District classroooms/events for elementary kids for both art

and math groups regualrly and continue to do so whenever time permits.
3. Participate as a both volunteer and Lead coordinator to host many of our Indian American community events like Diwali (Festival of Lights) including inviting our City of Olympia Mayor as a chief guest last year, 2024 for our celebrations and also assisted a volunteer for many events like Holi (Festival of colors) during Spring through local organizaitons over the years.

List your educational and/or professional background and area of study.

1. Graduate in Electrocnics & Communication Engineering.
2.Working as a Lead Automation Develpoer at washington Helath Benefit Exchange over 5 years.
3. Prior to that worked as consultant at various State Departments like Employment Security Department, Olympia and King County Administration, Seattle and Private companies Microsoft Hewlett Packard for past 15 years.

My area of work is software engineering/ developing softwares and designs and reviews of documentation and contribute.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

As a volunteer I can commit at least 10 to 12 hours to spend on the work assigned through these advisory activity and since its brings joy, I wouldn't mind to spend few additional hours as long you enojy and help the board on assigned activity to help our communities and City of Olympia as a rsponsible community member.

Question Applies to the Arts Commission: What art form resonates most with you and why?

Performing Arts is close to me as I love music and dance of all kinds of language and willing to know various forms. I am currently volunteering to lead varoius community events for our local communities to host events focusing on music and dance. I believe similar to drawing and painting, performing arts (Music, Drama and Dance) can reach to wide audience to introduce any culture and heritage.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

I enjoyed various arts walks at downtown Olympia and different programs like painting, ceramic and digital arts and leared through various news letters and email about promoting art works through programs like sclpures and mailboxes by the city of olympia. I always felt like its lucky to be part of the city which promotes all the fun related arts and sending a message to the community about the importance of the inner skills and joy it brings on everyone.

I was fortuante to help in few of the events as a volunteer long time ago but whenever I get a time, I would take my young kids to these events.

Question Applies to the Cultural Access Advisory Board: Describe your experience with and knowledge of the communities and organizations meant to be served by the Olympia's Cultural Access Program.

1. I've enjoyed the various Annual cultural events and programs hosted by The City of Olympia, which embracing and supports vibrant multi culture, heritage of our community also participated and volunteered through the Olympia Parks, Arts and Recreation department's activities.

Especially I not only enjoyed with my family the vibrant colorful performances but also get to know various cultures and understood the importance during the Asian American, Native Hawaiian, Pacific Islander (AANHPI) Heritage Festival. my young kids also learned about the respect and various culture importance by observing so closely.

My kids enjoyed various events during Juneteenth prgram on 21st June, 2025 & Indigenous People's day during the month of the October.

2. by Undersanding in active participation with varuious ethnic groups volunteer activities and also hosted community activities through our HoA board helped me to understand the cultures of various

communities like Latio, African American and other Asian community friends closely.

I believe its imprtant to recognize all of our community's vibrant cultures and promote the diversity and embracing varoius communities starting with exchange the greetings and fun conversation and promote the importance of creating weall belong here in our Olympia and introducing the kids at early stage will allow thrive and bridge any gaps at young age and prosper all of us,

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

No

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Thank you but my interests are with more related to cultural actvities surrond and followed by Arts by willing to bring and support related to them, so will pass them others for now.

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Adigarla Ravi

[redacted]

PROFESSIONAL SUMMARY

- Over **20+** years IT experience and understanding of various stages of Software Development Life Cycle (SDLC) including requirements Analysis, Architecture, design, development, testing and maintenance of different applications.

- Demonstrated experience in reviewing the business requirements by participating in the Joint Analys Discussions Sessions (JAD's) with all the stakeholders, developing Automation test plan, identifying high level test scenarios, and developing Automation test framework, developing test scripts according to Business requirement documents, test execution, report the defects, triage the defects and retest after fix and reporting the test completion.

- Experience in working in Agile Scrum methodologies, and cross team collaboration by working with vendors and partners.

- Currently working as Lead Automation Developer at Washington Health Benefit Exchange for over 5+ years

- Worked at both Public sectors clients like **Washington Health Benefit exchange (WAHBE)**, **King County Administration,** Seattle, and **Employment Security Department (ESD**) **of Washington State** and private sector like **Microsoft** and **Hewlett Packard**.

- Volunteering in various local community activities like City Of Olympia Parks & Rec, YMCA, Indian American community's community Events like Diwali (Festival of Lights) & Holi (Festival of Colours) and Lacey Ethnic Festival time to time since 2010.

- Volunteering at OSD (Centennial Elementary School) during Mathematics Enrichment club for younger kids and other school events regularly over the last 5 years.

Qualifications:

Bachelor's degree in Electronics & Communications Engineering Degree from JNT University, India

CERTIFICATIONS

Scrum Alliance Certified ScrumMaster: Certified Agile ScrumMaster from Scrum Alliance.

Hobbies:

In addition to the listening to the Music, watching Seahawks games & travelling to various new places with and spending time with kids, family & volunteering to community activites.

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Design Review	#2	V Hoy	1 yr (2027)
Design Review	#3	Regine Varughis	2 yr (2028)

Wednesday, December 10, 2025

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Name V Hoy

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Design Review Board

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

1) Design Review Board
2) Planning Commission

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

V Lane Hoy.Resume.CO.2025 (1).pdf

Briefly describe why you wish to serve on this Advisory Body:

I feel personally impacted by the ways the places I have lived develop over time (mostly Olympia, in my adult life). I think architecture can help support a sense of place, can add a sense of dignity to human life and can support the integration of natural and built environments. I have also experienced the ways architecture can produce a sense of alienation, placelessness, a disregard for human needs, lack of textural or material intrigue or historical consciousness. I'd like to work with others to contemplate the ways design can support the quality of the built environment while also being mindful of the impacts that unreasonably high standards can delay meaningful development that would put the city closer to its long term objectives (thinking housing production/infill goals, for example).

Furthermore, I recently graduated from a master's program that focused on public realm planning and design. The work I took on immediately after graduating has taken me in a slightly different direction and I am looking for ways to stay connected with that field.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

The master's program I completed in May 2024 had me studying at the intersection of urban planning and design with a particular focus on the public realm. I had expected to be drawn more to transportation and housing development but I was surprised by how taken I was with the urban design components of the curriculum.

I have a blossoming passion for architectural criticism and am trying to find professional avenues to further develop that muscle. I try to read a mixture of foundational architectural theory texts and contemporary discourse. As an example, in the last few weeks I've read Denise Scott Brown's essay, Planning the Powder Room, published in the American Institute of Architects Journal in 1967 and the most recent issue of the relatively new publication Los Angeles Review of Architecture. My developing historical

and theoretical knowledge might not have a direct application in this capacity but I believe the best design (and really all creative works) are those that understand the historical lineages they are operating within or in proximity to. In other words, the familiarity I am gaining in the ability to place the architectural influences within a particular design might be able to support one of the stated purposes of Olympia's design review process: "maintaining the integrity of those areas which have a discernible character or are of special historic significance."

The urban planning component of my academic background provides me with the insight into the need to do that without getting in the way of necessary development that will improve livability, another equally important stated goal of the design review process.

Share the ways you've been involved or have volunteered in the community.

I lived in Olympia from 2010-2021 and moved back in 2024 to take a job at the Evergreen State College. Before moving away in 2021 I had been doing homeless service work for 6 years. During that time I worked in and eventually managed a low barrier homeless shelter, ran drop in hours at the Providence Community Care Center, that was briefly operating across from the transit center, coordinated a robust outreach program to homeless encampments during the height of the pandemic. I've also volunteered with the Emma Goldman Youth and Homeless Outreach Project on and off throughout my time in Olympia. I've been involved in several music and writing projects, hosting public shows and poetry readings in the area for many years. The amount of free and low cost art programming in the area was one of the first things I fell in love with when I first moved to this pocket of the pacific northwest.

List your educational and/or professional background and area of study.

I've described this a bit in the previous responses but I'll add some details. I earned my MS in Urban Placemaking and Management from Pratt Institute's Graduate Center for Planning and the Environment within the School of Architecture. I earned my BA from The Evergreen State College in 2015. I currently work as the Assistant Director of the relatively young Evergreen Prison Education Program, which offers a BA pathway at Stafford Creek Corrections Center in Aberdeen.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I'm able to spend about 1-2 hours outside of meeting time per week plus additional time on an occasional basis.

Question Applies to the Design Review Board: Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

As part of my graduate program I completed a course called Contextual Urban Design with Jonathan Martin, who is an associate principal at Perkins Eastman and BFJ Planning, both NYC based design and planning firms. As part of that course I completed a preliminary site design for a fictional museum of my choosing. The goal was to have the design reflect something of the content of the museum, as a kind of exploration of the co-constitutive nature of a building's function and form.

In another course on land use and zoning I translated the zoning code for Fayetteville, NY into layman's terms in support of the Zoning Atlas Project's mission to document and analyze exclusionary zoning practices across the United States. I share this as I imagine having some familiarity with zoning could be of use in this capacity and its a skill I'm interested in continuing to develop.

Question Applies to the Design Review Board: What do you consider influences on building and/or site design?

I'll frame these influences in the form of questions I imagine might come to mind when evaluating a site design:

Which portion of the community would want to see a given proposal approved and why? Is there any portion of the community that might feel threatened or alienated by it? Is there a way to reconcile that difference, particularly anything that can be done on the design level? Another version of this question: whose interests are represented in this proposal? Are those interests historically over represented?

Historically under-represented?

What are the building materials being proposed? Where are they likely to be sourced? Do they reflect the resources of the local environment? Are they suitable / durable / functional in this climate? Do they add intrigue, complexity, texture, diversity, or continuity to the surrounding material landscape? Do the materials breathe? How do they feel to the touch? Do they degrade over time? Do they gracefully show their age over time without compromising their functionality?

How is the scale of this proposal in relation to the scale of the built structures in its immediate vicinity? If it's out of scale, is there a good reason for that disjuncture? Is there a way for the disjuncture to be attenuated in the design itself? Is there something interesting and necessary about that disjuncture?

Does this design impact the pedestrian experience? The experience of those who are transit dependent? Does this design offer anything to those who will not be using the structure itself? How does the design interact with the public (ex: does the structure have a deep inset that breaks up the natural “wall” that forms with a continuous facade). What shade or shadows would this design cast? Does the design make the best use of sunlight and airflow?

Question Applies to the Design Review Board: What does good design mean to you?

Good design weighs the considerations listed above while balancing budgetary and timeline constraints (practicality). The best, holistic, design factors in environmental sustainability, cultural relevance, and building practices that support a good quality of life for those who would be using the building and those who are involved in the construction (decent pay, safe conditions).

Question Applies to the Design Review Board: Describe yourexperience reading site plans and design drawings.

As stated in an earlier response, I created an original site plan during my graduate study. That said, I have limited experience reading site plans and drawings. Some of the readings in my graduate program included site plans (I recall a lovely essay about Hassan Fathy’s work that included some site designs) but I was admittedly mostly appreciating the drawings in an aesthetic capacity rather than engaging in analysis of the plans. With some guidance, I would be able (and excited) to build that capacity.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?	No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

V LANE HOY

[redacted] [redacted] [redacted] [redacted]

They/them/their

Bachelor of Arts

The Evergreen State College, 2015

Master of Science, Urban Placemaking and Management

Pratt Institute, Graduate Center for Planning and the Environment, May 2024

ACTIVITIES

- **Founding member**, Sundae Theory, writing collective (2015-present)
- **Volunteer**, mobile syringe exchange with the Emma Goldman Youth and Homeless Outreach Project (2017; 2020; 2024-present)
- **Presenter**, Environmental Design Research Association conference on Human Centric Design (2024)
- **Fellow**, Urban Design Forum (2023-2024)
- **Volunteer**, Archival and grant writing support for the director of the Museum of Reclaimed Urban Space (2023-2024)
- **Retreat Organizer**, "Sundae School" four days of reading, writing and critical inquiry with 17 participants (2024)
- **Award Recipient**, Outstanding Academic Merit, Pratt Institute
- **Atlas Contributor**, translated zoning code for the Zoning Atlas Project's database as part of a national effort to document and analyze exclusionary zoning practices (2023)
- **Co-facilitator**, community planning activity created by James Rojas at the De-carceral Visions Conference at UCLA's School of Law (2023)
- **Presenter**, "Office Hours: Architecture and Ideology" with Ben Ratner, hosted by the Urban Design Forum (2023)
- **Panelist**, Undocumented, Unsheltered, Underemployed, Incarcerated: Perspectives from the Frontlines of the Pandemic as part of the Pandemic Academy Lecture Series held at The Evergreen State College (2020)
- **Organizational Representative**, of the Interfaith Works Homeless Services Program at Thurston County Coordinated Entry meetings (2018)
- **Presenter**, National Harm Reduction Conference (2018)

TRAININGS & CONFERENCES

- National Harm Reduction Conference, San Juan, Puerto Rico (2022)
- Supporting People Who Trade Sex for Resources with Partners in Prevention Education (2018)
- Working with Homeless Youth with Keylee Marineau of Community Youth Services (2017)
- Supporting Transgender Homeless Individuals with Interfaith Works, Homeless Services (2018)
- Harm Reduction and Working with Vulnerable Adults presented by Interfaith Works, Homeless Services (2015-2018)

ADDITIONAL SKILLS

- Crisis intervention, conflict de-escalation, and applied harm reduction strategies
- Opioid overdose response & Narcan/Naloxone administration
- Conversational Spanish
- Project management and graphic design platforms including Microsoft Planner, Canva, Miro, Wisemapping, and Asana

PROFESSIONAL EXPERIENCE

Assistant Director

Evergreen Liberation Education Network | The Evergreen State College | 2024-present

- Support strategic planning to expand access to education for incarcerated and formerly incarcerated students
- Lead recruitment, enrollment, and student support for incarcerated students, including academic and financial aid advising
- Represent ELEN in diverse settings including carceral facilities, academic institutions, and community meetings
- Manage correspondence and student records in compliance with DOC and institutional policies

Co-Executive Editor

Place Dialogues | Pratt Institute | March 2023 - May 2024

- Oversaw editorial strategy and production for urban placemaking publication

Research Intern

Open Plans | 2023

- Conducted independent research on the efficacy of New York City's transportation metrics
- Presented report findings and recommendations to city officials, non-profit and community stakeholders

Covid Outreach Lead | Survivor Advocate

Partners in Prevention Education | 2019-2021

- Developed and led COVID-19 outreach for 13 encampments serving 300+ unhoused residents
- Coordinated with social service agencies throughout Thurston County
- Provided trauma-informed advocacy to survivors of violence experiencing homelessness
- Organizational representative at homelessness strategy meetings with nonprofit, mutual aid groups, and city agencies

Co-manager | Shelter Support Staff

Interfaith Works Emergency Overnight Shelter| 2015-2018
Providence Community Care Center | 2017

- Coordinated on-site needs for adults of all genders experiencing homelessness by facilitating conflict de-escalation, conducting intake interviews and shelter orientation and connecting guests with community, legal, medical, and housing resources
- Supervised and supported 26 shelter staff using harm reduction and trauma-informed practices
- Facilitated staff training, crisis response, and service coordination for shelter guests

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Name REGINE VARUGHIS

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Downtown

Which Advisory Body or Advisory Bodies would you like to apply for?

Arts Commission

Design Review Board

If you are applying for multiple Advisory Bodies, please rank them in order of interest below:

Design Review Board - 1
Arts Commission - 2

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Briefly describe why you wish to serve on this Advisory Body:

I have been working with Thomas Architecture Studios for the last 6 years and have been able to make an impact on providing the City of Olympia a facelift with our various projects in the role of a Project Architect. Ever since becoming a licensed architect, I have grown a deeper interest in diving into the all-round development of a project from inception to final key handover. I believe I would be able to provide my design thoughts as an architect, a resident of Olympia and as a citizen who wants to encourage thoughtful & contextual built environments in the city.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

As a Project Architect, I have been part of multiple project of all types and sizes from The Madrone, Malt House, Lurana, Old 99, 401 Union, West Bay Yards, Port of Olympia projects, Carnegie Whisky Library, Legends Arcade, The Village at Mill Pond, Hands on Children's Museum, LOTT along with other downtown retail & restaurant spaces.
I have about 10+ years of experience working in both India and the US which have helped me hone my people skills, architectural intuition and design thinking which would bring an experienced and at the same time fresh perspective to the table for Design review of upcoming projects.

Share the ways you've been involved or have volunteered in the community.

I have been part of downtown arts & design committees over the years in various capacities like the Downtown Olympia Creative District, Downtown Artspace Alliance, Rainbow Community Arts Olympia, Downtown clean up drives, mentor at Big Brothers Big Sisters, Habitat for Humanity, Holiday adopt-a-family drives, Thurston County Chamber, AIA, Architectural Design review panels among others.

List your educational and/or professional background and area of study.

I have a Bachelor of Architecture Degree from Hindustan University after which I pursued Licensure and I am currently a Licensed/Registered Architect in the State of Washington.

See above response for professional background.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

Eight to Twelve hours per month

Question Applies to the Arts Commission: What art form resonates most with you and why?

Wall murals because i have personally been involved in creating, refreshing and updating many downtown murals. It gives me a lot of joy to create little vignettes around town that spark a conversation, a smile and invoke interaction with the art through photography & social media collaborations.

Question Applies to the Arts Commission: Describe your own engagement with the Olympia arts community?

Most rainbow murals around downtown, The Olympia sign at the Marina, Alley way murals along Capital way & Franklin Street, Senior Center generations art, Great Cuisine of India & Thurston Food bank paint makeover.

Question Applies to the Design Review Board: Describe your experience, training, or education in architecture, urban design, landscape architecture, or development (residential, commercial, or other).

See response above.

Question Applies to the Design Review Board: What do you consider influences on building and/or site design?

Building and site design is influenced primarily by its context. What is the size of the lot, is the footprint overwhelming to the land & resources, what are the neighboring buildings and their scale adjacent to the property. The massing, color palette, proportion and rhythm, design articulation that plays with light and shadow through various times of the day, does it take into consideration the flora and fauna, the natural topographies and microclimates in question. These and multiple other factors influence every line drawn on paper.

Question Applies to the Design Review Board: What does good design mean to you?

Good design is one that is relevant to its context and setting. It is not a sore eye that sticks out in the neighborhood but one that blends into its surrounding while have a unique voice of its own. It is mindful of scale and proportion, creates interest in the people experiencing the building both from the outside and its resident end-users. Good design respects the history it is coming from but also incorporates modern day design sensibilities.

Question Applies to the Design Review Board: Describe yourexperience reading site plans and design drawings.

In the role of Project Architect, I have extensive experience reviewing Architectural drawings in Concept, Schematic, Design Development, Permitting and Construction phases. On a day to say basis, i am also working with Landscape architects, Civil engineers, Shoreline engineers and other consultants for Master Planning, site studies and building design.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?

Yes

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

Heritage commission & planning commission

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

2026 Advisory Body Appointment Recommendations

Advisory Body	Position	Name	Term (end date)
Parks & Rec	#2	Emily Boone	1 yr (2027)
Parks & Rec	#4	Grace Fletcher	3 yr (2029)

Thursday, December 11, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which are intended so that the Advisory Body is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, the City offers stipends of $25 per meeting attended to Advisory Body members. Those members who certify as low income are eligible to receive stipends of $50 per meeting attended. Advisory Body members may waive the stipend upon request.

The Olympia City Council's Community Livability and Public Safety Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

All of this careful consideration takes time, please be aware that you will not be notified until February of 2026 of any next steps in the process.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. Questions? Contact Dawn Carvalho, Executive Services Assistant, 360.753.8065, dcarvalh@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder. When filed with the City, your application and attachment documents are public records and may be subject to public release.

Name Emily Boone

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Southeast

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

Emily E. Boone Resume.pdf

Briefly describe why you wish to serve on this Advisory Body:

I am eager to serve my hometown in an area I am familiar with and passionate about. I believe that our city's parks, recreation programs, and outdoor spaces are critical to our community and I am excited for the opportunity to be able to be a voice for the community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

I am active in several City of Olympia sports leagues, I am a Special Olympics coach, and I used to work for the City of Port Angeles Parks & Recreation Department where I also served as the secretary for their Parks, Recreation & Beautification Commission, so I am familiar with this line of work.

I have both personal and professional experience that tie directly into the work that Parks & Recreation Advisory Committee will be doing.

Share the ways you've been involved or have volunteered in the community.

I currently volunteer with the Thurston County Special Olympics, serving as the head basketball coach for one of their top-level teams. I volunteered as an assistant basketball coach for the Clallam County Special Olympics for three seasons from 2015-2018.

I am also currently a volunteer for the Indian Summer Women's Golf Club, serving on their board as the secretary since 2024.

In 2021, I volunteered at mass COVID-19 vaccine clinics in the Thurston County area, helping with the documentation for first responders and essential workers to receive their COVID-19 vaccine before it became widely available.

I served on the Clallam County Fair Advisory Board, where I was appointed by the Clallam County Board of Commissioners, providing strategic advice to the management of the organization. I was elected board secretary in October 2015 and re-elected each year of my term through my departure in 2018.

I served as the secretary of the Parks, Recreation & Beautification Commission for the City of Port Angeles Parks & Recreation Department. This role included preparing agendas and packets, keeping minutes, creating PowerPoints, and maintaining proper records.

I also served as the City representative on the Dream Playground Foundation's board of directors, strategizing and assisting with fundraising opportunities and playground maintenance projects.

List your educational and/or professional background and area of study.

I received my bachelor's degree in Public Relations with a minor in Communication Studies from the University of Idaho.

I have worked for the state of Washington for more than seven years. I worked for the Department of Children, Youth & Families with a focus on early learning and early childhood development. I currently work for the Department of Corrections, where I help share the positive stories of rehabilitation of those incarcerated at state prisons.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

As many as are needed! I can fully commit to the time commitment of the monthly board meetings and will use as much time as needed to prepare for each meeting and educate myself on the various topics and issues the board is involved with.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

As a lifelong Olympian, I have frequented the city's parks, trails, and facilities for as long as I can remember. From exploring Watershed Park as a young child (where my mother would "magically" find our favorite snacks hidden behind logs along the way), to having birthday parties at Squaxin Park, to launching my kayak for a day of paddling Ward Lake, the City of Olympia has provided me with endless opportunities to be active, get outside, and enjoy my community.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

I am very interested in all recreational opportunities. I am currently active in multiple of the City of Olympia's adult co-ed softball leagues, playing in the spring, summer, and fall at Stevens Field and Yauger Park since moving back to Olympia in 2019. Thanks to the Parks Department's "free agents" list, I have landed on multiple teams, often playing on two or three teams each season!

I am also impressed at the number of offerings the City of Olympia has for summer camps, trips, and classes, as well as other sprots leagues outside of softball.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I am a good listener who takes multiple perspectives into consideration. I like to look at issues from a variety of angles and use careful thoughts in my decision making.

My unique insight from both sides of the field will benefit the Parks and Recreation Advisory Committee. I have the perspective of being a user of the city's parks and recreation programs, while I also have the perspective of previously working for a municipal parks department and what it entails. This allows me to look at and better understand the full scope of work that the advisory committee will be making recommendations on.

I also have a great deal of experience in collaborating and building relationships with both the public and the private sectors, which will be beneficial for working with parks staff, the council, and other important groups.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body?	No

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

EMILY E. BOONE

WORK HISTORY

COMMUNICATIONS MANAGER | WA State Department of Corrections — Nov. 2022 – Present

- Manage the department's social media platforms. Provide critical cross-departmental synchronization of internal and external messaging regarding highly volatile day-to-day operations, policy decisions, and reputation management. Develop communication plans, lead social media programs, and serve as a high-level advisor to senior leadership.
- Coordinate complex internal messaging, providing professional advice to leadership, divisions, and programs on internal communication strategies, including newsletters, internal messaging, talking points, articles, all staff emails from the Secretary and other leadership, and other products that communicate issues significant to department staff.
- Advise senior leadership on emerging issues in response to high-profile and often controversial incidents that could have significant impacts on employees. Identify when these issues may also have public interest and coordinate messaging to the public.

COMMUNICATIONS CONSULTANT | WA State Department of Children, Youth & Families — Dec. 2018 – Nov. 2022

- Plan, develop, and control information and public relations strategies for the Early Learning, Child Care Licensing, and Family Support Programs divisions.
- Write press releases, brochures, flyers, fact sheets, documents, and other materials and correspondences for various stakeholders and audiences. Consult with subject matter experts to ensure information is accurate. Review, edit, and proofread documents to ensure grammatical accuracy.
- Deliver high-quality, creative, and integrated content to meet the needs of different audiences. Communicate frequently with and directly to key stakeholders, including state legislators, families in Washington State, early learning and intervention providers, and licensed child care providers. Collaborate with clients to align and amplify messaging.
- Serve as the on-call supervisor of three full-time employees. Assist with employee onboarding and training, offering continuous advice, guidance, and mentorship on duties and best practice.

MARKETING & COMMUNICATIONS SPECIALIST | City of Port Angeles
ADMINISTRATIVE ASSISTANT | City of Port Angeles Parks & Recreation — June 2015 – Nov. 2018

- Provided writing, advertising, marketing, communication, editing, and media relations services to support all City departments. Published bi-monthly newsletter distributed via mail to all city residents (approximately 19,000). This included story development, research, interviews, photography, and design.
- Served as the webmaster, maintaining the City's official website as a tool to communicate and further the City's mission, services, programs, and initiatives.
- Assisted with public records requests and worked with the City Clerk to manage the department's records. Selected by the City Manager to serve as the back-up City Clerk in their absence.
- Served as the Secretary of the Parks, Recreation & Beautification Commission. This role included preparing agendas and packets, keeping minutes, creating PowerPoints, and maintaining proper records.
- Served as the City representative on the Dream Playground Foundation's Board of Directors, strategizing and assisting with fundraising opportunities and playground maintenance projects.

MARKETING ASSISTANT | First Federal Savings & Loan — March 2014 – June 2015
CORPORATE COMMUNICATIONS SPECIALIST | Intellectual Ventures — Nov. 2012 – March 2014
COMMUNICATIONS COORDINATOR | Tacoma Regional Convention & Visitor Bureau — Aug. 2011 – July 2012
WRITER/JOURNALIST | ThurstonTalk.com — April – Sept. 2011
PUBLIC RELATIONS PROGRAM ASSOCIATE | Voxus PR Agency — July 2010 – Aug. 2011

EDUCATION

BACHELOR'S DEGREE | Public Relations, Minor in Communication Studies | University of Idaho — Graduated May 2010

COMMUNITY INVOLVEMENT

COACH | Thurston County Special Olympics — Nov. 2025 – Present
SECRETARY | Indian Summer Women's Golf Club Board of Directors — Sept. 2024 – Present
SCRIBE | Mass COVID-19 Vaccine Clinics | Providence Medical Group — 2021
SECRETARY | Clallam County Fair Advisory Board — Aug. 2015 – Nov. 2018
COACH | Clallam County Special Olympics — Dec. 2015 – Dec. 2018

Monday, November 3, 2025

City of Olympia Advisory Body Application

DEADLINE FOR APPLICATION SUBMISSION

Friday, December 12 at 5:00 PM PST

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Name Grace Fletcher

[redacted]

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Yes

Select your residential area (Olympia residency is not required; however, it is a primary consideration.)

Westside

Which Advisory Body or Advisory Bodies would you like to apply for?

Parks and Recreation Advisory Committee

Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume

PDF Grace Fletcher CV 3.25 (1).pdf

Briefly describe why you wish to serve on this Advisory Body:

I want to serve on the Parks and Recreation Advisory Committee because I believe that parks and green spaces are at the heart of a thriving, resilient community. They're where people connect—to nature, to one another, and to a shared sense of belonging. Through my work with the Southwest Olympia Neighborhood Association, I've seen how community-led efforts around food access and sustainability can transform not only a space, but a neighborhood's spirit. From building free food pantries and community garden boxes to collaborating with local organizations like GRuB, Thurston Conservation District, Thurston County Food Bank, and local churches, I've witnessed the power of collaboration to address food insecurity in a way that's both practical and deeply human.

I'm passionate about continuing that work at a broader level—helping ensure our parks and public spaces serve as places of connection, nourishment, and resilience. As a mountaineer and outdoor enthusiast, I know firsthand how access to nature can heal, inspire, and strengthen people. I hope to bring that same energy and vision to helping Olympia's parks evolve as inclusive spaces that sustain both our environment and our community.

Describe your experience, qualifications, and/or skills which would benefit the Advisory Body you are applying to.

My experience leading community-based initiatives with the Southwest Olympia Neighborhood Association has given me a deep understanding of how collaborative planning, creative problem-solving, and grassroots engagement can drive meaningful change. I currently oversee projects focused on food access and sustainability—coordinating volunteers, building partnerships with local organizations and developing community gardens and free food pantries that strengthen local resilience.

Professionally, I work in data analytics for the Washington State Health Care Authority, where I specialize in translating complex information into actionable insights. That background has strengthened my ability to evaluate programs, identify opportunities for improvement, and make informed, balanced recommendations—all skills directly applicable to advisory work.

Combined with my passion for outdoor recreation and environmental stewardship as a mountaineer, I

bring a unique perspective that bridges community development, sustainability, and recreation. I'd bring both strategic and hands-on experience to help guide Olympia's parks and recreation priorities in ways that support equity, access, and long-term community well-being.

Share the ways you've been involved or have volunteered in the community.

I currently serve as the treasurer for the Southwest Olympia Neighborhood Association (SWONA), where I've helped revitalize the organization by strengthening partnerships, creating new community programs, and expanding our outreach. I lead initiatives focused on food access and sustainability, including the installation of free food pantries, construction of community garden boxes, and collaboration with local organizations like the Thurston County Food Bank, GRuB, Thurston Conservation District, and local churches to support community-based food resilience.

I also help organize quarterly community meetings and seasonal events, such as neighborhood picnics and food drives, to bring residents together and encourage civic participation. Beyond SWONA, I've supported citywide efforts through the Coalition of Neighborhood Associations (CNA), participating in discussions around community resilience, emergency preparedness, and connectedness.

Additionally, as a member of The Mountaineers, where I've developed skills in outdoor leadership, environmental stewardship, and risk management. My experiences in mountaineering and outdoor education have deepened my appreciation for access to public lands and the importance of creating inclusive outdoor spaces where people of all backgrounds can connect with nature.

Together, these roles have strengthened my ability to bring people together, manage projects, and advocate for community resilience and access to nature through thoughtful, collaborative action.

List your educational and/or professional background and area of study.

hold a Master of Science in Public Administration from Florida State University with a concentration in Public Financial Management, as well as a Bachelor of Arts and Sciences from the same institution. My career began in government finance, where I spent several years managing budgets, fiscal analysis, and financial reporting for state agencies before transitioning into IT data management and analytics.

I currently serve as an IT Data Specialist Supervisor at the Washington State Health Care Authority, leading data operations that support transparency, accountability, and evidence-based decision-making for public programs. My background combines public sector financial expertise with advanced data analysis and program management—skills that strengthen my ability to assess systems, interpret data, and make well-informed recommendations in a collaborative advisory setting.

Appointment to an Advisory Body will require your attendance at evening meetings, and undertake other work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I'm willing to commit 10–15 hours per month to the Parks and Recreation Advisory Committee, which includes attending evening meetings, reviewing materials in advance, and participating in subcommittee or community engagement activities as needed. I understand the importance of being prepared, responsive, and consistent in this role and am fully committed to dedicating the time necessary to contribute meaningfully to the committee's work.

Question Applies to the Parks and Recreation Advisory Committee: Describe your interest in and use of parks in Olympia.

I use Olympia's parks often and consider them an essential part of what makes this city feel like home. Living next to Decatur Woods Park, I visit almost daily—to walk, unwind, and connect with neighbors. It's a small but vibrant community space that shows how parks can bring people together and foster a sense of belonging. I also spend time at Priest Point Park, Watershed Park, and Friendly Grove Park, exploring the trails and enjoying how each space offers a different way to connect with nature.

As a mountaineer and outdoor enthusiast, I've seen firsthand how access to the outdoors supports both physical and mental well-being. Through my work with the Southwest Olympia Neighborhood Association, I've also come to appreciate how parks can serve a broader purpose—supporting sustainability, community resilience, and even local food access through partnerships and shared green spaces.

I'm passionate about ensuring Olympia's parks continue to serve as inclusive, accessible spaces that nurture connection, health, and environmental stewardship for everyone in our community.

Question Applies to the Parks and Recreation Advisory Committee: Please describe your interest in recreation (sports leagues, summer camps, classes or trips) in Olympia.

My interest in recreation centers on outdoor exploration, skill-building, and community connection. I'm passionate about splitboard touring, mountaineering, and hiking, and I spend much of my time in nature year-round. These activities have given me a deep appreciation for how recreation programs—whether it's outdoor education, classes, or community events—create accessible entry points for people to experience the outdoors safely and confidently.

While I don't personally participate in team sports, I recognize their tremendous value in fostering community, inclusion, and lifelong fitness. I deeply appreciate Olympia's recreation leagues, summer camps, and classes, which play an important role in keeping residents active and connected. I'd like to help ensure the city continues to support a wide range of recreation opportunities that reflect our community's diverse interests—from traditional sports to outdoor adventure and environmental education.

Question Applies to the Parks and Recreation Advisory Committee: What particular perspectives or skills would you bring to the Parks and Recreation Advisory Committee?

I bring a unique combination of data-driven problem-solving, financial management expertise, and grassroots community leadership. My professional background in state government—spanning both public finance and IT data analytics—has taught me how to interpret complex information, balance budgets, and make evidence-based recommendations that serve the public good.

As a community leader with the Southwest Olympia Neighborhood Association, I've helped design and lead initiatives around food access, sustainability, and neighborhood engagement, coordinating volunteers and partnerships that connect residents to shared goals. These experiences have strengthened my ability to listen, collaborate, and translate community needs into actionable plans.

I would bring to the committee an analytical mindset paired with a deep appreciation for how parks and recreation programs enhance public health, inclusion, and resilience. My goal is to help ensure decisions are equitable, forward-thinking, and grounded in both data and lived community experience.

If you are not appointed to the Advisory Body you applied for:

Do you wish to be considered for appointment to another Advisory Body? No

If you wish to be considered for another Advisory Body, please identify others you would be interested on being considered for in order of interest:

N/A

Thank you for your interest in serving on a City of Olympia Advisory Body!

Please hit the "Submit" button below when you have completed your application .

Grace A. Fletcher

[redacted]

[redacted]

Summary

- Demonstrated achiever with practical and foundational knowledge of database development and administration, data management, technical leadership, data and business analysis, script automation, Tableau, BI data visualization, MS SQL Server, PostgreSQL Power Query, software programming, and Python. Proven ability to lead and mentor teams while remaining hands-on with technical work.
- Experienced manager with a strong track record of overseeing data operations, supervising staff, and driving process improvements to enhance efficiency and data integrity. Skilled in balancing strategic leadership with deep technical expertise to deliver high-quality data solutions.
- Exceptional knowledge of statistical and quantitative analysis, modeling and forecasting, analytics, relational database design and modeling, VBA automation, data analysis expressions (DAX), procurement, contract management, grant evaluation and scope of work writing, policy analysis and program evaluation, financial management, and public sector budgeting.
- Strong administrative, leadership, and stakeholder management skills, with a background in customer service and sales. Adept at managing cross-functional teams, driving data-driven decision-making, and translating business needs into actionable insights. Extensive experience interpreting, analyzing, and applying policies, regulations, and laws, with a keen ability to synthesize complex legal and regulatory information into clear, actionable guidance for technical and business stakeholders.
- Experienced at implementing new concepts at an exceptionally quick pace, working well under pressure, managing competing priorities, and fostering a high-performance team environment. Skilled in leading projects, mentoring staff, and effectively communicating complex ideas to both technical and non-technical audiences.
- Extensive computer training, including an above-average proficiency in Microsoft Office Suite, Power BI, Visual Studio, Tableau, SQL Server, and SPSS.
- Microsoft Excel Power User with expertise in automation and optimization of data workflows.
- Certified Lean Six Sigma Green Belt, with a strong focus on process improvement and operational efficiency.

Education

Master of Science **2016**
***Florida State University**, Tallahassee, FL*

Bachelor of Arts and Sciences **2013**
***Florida State University**, Tallahassee, FL*

Associate of Arts and Science **2011**
***The Honors College of Miami Dade**, Miami, FL*

High School Diploma **2009**
***Felix Varela Senior High School**, Miami, FL*

Career History

ERB Data Manager **2024-Present**
Washington State Health Care Authority, DATA
- Lead and manage ERB data operations, overseeing data integrity, reporting, and analytics to drive informed decision-making for the Employee and Retiree Benefits program.
- Manage a team while remaining hands-on with technical work, ensuring high-quality data analysis, automation, and reporting.
- Develop and maintain complex Tableau dashboards that transform raw data into actionable insights for internal and external stakeholders.
- Design and optimize SQL queries and stored procedures to streamline data processing, improve efficiency, and enhance reporting accuracy.
- Oversee data governance, security, and compliance, ensuring alignment with regulatory and organizational standards.

- Collaborate with actuarial, finance, and policy teams to analyze enrollment trends, model impacts of plan changes, and provide strategic recommendations.
- Automate reporting and analytics workflows, leveraging SQL, Tableau, and other business intelligence tools to enhance operational efficiency.
- Translate business needs into scalable data solutions, working closely with leadership to support high-impact decision-making.
- Support open enrollment reporting, analyzing trends and surfacing key insights to inform program strategy and performance evaluation.
- Act as a subject matter expert on ERB program data, providing technical expertise and leadership to drive data-driven improvements across the organization

IT Data Management - Journey **2021-2024**

Washington State Health Care Authority, DATA

- Develops and implements data ingestion using SSIS, SQL®, or Tableau Prep.
- Designs tables to hold data necessary to carry out PEBB and SEBB information functions.
- Creates use cases, test queries, and scenarios for use of data.
- Extracts the data and loads into relational tables or standalone data extracts. (ETL functions)
- Develops testing processes for evaluation of data products for quality and completeness.
- In coordination with ETS (Enterprise Technology Services) ensures that the proper data security measures are implemented and maintained.
- Develops and implements communication and presentation strategies for the data products to ensure that it is comprehensive and accessible to appropriate staff and management.
- Works collaboratively with staff from Portfolio Management and Monitoring (PMM), Benefits Strategy and Design (BSD), Clinical Quality and Care Transformation (CQCT), and Finance staff to develop interactive dashboards that support the mission of the Division.
- Determines what data is required to answer the question, making recommendations, and collaborating with the customer, as necessary, to ensure the final product is meaningful and responsive.
- Explains/clarifies any known potential issues in the quality or completeness of the source data.
- Determines where the data can be found (which database among a variety of databases on a variety of database platforms, including but not limited to SQL® Server, Tableau Server, and Excel).
- Extracts the data from a variety of different databases using SQL® Server Management Studio, SQL® Server Integration Services, or Tableau.
- Provides complex data analysis/decision support using the data. Assists users with understanding the significance of the data and of any potential gaps in the data.
- Provides metrics related to implementation of new programs/initiatives, as well as data discrepancy testing between systems.
- Researches and evaluates the clinical and cost implications of current and new medical policy for programs and services, assisting in the development of recommendations regarding benefit design.
- Participates in agency dashboard style guide design and rulemaking. Analyzes industry-wide trends and makes recommendations for improvements and efficiencies in reporting, application development, and information management.
- Utilizes information from health plans, non-insurance benefit providers, and other public employees' benefits administrators in developing standards for reporting of statistical information.
- Participate in agency data governance, strategy, and open data initiatives.

Budget Reporting and Systems Manager **2020-2021**

Washington Department of Health, Financial Services – Project Position

- Responsible for the development, implementation and management of an effective and efficient agency financial reporting and data systems infrastructure
- Ensuring effective IT financial data management and reporting, including compliance with Washington state reporting requirements
- Serves as the Financial Services IT Systems Liaison. Provide support to FS managers and HTS in the development, replacement, maintenance, and upgrade of FS IT systems, including the Grants Management System; Contracts Management System; RemitPlus; Time, Leave and Attendance; and the Cost Allocation System (CAS).
- Oversees the development of the agency's standard budget monitoring reports utilizing available budget reporting systems (e.g. Enterprise Reporting, Web Intelligence, etc.); coordination of agency wide budget reporting and systems DOP 12-058 (11/23/10) WMS Position Description communications (e.g. updates) and training, and; assurance of robust stakeholder engagement and feedback for consideration in budget reporting and system development. The position also plays a vital role in responding to ad hoc data requests from agency leadership and external stakeholders such as the Office of Financial Management and the Legislature.

- Serves as the agency's primary representative on statewide budget system issues, including: The One Washington Initiative; Agency Financial Reporting System (AFRS); Agency Budget System (ABS); Capital Budget System; etc.

Fiscal Information & Data Analyst **2018-2020**
Washington State Health Care Authority, Financial Services Division – Employee and Retiree Benefits Finance
- Perform and provide complex analysis and financial modeling for decision packages under consideration by the HCA director, CFO, OFM, and legislature that outlines issues with current funding and/or initiate policy proposals to address anticipated future fiscal needs
- Create financial models and determine the fiscal impacts of legislative, policy, or rulemaking proposals put forth by the HCA, or state or federal legislative bodies related to the SEBB and PEBB Program, including alternative scenarios if appropriate
- Lead the development of modeling and strategies for sound fiscal projections to ensure adequate programs
- Annual development, updating, and reconciliation of financial models and data used for budgeting and fiscal notes, involving SEBB and PEBB funds
- Develop and review fiscal notes, bill analyses, and budget versions during the legislative session
- Monitor and analyze agency expenditures, including comparisons to relevant budgets, forecasts, and projections
- Plan, lead, organize, and control the work performed by the organization related to SEBB and PEBB benefits budget and rates, including the SEBB and PEBB Financial Models
- Perform financial analysis for SEBB and PEBB benefits procurement processes, including development and/or revision of the bid analysis model, rate tables, rate adjusters, and the application of risk score methodologies
- Develop and distribute the annual SEBB and PEBB rate book that details all rates/premiums charged to subscribers and employer groups, and paid to health plans
- Participate on agency procurement teams in coordination with agency staff and actuarial consultants with regard to issues related to SEBB and PEBB rate development and budgets
- Perform financial analysis and recommend strategies for the design of financial aspects of RFPs and contracts, to include performance guarantees, trend guarantees, thresholds, withholds, maximums/caps, etc.

Financial Specialist **2016-2018**
Florida Department of Management Services, Planning and Budget – Office of Fiscal Integrity
- Understand and interpret program rules and regulations (WAC's, RCW's, provider and billing guides)
- Assess the validity of reported contract or budget savings resulting from contracting activity, administrative efficiencies, forecasting, analysis, or other means.
- Prepare, collaborate, or review financial analyses, studies, contracting impacts, impact statements, or surveys.
- Streamline work processes through the use of VBA automation/stand-alone Excel applications
- Develop and administer Excel training courses for internal-customer groups throughout the Agency
- Manages the assessment, support, and finance elements of federal disaster cost recovery efforts for the Agency
- Develop procedures, process maps, publications, and desk-guide manuals related, but not limited to, emergency financial preparedness, financial operations and processes, flow of funds, functionality of stand-alone applications, etc.
- Collaborate with senior management to determine functionality requirements, resolve data quality issues, and improve source data quality.
- Collaborate with management in the development of data collection, assumptions, methods, models, or reporting of financial data or information. Responsible for data collection and reporting related to key performance data indicators.
- Perform quality assurance reviews to ensure appropriateness, validity, and completeness of financial data or information.
- Review statutory and administrative rule requirements, other relevant governing guidelines, and business processes and make recommendations for fiscal policy modification and/or process improvement.
- Participate in the development of the legislative budget request and budget schedules. Assist divisions with return-on-investment calculations for budget issues and other business cases analyses.
- Preform fiscal impact analysis on legislatives bills.

Regulatory Analyst IV **2015-2016**
Agency for Health Care Administration, Florida Center for Health Information and Policy Analysis

- Performs data abstracting and analysis in conjunction with the Agency's health information transparency website, FloridaHealthFinder.gov, and existing data systems within the Agency and other agencies relating to comprehensive data sets on health care topics.
- Facilitates in contract agreement development for RFA 001-15/16, Community and Primary Care Services, grant recipients, as it relates to the scope of service and the budgetary cost analysis.
- Manages state contracts for RFA 001-15/16 grants—for a total of 14 cost-reimbursement agreements. Contract management duties include, but are not limited to, clarifying goals with all interested parties, evaluating the needs of customers and clients, managing invoices from generation to payment, monitoring contract budgets and forecasts, leading complex contractual negotiations, overseeing and signing off on departmental invoices, and regularly monitoring the performance of contracted services to ensure the effectiveness of services being performance.
- Performs research tasks, report analysis and preparation, bill analysis assistance, and technical assistance in conjunction with the advisory council, boards or other additional meetings.
- Communicates evaluation findings, outcome measures, and consumer information in an easily understandable format through Bureau publications and web content.
- Outlines and conducts health service research, quality assurance, compiles and analyzes statistical data, writes findings on health care issues and other additional projects.
- Maintains a working knowledge of various health databases and applicable data query and manipulation tools including inpatient, outpatient, emergency department, licensure, and hospital financial databases.
- Provides technical and professional advice and assistance in efforts to improve the efficiency of data dissemination activities through technological improvements and periodic review of data dissemination procedures.
- Retrieves, interprets and reports data and information as requested by individuals, public and private entities and agency staff.
- Assists in developing new approaches to community outreach which includes conducting webinars, attending benefit fairs and open enrollment, to educate the public on how to use FloridaHealthFinder.gov and how the website can assist in making health care decisions.
- Reviews feedback regarding the FloridaHealthFinder website from the public, website surveys, etc. to identify opportunities to improve, enhance, and promote the website.
- Works with the Advisory Council and any technical workgroups, as needed, particularly with communication issues.
- Maintains detailed knowledge of relevant health care statutes, rules and policies as it pertains to the Florida Center.

Operations Analyst II **2014-2015**

Florida Department of Health, Division of Medical Quality Assurance

- This is independent work analyzing, developing and assisting in the Operational Support Services section, within the Division of Medical Quality Assurance (MQA), regarding the public record requests process.
- Serve as team leader in receiving and responding to public record requests for MQA. Retrieve and manage workflow, through the web-based public records management system, GovQA. Utilize the GovQA system to assign, escalate, manage and track requests, deadlines and fees.
- Perform quality assurance checks, using a standardized methodology, of the responses to public records requests and prepare reports for management documenting the quality assurance findings, analyses and provide recommendation.
- Collect, analyze and prepare reports documenting trend data regarding the public records requests for MQA and prepare reports for management on the findings, analyses and provide recommendations.
- Assist in responding to complex public records requests involving investigatory files and/or disciplinary files for MQA in the event the workload meets the threshold for the Regulatory Specialist II. Ensure public records requests are fulfilled in accordance with all laws and regulations set forth in chapter 119, Florida Statutes.
- Assists management in the data conversion effort of the microfiche/microfilm to ensure production schedules are met and target dates for completion are met. Answer and respond to incoming telephone calls, retrieve and respond to voicemail messages.

Senior Paralegal/Staff Supervisor, *Howard & Associates, P.A.* **2013-2014**

- Litigation assistance on Deepwater Horizon Economic Claims/ British Petroleum Claims resulting from April 20, 2010 Oil Spill.
- Financial analysis for Business Economic Loss Claims in terms of tax return to checkbook revenue and expense reconciliations, financial report preparation through the collection, analysis and summary of account information, trends and financial forecast in compliance with federal, state, and local financial requirements.

- Drafting Memorandums, Motions, Complaints, Notices, Appeals and Press Releases for British Petroleum Claims, Engle Progeny Tobacco Cases, Goldman Sachs Antitrust Class Action Lawsuit, Cast Iron Soil Pipe & Fitting Antitrust Class Action Lawsuit, OxyElite Product Liability Case, Maidenform Product Liability Case, Vouge International (dba Todd Christopher International) Product Liability Suit, Johnson & Johnson Product Liability and FUDPTA Suits, Walgreens Glucosamine FDUPTA Suit, Walmart Stores Equate FDUPTA Suite, Coca-Cola Product Liability Suit, Target Data Breach Suit, and U.N. Haitian Cholera Endemic Class Action Lawsuit.
- Practical experience in handling sensitive and confidential client documents in accordance to state and federal rules and regulations (HIPAA, attorney client confidentiality, etc.)
- Proficiency in electronic court filing (CM/ECF & PACER) for all Federal Courts and Florida state court.
- Direct client communication regarding claims and litigation process, review, and guidance of financial documentation (i.e. Tax Returns, Lodging Tax Returns, Bank Statements, Profit and Loss Statements, etc.)
- Case Researching via Lexis Nexus, Law360, and Google Alerts.
- Knowledgeable in QuickBooks

Legal Intern, *Law Office of Matthew Liebenhaut* **2013**
- Worked directly with Attorney Matthew Liebenhaut and clients regarding Social Security Disability legal cases.
- Researching and writing Social Security Administration Disability Cases, reports concerning case files and legal briefs.
- Played key role in the preparation of legal documents (through research and writing of legal blog posts).

References

1. **Megan Atkinson**
   Chief Financial Officer
   WA Health Care Authority
   [redacted]
   Relationship: **Professional**

2. **Kim Wallace**
   Medical Administrator
   WA Department of Labor & Industries
   [redacted]
   Relationship: **Former Supervisor**

3. **Sergio Pinon, Sr.**
   Director of Marketing
   Civitek
   [redacted]
   Relationship: **Professional**

4. **Rebecca Cash**
   Government Operations Consultant III
   Agency for Health Care Administration
   [redacted]
   Relationship: **Former Supervisor**

5. **David Copa**
   Retired from the State of Florida
   [redacted]
   Relationship: **Professional/Personal**

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of a Resolution Authorizing a Grant Agreement with Department of Ecology for Cleanup Work Associated with the Solid Wood Site (West Bay Park)

Agenda Date: 3/24/2026
Agenda Item Number: 4.E
File Number:26-0203

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title
Approval of a Resolution Authorizing a Grant Agreement with Department of Ecology for Cleanup Work Associated with the Solid Wood Site (West Bay Park)

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Move to approve a Resolution authorizing a grant agreement with the Department of Ecology for cleanup work associated with the Solid Wood Site (West Bay Park).

Report
Issue:
Whether to approve a Resolution authorizing a grant agreement with the Department of Ecology for cleanup work associated with the Solid Wood Site (West Bay Park).

Staff Contact:
Laura Keehan, Director of Parks Planning & Maintenance, Parks, Arts and Recreation, 360.570.5855

Presenter(s):
None - Consent Calendar Item.

Background and Analysis:
The Solid Wood Site (West Bay Park) is a former industrial waterfront property located on West Bay in Olympia, Washington. The approximately 17-acre Site has a history of past use in the wood products industry. The most recent commercial industrial activity on the Site was a lumber yard (Solid Wood, Incorporated) that closed in 2002. The structures housing Solid Wood, Inc. were demolished following closure. Inactive railroad tracks (a former BNSF rail spur) run the entire length of the Site.

During Environmental Site Assessment work in 2007 petroleum contamination was discovered in

exceedance of the Washington State Model Toxics Control Act (MTCA) Method A cleanup levels for unrestricted land use. Low-level (slightly exceeding the MTCA Method A cleanup levels) surface soil contamination related to creosote-treated rail ties was also discovered in several areas.

Following discovery of the areas of contamination exceeding cleanup levels, the City and Ecology established an Agreed Order for cleanup of the Site.

This grant agreement extends a prior Ecology grant and will continue to help fund work associated with finalizing the Remedial Investigation/Feasibility Study, preparation of the Cleanup Action Plan, permitting documents and design elements at the Site.

Climate Analysis:
This grant agreement and associated work does not have a climate impact.

Equity Analysis:
This grant agreement helps fund required cleanup work at West Bay Park, which provides free waterfront access to the community.

Neighborhood/Community Interests (if known):
The Olympia community values the natural environment and our waterfront parks. Cleanup of legacy contamination is necessary before any future park development can occur on the southern portion of the park.

Financial Impact:
The total grant amount available is $566,585. The initial grant agreement allocates $192,500 to the project and the remaining grant funds will be allocated through an amendment after certain project milestones have been met. The City's 50% match will be paid with park impact fees.

Options:
1. Move to approve a Resolution authorizing a grant agreement with the Department of Ecology for cleanup work associated with the Solid Wood Site (West Bay Park).
2. Do not approve a Resolution authorizing a grant agreement with the Department of Ecology for cleanup work associated with the Solid Wood Site (West Bay Park).
3. Take other action.

Attachments:
Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A GRANT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE DEPARTMENT OF ECOLOGY FOR WEST BAY PARK SEDIMENT CLEAN UP

WHEREAS, on December 1, 2006, the City was awarded a grant by The Washington State Department of Ecology (DOE) for $500,000 to complete cleanup at West Bay Park; and

WHEREAS, the Solid Wood, Inc. site also known as West Bay Park is a former industrial waterfront property and on November 17, 2008 the City entered into an Agreed Order with DOE for cleanup of contamination at the park; and

WHEREAS, on August 31, 2009 the grant was amended to include an additional $1,000,000 bringing the total grant amount to $1,500,000; and

WHEREAS, the City has used a portion of the grant funds to complete soil cleanup within the West Bay Park Phase I project area, conduct extensive sampling, and prepare and submit the Draft Remedial Investigation and Feasibility Study; and

WHEREAS to comply with the DOE's new legacy grant requirements as "use it or lose it", the City must spend the remaining funds by June 30, 2027; and

WHEREAS, DOE has updated their EAGL grant system and the City is required to set up a new agreement; and

WHEREAS, DOE has delayed the approval of the Draft Remedial Investigation and Feasibility Study to further analyze sediment sampling in Budd Inlet; but will approve an amendment to the Agreed Order to create an Interim Cleanup Action Plan and allow extraction of the remaining contaminated soils from West Bay Park so that grant funds can be used by the 2027 grant timeline; and

WHEREAS, $192,500 will be allocated in the initial grant agreement and after the Agreed Order is amended to allow an Interim Action Plan, the grant agreement will be amended to allocate the full grant amount of $566,585; and

WHEREAS, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Grant Agreement and authorize the signature of all documents necessary to obligate funds for the remainder of this Project;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the Grant Agreement No. TCPRA-2527-OlymPD-00008 between the City of Olympia and Washington State Department of Ecology

for the West Bay Park Sediment Cleanup Project and the terms and conditions contained therein.

2. The City Manager or designee is directed and authorized to execute on behalf of the City of Olympia the Grant Agreement, and any other amendments necessary to obligate funds for the West Bay Park Sediment Cleanup Project, and to make any minor modifications as may be required and are consistent with the intent of the Grant Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
_____
CITY ATTORNEY

Docusign Envelope ID: 211F4960-A140-4065-ADC7-D47E6019E8DD

DEPARTMENT OF ECOLOGY
State of Washington

Agreement No. TCPRA-2527-OlymPD-00008

TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF OLYMPIA

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and CITY OF OLYMPIA, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Solid Wood Inc
Total Cost:	$385,000.00
Total Eligible Cost:	$385,000.00
Ecology Share:	$192,500.00
Recipient Share:	$192,500.00
The Effective Date of this Agreement is:	07/01/2025
The Expiration Date of this Agreement is no later than:	06/30/2027
Project Type:	Oversight Remedial Action Grant or Loan

Project Short Description:
The Solid Wood Site is a former industrial waterfront property located at 700 West Bay Drive in Olympia, Washington (CSID 4228 FSID 94656838). The RECIPIENT entered into Agreed Order DE-08-TCPSR-5415 with ECOLOGY in November of 2008. The work to be performed under this Agreement includes revising and finalizing the RI/FS, preparing the draft Cleanup Action Plan (dCAP), and beginning engineering design work.

Project Long Description:
Facility Site ID: 94656838
Cleanup Site ID: 4228
Cleanup Site Name: Solid Wood Inc.
Address: 700 West Bay Dr NW, Olympia 98502
Agreed Order: DE-08-TCPSR-5415

The Solid Wood, Incorporated Site (West Bay Park) is a former industrial waterfront property located on West Bay in Olympia, Washington. The Site is approximately 17 acres.

The Solid Wood Site (West Bay Park) is a former industrial waterfront property located on West Bay in Olympia, Washington. The approximately 17-acre Site has a history of past use in the wood products industry. The most recent commercial industrial activity on the Site was a lumber yard (Solid Wood, Incorporated) that closed in 2002. The structures housing Solid Wood, Inc. were demolished following closure and no buildings or asphalt pavements, concrete foundations from former buildings, and encroaching low-lying vegetation. Inactive railroad tracks (a former BNSF rail spur) run the entire length of the Site. In the southern portion of the Site adjacent to a tidal lagoon, the rail spur runs on top of a causeway that is connected to the mainland by two trestles.

According to a Phase I Environmental Site Assessment (ESA) for the Site, the railway operated through the property as early as 1898. It is not known when the railway was vacated; however, aerial photographs show railcars on the property as late as 1996.

A 2004 Phase II ESA conducted at the Site (excluding the rail spur right of way) concluded that there were no significant environmental impacts present. A supplemental Phase II ESA targeting the rail spur was conducted in 2007. During this Phase II ESA, petroleum contamination was discovered in three areas in exceedance of the Washington State Model Toxics Control Act (MTCA) Method A cleanup levels for unrestricted land use. Low-level (slightly exceeding the MTCA Method A cleanup levels) surface soil contamination related to creosote-treated rail ties was also discovered in several areas.

Following discovery of the areas of contamination exceeding cleanup levels, the RECIPIENT entered into negotiations with ECOLOGY to establish an Agreed Order for cleanup of the Site. The basis for the Agreed Order is the performance of a Remedial investigation/Feasibility Study (RI/FS) and Interim Action (IA) under Agreed Order No. DE-08-TCPSR-5415.

In 2010, the RECIPIENT completed Phase I development of the Site that is approximately 4 acres of the property. Along with that development, the RECIPIENT conducted cleanup action work to address contamination within the Phase I area.

2010 - Conducted cleanup action work to address contamination within the Phase I area of the park (approx. 4 acres).
2012 – Data gaps sampling
2014 – Supplemental sediment sampling
2023 – Additional soil and sediment sampling
2024 – Budd Inlet Sediment Investigation (Port of Olympia) – results necessary for the RECIPIENT to move forward with the final RI/FS submittal for the Solid Wood Site.

There are two primary Contaminants of Concern (COCs) in soil (e.g., total petroleum hydrocarbons and total carcinogenic polycyclic aromatic hydrocarbons) that were identified in the RI/FS and will be addressed in future cleanup activities.

After the RECIPIENT has incorporated the Budd Inlet Sediment Investigation data collected by the Port of Olympia, the RECIPIENT can then move forward with submitting the final RI/FS for the Solid Wood Site.

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Once ECOLOGY approves the RI/FS, the RECIPIENT will complete the next steps to prepare a Cleanup Action Plan, permitting documents and design elements.

Overall Goal:

Finalize the RI/FS and begin design work consistent with the dCAP.

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RECIPIENT INFORMATION

Organization Name: CITY OF OLYMPIA

Federal Tax ID: 91-6001261

Mailing Address: PO Box 1967
Olympia, WA 98507-1967

Physical Address: PO Box 1967
Olympia, Washington 98507-1967

Organization Email: tledoux@ci.olympia.wa.us

Contacts

Project Manager	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053
Billing Contact	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053
Authorized Signatory	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053

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ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Toxics Cleanup
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Toxics Cleanup
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Steve Teel PO Box 47775 Olympia, Washington 98504-7775 Email: stee461@ecy.wa.gov Phone: (360) 890-0059
Financial Manager	Lydia Lindwall PO Box 47600 Olympia, Washington 98504-7600 Email: llin461@ecy.wa.gov Phone: (360) 790-1124

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AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

By: _____

Nhi Irwin Date

Toxics Cleanup

Program Manager

Template Approved to Form by
Attorney General's Office

CITY OF OLYMPIA

By: _____

Tammy LeDoux Date

Finance & Policy Coordinator

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Steven J Burney

City Manager Date

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SCOPE OF WORK

Task Number: 1 **Task Cost:** $150,000.00

Task Title: 1. FEASIBILITY STUDY (J004)

Task Description:
This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to prepare and submit the Remedial Investigation/Feasibility Study (RI/FS) Report for the Site consistent with the Scope of Work in Agreed Order DE-08-TCPSR-5415.

This includes remedy selection and development of the draft Cleanup Action Plan (dCAP). Eligible costs may also include pilot tests, treatability studies, stormwater source control engineering studies, green remediation alternatives analysis, Environmental Impact Statements, data management, and public involvement.

Task Goal Statement:
To complete an engineering study to develop and evaluate cleanup action alternatives to enable ECOLOGY to select a cleanup action for the Site.

Task Expected Outcome:
The results of the FS process are documented in an FS report and adequate information has been provided so a cleanup action can be selected for the Site.

Recipient Task Coordinator: Tammy LeDoux

1. FEASIBILITY STUDY (J004)

Deliverables

Number	Description	Due Date
1.1	Final Remedial Investigation/Feasibility Study Report	
1.2	Draft Cleanup Action Plan (dCAP)	
1.3	Sampling data has been verified and entered into EIM	

Docusign Envelope ID: 211F4960-A140-4065-ADC7-D47E6019E8DD

SCOPE OF WORK

Task Number: 2 **Task Cost:** $200,000.00

Task Title: 2. ENGINEERING DESIGN (J005)

Task Description:
This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to complete the engineering design work at the Site consistent with the cleanup agreement Scope of Work in Agreed Order DE-08-TCPSR-5415.

This includes any required permitting activities, preparation of construction plans and specifications, or reports; including the Engineering Design Report (EDR), supplemental testing, surveying, mapping, green remediation alternatives design, Operation and Maintenance or Monitoring Plan (O&M), design of stormwater reduction and treatment facilities, and permit applications needed to begin construction.

The EDR may include specialized studies and engineering calculations to support final design.

Task Goal Statement:
To prepare the detailed working documents needed to implement the cleanup action for the Site. This includes preparation of an EDR that includes sufficient information for the development and review of construction plans and specifications needed for cleanup construction.

Task Expected Outcome:
An EDR that documents engineering concepts and design criteria needed for the design of the cleanup action, including constructions plans and specifications.

Recipient Task Coordinator: Tammy LeDoux

2. ENGINEERING DESIGN (J005)

Deliverables

Number	Description	Due Date
2.1	Engineering Design Report (EDR)	

Docusign Envelope ID: 211F4960-A140-4065-ADC7-D47E6019E8DD

SCOPE OF WORK

Task Number: 3 **Task Cost:** $35,000.00

Task Title: 3. GRANT AND PROJECT ADMINISTRATION (J008)

Task Description:
This task funds the RECIPIENT's eligible direct costs ECOLOGY deems reasonable and necessary to administer the grant and manage project activities. The RECIPIENT is expected to ensure compliance with a minimum of quarterly billing requirements and be responsive to all grant-related communications for both payments and amendments.

Examples of eligible activities include costs necessary to:
• Ensure compliance with the terms of the Agreed Order DE-08-TCPSR-5415, except legal costs.
• Perform public involvement activities: Plan and hold meetings and communications with the public, consultants/contractors, or ECOLOGY.
• Competitively procure and actively manage consultants and contractors.
• Manage the grant, develop, and maintain grant files.
• Prepare and submit payment requests, progress reports, spending plans, or other reports required by ECOLOGY.
• Conduct, coordinate, and schedule project activities described in the Scope of Work in the Agreed Order.
• Purchase services, supplies, tools, and equipment needed to accomplish grant tasks. Equipment purchases are conditionally eligible and require prior written approval by ECOLOGY's Financial Manager. Computer purchases are not grant eligible.
• Attend training events required to gain access or work on the Site. Trainings must be approved by ECOLOGY in advance, including related travel costs. ECOLOGY may agree to pay all or part of this cost. Conferences are not grant eligible.
• Conduct research or studies relevant to multiple tasks.
• Manage scientific data, including Environmental Information Management System (EIM) submissions.

The Grant and Project Administration task is limited to up to 10 percent of the total grant amount, and up to 10 percent of the consultant invoices billed on each payment request/progress report (PRPR) for staff time.

SPENDING PLANS: The RECIPIENT shall submit a spending plan form in ECOLOGY's Administration of Grants and Loans system (EAGL). The spending plan must be updated at least quarterly to reflect actual expenditures and projections for the remainder of grant/loan. The spending plan form in EAGL must be updated with each PRPR.

EQUIPMENT: All equipment purchases are conditionally eligible and require prior written approval by ECOLOGY's grant Financial Manager. Absent prior written approval, costs may not be reimbursed under the grant. The RECIPIENT must complete an Equipment Purchase Report in EAGL for all desired equipment purchases after the ECOLOGY grant Financial Manager has approved the written purchase request and prior to requesting payment for the equipment.

TRAVEL AND PER DIEM: ECOLOGY will reimburse travel costs at the state per diem rate in effect when the costs were incurred. Any costs incurred over the state rate will not be reimbursed under the grant unless an exception is provided in writing by the ECOLOGY Financial Manager prior to the costs being incurred.
The RECIPIENT may bill costs related to vehicle usage at the state-approved mileage rate. Any other motor pool costs are considered part of overhead and may not be direct billed to this grant.

BACKUP DOCUMENTATION: All backup documentation for time and materials, whether recipient staff costs, prime

contractor or subcontractor, must be submitted for PRPR reimbursement. Staff time must include the person, project role, rate of pay, days worked, hours worked each day, detailed description of the activity being performed each day, and the total cost.

Task Goal Statement:
To manage the grant and project and complete all administrative documentation and billings in accordance with accounting standards, the terms and conditions of the grant, and the Administrative Requirements for Recipients of Ecology Grants and Loans managed in EAGL.

Task Expected Outcome:
Project documentation will be properly developed and maintained in accordance with the terms and conditions of the grant, and the Administrative Requirements for Recipients of Ecology Grants and Loans managed in EAGL.

Recipient Task Coordinator: Tammy LeDoux

3. GRANT AND PROJECT ADMINISTRATION (J008)

Deliverables

Number	Description	Due Date
3.1	Quarterly grant payment requests/progress reports (PRPR) with proper documentation	
3.2	Updated spending plan form completed in EAGL with each PRPR	
3.3	Recipient Close Out Report submitted with the final PRPR	

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BUDGET

Funding Distribution EG260454

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Solid Wood Inc
Funding Type: Grant
Funding Effective Date: 07/01/2025 Funding Expiration Date: 06/30/2027
Funding Source:

Title: Model Toxics Control Capital Account (MTCCA)

Fund: FD
Type: State
Funding Source %: 100%
Description: The Model Toxics Control Act (MTCA), Chapter 70.105D RCW. MTCA directs 25% of the tax revenue into the Model Toxics Control Capital Account (MTCCA) and in some cases capital bond funds are provided to increase available grant funding.

Approved Indirect Costs Rate: Approved State Indirect Rate: 25%
Recipient Match %: 50%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

Solid Wood Inc	**Task Total**
1. FEASIBILITY STUDY (J004)	$ 150,000.00
2. ENGINEERING DESIGN (J005)	$ 200,000.00
3. GRANT AND PROJECT ADMINISTRATION (J008)	$ 35,000.00
	Total: $ 385,000.00

Docusign Envelope ID: 211F4960-A140-4065-ADC7-D47E6019E8DD

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Solid Wood Inc	50.00 %	$ 192,500.00	$ 192,500.00	$ 385,000.00
Total		**$ 192,500.00**	**$ 192,500.00**	**$ 385,000.00**

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

If this Agreement includes retroactive reimbursement for past costs covering field activities potentially impacting cultural resources, then that activity will be subject to ECOLOGY review to assess actions taken to address potential direct and indirect effects on prehistoric and historic archaeological sites, historic buildings and structures, traditional cultural places, sacred sites or other cultural resources. Based on the findings of the review, some or all past costs may be deemed ineligible for retroactive reimbursement.

Any current or future work included in this Agreement will also be subject to cultural resource review by ECOLOGY in accordance with any and all applicable WA State Executive Order(s).

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction

with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than $30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov/> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232 <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered

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telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <https://sam.gov/SAM/> exclusion list.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS
For DEPARTMENT OF ECOLOGY GRANTS and LOANS
07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html)
b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.
The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.
RECIPIENT shall:
a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
• Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.
RECIPIENT shall:
• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.
• Implement the IDP when Cultural Resources or human remains are found at the project site.
c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, https://ofm.wa.gov/it-systems/statewide-vendorpayee-services. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.

c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.

d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

a) RECIPIENT notifies the funding program of an appeal request.

b) Appeal request must be in writing and state the disputed issue(s).

c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.

d) ECOLOGY reviews the RECIPIENT's appeal.

e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the

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review.
The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.
The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.
Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.
Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:
• Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
• Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
• Submit the QAPP to ECOLOGY for review and approval before the start of the work.
b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.
c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.
Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:
a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:
a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.
Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.
Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.
RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress

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reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

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RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.
All records shall:
a) Be kept in a manner which provides an audit trail for all expenditures.
b) Be kept in a common file to facilitate audits and inspections.
c) Clearly indicate total receipts and expenditures related to this Agreement.
d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.
ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.
All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.
RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.
All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.
RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.
RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.
Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement. Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

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If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.
RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement
ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination
All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY
RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER
Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of a Resolution Authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by Incorporating Property Recently Acquired for Expansion of the Museum into the Lease Agreement Terms

Agenda Date: 3/24/2026
Agenda Item Number: 4.F
File Number:26-0205

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title
Approval of a Resolution Authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by Incorporating Property Recently Acquired for Expansion of the Museum into the Lease Agreement Terms

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Move to approve the Resolution authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by incorporating property recently acquired for expansion of the Museum into the Lease Agreement Terms.

Report
Issue:
Whether to approve the Resolution authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by incorporating property recently acquired for expansion of the Museum into the Lease Agreement Terms.

Staff Contact:
Jay Burney, City Manager, 360.753.8447
Mark Barber, City Attorney, 360.753.8325

Presenter(s):
None - Consent Calendar Item.

Background and Analysis:
On September 14, 2010, the City of Olympia and the Hands On Children's Museum (HOCM) entered

into a Lease Agreement for lease and operation of the premises known as the Hands On Children's Museum (the Museum).

On July 22, 2025, the Olympia City Council approved a Real Estate Purchase and Sale Agreement with the Port of Olympia for the City's acquisition of real property to expand the footprint of the HOCM. On December 18, 2025, the City purchased and acquired the additional property.

The Parties now wish to modify and amend the Lease Agreement to :

- Incorporate the recently acquired property into the Lease Agreement Terms; and
- Provide for HOCM's site control of the property in accord with the terms and conditions of the Lease Agreement.

Climate Analysis:
It is not anticipated the HOCM expansion will have a significant negative impact on greenhouse gas emissions. HOCM is a national green museum, returning distressed, contaminated land to productive use for public benefit, while utilizing green technology through solar power and other green energy saving measures.

Equity Analysis:
The HOCM expansion provides an opportunity to enhance childhood early learning opportunities in the arts and sciences for all, and to contribute and enhance the quality of life for all area residents, while also contributing to economic vitality through tourism. The HOCM also offers free and reduced programs for low income families.

Neighborhood/Community Interests (if known):
The HOCM has historically had strong community support and approval.

Financial Impact:
There is no financial impact related to this item.

Options:

1. Move to approve the Resolution authorizing Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum by incorporating property recently acquired for expansion of the Museum into the Lease Agreement Terms.
2. Do not approve Amendment No. 2 to the Lease Agreement. This will jeopardize grant funding for the Museum's Expansion Project.
3. Direct staff to take a different course of action.

Attachments:
Resolution
Amendment No. 2

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING AMENDMENT NO. 2 TO THE LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE HANDS ON CHILDREN'S MUSEUM BY INCORPORATING PROPERTY RECENTLY ACQUIRED FOR EXPANSION OF THE MUSEUM INTO THE LEASE AGREEMENT TERMS

WHEREAS, on September 14, 2010, the City of Olympia ("City") and the Hands On Children's Museum ("HOCM"), jointly referred to as "the Parties," entered into a Lease Agreement ("Lease Agreement") for lease and operation of the premises commonly known as the Hands On Children's Museum; and

WHEREAS, on July 22, 2025, the Olympia City Council approved a Real Estate Purchase and Sale Agreement with the Port of Olympia for the City's acquisition of real property to expand the footprint of the HOCM. On December 18, 2025, the City purchased and acquired the additional property; and

WHEREAS, the Parties now wish to modify and amend the Lease Agreement to incorporate the recently acquired property into the Lease Agreement Terms, and to provide for HOCM's site control of the property in accord with the terms and conditions of the Lease Agreement;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum, and the terms and conditions contained therein.

2. The City Manager or designee is authorized and directed to execute on behalf of the City of Olympia Amendment No. 2 to the Lease Agreement, and any other documents necessary to execute said Lease Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of Amendment No. 2 to the Lease Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

AMENDMENT NO. 2
LEASE AGREEMENT

THIS AMENDMENT NO. 2 to the Lease Agreement is by and between the **CITY OF OLYMPIA**, a Washington municipal corporation ("Landlord"), and the **HANDS ON CHILDREN'S MUSEUM** ("HOCM"), a 501(c)(3) corporation organized and existing under the laws of the State of Washington ("Tenant"), jointly referred to as "the Parties," and is effective as of the date of the last authorizing signature affixed hereto.

RECITALS

WHEREAS, on September 14, 2010, the Parties entered into a Lease Agreement ("Lease Agreement") for lease and operation of the premises known as the Hands On Children's Museum ("Premises"); and

WHEREAS, on July 22, 2025, the Olympia City Council approved a Real Estate Purchase and Sale Agreement with the Port of Olympia for Landlord's acquisition of real property to expand the footprint of the Hands On Children's Museum ("Expansion Project"); and

WHEREAS, on December 18, 2025, Landlord purchased additional real property from the Port of Olympia for expansion of the HOCM and received a Statutory Warranty Deed recorded under Thurston County Auditor's File No. 5083045; and

WHEREAS, the Parties wish to modify and amend the Lease Agreement to include the aforesaid additional property purchased by Landlord from the Port of Olympia for the HOCM Expansion Project, and to make said additional property subject to the Lease Agreement, and to provide for Tenant's site control of said real property in accord with the terms and conditions of the Lease Agreement between the Parties; and

WHEREAS, the Parties mutually wish to modify and amend other provisions of the Lease Agreement as set forth below;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Pursuant to Paragraph 19.10 of the Lease Agreement, the Parties hereby modify and amend the Lease Agreement between Landlord and HOCM as follows:

1. Section 1.1 of the Lease Agreement is modified and amended to include additional real property for the HOCM Expansion Project, legally described as:

   Lots 6 and 7 of Olympia Area Rowing Binding Site Plan as recorded August 25, 2006 under Auditor's File No. 3761387 and amended April 9, 2008 and October 27, 2009 and February 13, 2018 and November 20, 2020 under Auditor's File Nos. 4001839, 4118292, 4611194 and 4802318.

   Situated in the County of Thurston, State of Washington.

2. Section 1.2.1 is modified and amended so the lease term shall end at midnight on June 30, 2043.

3. Section 4.13.2 is modified and amended that Landlord and Tenant have entered into an Intercreditor Agreement with Commencement Bank ("Bank") which acquired Thurston First Bank, concerning a security interest granted to the Bank by Tenant on the Museum Exhibits.

4. Section 6.1.2 is modified and amended to state that any notice to the Bank shall be sent to:

   Justin Clarno, Commercial Banker
   Commencement Bank
   600 Franklin St SE, Ste. 102
   Olympia, WA 98501
   Telephone: (360) 528-4115
   Email: jclarno@commencementbank.com

   With a copy to:

   Eisenhower Carlson PLLC
   ATTN: Darren R. Krattli
   909 A Street, Suite 600
   Tacoma, WA 98402
   Telephone: (253) 572-4500
   Email: dkrattli@eisenhowerlaw.com

5. All remaining terms and conditions of the Lease Agreement dated September 14, 2010, and not herein modified or amended, shall remain as written in said Lease Agreement and shall continue in full force and effect.

IN WITNESS WHEREOF, the Landlord and the Tenant have executed this **Amendment No. 2** of the Lease Agreement as of the date and year written below.

LANDLORD:

CITY OF OLYMPIA, a Washington municipality

By:_____ Date of Signature:_____

Steven J. Burney, City Manager
P.O. Box 1967
Olympia WA 98507-1967
Ph: (360) 753-8449

APPROVED AS TO FORM:

Mark Barber
City Attorney

TENANT:

HANDS ON CHILDREN'S MUSEUM, a Washington non-profit corporation

By: _____ Date of Signature: 3-16-2026

Patricia A. Belmonte, Executive Director
414 Jefferson St. NE | Olympia, WA 98501
Ph: (360) 956-0818 ext. 141
Mobile: (360)-789-9061

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the _____ day of _____ 202__, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared STEVEN J. BURNEY, to me known to be the CITY MANAGER of the CITY OF OLYMPIA, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

_____
Signature

_____
Print Name
NOTARY PUBLIC in and for the State of

_____
Residing at _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On the 16 day of March 2026 before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared PATRICIA A. BELMONTE, to me known to be the EXECUTIVE DIRECTOR of the HANDS ON CHILDREN'S MUSEUM, a 501(c)(3) corporation organized and existing under the laws of the State of Washington, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned and on oath states that she is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.



Signature
Dawn R Carvalho
Print Name
NOTARY PUBLIC in and for the State of
WASHINGTON
Residing at Thurston County
My appointment expires: 01-19-2027

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of a Resolution Authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement

Agenda Date: 3/24/2026
Agenda Item Number: 4.G
File Number:26-0211

Type: resolution **Version:** 1 **Status:** Consent Calendar

,..Title
Approval of a Resolution Authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Move to approve a Resolution authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement.

Report
Issue:
Whether to approve a Resolution authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement.

Staff Contact:
Whittney Ramirez, Labor Relations Manager, Human Resources, 360.870.5578

Presenter(s):
None - Consent Calendar item

Background and Analysis:
In November 2025, the International Association of Fire Fighters ((IAFF - AC) provided notice to the City of Olympia that it desired to bargain a successor collective bargaining agreement; the existing agreement had an expiration date of December 31, 2025. The collective bargaining agreement covers approximately three Assistant Chiefs/City employees.

During the late months of 2025 and into the first part of 2026, the parties bargained over wages, benefits, and working terms and conditions. The parties reached a tentative agreement on January 7,

2026.

The significant new terms of the contract include the following:

- Duration: 3-year contract (expanded from 2-year contract)
- Considered total compensation for a fair and competitive wage and benefit package:
  - New compensation paygrade structure (2-step structure consistent with IAFF-Firefighter contract)
  - 2.7% COLA for 2026
  - 100% of CPI-U, min 1% and max of 5% for both 2027 & 2028
- Established vacation accrual progression table and increased accrual rates (80% Fire Fighter accruals vs City Policy accruals)
- Increased longevity tiers by 0.5% in 2027 and 0.5% in 2028.
- Established yearly $750 uniform allowance for each Assistant Chief.
- Increased City's contribution of Assistant Chief's Medical Expense Reimbursement (MERP) Plan from $100 to $150 per month.
- Converted Member peer fitness monthly contribution to % vs flat dollar amount.
- Member required premiums for Paid Family Medical Leave (PFML) will be consistent with the law (previously a fixed rate).
- Updated processes: Working out of classification and temporary light duty assignment when determined "not fit for duty."

Climate Analysis:
The new Collective Bargaining Agreement is not expected to have an impact on climate.

Equity Analysis:
The City of Olympia is committed to considering equity impacts in our bargains with labor. The equity lens used during the bargaining process included determining desirable outcomes, conversations and bargaining with key stakeholders, analyzing classification and compensation data, evaluating information, and reporting back to stakeholders. Evaluation of outcomes will be determined as the new collective bargaining agreement is implemented and administered.

Neighborhood/Community Interests (if known):
There are no known community interests related to this item.

Financial Impact:
The financial impact for the first year of the collective bargaining agreement is expected to be approximately $55,000 (salaries and benefits) and is included in the adopted 2026 budget.

Options:

1. Move to approve a Resolution authorizing the 2026-2028 International Association of Fire Fighters - Assistant Chiefs' Collective Bargaining Agreement.
2. Move to approve a Resolution authorizing the labor agreement with IAFF Assistant Chiefs as amended by the City Council.
3. Do not approve the labor agreement with the IAFF Assistant Chiefs as proposed and direct staff as to next steps.

Type: resolution **Version:** 1 **Status:** Consent Calendar

Attachments:
Resolution
Agreement
Fiscal Impact Statement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING THE NEGOTIATED 2026-2028 INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) ASSISTANT CHIEFS' COLLECTIVE BARGAINING AGREEMENT WITH THE CITY OF OLYMPIA

WHEREAS, in November 2025, the International Association of Firefighters (IAFF) provided notice to the City of Olympia (City), (collectively the Parties), that it desired to bargain a successor collective bargaining agreement (CBA) with the City of Olympia, the existing CBA having an expiration date of December 31, 2025. The CBA covers approximately three Assistant Chiefs/City employees. In late 2025 and the first part of 2026, the Parties bargained over wages, benefits, and working terms and conditions; and

WHEREAS, the Parties reached a tentative agreement on January 7, 2026, covering approximately three Assistant Chiefs/City employees; and

WHEREAS, the significant new terms of the 2026-2028 CBA include the following terms and conditions:

- Duration: 3-year contract (expanded from 2-year contract)
- Considered total compensation for a fair and competitive wage and benefit package:
  - New compensation paygrade structure (2-step structure consistent with IAFF-Firefighter contract)
  - 2.7% COLA for 2026
  - 100% of CPI-U, min 1% and max of 5% for both 2027 & 2028
- Established vacation accrual progression table and increased accrual rates (80% Fire Fighter accruals vs City Policy accruals)
- Increased longevity tiers by 0.5% in 2027 and 0.5% in 2028
- Established yearly $750 uniform allowance for each Assistant Chief
- Increased City's contribution of Assistant Chief's Medical Expense Reimbursement (MERP) Plan from $100 to $150 per month
- Converted Member peer fitness monthly contribution to % vs flat dollar amount
- Member required premiums for Paid Family Medical Leave (PFML) will be consistent with the law (previously a fixed rate)
- Updated processes: Working out of classification and temporary light duty assignment when determined "not fit for duty"

and

WHEREAS, the City is committed to considering equity impacts in bargaining labor agreements including determining desirable outcomes, conversations and bargaining with key stakeholders, analyzing classification and compensation data, evaluating information, and reporting back to stakeholders, and continuing to evaluate outcomes as the new CBA is implemented and administered; and

WHEREAS, the financial impact for the first year of the CBA (2026) is expected to be approximately $55,000 in salaries and benefits, and is included in the City's adopted 2026 budget;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the 2026-2028 International Association of Fire Fighters Assistant Chiefs Collective Bargaining agreement between the City of Olympia and the International Association of Firefighters.

2. The City Manager or designee is hereby directed and authorized to execute on behalf of the City of Olympia the 2026-2028 International Association of Fire Fighters Assistant Chiefs' Collective Bargaining Agreement between the City of Olympia and the International Association of Firefighters, and any other necessary document or make any minor amendments or modifications as may be required and are consistent with the intent of the 2026-2028 International Association of Fire Fighters Assistant Chiefs' Collective Bargaining Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
_____
CITY ATTORNEY

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - ASSISTANT CHIEFS (IAFF-ASSISTANT CHIEFS)

AGREEMENT BETWEEN
THE CITY OF OLYMPIA, WASHINGTON
AND
ASSISTANT FIRE CHIEFS
REPRESENTED BY
LOCAL #468, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS
AFL-CIO

January 1, 2026 - December 31, 2028

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PREAMBLE

This Agreement is entered into by the City of Olympia, Washington, hereinafter referred to as "the City", and Local #468, International Association of Fire Fighters, AFL-CIO, representing Assistant Fire Chiefs, hereinafter referred to as "the Union".

ARTICLE 1- RECOGNITION

The City recognizes the Union as the sole and exclusive bargaining representative for the purposes of establishing wages, hours and other conditions of employment for all full-time and regular part-time Assistant Fire Chiefs employed in the Olympia Fire Department, excluding confidential employees and all other employees.

ARTICLE 2- UNION BUSINESS

A. Dues Deduction: Upon receipt of a written and signed form from the member authorizing payroll deduction, the City will deduct Union dues each month from the member's wages in the manner prescribed by law; the amount so deducted shall be mailed each month to the Union.

B. Union Official's Time Off: The City agrees to allow reasonable time off without pay for a Union official to attend State or National Conferences, State or National Seminars, or State LEOFF Board Meetings so long as such requests are made at least 30 days prior to the event and that absence does not interfere with carrying out the duties of Assistant Fire Chief.

C. Union Meeting:

1. The Union shall be permitted to hold Union meetings on City premises during non-duty hours.

2. City time and premises may be used to meet with City Officials to address grievances involving members.

3. No other formal Union business shall be conducted upon the premises without the prior permission of the Fire Chief or designee.

4. This section is not intended to prohibit casual conversation of Union business between Union members on City premises, provided that such conversations shall not take place in a manner which disrupts Department personnel in the performance of their duties.

D. The Union agrees that its officers, agents, affiliated organizations, and members of the bargaining unit will not solicit merchants, businesses, residents or citizens located within the City of Olympia for contributions, donations; or to purchase tickets for any Union sponsored performance; or advertising in any Union or Union related publication; or associate membership in the Union; or any Union

related organization without thirty (30) days prior written notice to the City Manager. Such notice shall include the dates such activity shall begin and end, the entities involved in such fund raising and the methods to be employed in the specific campaign.

ARTICLE 3- UNION SECURITY

A. The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss Union membership with a Union staff representative. Such neutrality does not preclude the Employer from informing its employees that their job is not dependent on joining the Union.

B. For current Union members and those who choose to join the Union, the Employer shall deduct all Union dues and fees semi-monthly, half in the first pay period month and half in the second pay period of the month, in accordance with the City payroll schedule and shall continue to do so for such time and on conditions set forth in the authorization for payroll deduction regardless of the employee's continued membership in the Union. The Employer shall transfer amounts deducted to IAFF 468 monthly. Authorizations for Payroll Deduction are valid whether executed in writing or electronically.

C. The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. When the employee is a union member, the Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee.

D. The Union agrees to defend, indemnify, and hold the City harmless against any and all claims, suits, orders, or judgments brought or issued against the employer as a result of any action taken by the City at the direction of the Union under provisions of this Article.

ARTICLE 4- MANAGEMENT RIGHTS

A. All powers, authorities, functions and rights not specifically and expressly restricted by this Agreement are retained by the City and shall continue to be subject to exclusive management control.

B. Management rights shall include, by way of illustration, the right to:

1. Establish and modify reasonable rules and regulations for the operation of the Fire Department and the conduct of its employees.

2. Determine and change Fire Department budget, methods of operation, facilities and equipment.

3. Recruit, hire, layoff, promote, assign, appoint, discipline, discharge, or suspend employees in accordance with City of Olympia Civil Service Rules and Regulations.

4. Determine and change schedules of work, hours of work, number of personnel and the methods and processes by which work is to be performed.

5. Determine mental, physical and performance standards.

6. Assign work and determine the duties to be performed by Assistant Chiefs.

7. Determine the need for additional education courses, training programs, on-the-job training, or class training, and assign employees to such duties for periods to be determined by the Employer.

8. Take any action as may be necessary to carry out the mission of the City and to deal with emergencies as declared by the Emergency Management Director, Mayor, County, Governor, or President.

C. Nothing in this Agreement shall interfere with the Employer's right to perform work through the utilization of non-bargaining unit personnel, including allocation of work assignments to Assistant Chiefs that are also assigned to other Union members in any other bargaining unit or to contract out for goods and services.

ARTICLE 5- SENIORITY AND REDUCTION IN FORCE

A. Seniority: Seniority shall be determined by the date of initial continuous employment. The date of initial employment shall be the actual date the member begins their employment. In the event more than one member has the same date of employment, the person with the higher ranked placement on the Civil Service register shall have seniority over members having lower ranked placement on the same register. If there is a tie with both members having the same ranked placement, the flip of a coin shall break the tie for seniority purposes. A member who has not completed one (1) full year of continuous employment shall not be considered to have seniority and shall not be considered to be a regular full-time employee.

B. Reduction in Force: The Employer retains the right to decide if a reduction in force is required. All reductions in force of personnel covered by this Agreement shall be carried out pursuant to the terms of Rule IX of the Olympia Civil Service Rules, Reduction-in-Force.

ARTICLE 6 – DISCIPLINARY FILE RECORDS

A. Disciplinary material in an employee's personnel file may be considered in progressive discipline. Upon the employee's written request to the Fire Chief, documentation of oral reprimand or admonishment may be removed in twelve (12) months, written reprimands and disciplinary documents may be removed at twenty-four (24) months with the following exceptions, which shall supersede the provisions stated above:

1. Any specific date for removal stated on the disciplinary document shall be followed.

2. Discipline for a violation of the City's Policies covering Harassment, Discrimination and Workplace Violence shall not be removed from the employee file.

3. Any disciplinary action involving suspension or removal of pay equating to forty-eight (48) hours or more shall not be removed.

4. Last Chance Agreements shall not be removed unless a removal date or circumstance is specified in the document.

ARTICLE 7- UNIFORMS AND CLOTHING

A. Protective Clothing: The City shall provide the following protective clothing for each member of the Fire Department: one helmet, two turnout coats with liner, two pairs of suspenders, two pairs of turnout pants with liner, two pairs of gloves, one pair of NFPA turnout boots, and one winter jacket with patch. This clothing shall be of a quality that is generally accepted as suitable for protection of Fire Fighters, in compliance with *WAC 296-305*. Such clothing shall remain the property of the City and shall be kept in good and safe condition and replaced as necessary due to normal use, in accordance with Department policies, as determined by the Uniform Committee. In the event of negligent loss or abuse of protective clothing by a member (employee), as determined by the department Uniform Committee, the City may, in lieu of discipline, permit the member (employee) to pay for replacement of such protective clothing.

B. Uniforms: The City shall provide uniforms to each member upon hire or promotion of the Fire Department as per Department Operating Guidelines. Members shall receive a $750.00 uniform allowance in the first pay period of January of each calendar year. The total uniform allowance will increase annually, starting in January 2027, by 100% of Seattle-CPI-U (based on the June 12 month CPI-U figures from the prior year) with a minimum increase of 1% and a maximum increase of 5%. Members will manage their uniform allowance and order uniforms in accordance with the direction of the uniform committee.

ARTICLE 8- HEALTH AND SANITATION

The Fire Chief shall issue, and may from time to time revise, written guidelines specifying reasonable safety practices which shall be followed by Department personnel at the scene of emergency operations in the fulfillment of their assigned responsibilities.

ARTICLE 9- BENEFITS AND RETIREMENT

The City agrees to allow the Union to purchase its own medical, dental and vision plans through the IAFF Health & Wellness Trust (IAFF HWT).

A. Employee and Dependent Dental/Orthodontia: The City will pay the IAFF HWT the entire dental premium costs for the member and dependents (if any) for the IAFF HWT Delta Dental of Washington Incentive Plan 7 and Orthodontia $1,000 Plan.

B. Employee Medical:

1. The City agrees to pay to the IAFF HWT enough to cover the cost of the IAFF HWT $1,500 Deductible Plan medical and vision premiums for the employee on a monthly basis. Costs for dependent coverage shall be shared as called for in Article 9-C.

2. Union members will be able to choose between the IAFF HWT $1,500 Plan and the AWC Employee Benefit Trust $200 AD Plan

3. The Union agrees to provide coverage for LEOFF 1 retirees through Regence Medicare Advantage Plan. The City agrees to pay the IAFF HWT an amount that covers the premiums for the Regence Medicare Advantage LEOFF 1 plans on a monthly basis.

4. With 90 days' notice the parties agree that the Union may negotiate to return to the AWC Healthcare plans offered at that time by the City

5. The Union agrees that if at any time the IAFF HWT ceases to provide coverage for LEOFF 1 retirees or changes the plan to the detriment of the City (costing the City more than currently being paid); the Union members will revert to the AWC Healthcare plans being offered at that time.

6. The Union agrees that all administration of the IAFF HWT plans will be done by individuals outside the City of Olympia staff, and that any calls to City staff regarding IAFF HWT Healthcare plans will be referred to the plan administrator. The Union agrees to provide contact information to the City where employees' questions about the IAFF HWT Healthcare plans can be referred

7. The Union, through its Medical Plan Administrator, agrees to annually (in the month of January) provide the City a Certification stating that all members of the Union have been given the opportunity to accept insurance with the IAFF HWT and a list of all employees that have accepted the insurance offer, and those members opting out of insurance with the IAFF HWT.

C. Dependent Medical: The City and the member will continue to share the cost of dependent medical coverage. The City will contribute eighty-five percent (85%) and the member fifteen percent (15%) of the total cost of dependent medical premiums.

D. Life Insurance: The City agrees to provide and pay the premium for $20,000.00 (twenty thousand dollars) life insurance coverage for each participating member.

E. Disability Insurance: The City and the Union will designate one (1) disability income protection insurance plan to be made available to members on an optional basis. The full cost of the plan shall be paid by the participating members through payroll deduction.

F. Retirement: The City shall cover members of the bargaining unit in accordance with the applicable State pension system requirements.

G. Optional Insurance Benefits: Benefits are made available to members that members pay 100% of the premiums through payroll deduction. Examples include, but are not limited to, flexible spending accounts, and disability insurance. Members, who subscribe, will be fully responsible for any premium increase for such optional benefits.

H. Health Premium Reimbursement Trust: The City shall contribute $150.00 per month to the Washington State Council of Firefighter's Medical Expense Reimbursement Plan of each member of the bargaining unit.

I. VEBA

1. The City will contribute $2,000 per year for individual members and $4,000 per year for a member with dependents to the VEBA plan administered by BPAS. The VEBA contributions will be distributed to all active members no later than January 15 of each year.

2. For those members with known retirement dates, the VEBA contributions will be pro-rated to the date of their retirement and distributed by January 15 of each year.

3. For members who separate from the City before the end of the calendar year, the member will only be entitled to receive a prorated share based upon the number of months employed and must return the balance to the City. Any amount owed to the City will be withheld from the member's final paycheck.

J. Deferred Compensation: It is mandatory that all bargaining unit members defer 6% of their salary in the deferred compensation program.

1. Members shall be afforded the option of selecting Mission Square or Nationwide as their deferred compensation program. Members are allowed to have funds in both programs and may elect to make Roth contributions, subject to applicable IRS rules and plan provisions, although members are eligible to contribute to only one program each calendar year and may elect to change programs during the designated City open enrollment period.

K. Medical Opt-Out Incentive: Employees who opt out of the City's and/or IAFF HWT Medical Insurance plans shall receive $250 per month in lieu of any City provided medical insurance benefits provided Federal or State Law allows. Notification of those members who opt out of the IAFF HWT plans shall be provided by the IAFF Health & Wellness Plan Administrator. Effective January 1, 2017, neither employee of a married employee couple covered by the City insurance may receive the $250 opt out provision for refusing the City's insurance.

L. Paid Family and Medical Leave: The City and members of the bargaining unit shall contribute to Paid Family Medical Leave in accordance with RCW 50A.10.030.

ARTICLE 10- GRIEVANCE PROCEDURE

A. The purpose of this procedure is to provide for an orderly method for resolving grievances. As high-level managers reporting directly to the Fire Chief, a determined effort shall be made to settle any

such differences informally through direct communication. Only when issues cannot be resolved informally shall the more formal grievance procedure be used.

B. For the purpose of this Agreement, a grievance is defined as a dispute, which arises between the members and the City and shall be limited to a dispute or disagreement involving the interpretation, application or alleged violation of any provision of this Agreement.

C. The formal procedure for addressing all grievances is as follows:

STEP 1. Grievances shall be filed by the union in writing with the Chief of the Fire Department within fifteen (15) calendar days after the member(s) involved knew or should reasonable have known of the occurrence giving rise to the grievance. The written grievance shall include:

1. A statement of the grievance and such facts as are deemed relevant;
2. Specific provision or provisions of the contract which are alleged to have been violated;
3. Remedy sought, and;
4. Any other material deemed relevant. The Fire Chief shall attempt to resolve the grievance within ten (10) working days after receipt of the written grievance.

STEP 2. If the solution proposed for the grievance by the Fire Chief is unsatisfactory to the Union, or if the matter remains unresolved ten (10) working days after submission of the written grievance to the Fire Chief, the written grievance shall be presented to the City Manager or designee. The City Manager or designee shall respond to the grievance within ten (10) working days following the submission of the grievance to the City Manager.

STEP 3. If the solution proposed for the grievance by the City Manager or designee is unsatisfactory to the Union, or if the matter remains unresolved ten (10) working days after submission of the written grievance to the City Manager, then the grievance, as considered in Step 2, may be submitted to arbitration by the union in accordance with the following procedures:

1. Notice of arbitration shall be given by the union within ten (10) working days following the issuance of the solution proposed by the City Manager or designee. A representative of the Union and the City Manager or designee shall meet within five (5) working days after notice of arbitration has been given to select an arbitrator. If the parties are unable to agree upon an arbitrator, they shall jointly request the *Public Employment Relations Commission* to appoint an arbitrator from its staff. If the *Public Employment Relations Commission* indicates a delay of more than two (2) months, the parties shall jointly request the *Federal Mediation and Conciliation Service* to provide a list of five (5) names and the parties shall alternately strike one (1) name from the list until only one (1) name remains. A coin toss shall determine the party striking the first name. The one (1) name remaining shall be the arbitrator. One (1) working day shall be allowed for the striking of each name.

2. It shall be the function of the arbitrator to hold a hearing at which the parties may submit their cases concerning the grievance. The hearing shall be kept private and shall include only such parties in interest and/or designated representatives. The power of the arbitrator shall be limited to interpreting this Agreement and determining if the disputed Article or portion thereof has been violated. The arbitrator shall have no authority to alter, modify, vacate; or amend any terms of this Agreement or to substitute their judgment on a matter; or condition for that of the City where the City has not negotiated and limited its authority on the matter or condition. The arbitrator shall render their decision within thirty (30) calendar days after the final hearing. Decisions of the arbitrator within these stated limits shall be final and binding upon the parties to the grievance, provided that the decision does not involve any actions by the City which are beyond its jurisdiction. Neither the arbitrator nor any other person or persons involved in the grievance procedure shall have the power to negotiate new agreements or to change any of the present provisions of this Agreement.

3. The fees and expenses of the arbitrator and the proceedings shall be borne equally by the City and the Union. Each party shall be responsible for all costs of preparing and presenting its case including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the costs of such records, provided that in the event the other party subsequently requests a copy of said records, the cost shall be borne equally.

4. In case of a grievance involving any continuing or other money claim against the City, no award shall be made by the arbitrator which shall allow any alleged accruals greater than fifteen (15) calendar days prior to the date when such grievance shall have first been presented.

5. It is understood and agreed that taking a grievance to arbitration constitutes an election of remedies and a waiver of any and all rights by the grievant member, the Union or persons represented by the Union, and the City to litigate or otherwise contest the grievance of this subject matter in any court, *Civil Service Commission*, or any other available forum, provided that if it is determined by the arbitrator that they have no authority or power to rule in the case, it shall have been deemed to be no election of remedies or a waiver of rights. Conversely, litigation of the subject matter of the grievance in any court shall be deemed to constitute an election of remedies and a waiver of the right to arbitrate the matter.

6. In the event the arbitrator finds that they have no authority or power to rule in the case, the matter shall be referred back to the merits of the case and with a written statement indicating the reasons for the arbitrator's conclusion.

D. A grievance will be deemed to have been waived if the grievant member or Union chooses to take a grievable matter to any city, state or federal agency.

E. Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure of the member or the Union to submit the grievance in accordance with these time limits without a waiver of the time limits by the City shall be deemed an abandonment of the specific grievance. For the purposes of this Article, "Working Days" shall mean Monday through Friday, normal City business days, but shall not include holidays occurring during the normal business week of the City. A grievance or arbitration proceeding may be terminated at any time upon receipt of a complete authorized statement from the Union and the grievant member stating that the matter has been resolved to the satisfaction of the Union and the grievant member.

ARTICLE 11- RULES AND REGULATIONS

The Union agrees that its members shall comply in full with Fire Department rules, regulations, policies and procedures including those relating to conduct and work performance. The employer agrees those Department rules, regulations, policies and procedures adopted which affect working conditions and performance may be subject to the grievance procedure as to whether or not there has been a violation of such rule, regulation, policy or procedure.

ARTICLE 12- HOURS OF WORK AND OVERTIME EXEMPTION

A. Assistant Fire Chiefs shall generally work forty (40) hours per week schedules. Furthermore, the management nature of their position qualifies as an Executive Exemption under the Fair Labor Standards Act, and thus are salaried employees who are not paid overtime. In lieu of overtime pay, informal paid leave may be taken in recognition of the time demands of the positions, as mutually agreed by the member and the Fire Chief.

B. In the event that an Assistant Fire Chief has compensatory time on the books from before they were an Assistant Fire Chief, in order for that compensatory time to be credited towards the Assistant Fire Chief's final average salary for the purposes of reporting to the *Washington State Department of Retirement Systems (DRS)*, the compensatory time would have to have been earned during the Assistant Chief's last year of employment.

ARTICLE 13- SALARIES

A. Salaries:

1. Effective January 1, 2026: Employees will receive a 2.7% salary increase based on 100% of Seattle- CPI-U from the previous June 12-month CPI-U figures.

2. Effective January 1, 2027: Employees will receive a salary increase of 100% of Seattle- CPI-U (based on the June 12-month CPI-U figures from the prior year) with a minimum increase of 1% and a maximum increase of 5%.

3. Effective January 1, 2028: Employees will receive a salary increase of 100% of Seattle- CPI-U (based on the June 12-month CPI-U figures from the prior year) with a minimum increase of 1% and a maximum increase of 5%.

4. For the purpose of salary calculation, the following table shall be used. All subsequent salary increases shall be calculated based on **Firefighter Step 4** and then the appropriate percentage will be applied to each step as shown. It is the intent that all salaries be a percentage of Firefighter Step 4 (Total Salary for Firefighter Step 4 in 2026 with 2.7% increase is **$119,231.91**).

Rank	Step 1	Step 2	Step 3	Step 4
Assistant Chief	145%			156%

B. Longevity: Additional monthly pay shall be awarded for longevity to members of the department on the following scale:

1. Effective January 1, 2026:

5-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
1.5%	3%	4%	5%	6%

2. Effective January 1, 2027:

5-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
2%	3.5%	4.5%	5.5%	6.5%

3. Effective January 1, 2028:

5-9 Years	10-14 Years	15-19 Years	20-24 Years	25+ Years
2.5%	4%	5%	6%	7%

C. Education Incentive: Additional monthly pay shall be awarded as an educational incentive to members of the department at the following rates;

4. Associate degree: 2%
5. Bachelor's degree: 4%
6. Master's degree: 6%
7. All Associates, Bachelors, and other Advanced Degrees will be conferred by an accredited college or university according to the following seven (7) regional accreditation agencies recognized by chea.org (Council for Higher Education Accreditation): Western Association of Schools and Colleges, Higher Learning Commission, Middle States Commission on Higher Education, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and WASC Senior College and University Commission.

D. Credential Pro-Pay: Assistant Chiefs who achieve and maintain third party accredited credentials that are applicable to their current position, and approved by the Fire Chief, will receive 3% pro-pay added to their base pay. Applicable third-party accredited credentials may be received from the Center for Public Safety Excellence or others as determined by the Fire Chief. Pro-pay will only be provided for one achieved credential.

1. Paramedic Pay: The Assistant Chief of Emergency Medical Services (EMS) is required to maintain a

Paramedic certification in Thurston County and will receive 7% certification pay added to their base pay (50% of PM certification pay).

E. Deferred Compensation: Members will receive deferred compensation in the amount of three percent (3.0%) as part of their basic salary for services rendered.

F. City Vehicles: Assistant Fire Chiefs are currently assigned vehicles by the City for the City's benefit that they are expected to take home and drive to work. The assignment of a take home vehicle is for the purpose of responding to first alarm and other emergency operations and to attend required evening or weekend city meetings. Assistant Fire Chiefs are expected to follow all city and department rules regarding the use and maintenance of city vehicles. The City retains the right to discontinue the usage of take-home vehicles at any time for any reason.

G. Interim Status: Interim Status pay is used for assignments where an employee is performing all of the work of an assigned position and meets the minimum qualifications of that position. The City Manager or Fire Chief will appoint an employee Interim Status Pay if the position will exceed a four (4) week period. An employee will be assigned interim status pay to commensurate with a promotion in their existing job profile.

The interim status pay will equate to the base pay of the position for which they are interim, plus applicable add pays calculated off the interim position rate. In no event will an employee be compensated above the top step for the position they are interim status. If the position for which they are interim is not eligible for add pay, then add pay will not apply while in interim status. Compensation will increase at a minimum rate of 5% and will not exceed the salary of Fire Chief.

The business title will be updated to match the position for which they are interim. Their assignments in Workday will be updated to match the authority of their interim position. Upon completion of the interim assignment, the employee will have their interim status pay removed.

H. Working Out of Classification: If a member is designated by the Fire Chief to perform the duties and responsibilities of a higher position on a temporary basis for a minimum of three (3) calendar days but less than thirty (30) days, that member shall receive a five percent (5%) increase to their base pay for the entire pay period in which the member performs the out of class additional duties.

ARTICLE 14- FIRST ALARMS

An Assistant Fire Chief is expected to report to all first alarms as assigned. Consistent with *Article 11 – Hours of Work and Overtime Exemption*, no overtime will be paid for this assignment.

ARTICLE 15- SICK LEAVE

A. Sick Leave for Assistant Fire Chiefs will be in accordance with *City Policy 13-Leave, Subsection 4.3 Sick Leave*. It is understood that if the City proposes changes to this Policy, that these changes will be negotiated as they pertain to Assistant Fire Chiefs.

B. Upon LEOFF Plan 2-defined retirement, in addition to the three hundred and thirty-six (336) hours of vacation entitlement that may be cashed out, 25% of accrued and unused sick leave may be transferred into "compensable hours" and contributed to the member's *Washington State Council of Firefighter's Medical Expense Reimbursement Plan* account.

ARTICLE 16- VACATIONS

A. Vacation Accrual: Annual vacation accruals for day-shift personnel shall be earned from the date of employment as follows:

Years of full-time service with the City	Vacation accrual entitlements
Less than five (5) years	124 vacation hours per year
More than five (5) years and less than ten (10) years	164 vacation hours per year
More than ten (10) years and less than fifteen (15) years	202 vacation hours per year
More than fifteen (15) years and less than twenty (20) years	220 vacation hours per year
More than twenty (20) years and less than twenty-five (25) years	230 vacation hours per year
More than twenty-five (25) years	250 vacation hours per year

1. Accrued vacation time taken shall be limited to the number of vacation credits earned by the member.

B. The maximum number of hours, which may be accumulated, shall not exceed four hundred and eighty (480) hours per calendar year.

1. Upon promotion into an Assistant Chief position, all vacation accruals above four hundred and eighty (480) hours will be cashed out at the employees' hourly rate of the previously held position.

C. Cash-Out/Conversion:

1. Except as noted below, no more than three hundred and thirty-six (336) hours may be cashed out at the time of retirement or separation.

2. Members shall be allowed to cash back more than the stated amounts if circumstances such as vacation request denials prevented them from taking sufficient vacation to hold down their accumulation levels.

3. Vacation cash out, upon separation, may be transferred to the City's 457 Deferred Compensation Plan consistent with IRS regulations

4. Pursuant to the *City of Olympia Policy 17, Personnel Actions, Section 4.14 Separation Pay*, probationary employees are not eligible for vacation leave cash out upon separating from the City.

ARTICLE 17- PAID HOLIDAYS

A. The following holidays are recognized and observed by the City as paid holidays for regular full-time employees:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

B. In addition to the above specified holidays, a member may designate one (1) non- cumulative personal holiday in each calendar year, provided that the member has been continuously employed or is scheduled to be continuously employed by the Fire Department for at least six (6) months.

1. The City of Olympia participates in a wellness program with the AWC. If awarded a "Well City" Status, all City Staff are awarded one (1) Personal Holiday.

a. If the City of Olympia is NOT awarded "Well City" status that one (1) Personal Holiday will be removed.

C. Assistant Fire Chiefs shall have the holiday off and receive their regular compensation for each holiday. In the event that any holiday established by Paragraph A falls on a scheduled day off, the closest regularly scheduled workday shall be given as a holiday in lieu of the normal holiday.

1. Members may request to work a holiday for operational need at the Supervisors' approval and receive the hours 1:1 as a Flex Holiday to be used at a later date within the calendar year.

a. The scheduling of additional Flex Holiday time off is at the discretion of the supervisor so that the Division remains staffed. However, the supervisor must allow the use of the Flex Holiday time off within a reasonable period. Members who are injured and do not return to work will be compensated for any holiday hours in their bank at the time of the injury.

ARTICLE 18- WELLNESS

A. Wellness Program:

1. The City will purchase and maintain physical fitness equipment.

2. The City will pay for the one-time cost of the IAFF Quitting Your Way Program/Tobacco Cessation.

3. The Union agrees that all members will comply with the amended provisions of the *City's Policy 5 Drug and Alcohol*.

4. The Union and City agree to jointly implement a mandatory annual audiogram for members per *WAC 296-817-40015*.

5. A deduction of .002% will be made from each employee's semi-monthly paycheck. These funds will be held by the City for use as allowed under the guidelines set forth by the Peer Fitness Team.

6. Starting in 2026, The employer will contribute $7000 annually towards Peer Fitness Team training and equipment maintenance.

B. Annual Physicals:

1. The union and city agree to jointly implement a mandatory physical performance testing and fitness program. These physicals will be completed on an annual basis. Medical physicals will be conducted by a provider selected through the IAFF HWT. No individual results will be shared with the employer, with the exceptions of "fit" or "not fit" for duty. Physical exams will be scheduled in a manner such that minimum staffing levels will not be adversely impacted. The Department will attempt to schedule physicals in conjunction with other area Departments also utilizing the IAFF HWT for annual physicals provided that travel outside of Thurston County is not necessary.

   a. A member who is determined "not fit for duty" following a mandatory medical physical exam will be eligible for a temporary light duty shift assignment for a period not exceeding sixty (60) calendar days from the date of exam.

      ii. The sixty (60) calendar days is to allow the member time to schedule and attend to medical care and obtain the necessary documentation from their healthcare provider to determine whether they can return to full-duty and/or need a temporary light duty assignment. The member is encouraged to make reasonable efforts to seek appropriate medical care during this period.

      iii. Approval of a light duty shift assignment shall be contingent upon the member providing appropriate medical documentation identifying any work restrictions and the member's ability perform modified duties. Upon receipt of such documentation, the Department will evaluate and, where available, assign the member to a temporary light duty shift assignment consistent with the documented restrictions.

iv. Pending placement into a temporary light duty shift assignment, or pending a return to full-duty, the member shall be placed on paid administrative leave. Paid administrative leave under this section shall not exceed sixty (60) days from the date the member is determined "not fit for duty."

v. A member determined "not fit for duty" shall schedule an appointment with their treating medical provider within thirty (30) calendar days of the mandatory medical physical exam. The member shall notify the Department that the appointment has been scheduled and does not require the appointment to occur within the thirty (30) day period. Failure to meet this requirement may effect eligibility for light duty or paid administrative leave under this section, absent extenuating circumstances beyond the member's control.

vi. Prior to the conclusion of the sixty (60) day period, the member is required to submit medical documentation from a licensed healthcare professional verifying their ability to return to full-duty work, submit a request to the Fire Chief for a light duty extension, or communicate the need for additional time off. The member must make efforts to keep the Department informed of updates and progress.

b. Once a member reaches the maximum sixty (60) calendar day period for a light duty shift assignment, the member will no longer be eligible for light duty shift work unless agreed upon in writing by the Fire Chief. Once a member reaches the maximum sixty (60) days, they must transition to using their own accrued leave balances and available leave options to cover any further absences due to the "not fit for duty" status.

i. If a member is approved for a temporary light duty assignment extension beyond the initial sixty (60) calendar days as approved by the Fire Chief, the member may be assigned to light duty work within the Department, as determined by the Fire Chief or designee, in accordance with the member's capabilities and operational needs of the department. The Department will make reasonable efforts to accommodate the member in an appropriate light duty role, but such accommodation may be limited by business and operational needs.

ii. The member is required to submit medical documentation from a licensed healthcare professional verifying their ability to return to full-duty work at the conclusion of the temporary light duty assignment.

C Ready Rebound:

Ready Rebound creates an integrated single-source service solution for firefighters that will help reduce injury-related costs, streamline the management of injury treatment and rehabilitation, and lead to the implementation of sustainable and efficient evidence-based health, fitness, and performance programming. The goal of Ready Rebound is to establish an injury management system that rewards the employee and employer through efficiency, reduced costs, and reduced time lost. The City agrees to fully fund the annual costs of enrollment for Local 468 members into the Ready Rebound program.

ARTICLE 19- SEVERABILITY CLAUSE

Should any provision in this Agreement or the applications of such provisions be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. Should a catastrophe occur which would prompt the City Council to declare a "State of Emergency", the City and the Union jointly agree to meet and confer as to how to address these issues.

ARTICLE 20 – ENTIRE AGREEMENT

The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no express or implied or oral statements shall add to or supersede any of its provisions.

ARTICLE 21- TERM

This Agreement shall become effective upon the date signed and dated by authorized representative of both parties and shall remain in full force and effect until December 31, 2028.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON_____,2026.

FOR THE CITY OF OLYMPIA

Steven J. Burney, City Manager

FOR LOCAL #468, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO

Steven Busz, President

International Association of Fire Fighters (IAFF) - Assistant Chiefs

ECONOMIC AGREEMENTS SUMMARY

January 1, 2026 - December 31, 2028

The City and the Union are currently negotiating the labor contract for the period January 1, 2026 – December 31, 2028. The following summarizes the proposed agreement:

ITEM	AGREEMENT	ESTIMATED ANNUAL COST INCREASE
COLA on Salary		
	2026: 2.7% COLA	$ 45,988
	2027: 1.0% Min/5.0% Max Tied to CPI-U*	$ 48,255
	2028: 1.0% Min/5.0% Max Tied to CPI-U *	$ 38,397
Increase of Benefits		
	2026	$ 8,801
	2027	$ 9,413
	2028	$ 10,028
2026	TOTAL: As a percentage of annual payroll	1.12%
2027	TOTAL: As a percentage of annual payroll	1.12%
2028	TOTAL: As a percentage of annual payroll	1.12%

*COLA on base salary increase estimated 2.7 % for 2026 and 5.0% for 2027 and 2028

Calculations are based upon 3 positions

Percentage is based on total Compensation of IAFF-Assistant Chiefs Payroll

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of a Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant

Agenda Date: 3/24/2026
Agenda Item Number: 4.H
File Number:26-0212

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title
Approval of a Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Move to approve a Resolution authorizing an agreement with the Washington State Department of Commerce for a Climate Planning Grant.

Report
Issue:
Whether to approve a Resolution authorizing an agreement with the Washington State Department of Commerce for a Climate Planning Grant.

Staff Contact:
Natalie Weiss, Climate Resilience Coordinator, City Manager's Office, Climate Programs, 360.570.5828

Presenter(s):
None

Background and Analysis:
City Council adopted the City's first Climate Action and Resilience Chapter as part of the Olympia 2045 Comprehensive Plan in December 2025. The Climate Chapter sets goals that improve climate preparedness and adaptation and reduce greenhouse gas emissions. During the development of the Climate Chapter, community members emphasized the need for affordable and equitable climate solutions in Olympia.

Type: resolution **Version:** 1 **Status:** Consent Calendar

Following the adoption of the Olympia 2045 Comprehensive Plan, staff applied for a Climate Planning Grant from the Washington State Department of Commerce to prepare development code amendments that support the Climate Chapter's intent. With this grant funding, we will hire a consultant to draft a set of proposed code amendments and identify sections of the Olympia Municipal Code to implement the Climate Chapter. Example code updates that will be considered include, but are not limited to, updating bicycle parking standards to better accommodate e-bikes, updating subdivision layout requirements to improve access for solar, establishing specific hazard areas and risk reduction strategies, and removing barriers to constructing battery storage systems.

Climate Analysis:
The Climate Planning Grant funds will be used to advance the City's climate resilience and mitigation goals outlined in the Comprehensive Plan. In coordination with city staff, the consultant will draft proposed development code amendments to support emissions reduction in new development and better prepare for future impacts of climate change.

Equity Analysis:
Climate change affects everyone. However, some people and communities in Olympia (sometimes referred to as frontline communities) will experience greater impacts due to their age, race, gender, health, where they live, or what they do for work. Prioritizing environmental justice and maximizing co -benefits for frontline communities is a key goal of the Climate Element. Throughout the development of the proposed code updates, staff will evaluate potential impacts to frontline communities and opportunities to address existing disparities. Staff will also engage community members to ensure the proposed updates meet community needs while minimizing unintended outcomes.

Neighborhood/Community Interests (if known):
There is considerable community interest in climate action (including greenhouse gas emissions reduction and resilience). Comments received during previous community engagement for the Comprehensive Plan update will inform the scope of work for the proposed code updates. We will conduct additional engagement with relevant stakeholder groups as part of the grant tasks.

Financial Impact:
The Washington State Department of Commerce Climate Planning Grant is $200,000. There are no matching funds required for the grant. The funds will be used to hire a consultant to carry out the work described.

Options:
1. Move to approve the Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant.
2. Move to approve the Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant, with specific modifications.
3. Do not move to approve the Resolution Authorizing an Agreement with the Washington State Department of Commerce for a Climate Planning Grant.

Attachments:
Resolution
Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING THE INTERAGENCY AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE DEPARTMENT OF COMMERCE FOR A CLIMATE PLANNING GRANT

WHEREAS, the Washington State Growth Management Act (GMA) (RCW 36.70A) guides and directs local government planning in the state. It requires most cities and counties, including Olympia, to adopt and periodically update a comprehensive plan to accommodate the succeeding 20 years of growth and provide the primary goals and policies to guide all City actions. The GMA mandates consistency between all elements of the comprehensive plan, and between the plan and all City regulations and actions intended to implement the comprehensive plan; and

WHEREAS, the Olympia 2045 Comprehensive Plan update was adopted by Olympia City Council on December 16, 2025. It includes a new Climate Chapter with a Resilience Sub-Element and Greenhouse Gas (GHG) Emissions Reduction Sub-Element. The Climate Chapter meets the GMA requirement for Climate Change and Resiliency planning, with goals and policies to reduce GHG emissions and vehicle miles traveled and improve climate preparedness, response, and recovery efforts; and

WHEREAS, the Climate Commitment Act (Senate Bill 5187 (Sec. 130 (21)) directs the Department of Commerce (Commerce) to administer grants and provide technical assistance to cities and counties to plan for climate change. Commerce will make approximately $30 million (as appropriated) in statewide grants to implement House Bill 1181 (Chapter 228, Laws of 2023) supporting the development of climate change and resiliency elements; and

WHEREAS, all local governments that are subject to HB 1181 may apply for funding for activities related to implement climate change planning. The City of Olympia has been awarded $200,000, 2025-2027 Climate Planning Grant to support the development of code updates to implement the Climate Element of the Comprehensive Plan.

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL RESOLVES as follows:

1. The Olympia City Council approves acceptance of the $200,000 Climate Planning Grant to support the development of code updates to implement the Climate Element of the Comprehensive Plan.

2. The Olympia City Council hereby approves the attached form of Interagency Agreement between the City of Olympia and the Washington State Department of Commerce for the Climate Planning Grant, and the terms and conditions contained therein.

3. The City Manager or his designee is directed and authorized to execute on behalf of the City of Olympia the attached Interagency Agreement, and any other documents necessary to receive the Climate Planning Grant, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Interagency Agreement, and to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Michael M. Young
_____
SENIOR DEPUTY CITY ATTORNEY

Interagency Agreement with

City of Olympia

through

Growth Management Services

Contract Number:
26-63330-347

For

2025-2027 Climate Planning Grant

Dated: Date of Execution

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DRAFT

Face Sheet

Contract Number: 26-63330-347

Local Government Division
Growth Management Services
2025-2027Climate Planning Grant

1. Contractor City of Olympia PO Box 1967 Olympia, WA 98507		**2. Contractor Doing Business As (as applicable)** N/A	
3. Contractor Representative Pamela Braff Director of Climate Programs 360-753-8249 pbraff@ci.olympia.wa.us		**4. COMMERCE Representative** Noelle Madera Climate Operation Team Lead 509-818-1040 noelle.madera@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
5. Contract Amount $200,000	**6. Funding Source** **Federal:** ☐ **State:** ☒ **Other:** ☐ **N/A:** ☐	**7. Start Date** Date of Execution	**8. End Date** December 31, 2025
9. Federal Funds (as applicable) N/A	**Federal Agency:** N/A	**ALN** N/A	
10. Tax ID # N/A	**11. SWV #** SWV0008653	**12. UBI #** 342-000-433	**13. UEI #** N/A

14. Contract Purpose
For the development of the Growth Management Act (GMA) climate change and resiliency element requirements related to the implementation of HB 1181.

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget

FOR CONTRACTOR	**FOR COMMERCE**
Draft – Do not Sign _____ Michael Young, Senior Deputy City Attorney _____ Date Draft – Do not Sign _____ Stephen J. Burney, City Manager _____ Date	_____ Mark K. Barkley, Assistant Director Local Government Division _____ Date **APPROVED AS TO FORM ONLY** **BY ASSISTANT ATTORNEY GENERAL** **APPROVAL ON FILE**

DRAFT

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

This Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

> "The WA Department of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at CCA brand toolkit, including:

A. Any project related website or webpage that includes logos from other funding partners;
B. Any publication materials that include logos from other funding partners;
C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
D. Any equipment purchased with CCA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed **two-hundred thousand dollars ($200,000),** for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of deliverables and services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices and attachments shall describe and document, to COMMERCE's satisfaction, deliverables or a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 26-63330-347. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar

days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Contract funds must be used only for work covered by this Agreement. All back-up documents such as consultant or subcontractor/subgrantee invoices, expense reports, and/or staff time and expenses related to contract work, should be provided if requested by Commerce.

Final Invoices
Commerce will provide notification of the end of contract due date.

Grant Timeline
COMMERCE will reimburse the Contractor beginning July 1, 2025, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to Commerce are eligible for reimbursement under this Contract from July 1, 2025, through the end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Grantee expenses for activities outside this period.

Duplication of Billed Costs
The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs
The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final deliverable (or completion of the project, final report, etc.).

Line Item Modification of Budget

A. Notwithstanding any other provision of this Contract, the Grantee may, at its discretion, make one-time modification or modifications to line items in the Budget (Attachment B) that will not increase the line item by more than twenty percent (20%).

B. The Grantee shall notify COMMERCE in writing (by email) when proposing any budget modification to the Budget (Attachments B). Conversely, Commerce may initiate the budget modification approval process if presented with a request for payment under this Contract that would cause reallocation of line item amount to exceed the twenty percent (20%) threshold increase described above.

C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.

D. Nothing in this section shall be construed to permit an increase in the amount of funds available as set forth in Section 4 of this Contract, nor does this section allow any proposed changes to

the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

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General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.

B. "COMMERCE" shall mean the Washington Department of Commerce.

C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.

E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

F. "State" shall mean the state of Washington.

G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority

prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the contract on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;

C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and

G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.

B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management

practices.

C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.

D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.

E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

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Attachment A: Scope of Work

Task/Deliverable	Description	End Date
Task 1.1	Prepare and issue RFP for project consultant. Evaluate proposals and execute contract with preferred consultant.	04/2026
Task 1.2	Conduct a project kickoff meeting with the consultant and city staff to confirm project goals and objectives. Finalize a detailed project work plan, including schedule, milestones, and key decision points.	05/2026
Deliverable 1	**Final project work plan and schedule.**	**06/2026**
Task 2.1	Review the Climate Element Implementation Plan and finalize list of development code updates to be drafted. Review, update, and integrate hazard maps as needed.	07/2026
Task 2.2	Develop a stakeholder engagement strategy for city staff, advisory bodies, and community members.	08/2026
Task 2.3	Brief the Land Use and Environment Committee on proposed code concepts and stakeholder engagement strategy. Document feedback and make revisions as needed.	09/2026
Deliverable 2-A	**Prioritized list of proposed code concepts for development code updates.**	**09/2026**
Deliverable 2-B	**Stakeholder engagement strategy.**	**09/2026**
Task 3.1	Prepare preliminary draft of development code updates.	11/2026
Task 3.2	Implement stakeholder engagement strategy, including internal staff review.	02/2027

Task/Deliverable	Description	End Date
Task 3.3	Revise draft development code updates to address feedback.	03/2027
Deliverable 3	**Draft development code updates.**	**03/2027**
Task 4.1	Present proposed development code updates to the Planning Commission for review and recommendation. Revise draft to address feedback as needed.	04/2027
Task 4.2	Present proposed development code updates to the Land Use and Environment Committee for review and recommendation. Revise draft to address feedback as needed.	05/2027
Deliverable 4	**Revised draft of development code updates for City Council consideration.**	**06/2027**

Attachment B: Budget

Deliverable	Description	Grant Funds
Deliverable 1	Final project work plan and schedule.	$15,000
Deliverable 2-A	Prioritized list of proposed code concepts for development updates.	$25,000
Deliverable 2-B	Stakeholder engagement strategy.	$25,000
Deliverable 3	Draft development code updates.	$100,000
Deliverable 4	Revised draft of development code updates for City Council consideration.	$35,000
Grant Total		**$200,000**

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of a Resolution Authorizing an Amendment to an Agreement with Berger Partnership to Complete Phase 1 Design Services at Yelm Highway Community Park

Agenda Date: 3/24/2026
Agenda Item Number: 4.I
File Number:26-0238

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title
Approval of a Resolution Authorizing an Amendment to an Agreement with Berger Partnership to Complete Phase 1 Design Services at Yelm Highway Community Park

Recommended Action
Committee Recommendation:
Not referred to a committee.

City Manager Recommendation:
Move to approve a Resolution authorizing an amendment to the contract to Complete Phase 1 Design Services for Yelm Highway Community Park.

Report
Issue:
Whether to approve a Resolution authorizing an amendment to the contract to Complete Phase 1 Design Services for Yelm Highway Community Park.

Staff Contact:
Laura Keehan, Director of Parks Planning & Maintenance, Parks, Arts and Recreation, 360.570.5855

Presenter(s):
None - Consent Calendar Item.

Background and Analysis:
A note regarding this amendment: Amendment No. 1 to the City's agreement with Berger Partnership for Phase 1 design services for Yelm Highway Community Park, presented at the March 17, 2026 Council meeting, should have totaled $204,216.06 and included an exhibit outlining additional tasks.

An earlier draft was inadvertently attached to the staff report and subsequently executed, reflecting only $18,425 for limited work, whereas the staff report correctly identified the full amount.

Because Amendment No. 1 has been finalized, staff is bringing Amendment No. 2 to address the remaining scope and funding. Amendment No. 2 adds $185,791.06, bringing the total to $204,216.06, with Exhibit A2 detailing the required design and permitting tasks.

The Yelm Highway Community Park (recently officially named Jolene Unsoeld Community Park) project is completing its final steps prior to construction. The amendment to this contract is to complete final work associated with final design documents, permitting requirements and bid documents preparation. Phase 1 park improvements include:

- Park maintenance office and shop buildings, and supporting elements such as parking, fencing, materials storage, and covered storage.
- One full-size lighted synthetic turf soccer field with all necessary associated items such as netting and goals.
- Thirteen pickleball courts and associated items such as seating, site furnishings, fencing, and gates.
- Two full-size basketball courts.
- One mini-pitch soccer field (Sounders RAVE Foundation funded) and associated interactive play equipment.
- One restroom building that also accommodates storage and food truck support.
- One picnic shelter.
- One approximately 9,000 SF Playground.
- Paved loop pathways.
- All associated furnishings (bike racks, seating, picnic tables).
- One dog park with fencing, gates, and other required amenities.
- One asphalt paved parking lot and one gravel parking lot to support activities at the north end of the park as well as the dog park.
- Art incorporated into the landscape (1% from the Arts Program).

Final completion of these design documents, permits and bid documents in this amended contract will allow the project to advertise for construction bids in the Spring. This amendment includes additional work needed to value engineer the park design for cost efficiency, additional permit coordination and maintenance facility and right-of-way design changes.

Climate Analysis:
The park maintenance buildings will utilize electric heat pumps and be built solar ready. Electric vehicle parking stalls will be provided in both the park maintenance facility parking area, as well as the main parking lot for park users. Additionally, the park site hosts by a bus stop on Yelm Highway. Locating community parks in urban areas close to residences reduces the distance of vehicle trips and protects forest and agriculture resource lands in the County from urban development.

Landscaping at the site will be drought-tolerant and the soccer field will utilize synthetic turf which does not require fertilizer or watering. The existing forest area and wetland located at the southern end of the park site will be preserved thus providing climate and habitat benefits.

Equity Analysis:
Parks play an important role in the community as places that are free and open to the public for social connection and gathering, physical and mental health, and preservation and connection with nature. Team sports for both youth and adults support community building. This park has been

chosen as a location for a Sounders RAVE Foundation soccer mini-pitch. A mini-pitch allows for small groups of informal pick-up play and the Foundation commits to free ongoing youth programming at the mini-pitch. Thurston County Pickleball Association also offers free weekly pickleball lessons for community members.

Neighborhood/Community Interests (if known):
The community identified acquisition and development of a large community park site for soccer fields as a high priority in 2002, 2010, 2016 and 2022 *Parks, Arts and Recreation Plans*. In the City's *2014 Community Park Site Suitability Assessment*, the Yelm Highway parcel ranked as the preferred site for a new community park.

Over a thousand community members participated in the Yelm Highway Community Park Master Plan process that occurred from 2019-2022. Soccer players, pickleball players and neighbors from The Hamptons and Indian Summer neighborhoods have also shown particular interest in the site.

Financial Impact:
This amended contract will finalize the construction documents, permits and bid package for the project. *Amendment #1 added $18,425 and Amendment #2 adds $185,791.06 for a total contract increase of $204,216.06.*

The project has received $2,850,000 in grant funds for construction and $87,000 in community and foundation donations for future construction of the park.

Options:
1. Move to approve a Resolution authorizing an amendment to the contract to Complete Phase 1 Design Services for Yelm Highway Community Park.
2. Modify the amendment to the contract with Berger Partnership to complete the design documents for Phase 1 of Yelm Highway Community Park. This would delay putting the project out to bid and the park construction.
3. Do not approve the amendment to the contract with Berger Partnership to complete the design documents for Phase 1 of Yelm Highway Community Park. This would prevent the project from proceeding to construction and the City would default on all grants and donations received for the park project.

Attachments:
Resolution
Amendment #2
Amendment #1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AMENDMENT #2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF OLYMPIA AND BERGER PARTNERSHIP AUTHORIZING ADDITIONAL FUNDING TO FACILITATE NECESSARY WORK TO COMPLETE THE DESIGN AND PERMITTING OF YELM HIGHWAY COMMUNITY PARKS

WHEREAS, on September 12, 2024, the City of Olympia and Berger Partnership entered into a Professional Services Agreement for Phase I Design Services for Yelm Highway Community Park; and

WHEREAS, the term of the Agreement was to run until June 30, 2026, with compensation not to exceed One Million, Three Hundred and Ninety-six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10); and

WHEREAS, the Agreement also provides that its terms may be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor, and that modification of its terms need to be in writing and signed by both parties; and

WHEREAS, on March 18, 2026, the City and the Contractor entered into Amendment No. 1 to the Agreement, by which the compensation increased to One Million, Four Hundred and Fourteen Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,414,979.10); and

WHEREAS, the City and the Contractor desire to amend the Agreement to include additional design and permitting tasks and increase compensation, accordingly; and

WHEREAS, Olympia Municipal Code Subsection 3.16.020(B), requires that the City Council approve the agreement;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves Amendment No. 2 to the Professional Services Agreement between the City of Olympia and Berger Partnership for Yelm Highway Community Park, Phase 1 Design Services and the terms and conditions contained therein.

2. The City Manager is directed and authorized to execute on behalf of the City of Olympia Amendment No. 2 to the Professional Services Agreement, and any other documents necessary to the Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Professional Services Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
SENIOR DEPUTY CITY ATTORNEY

AMENDMENT NO. 2
PROFESSIONAL SERVICES AGREEMENT WITH
BERGER PARTNERSHIP P.S. FOR
YELM HIGHWAY COMMUNITY PARK PHASE 1 DESIGN SERVICES

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **Berger Partnership, P.S.,** a Washington corporation (the "Consultant").

RECITALS

1. On September 12, 2024 the City and the Consultant entered into a Professional Services Agreement ("Agreement").

2. The term of the Agreement is to run until June 30, 2026, with compensation not to exceed One Million, Three Hundred and Ninety- six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10) for certain tasks.

3. On March 18, 2026, the City and the Consultant entered into Amendment No. 1 to the Agreement to increase compensation and tasks, however, additional tasks are necessary and require a new amendment to compensate for such tasks.

4. The City and the Consultant desire to amend the Agreement to expand the scope for additional structural and plan design and to increase compensation to accommodate the expanded scope.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. 1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

   Consultant shall provide the services more specifically described in Exhibits "A,"A1" and "**A2"** attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 4 of the Agreement, COMPENSATION, is hereby amended to read as follows:

   4. Compensation.

   A. Total Compensation. In consideration of the Consultant performing the Services, the City agrees to pay the Consultant an amount not to exceed

~~One Million, Four Hundred and Fourteen Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,414,979.10)~~One Million, Six Hundred Thousand, Seven Hundred and Seventy and 16/100 Dollars ($1,600,770.16) calculated as follows:

(i) Consultant Fees. An amount not to exceed the sum of ~~One Million, Four Hundred and Nine Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,409,979.10)~~ One Million, Five Hundred Ninety-Five Thousand, Seven Hundred and Seventy and 16/100 Dollars ($1,595,770.16); and

(ii) Reimbursable Expenses. The actual customary and incidental expenses incurred by Consultant in performing the Services including plan set photocopying and other reasonable costs; provided, however, that such costs shall be deemed reasonable in the City's sole discretion and shall not exceed Five Thousand and No/100 Dollars ($5,000.00).

B. Method of Payment. Payment by the City for the Services will only be made after the Services have been performed, a voucher or invoice is submitted in the form specified by the City, and the same is approved by the appropriate City representative. Payment shall be made on a monthly basis, within thirty (30) days after receipt of such voucher or invoice.

C. Consultant Responsible for Taxes. The Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

3. All remaining provisions of the Professional Services Agreement as amended by Amendment No. 1 dated March 18, 2026, and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Consultant have executed this **Amendment No. 2** of the Agreement as of the date of the last authoring signature affixed hereto.

SIGNATURES ON FOLLOWING PAGE

CITY OF OLYMPIA

By:_____
Steven J. Burney, City Manager
P.O. Box 1967
Olympia WA 98507-1967
Date of Signature:_____

APPROVED AS TO FORM:

_____
Senior Deputy City Attorney

BERGER PARTNERSHIP

By: Andy Mitton
Andy Mitton, Principal
1927 Post Alley, Ste. 2
Seattle, WA 98101
206-325-6877
Date of Signature: 03/19/2026

Exhibit A2

January 28th, 2026

Laura Keehan & Tammy LeDoux
Parks Planning and Design
Olympia Parks, Arts and Recreation Department
PO Box 1967
Olympia, WA 98507-1967

Proposal for Landscape Architectural Services: Yelm Hwy Community Park Phase 1 Design Additional Services Request

Dear Laura,

The below outlines the additional services request due to revisions and additions in the scope of work for the Yelm Highway Community Park Phase 1.

Task 0: Additional Services during 30% Design

- Re-design efforts when OSD pulled out of project
- Grant facilitation and coordination

Task 3: 90% Design / Permitting

- RCO Grant facilitation and coordination
- Additional coordination of right-of-way lighting
- Additional coordination for the pre-engineered metal maintenance facility
- Value engineering and building redesign/revision efforts
- Permit coordination
- Building size changes

Task 4: 100% Design / Bid Documents, Bid Administration

- RCO Grant facilitation and coordination
- Value engineering and building redesign/revision efforts
- Maintenance yard automated gate design revision
- Project schedule extension
- Bid alternate documentation
- Roadway and frontage improvements changes, redesign, and coordination with the county

Task 5: Pre-Engineered metal building design

- Pre-engineered metal building design completion and engineered drawings to be incorporated into the permit submittal package(s).

Fees

Based on the scope of services identified at this time, we have established a fee for additional services as follows:

Task 0	
Berger Partnership	$22,879.56
Task 1 Subtotal	**$22,879.56**
Task 3	
Berger Partnership	$15,320.00
Schemata Workshop	$20,206.00
10% Subconsultant Mark-Up	$2,020.60
Task 3 Subtotal	**$37,546.60**
Task 4	
Berger Partnership	$24,804.00
LPD Engineering	$32,000.00
10% Subconsultant Mark-Up	$3,200.00
Task 4 Subtotal	**$60,004.00**
Task 5	
Schemata Workshop	$59,419.00
10% Subconsultant Mark-Up	$5,941.00
Task 3 Subtotal	**$65,360.90**
Grand Total	**$185,791.06**

Fees will be billed monthly based upon the percentage of work completed. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	$260.00 per hour
Associate	$220.00 per hour
Design Team Lead	$210.00 per hour
Project Manager	$180.00 per hour
Landscape Designer	$150.00 per hour
Administrative Staff	$130.00 per hour

Fees may be subject to renegotiation if the proposal is not accepted within 30 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

If this proposal meets with your approval, please sign one copy and return it to our office. If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the Yelm Highway Community Park Phase 1 Design. Work will be scheduled upon our receipt of the signed proposal.

Sincerely,
Berger Partnership PS

Anna O'Connell
Principal, PLA

APPROVED:

_____

_____

Date

AMENDMENT NO. 1
PROFESSIONAL SERVICES AGREEMENT WITH
BERGER PARTNERSHIP P.S. FOR
YELM HIGHWAY COMMUNITY PARK PHASE 1 DESIGN SERVICES

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **Berger Partnership, P.S.,** a Washington corporation (the "Consultant").

RECITALS

1. On September 12, 2024 the City and the Consultant entered into a Professional Services Agreement ("Agreement").

2. The term of the Agreement was to run until June 30, 2026, with compensation not to exceed One Million, Three Hundred and Ninety- six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10).

3. The Agreement also provided that its terms could be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor, and that modification of its terms need to be in writing and signed by both parties.

4. The City and the Consultant desire to amend the Agreement to expand the scope for additional structural and plan design..

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. 1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

   Consultant shall provide the services more specifically described in Exhibit "A," **and A1** attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 4 of the Agreement, COMPENSATION, is hereby amended to read as follows:

   4. Compensation.

   A. Total Compensation. In consideration of the Consultant performing the Services, the City agrees to pay the Consultant an amount not to exceed ~~One Million, Three Hundred and Ninety- six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10)~~ **One Million, Four Hundred and Fourteen Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,414,979.10)** calculated as follows:

(i) Consultant Fees. An amount not to exceed the sum of ~~One Million, Three Hundred and Ninety-one Thousand, Five Hundred Fifty-four and 10/100 Dollars ($1,391,554.10)~~ **One Million, Four Hundred and Nine Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,409,979.10)**; and

(ii) Reimbursable Expenses. The actual customary and incidental expenses incurred by Consultant in performing the Services including plan set photocopying and other reasonable costs; provided, however, that such costs shall be deemed reasonable in the City's sole discretion and shall not exceed Five Thousand and No/100 Dollars ($5,000.00).

3. All remaining provisions of the Professional Services Agreement dated September 12, 2024, and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Consultant have executed this **Amendment No. 1** of the Agreement as of the date of the last authoring signature affixed hereto.

CITY OF OLYMPIA

By: Steven J. Burney
Steven J. Burney, City Manager
P.O. Box 1967
Olympia WA 98507-1967
Date of Signature: 03/18/2026

APPROVED AS TO FORM:

Senior Deputy City Attorney

BERGER PARTNERSHIP

By: Andy Mitton
Andy Mitton, Principal
1927 Post Alley, Ste. 2
Seattle, WA 98101
206-325-6877
Date of Signature: 03/06/2026

November 12, 2025

Laura Keehan
Parks Planning and Design Manager
Olympia Parks, Arts and Recreation Department
PO Box 1967
Olympia, WA 98507-1967

Proposal for Landscape Architectural Services: Yelm Hwy Community Park Phase 1 Design Additional Services Request

Dear Laura,

The below outlines the additional services request due to revisions and additions in the scope of work for the Yelm Highway Community Park Phase 1.

Task 1: Additional Services 1

Duration: 1.5 Months, forecast 11/2025 – 01/2026

- RCO Grant facilitation and coordination
- Additional coordination of right-of-way lighting
- Additional coordination for the pre-engineered metal maintenance facility
- Value engineering and building redesign/revision efforts
- Permit coordination
- Maintenance yard automated gate design revision

Task 2: Fields Structural Design

Duration: 1.5 months

- Structural design for soccer field 8-ft fence and footings

Fees

Based on the scope of services identified at this time, we have established a fee for additional services as follows:

Task 1 - Berger Partnership	$15,400.00
Task 2 - DA Hogan	$2,750.00
10% Subconsultant Mark-Up	$275.00
Total	$18,425.00

Fees will be billed monthly based upon the percentage of work completed. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	$260.00 per hour
Associate	$220.00 per hour
Design Team Lead	$210.00 per hour
Project Manager	$180.00 per hour
Landscape Designer	$150.00 per hour
Administrative Staff	$130.00 per hour

Fees may be subject to renegotiation if the proposal is not accepted within 30 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

If this proposal meets with your approval, please sign one copy and return it to our office. If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the Yelm Highway Community Park Phase 1 Design. Work will be scheduled upon our receipt of the signed proposal.

Sincerely,
Berger Partnership PS

Anna O'Connell
Principal, PLA

APPROVED:

_____

_____
Date

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of the Rebecca Howard Park Development Plan

Agenda Date: 3/24/2026
Agenda Item Number: 6.A
File Number:26-0230

Type: decision **Version:** 1 **Status:** Other Business

Title
Approval of the Rebecca Howard Park Development Plan

Recommended Action
Committee Recommendation:
Move to approve, as recommended by the Community Livability and Public Safety Committee (CLPS), the Rebecca Howard Park Development Plan.

City Manager Recommendation:
Move to approve the Rebecca Howard Park Development Plan.

Report
Issue:
Whether to approve the Rebecca Howard Park Development Plan.

Staff Contact:
Sarah Giannobile, Associate Planner; Parks, Arts and Recreation; 360.753.8020

Presenter(s):
Sarah Giannobile, Associate Planner

Background and Analysis:
In 2018, the City of Olympia purchased 0.34 acres in downtown Olympia for potential housing. Then in the summer of 2020, the focus for the site shifted from housing to healing by wanting to provide a safe place for community members to find peace, connection, and belonging. In 2021, the property was transferred over to the Olympia Parks Department to develop into a park. The major goal of this park will be to honor and celebrate the lives of Black and African American members in this community, both past and present, to help bring their stories of perseverance and light to the forefront.

Five park purpose and goal statements were identified to help assist with preliminary design concepts for the site, they included:

- To celebrate, honor, and recognize the local history and contributions of our African American and Black community members.

- To provide a safe place for peace and healing, that honors representation and fosters a sense of belonging and inclusion.
- To promote equity, respect, and learning as we build community together.
- To find common ground with each other through storytelling, performance and art - especially stories, performances, art from, or promoted by and led by our African American and/or Black community members.
- To build strong connections with the surrounding neighbors and organizations.

In 2022, the park was named after Rebecca Howard, an accomplished and respected black businesswoman who owned and operated the Pacific House Hotel from the late 1850's to the 1870's. Rebecca was known for her welcoming yet no-nonsense demeanor as she managed the boarding house and restaurant which served local regulars and traveling politicians.

In fall 2024, the City hired a Design Consultant team to complete the park development plan. They assembled a steering committee of local Black community members and hired two members as Cultural Design Advocates to help plan community events and spread the word about this project.

From April to July 2025, five community events were held to share site alternatives and different design opportunities for discussion and feedback. The feedback received was used to create a preferred site plan and the overall park development plan report.

The Plan was brought to the Parks and Recreation Advisory Committee in October of 2025. The Advisory body recommends the plan for approval.

Following PRAC's recommendation the Olympia Arts Commission received a briefing and gave their unanimous endorsement of the plan.

Climate Analysis:
One of the goals of the Parks Department is to have a park located within a ½ mile of residents which encourages fewer vehicle miles for people to access parks and/or open space in Olympia. This park is located in Olympia's downtown core and has bus service and bike routes nearby. The planning process included incorporating solar panels into the roof of the café and a rain capture system for watering plants.

Equity Analysis:
Representation and Belonging - this will be the first park in our system the celebrates and honors our Black and African American community members - past and present. The planning process included a steering committee and Community Design Advocates from the local black community. The design reflects Olympia's Black culture and shares the stories of local Black and African American community members who shaped and continue to shape Olympia.

Neighborhood/Community Interests (if known):
A steering committee of local Black cultural advocates was formed and met monthly (from Oct. 2024 to July 2025) to discuss the vision and possibilities of this space.

Financial Impact:
The Park Development Plan process cost $310,000 and was funded with Impact Fees. One of the

main objectives of the Park Development Plan was to obtain a cost estimate of the final site design so we can move forward with a funding plan. The planning level estimate range for the park is $5.6 to $6.6 million dollars. This project will be completed in phases (main park, building and festival street). We will be seeking grant matches to help fund these different phases along with future Impact Fees.

Options:

1. Move to approve the Rebecca Howard Park Development Plan.
2. Move to approve the Rebecca Howard Park Development Plan pursuant to City Council recommended modifications.
3. Do not approve the Rebecca Howard Park Development Plan.

Attachments:

Draft Rebecca Howard Park Development Plan
PRAC Approval Letter
OAC Endorsement Letter

PARK DEVELOPMENT PLAN

REBECCA HOWARD PARK

OCTOBER 2025

Olympia

COLLOQATE

ABLE

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A VISION FOR PEACE AND HEALING

Rebecca Howard Park is a space for healing, gathering, and cultural recognition. It honors Olympia's Black history, celebrates Black creativity and leadership, and offers a place of reflection, joy, and connection.

In 2018, the City of Olympia purchased this downtown parcel for economic development purposes. But in 2020, as Black Lives Matter protests filled the streets, community members saw an opportunity to create a place of peace, safety, and belonging

Now named for Rebecca Howard, the park carries forward her legacy. It stands as a reminder that Black stories are not footnotes in Olympia's history, but foundations. With continued improvements, Rebecca Howard Park is envisioned as a site of memory and imagination. Here, Black history is visible. Black leadership is centered. Black joy is celebrated. And the broader community is invited to witness, learn, and join in creating a more just future.

This project centers Black healing by creating a welcoming, intergenerational space that brings life, beauty, and connection to downtown Olympia. Multi-use flexibility with a mix of open and intimate areas supports a wide range of activities and storytelling—ensuring history and culture remain alive and present whether through performance, plants, conversation, art or displays.

Stories are woven with everyday gathering: an open lawn encourages festivals and relaxation; a café provides a community hub and stage; storytelling gardens offer places to reflect and connect with the land; and a festival street hosts celebrations that connect the project with its surroundings, creating stronger ties across downtown. Together, these elements make the space open, inclusive, and rooted in Black community, honoring the past while creating a vibrant place for healing, gathering, and envisioning the future.

EXISTING CONDITIONS





ABOVE: Existing fruit trees in the park and along Adams St, including fig, pear, and apple. Currently, most of the park space consists of lawn.
BELOW: The existing park entrance at 9th and Adams, looking west toward the library. The existing Eco-house faces toward Adams.





SITE OPPORTUNITIES & CONSTRAINTS

COMMUNITY CONTEXT

The site is located in a small residential neighborhood between historic downtown Olympia and the Capitol Campus. The north and east sides of the park are bordered by public streets and existing sidewalk and planter strips; the west property line abuts a private residence and the south side is a narrow gravel alley.

NEIGHBORHOOD CONNECTIONS

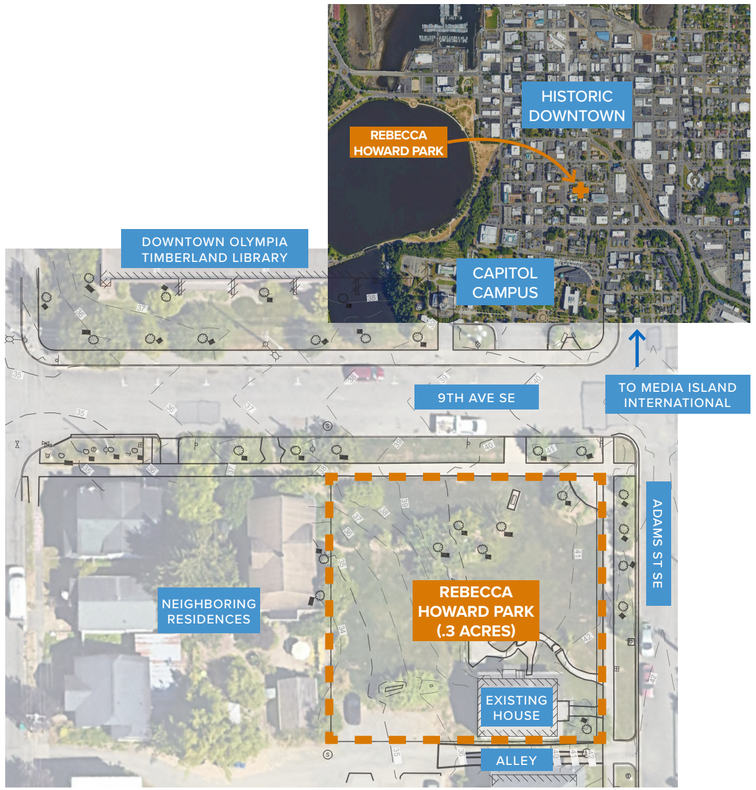
North of the site are Media Island International, a cultural center dedicated to supporting women of color, and the Downtown Olympia Timberland Library.

GRADE CHANGE

The site slopes steeply to the southwest, with 8 feet of grade change between the highest and lowest point. This poses challenges for accessible circulation and stormwater management.

PAST USE

Some features from the site's past stewardship by Fertile Ground remain, including a small house, a rain garden, arbors and trellises, a small paved path and patio, and several mature fruit trees.



THE PURPOSE & GOALS OF REBECCA HOWARD PARK ARE ...

- **To celebrate, honor, and recognize the local history and contributions** of our African American and Black community members.
- **To find common ground with each other through storytelling, performance and art** - especially stories, performances, and art from, or promoted by and led by our African American and/or Black community members.
- **To provide a safe place for peace and healing**, that honors representation and fosters a sense of belonging and inclusion.
- **To promote equity, respect, and learning** as we build community together.
- **To build strong connections** with the surrounding neighbors and organizations.

INITIAL PROCESS TIMELINE

2010-2018: Fertile Ground stewards the park site and Eco-house. The site serves as a hub for urban permaculture and sustainability in Olympia.

2018: City of Olympia buys property with intention of developing affordable housing

2020: Black Lives Matter protests in response to the murder of George Floyd. The focus for the site shifts from housing to healing to provide a safe place for community members to find peace, connection, and belonging.

2021: The property is transferred to the Olympia Parks Department to develop into a park. A stakeholder group of interested City staff and community members is formed to discuss the possibilities for this space and develops five purpose and goal statements.

The first annual Juneteenth celebration is hosted at Rebecca Howard Park, created through the vision of Shawna Hawk. Later in the year. the park is named in honor of Rebecca Howard.

"Naming the park...after such an amazing pioneer, and acknowledging an African American woman such as Rebecca Howard, would mean so much to women of color, especially Black women in this community and beyond. It could set the tone for growth, acknowledgement, and respect for the Black community as a whole. It shows that there are community members in Olympia that understand the importance of representation...of our contributions, accomplishments, and resiliency."
- Shawna Hawk

2023: The stakeholder group creates an early conceptual site layout with inspiration images to start bringing ideas together.

2024: The City embarks on a Site Development Plan process to develop a design concept to guide future park development. The City hires a design and engineering team to lead the process.

COLLECTIVE VISIONING PROCESS

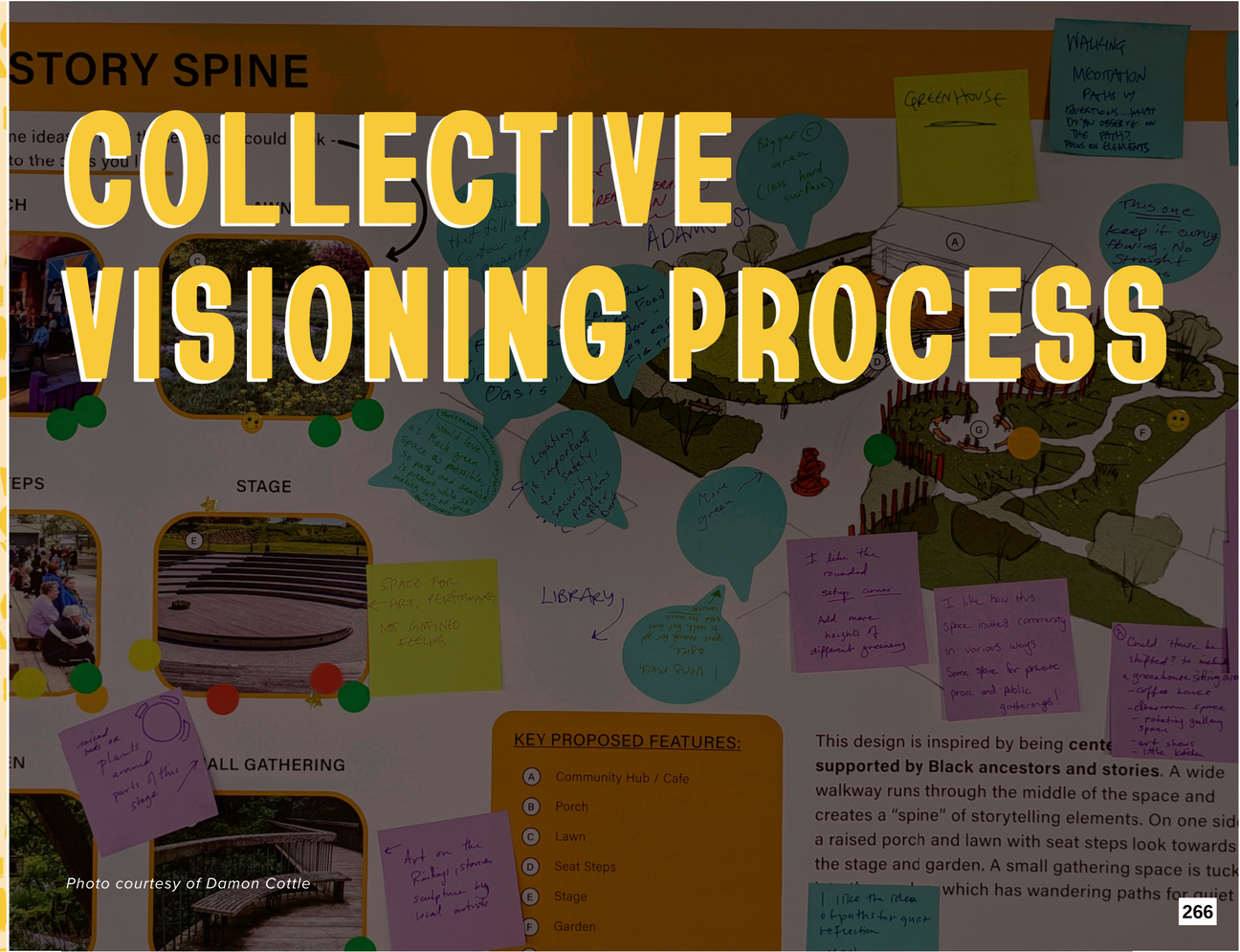


Photo courtesy of Damon Cottle

PROCESS

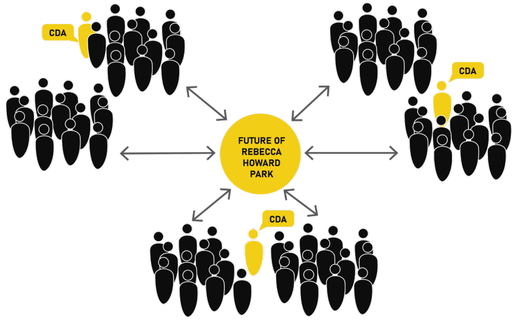
Over the course of the Rebecca Howard development planning process, we documented over 1000 comments through various engagement activities, such as but not limited to workshops, tabling events, community celebrations, focus groups, online surveys, and one-on-one conversations.

We worked with community members in three different ways: we hired two Community Design Advocates, met monthly with a Steering Committee of Black Cultural Advocates, and invited people into the design process at a range of public events. While this process generated rich feedback on the design, it also opened up broader conversations about how the City of Olympia can collaborate more effectively with Black residents.

COMMUNITY DESIGN ADVOCATES (CDA)

In addition to doing outreach (sharing information) and engagement (gathering information), we aim to organize. Organizing is about relationships. We hire community members from the most impacted stakeholder groups into the project team to give transparency to the project process, and enable communities to mobilize towards equitable change that is determined by the people most impacted by any project.

Photo courtesy of the Women of Color in Leadership Movement.



RELATIONSHIP NETWORK EXAMPLE

Colloqate Design builds and nurtures relationships to amplify community agency, increase process transparency, and ensure that we are accountable to those who face systemic barriers to exerting their influence.

The Rebecca Howard Community Design Advocates (CDAs) have conducted a variety of activities such as focus groups, individual conversations, workshops, event tabling, etc, centering underrepresented voices and ensuring the Design Team remains responsive to community priorities.

WHO WE'VE HEARD FROM

WHILE WE ENGAGED THE BROADER OLYMPIA PUBLIC, OUR PROCESS CENTERED THE VISION AND EXPERTISE OF BLACK RESIDENTS. BLACK CULTURAL ADVOCATES ON OUR CDA TEAM AND STEERING COMMITTEE SHAPED THE RELATIONSHIP-BUILDING PROCESS.

From 2020-24, a dedicated group of project stakeholders created the founding vision for this project. When the current design process began in 2024, stakeholders named that continuous Black leadership would be essential to carry that vision forward. To build Black leadership into every stage of the process, we convened a Steering Committee of Black Cultural Advocates - some of whom had worked on the project since its inception, and some of whom were newer to the process. Their hard work built upon previous efforts while expanding the project's network of relationships.

Rather than a single opportunity for community input, this plan represents one step in the larger process of building the relationships, infrastructure, and momentum for Black community members to steward and program the park in the long term.

Photo courtesy of Damon Cottle.

STEERING COMMITTEE

A Steering Committee of Black Cultural Advocates met nine (9) times throughout the planning process to co-design public engagement, review engagement outcomes, and give feedback on design. Steering Committee members also connected the project to their networks of relationships by sharing community events, surveys, and other materials. We are immensely grateful to everyone who shared their time, insight, and vision with this project.

Steering Committee (2024-25):

Shawna Hawk*†
Stephanie Cholmondeley*
Devon Brim
Javoen Byrd
Jodie Childress
Derek Harris
Aisha Harrison
Imahni Hawkins
Quincy Henry†
Whitni Henry†
LaTonja Hunter
Dr. Thelma Jackson
Kamilah Keyes-Brown
Kyeshia Likely
Merritt Long
Kerensa Mabwa
Mayor Dontae Payne†
Kellie Purce-Braseth†
Talauna Reed
Alexandrea Safiq

**also served as CDA*
†also a member of the 2020-24 Stakeholder Group

Stakeholder Group (2020-24):

Neighbors:
Jim Dick
Scott Saunders

Library Staff:
Kerry Martin
Anthony Rodgers
Cheryl Heywood
Aggie Burnstein

Fertile Ground:
Marisha Auerbach
Jenny Schlee
Chris van Daalen
Karen Nelson
Gail O'Sullivan
Karen Gaul

City Representatives:
Paul Simmons
Sarah Giannobile
Charles Rambo
Sylvana Niehuser
Luke Burns
Lisa Parshley
Parks and Recreation Advisory Committee

PHASE 1: SETTING A FOUNDATION

2020-2024

During the 2020 Black Lives Matters protests in response to the murder of George Floyd, the park site's focus shifted to a **safe place for peace, connection, and belonging**. After transferral to the Parks Department, a stakeholder group of City staff and community members formed to discuss the space's possibilities which led to its renaming to Rebecca Howard Park.

PHASE 2: GROUNDSETTING + TRUST BUILDING

October 2024 - February 2025

In this phase, we focused on **building relationships** with our Steering Committee and Community Design Advocates. We worked with these committed stakeholders to **confirm and build on the prior stakeholder group's vision**, **map community relationships** to connect the project to, and **build trust** between community members and the City of Olympia.

PHASE 3: COLLECTIVE VISIONING

March 2025 - May 2025

Based on previous work and conversations in Phase 2, the design team developed **three concept options** and **potential storytelling strategies**. We gathered feedback on these ideas in person and digitally.

PHASE 4: CONFIRMING + REFINING

June 2025 - August 2025

Based on what we learned in Phase 3, the design team developed a single **preferred concept design** and **refined storytelling strategies**. These ideas were shared at additional community events before being finalized.

IN PHASE 2, WE ASKED...

How can we build on the vision of the previous stakeholder group? How can we invite more people into this process without discarding past work?

Who else do we need to reach?

What forms of transparency and commitment does the City need to demonstrate in order for new people to confidently join this process?

IN PHASE 3, WE ASKED...

What stories should be told about Black communities in Olympia + Thurston County? How could those stories be displayed?

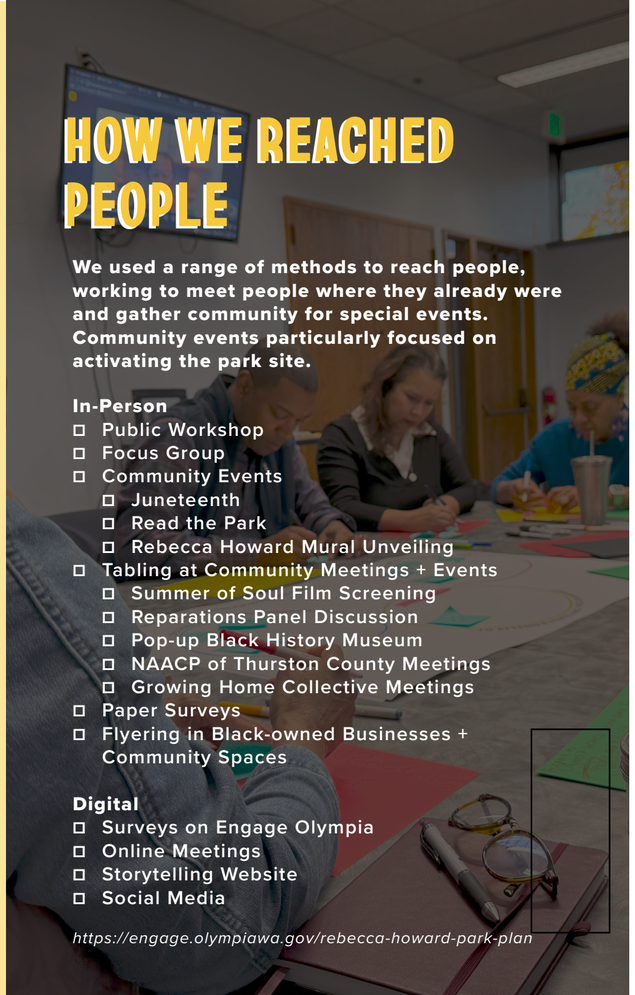
What do you think about these design options? How can the park honor Black history, community, + culture?

IN PHASE 4, WE ASKED...

What would you change about this design?

What symbols represent Olympia's Black culture?

How can storytelling engage people of all ages?



HOW WE REACHED PEOPLE

We used a range of methods to reach people, working to meet people where they already were and gather community for special events. Community events particularly focused on activating the park site.

In-Person

- ☐ Public Workshop
- ☐ Focus Group
- ☐ Community Events
  - ☐ Juneteenth
  - ☐ Read the Park
  - ☐ Rebecca Howard Mural Unveiling
- ☐ Tabling at Community Meetings + Events
  - ☐ Summer of Soul Film Screening
  - ☐ Reparations Panel Discussion
  - ☐ Pop-up Black History Museum
  - ☐ NAACP of Thurston County Meetings
  - ☐ Growing Home Collective Meetings
- ☐ Paper Surveys
- ☐ Flyering in Black-owned Businesses + Community Spaces

Digital

- ☐ Surveys on Engage Olympia
- ☐ Online Meetings
- ☐ Storytelling Website
- ☐ Social Media

https://engage.olympiawa.gov/rebecca-howard-park-plan

COMMUNITY EVENT BREAKDOWN

Date	Event Name	Event Type	Facilitators + Partners
10/28/2024	Stakeholder Gathering	Small Group Meeting	Design Team + City of Olympia
11/25/2024	Steering Committee Meeting 1	Small Group Meeting	Design Team + City of Olympia
12/16/2024	Steering Committee Meeting 2	Small Group Meeting	Design Team + City of Olympia
1/21/2025	Steering Committee Meeting 3	Small Group Meeting	Design Team + City of Olympia
2/14/2025	Summer of Soul Film Screening	Tabling at Community Event	Shawna (CDA), Women of Color in Leadership Movement (WCLM), Olympia Film Society, City of Olympia
2/15/2025	NAACP of Thurston County Meeting	Tabling at Community Meeting	Stephanie (CDA), NAACP of Thurston County
2/16/2025	Growing Home Collective Ourstory Brunch	Tabling at Community Meeting	Stephanie (CDA), Growing Home Collective
2/23/2025	A Conversation About Reparations	Tabling at Community Meeting	Shawna (CDA), The Hawk Foundation for Research + Education in African Culture, WCLM, City of Olympia
2/22/2025	Steering Committee Meeting 4	Small Group Meeting	Design Team + City of Olympia
3/24/2025	Steering Committee Meeting 5	Small Group Meeting	Design Team + City of Olympia
4/12/2025	Community Visioning Workshop	Public Workshop	Design Team, City of Olympia, CDAs, Timberland Library, Growing Home Collective
5/19/2025	Steering Committee Meeting 6	Small Group Meeting	Design Team + City of Olympia
6/2/2025	Steering Committee Meeting 7	Small Group Meeting	Design Team + City of Olympia
6/21/2025	Juneteenth	Community Event	Shawna (CDA), WCLM, City of Olympia, Design Team
7/19/2025	Read the Park	Community Event	Stephanie (CDA), Timberland Library, Design Team
7/30/2025	Steering Committee Meeting 8	Small Group Meeting	Design Team + City of Olympia
8/26/2025	Rebecca Howard Mural Unveiling	Community Event	Shawna (CDA), WCLM, City of Olympia
8/28/2025	Cultural Foods + Gardening Workshop	Small Group Meeting	Stephanie (CDA), Growing Home Collective

COMMUNITY ENGAGEMENT TIMELINE

2024

- **September**: The consultant team begins work on baseline and groundsetting. This includes researching site histories, interviewing key stakeholders, and understanding the goals and vision of the previous stakeholder committee.
- **October**: An expanded steering committee holds its first meeting on the park site. This committee incorporates key voices from the previous stakeholder committee while welcoming in additional members to center Black community leadership. *(Steering Committe Members located on page 11)*
- **November**: The design team works with the steering committee to refine the project's history and goals, and map important community relationships to bring into the project.
- **December**: Shawna Hawk and Stephanie Cholmondeley take on the role of Community Design Advocates, using their expertise and relationships to deepen the project's connection to the people most impacted. The design team and steering committee discuss how to reach the broader community through a public engagement event.

2025

- **January**: While planning for broader community engagement, questions emerge in the steering committee about funding, the timeline for project approval and development, and overall transparency and trust between the City and Black community members. Outreach planning is paused to allow for more conversation and trust building.
- **February**: The steering committee discusses balancing new and past input, showing City commitment, and strengthening ties with Olympia's Black communities. Meanwhile, City staff and Community Design Advocates share the project at Black History Month events to raise awareness and build connections.
- **March**: To create forward momentum and build on the work already done by the previous stakeholder committee, the design team creates three concept design options based on the conceptual site layout, the project purpose and goal statements, and ongoing conversations with the steering committee. The steering committee also begins discussing ideas for temporary site activations to show progress on the site.
- **April**: The project team welcomes Olympia's broader community to a visioning workshop hosted at the Olympia Center. In addition to design activities and a collaborative timeline of Black histories in Thurston County, the event features table displays from the Women of Color in Leadership Movement, the Growing Home Collective, the Timberland Library, and local author Sidney Barker. An online survey invites additional input from the community.
- **May**: Based on community feedback, the design team develops a single preferred concept design that draws the best ideas from the three options. The steering committee discusses strategies for art and storytelling on the site.
- **June**: The design team shares the concept design at the annual Juneteenth celebration in Rebecca Howard Park organized by the Women of Color in Leadership Movement, gathering feedback on design and storytelling. Community members also create adinkra symbols to share their visions, while a second online survey collects additional input.
- **July**: The design team shares the concept design at Read the Park, a new event that activates the park through celebrating Black histories and authors, organized by Stephanie Cholmondeley. Based on the feedback from both events and the survey, the design team refines the site design and storytelling strategy.
- **August**: The design team finalizes the site design and technical drawings. Shawna Hawk, the Women of Color in Leadership Movement, and the City of Olympia unveil a new portrait of Rebecca Howard created by local artist Kay the Paint lady; the portrait is displayed on the existing house on the park site.

  Stephanie Cholmondeley and Kerensa Mabwa host a Cultural Gardening Workshop with Black gardeners and land stewards to envision how gardening and planting can enrich the storytelling and programming at Rebecca Howard Park.
- **September-October**: The park development plan is reviewed and finalized with City and community stakeholders.

STAKEHOLDER GATHERING

OCTOBER 28, 2025

SMALL GROUP MEETING

FACILITATORS + PARTNERS:

City of Olympia, Design Team

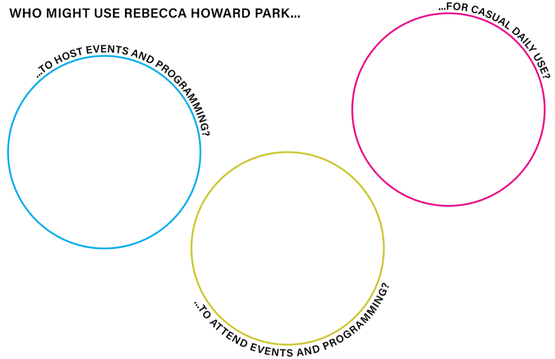
We kicked off this new phase of work with a meeting at the park site that brought together members of the past stakeholder committee and members of the newly forming steering committee. This meeting focused on grounding in and appreciating the past work on the project, building a shared vision of success by imagining future newspaper headlines about the opening of the park, and beginning to envision what our engagement process might look like.

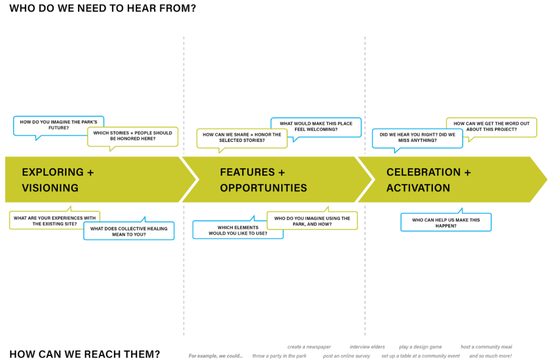




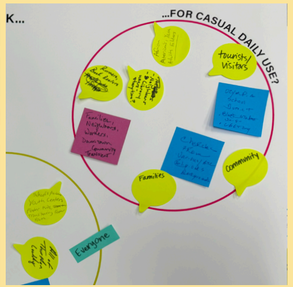
EVENT MATERIALS

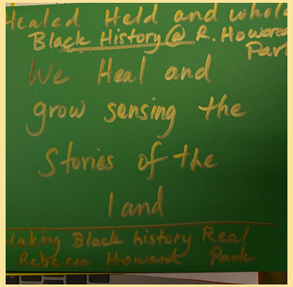
Brainstorming+ engagement planning, newspaper headline activity

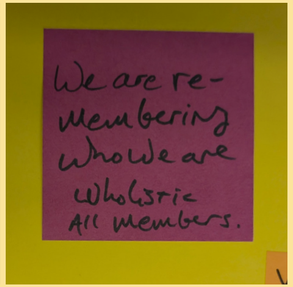


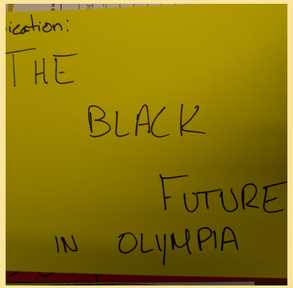


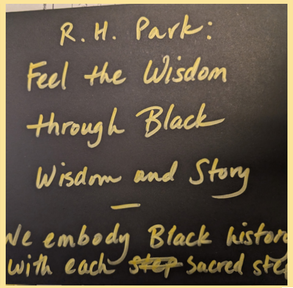












COMMUNITY VISIONING WORKSHOP

APRIL 12, 2025

PUBLIC WORKSHOP

FACILITATORS + PARTNERS:

City of Olympia, Design Team, Community Design Advocates, Women of Color in Leadership Movement, Timberland Library, Growing Home Collective

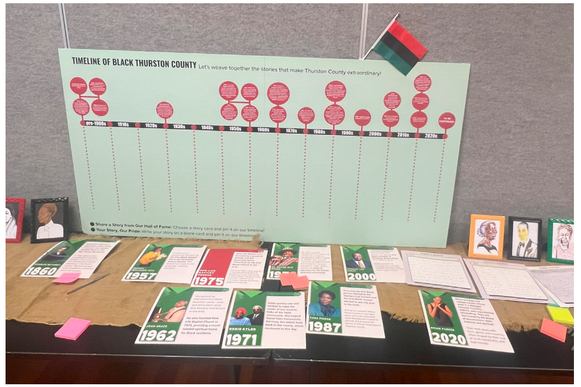
We developed design ideas with the public with a community visioning workshop held at the Olympia Center. Community members shared stories through a collaborative timeline of Black history in Thurston County and imagined the future of the park with design activities. We were also excited to feature the work of several local partners, including a table display from the Women of Color in Leadership Movement, seed starting from the Growing Home Collective, Black history resources from the Timberland Library, and readings from local author Sidney Barker.

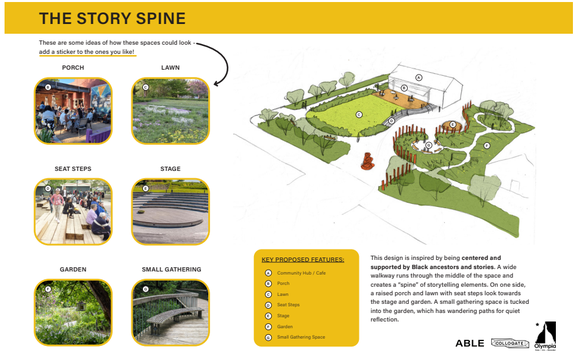




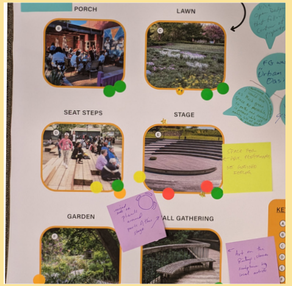
EVENT MATERIALS

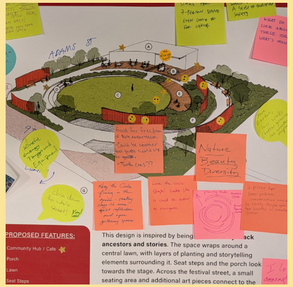
Collaborative timeline, concept options, storytelling idea collage



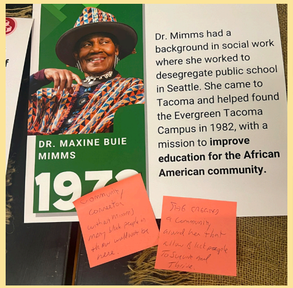


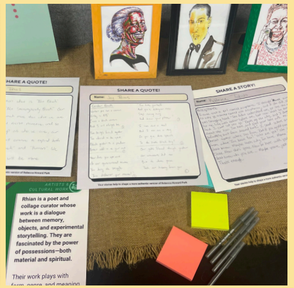












OLYMPIA JUNETEENTH

JUNE 21, 2025

COMMUNITY EVENT

FACILITATORS + PARTNERS:

Shawna Hawk (CDA), Women of Color in Leadership Movement, Media Island International, City of Olympia, Design Team

To share and refine the preferred concept design for the park, we joined Olympia's annual Juneteenth Celebration. Since 2021, Olympia's Juneteenth festival has taken place in Rebecca Howard Park, marking it as an important space for Black community-building and showing the park's potential as a gathering place for future celebrations. Amid a fun day of performances, storytelling, and celebrations of Black-owned businesses and artists, we worked with community members to hear feedback on the design and create Adinkra symbols that represent Black histories and culture in Olympia.

Photos courtesy of the Women of Color in Leadership Movement.



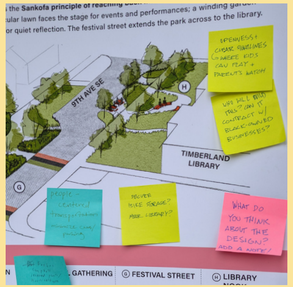




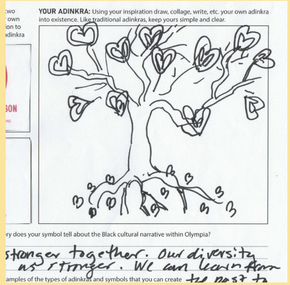
EVENT MATERIALS

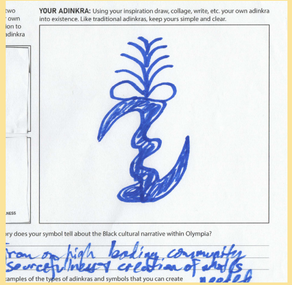
Concept design feedback board, storytelling ideas, Adinkra activity

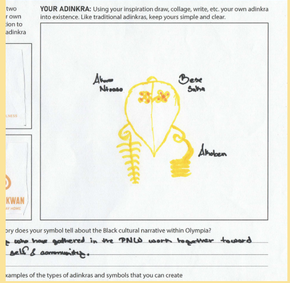


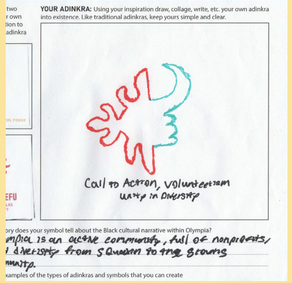












READ THE PARK

JULY 19, 2025

COMMUNITY EVENT

FACILITATORS + PARTNERS:

Stephanie Cholmondeley (CDA), Timberland Library, Growing Home Collective, Design Team

To continue refining design and storytelling ideas, we joined Read the Park: We Were Here Before the State, which further activated the park space to celebrate Black histories and culture. In partnership with the Timberland Library, the event featured the work of Black authors and historians and lifted up local Black histories. We continued to hear feedback on the concept design and storytelling strategies.

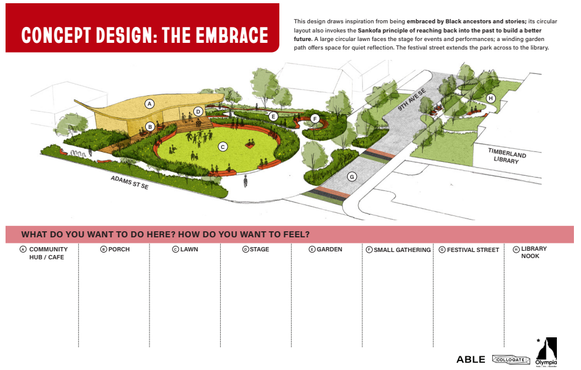
Lower photo courtesy of Damon Cottle.

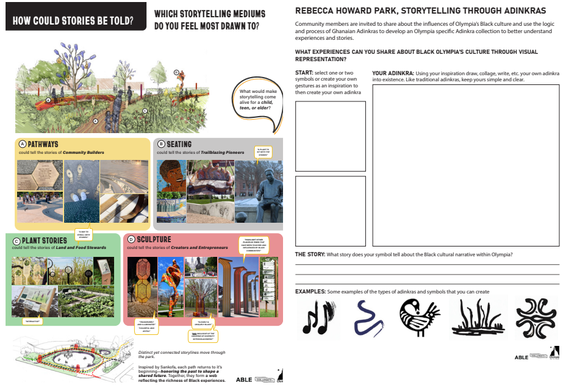


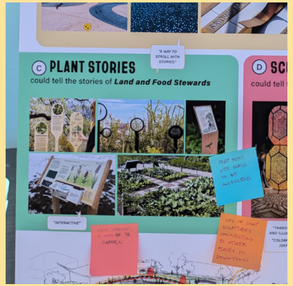


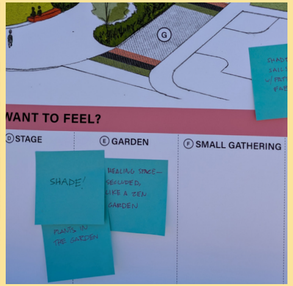
EVENT MATERIALS

Concept design feedback board, storytelling ideas, Adinkra activity



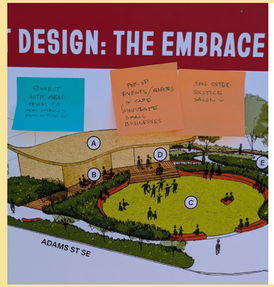


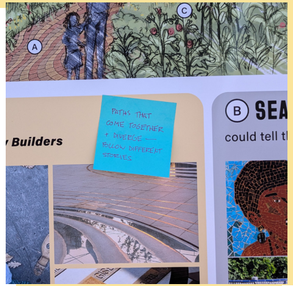












MURAL CELEBRATION

AUGUST 26, 2025

COMMUNITY EVENT

FACILITATORS + PARTNERS:

Shawna Hawk (CDA), Women of Color in Leadership Movement, Media Island International, City of Olympia

To continue activating the park site and marking it as a place for Black community and history, Shawna Hawk and the Women of Color in Leadership Movement worked with local artist Kay the Paint Lady to create a portrait of Rebecca Howard that was transformed into a mural-scale banner. The banner, displayed on the side of the existing house at Rebecca Howard Park, takes up the call heard from community throughout this design process to make tangible improvements to the park that show forward momentum and investment while the longer-term development of the park is still in progress.

Photo courtesy of the Women of Color in Leadership Movement



CULTURAL GARDENING WORKSHOP

AUGUST 28, 2025

SMALL GROUP MEETING

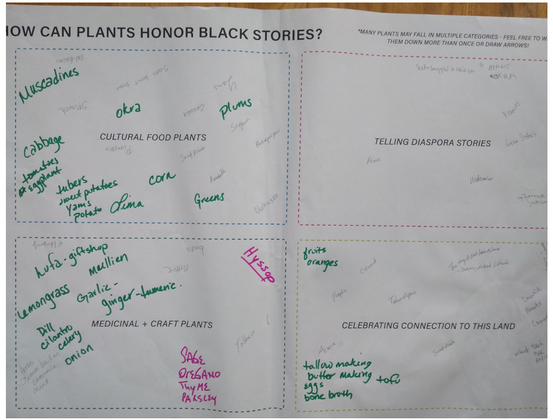
FACILITATORS + PARTNERS:

Stephanie Cholmondeley (CDA), Kerensa Mabwa, Growing Home Collective

In partnership with the Growing Home Collective, a local Black affinity space that uplifts Black foodways and land-based knowledge, this workshop invited Black gardeners and land stewards to envision how gardening and planting can enrich the storytelling and programming at Rebecca Howard Park. In addition to developing recommendations around Black cultural planting, participants explored possibilities for community-led garden stewardship and a potential garden mini-pilot on the site.

Photos courtesy of Kerensa Mabwa.





WHAT STAKEHOLDER COMMUNITIES SAY



AT REBECCA HOWARD PARK, WE WANT TO...

This following pages describe the full range of insights heard from community members which build out the purpose and goals that were introduced at the beginning of the report.

GOAL: CELEBRATE, HONOR, AND RECOGNIZE BLACK HISTORY AND CONTRIBUTIONS IN OLYMPIA

p.30 A. Big and Present

p.31 B. Immersive Storytelling

p.32` C. Past, Present, and Future

p.34 D. Naming Oppression + Struggle & Celebrating Success + Overcoming

p.35 E. Threads Across the City

GOAL: FIND COMMON GROUND WITH EACH OTHER THROUGH STORYTELLING, PERFORMANCE AND ART

p.36 A. Finding Common Ground

p.38 B. Active Storytelling

GOAL: PROVIDE A SAFE PLACE FOR PEACE & HEALING

p.40 A. Safety

p.41 B. Peace & Healing

p.42 C. Healing with the Land

p.44 D. Representation, Belonging & Inclusion

p.46 E. Vibrant Expressions of African American Culture

GOAL: PROMOTE EQUITY, RESPECT, AND LEARNING AS WE BUILD COMMUNITY TOGETHER

p.52 A. Equity

p.53 B. Continued Black Leadership

p.54 C. Respect

p.55 D. Learning

GOAL: BUILD STRONG CONNECTIONS WITH THE SURROUNDING NEIGHBORS & ORGANIZATIONS

p.56 A. Neighbors

p.57 B. Organizations

p.58 D. Build Relationships

GOAL: CELEBRATE, HONOR, AND RECOGNIZE BLACK HISTORY AND CONTRIBUTIONS IN OLYMPIA

Black people have always been here. Our wisdom, creativity, and impact have shaped this place for generations. Yet across the United States, these contributions were often excluded from histories most widely told.

In Olympia—a city where whiteness has long been centered—this absence has meant that many in the broader community lack knowledge and exposure, while within the Black community there is a deep need to know and honor our own stories. Sharing these histories ensures contributions are affirmed and remembered.

A. BIG AND PRESENT

The design should have character—big, present, and unmissable—drawing people in to learn and making a powerful claim of belonging. It should transform the space into something magnetic from the street and unforgettable once inside. *Think: bold architectural or sculptural elements that are visible from the street.*







"I like the big architectural and sculptural ideas. They send an impactful message and stake a claim of belonging."

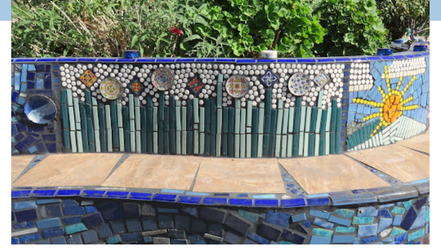
*See pages 46-49 To learn more about expressions of African-American culture.

B. IMMERSIVE STORYTELLING

The park should be full of stories in many forms, woven into the very elements of the space. Different people are drawn to different ways of experiencing stories, and no single approach is the "right" one—many visitors loved having a variety to explore.

Storytelling mediums should include those that are straightforward and educational as well as those that are playful or experiential

- **Text-based:** informational panels, quotes, poems
- **Visual:** images/photos, large murals
- **Large Sculptures** with interactive potential
- **Plantings:** ancestral, medicinal, thematic
- **Digital media:** QR codes, website, video/audio
- **Sound:** spoken stories, music, sound
- **Books:** cultural collections
- **Multi-modal:** designed for walking, sitting, or play
- **Contextual:** responsive to what is happening on the site









C. PAST, PRESENT, AND FUTURE.

Stories in this park reach across time. Black ancestors laid foundations generations ago, and today we continue building on that legacy. The histories we tell, and the ones we make now, shape the future we will leave behind. Community members emphasized that history should not be thought of as only in the past.

Include:

- *Community Builders*
- *Entrepreneurs and Creators*
- *Land and Food Stewards*
- *Educators and Scholars*
- *Activists and Advocates*

Scan to explore stories:
bit.ly/RHP-Stories



Image: Early Childhood Education at the National Museum of African American History & Culture

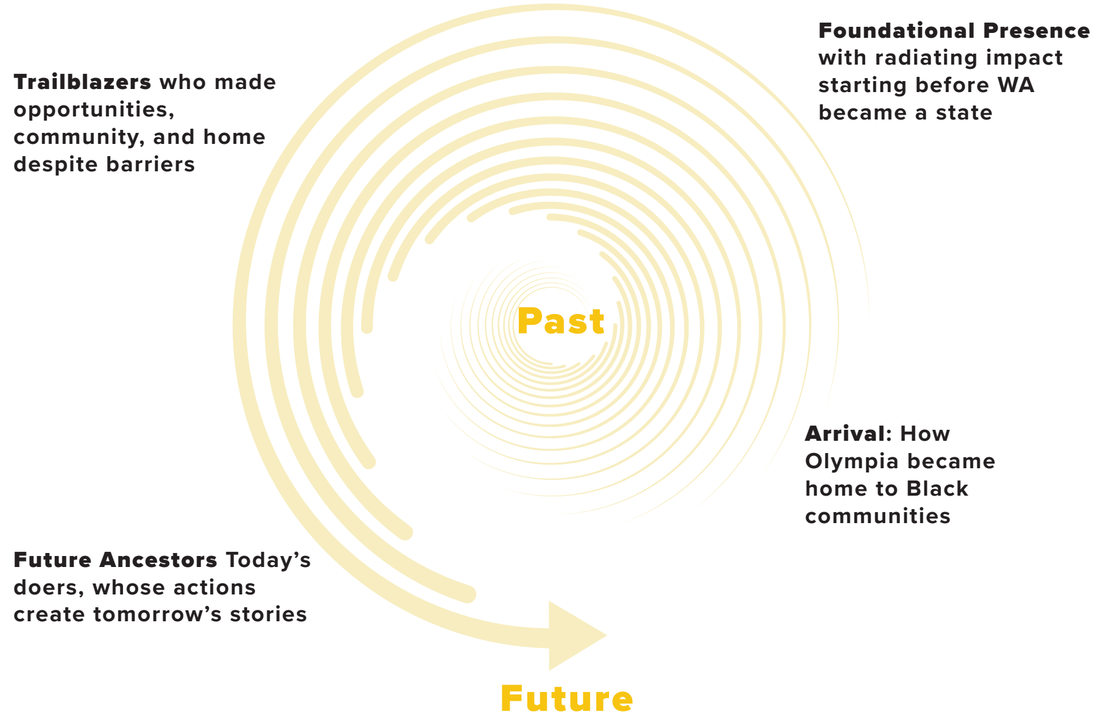
Intergenerational Connection

To connect past, present, and future; multiple generations connect, learn from one another, and share joy together. This site can be a place where elders pass on wisdom, young people bring new energy

This site will need:

1. Things to do for all ages as permanent features and events.
2. Relatable stories for children and teens through toys, games, hair, clothes, and food
3. Opportunities for Shared Learning through programs and exhibits where generations exchange knowledge
4. Rotating exhibits, performance, and storytelling that highlight current Black community members and invite participation from young people.

Tell Stories That Connect Past, Present, and Future:
How far back does your history go here, what is your legacy here?



D. NAMING OPPRESSION + STRUGGLE & CELEBRATING SUCCESS + OVERCOMING

Some community members have asked whether the site would acknowledge discrimination. Guided by the Black Cultural Advocates on our steering committee, we are centering the park's purpose as a healing space for Black community—avoiding retraumatization.

Healing cannot come without truth-telling, yet it must also uplift. *Here, discrimination is acknowledged not through apology or pity but through stories of resistance, success, and celebration that honor the full legacy of Black presence*.

This is a space for Black healing, guided by Black voices—histories will not be written for or by others, and hard truths will not be softened to comfort outside audiences.

Community members have also been clear that acknowledgement alone is not enough—without action, it risks being hollow. **This project therefore links naming oppression with the ongoing work of repair, justice, and creating space for thriving**.

*"**Uplift the amazing creativity of Black folks through challenge.** That doesn't water down the hard parts, but also isn't retraumatizing for people to read"*

*"We do need to focus on celebrating stories of Black success, but still need to **acknowledge the harm and offer space to heal from that, make amends, seek justice + reparations**...*

***You cannot heal from harm if you do not know the history**... if that harm is a result from the past, if it's not acknowledged and put out into the sunshine to be sterilized and start the healing process, then you're still wondering what am I healing from."*

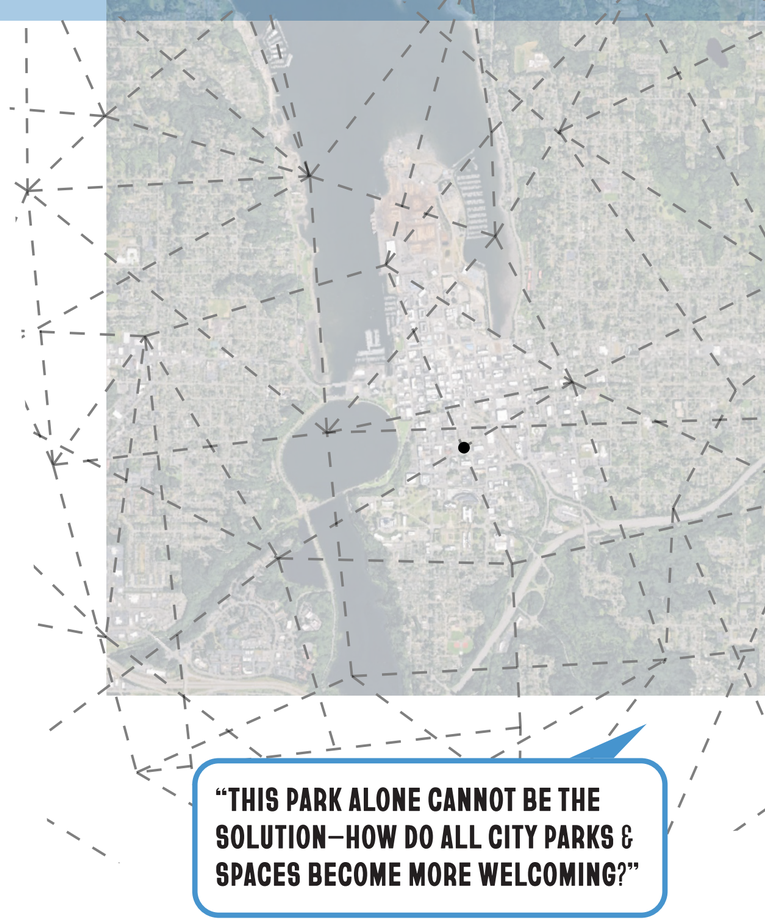
*"**Healing happens through action and not words**... focus on telling stories of Black success and making sure this is a place that supports more Black success."*

E. THREADS ACROSS THE CITY

Community members emphasized the importance of connecting the experiences here to the broader city, showing that Black history, creativity, and impact exist everywhere in Olympia. This space can guide visitors outward, inviting them to notice, engage with, and create more spaces of belonging throughout the city.

Ways to Connect Beyond the Park:

- **Maps and Signs** to highlight other spaces touched by Black Olympians (i.e. schools, churches, businesses, organizations, homesteads, military, and government spaces)
- **Take-home resources:** websites, social media, or other materials to continue learning from home or schoolVisual Pathways leading out, carrying the park's grounding into other places
- **Representations of Black presence citywide** through murals, markers, and tours
- **Viral Photo Ops** that get shared



GOAL: TO FIND COMMON GROUND WITH EACH OTHER THROUGH STORYTELLING, PERFORMANCE AND ART

ESPECIALLY STORIES, PERFORMANCES, AND ART FROM, OR PROMOTED BY AND LED BY OUR AFRICAN AMERICAN AND/OR BLACK COMMUNITY MEMBERS.

This park is a space to share and celebrate Black culture through stories, art, and performance—led by and for Black community members. From story circles to festivals, music, dance, and hands-on creative activities, people of all ages can participate, witness, and contribute.

These shared experiences build understanding, highlight cultural richness, and foster solidarity across generations and backgrounds.

A. FINDING COMMON GROUND

Art, storytelling, and performances invite people in, sparking curiosity and creating shared experiences where learning happens naturally.

1. **Create spaces where art, dialogue, and culture co-mingle**, inviting sharing and learning.
2. **Highlight how Black culture enriches the broader community** through music, dance, food, myth, and spiritualism.
3. **Connect people through shared interests**, from gardening to creative practices.

**Note: The park invites shared understanding, but its content must stay centered on Black stories. Experience demonstrates that losing this focus can dilute the space's intended purpose as a safe space for Black communities.*



Juneteenth celebrations, hosted by The Women of Color in Leadership Movement, have shown the potential for this park to be a gathering place for cultural celebration and connection.

B. ACTIVE STORYTELLING

***This space invites the community to share, perform, and record stories in many forms*—from intimate circles to large festivals. Activities should be supported by flexible spaces, comfortable seating, and amenities that allow people to gather regardless of weather or time of day.**

Ways to Share and Experience Stories:

1. **Story:** Oral traditions, folktales, myth, story circles, storytime, roleplaying/acting, movies, storytelling festivals, conversation, poetry/spoken word
2. **Creative & Performing Arts:** Drumming, singing/song circles, dancing, band/ensemble performances, hands-on maker activities (drums, jewelry, hair braiding, sewing)
3. **Recording & Archiving:** Areas for families and community members to document histories (with potential library partnerships)
4. **Gallery & Exhibitions:** Rotating displays, art shows, multimedia installations (interior spaces are more accessible than outdoor-only programs)
5. **Art Integrated in the Park:** Local Black artists' work in stairs, stage, railings, benches, inlaid in sidewalks, and supporting café/hub structures

- **Supportive Amenities:** Built in seating, Food, Lighting for evening use, Shelter from rain/sun
- **Spaces:** Gathering circles, lawn & stage, coffeehouse, festival street, messy maker spaces, gallery

Sound Considerations: Interactive music elements should respect nearby residents; options include headphone-accessed sound libraries or audio tours available from the hub.









Left: The Black Gallery
Top: Vanport Jazz Festival
Bottom: Dances for a Variable Population, Play Africa

GOAL: PROVIDE A SAFE PLACE FOR PEACE & HEALING

THAT HONORS REPRESENTATION AND FOSTERS A SENSE OF BELONGING AND INCLUSION

This park is envisioned as a sanctuary—

where Black community members can feel safe in mind, body, and spirit;

where belonging and representation are affirmed;

and **where healing, joy, and connection to the land are nurtured** through practices that offer a place to rest, to gather, and to be fully oneself.

Images: Sct. Olai Square by MASU Planning & International African American Museum

A. SAFETY

Safety in this park means feeling secure in mind, body, and identity—having space to relax, to hold uncertainty or fear, and still feel restored, energized, loved, supported, and seen.

Spatial Cues for Safety:

1. **Clear visual connection across the park**
2. **A sense of refuge and enclosure without walls**
3. **Gentle, supportive lighting**
4. **Representation**, see page 44
5. **Maintained and Respected**, see page 54
6. **No police presence**

"Can you feel safe in your mind, body, in who you are to relax?"

B. PEACE & HEALING

This park is not only about history and activity—it must also be a sanctuary. A place to rest, reflect, and find personal peace.

1. **Places to Just Be:** Comfortable areas to hang out, lie down, or practice yoga/movement; porch swings and rocking chairs invite lingering.
2. **Reflection & Meditation:** Paths for strolling, meditating, and absorbing stories. Consider active meditation such as finger labyrinths and spaces for song. Running water creates a sense of calm and reinforces the deep connection Black communities hold to "blue spaces."

   "I keep coming back to meditation which all about breathing – 'I can't breathe' - George Floyd"
3. **Get-Away / Personal Spaces:** Nooks, reading areas, and seating for individuals or small groups. Quieter zones are set back enough to feel private, while remaining safe and connected.

   "I like that the garden is set away from the re-creation areas. I think this will provide folks with some private space to reflect and connect with the land."
4. **Softened:** Curves, circles, and organic forms give a feeling of calm, embrace, and protection. A "homey café vibe" was suggested to reinforce a welcoming and relaxed atmosphere.



C. HEALING WITH THE LAND

Being in nature is calming and healing. Fill gardens with fragrance, color, and texture—designed not just for function, but to embody joy, memory, and care.

"Spiritual connection to the land was and continues to be fundamental to Black communities. It was stolen and weaponized through the colonial history of slavery and racism. It's time to reclaim our intrinsic right to ecologically based spiritual healing and identity."

COMMUNITY GARDENS

celebrate the role of gardening in Black culture while also encouraging gatherings.

Include teaching spaces for growing food, making jam, and holding harvest events that help build purpose and confidence. Introduce people to growing techniques that honor ancestral knowledge, showcase sustainable practices, and support both personal and community food resilience.

Support food justice with donations to food banks.

STORYTELLING GARDENS

Share ancestral traditions, including African & African American foodways, plants (cultivated and wild), bright flowers, fragrances, and medicinal herbs.

Plant selections can also be inspired by and **tell diasporic stories; and stories of local Black gardeners, agricultural workers, and food/environmental justice advocates** like Festus Campbell.

Signage is essential to share the significance.

"We were so tied to the land and responsible for so many agricultural inventions and innovations."











Images left to right: NY Botanical Garden Culinary Demonstration, Black Futures Farm, Peninsula Park, Media Island International

PLANT INSPIRATION:

Cultural food plants: muscadins, spinach, okra, cabbage, tomatoes, eggplant, tubers, sweet potatoes, yams, potato, Lima, Greens, Corn, Plums, beets, elderberry, chickweed, pumpkin, amaranth, cassava, cauliflower, scotch bonnet pepper, sorghum, black eyed peas, okra, collards, turnips, mustard, kale, beets, yams, cassava, peanuts, green beans, peaches, watermelons

Medicinal herbs: lemonbalm, chamomile, mint, nettle, peppermint, sage, oregano, thyme, parsley, hyssop, mullein, lemongrass, garlic, ginger, turmeric, dill, cilantro, rosemary, celery, onion, tobacco

Diasporic stories: Seeds smuggled in hair, Botanist Edmond Albius breeding orchids produced vanilla beans

Connecting to this land: orange, peach, pear, apple. pumpkin, coconut, tabasco, acacia, sweet potato, cabbage, peanuts, carrots, cilantro, coriander. blackberry, blueberry, rhubarb. mustards, collards

*The idea of a greenhouse emerged, however, it would be challenging to fit more built structure on this small site.

Consider how **spaces within the building can still be designed to support plants growing indoors with beautiful views out to the park**.

Image: Women of Color in Leadership Movement Greenhouse at Media Island International

D. REPRESENTATION, BELONGING & INCLUSION

A true sense of belonging requires not only being welcomed, but also being able to see your identities reflected, affirmed, and celebrated. In Olympia, finding Black community and representation has long been a challenge, and many have left because of that absence.

From that need comes the commitment to center Blackness and Black communities in this park. Doing so is not about exclusion; it is about repair, visibility, and recognition.

Strategies:

1. **Make stories visible**, page 30
2. **Active storytelling**, page 38
3. **Vibrant Expressions of African American Culture**, page 46
4. **Visibility that extends beyond the park,** page 35
5. **Black leadership and voice** in the creation and governance of the park, page 53
6. **Accessibility**

A RESOURCE FOR BLACK COMMUNITY LIFE

Think of this space as a resource for Black community life—not a showcase or performance for others, but a living cultural center.

a place to **gather in celebration, tell stories, honor ancestors, and root community** in the city's future. It supports commemorations, seasonal celebrations, youth programs, and other community-led events, *answering the long-standing need for a space where Black people in Olympia can meet, connect, and call their own.*

"I hope that people will feel more connected and grounded - it can be isolating in Olympia, so I want this to be a space where Black people can feel a sense of belonging, see and learn from the other Black folks who are here and have been here."

"There isn't really a space right now where the Black community goes to meet and call their own."



Image: Storia Defrag, Colloqate Design

ACCESSIBILITY

This park should ensure that people of all abilities, body types, and mobility needs can fully participate, feel welcome, and connect with nature and community.

Design Strategies:

1. **Paths:** Smooth, well-maintained surfaces, clear boundaries, gentle slopes where possible, and tactile or textured markers for wayfinding.
2. **Gathering & Resting Areas:** Wheelchair-accessible picnic tables, benches with adjacent pads, and flexible seating for all body types.
3. **Amenities:** Fully accessible restrooms (consider Changing Places standards), disability-reserved parking, charging stations for mobility devices, and emergency phones.
4. **Lighting & Safety:** Low-level solar-powered lighting along paths, visual contrast at trail edges, and clear sightlines for safe navigation.
5. **Multisensory & Interpretive Access:** Braille maps, tactile signage, motion-activated audio, QR codes for storytelling, and sensory features like sound tubes, touchable textures, and fragrant plantings.
6. **Information & Communication:** Updated website with accessibility details, clear and readable text on signage, and visually prominent wayfinding cues.

E. VIBRANT EXPRESSIONS OF AFRICAN AMERICAN CULTURE

This park is a living reflection of Black life and culture—a place where unmistakably Black expression comes alive through *people, activity, and visual language*.

Stories aren't only remembered here—they are alive through contemporary culture, community life, and creative practice. The park is a space for authentic self-expression, where community members can be themselves without code-switching or holding back.



VIBRANT, BOLD & BOISTEROUS

Black community members describe their spaces as Vibrant, Bold and Boisterous and express that there needs to be space to be loud. This is supported by vibrant colors, lighting, or playful forms that make a space feel alive.



SHOWCASE BLACK TALENT

Highlight contemporary artists, makers, and leaders. Black maker and farmers markets have a long history as sites of economic resilience, cultural expression, and community-building.



CLEAR VISUALS OF AFRICAN AMERICAN PEOPLE & CULTURE

Reflect the diversity and richness of African American culture. Bold colors, patterns, murals, sculptures, and other forms of art communicate joy, pride, and heritage.

Images: Black Heritage Markers, Soapbox Theory. M&M Lemonade Bar at Juneteenth 2024. Black Cultural Center at North Portland Library, Lever

MULTI-DIMENSIONAL BLACKNESS

Black identity is diverse, layered, and intersectional. This space affirms that diversity while lifting up the stories of Foundational Black Americans, whose experiences of slavery and its lasting impacts remain a crucial part of the repair and recognition this park is committed to.

Community members we engaged emphasized the inclusion of community members who are:

- Black Male, Female, and Transgender
- Multi-racial and/or White passing
- From all over the US and globe
- Across religious and spiritual practices (Christian, Jewish and Spiritualism)
- Native bloodlines, including those denied on tribal rolls
- Known and less known individuals and contributions
- Across generations and age groups

Each person has multiple intertwining identities.

JOY & PLAY

are essential for making this a place for all ages that is engaging for families and inspires curiosity.

Storytelling becomes approachable and interactive through playful design: footprints that teach a dance, rotating pieces that form a story, rubbings to take home, seek-and-find, questions to answer, sensory play, or a climbing structure rooted in African folktales.

**Some asked for playgrounds and courts to create a park for families. The approaches above provide family-friendly play without losing sight of the park's role as a place for stories, peace, and healing.*

"I have been looking for black community in this town for a long time and finding spaces that are not for me."

"Don't have it be designed in a specific way of "Blackness"... Within blackness is a whole beautiful universe of diversity."



Dancer's Series: Steps, Jack Mackie

Photos of Ancestors:



WHAT REPRESENTS BLACK CULTURE IN OLYMPIA?

WHAT OLYMPIA'S BLACK COMMUNITY MEMBERS SAY

PEOPLE & PLACES

Our pioneers

Community Builders

Spaces created by Black community

Places that have influenced Black culture

Rippling Impact

CULTURAL PRACTICES

Clothing

Language

Hair

Plant traditions

Spirituality

Medicine

MUSIC

The Wiz

Jazz

Blues

Gospel / Spirituals

Activism

Any music played by anyone Black

Genre crossing

Drum circles

DANCE

ART

Black Love

Art

Creative / Maker

FOODS

Ham Hocks

Soul Food

Okra

Collards

Black eyed peas

Yams

Corn Bread

Barbecue

SYMBOLS, PATTERNS, COLORS

Kente Cloth

Sankofa

Bold Colors

Mudcloth

MOVEMENTS & SOLIDARITY

Pan-African Flag

Black Power Salute

Juneteenth Flag

Progress Flag





Photos of present day community:



Community Made Symbols



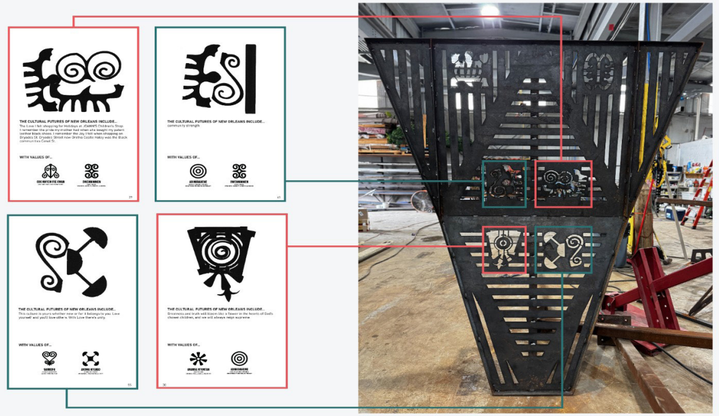
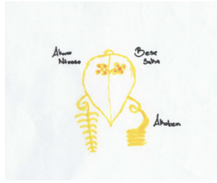


Figure 6: Diagram of the direct translation of community made Adinkras to the design of the canopy

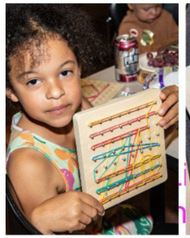


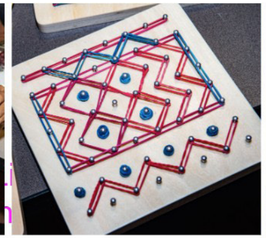




Above: Community Members were invited to create Olympia specific Adinkra symbols.

Left: Storia Djembe shows an example of how symbols can be embedded into design elements.









Midland Library, Colloqate Design

Right: Midland Library shows an example of how themes from community patternmaking could be developed into a collective pattern.

GOAL: TO PROMOTE EQUITY, RESPECT, AND LEARNING AS WE BUILD COMMUNITY TOGETHER.

Through shared learning, community-building, and modeling of new practices, this park has the potential to ***grow equity, respect, and empathy*** across generations and cultures.

"This needs to be a space that says that Olympia recognizes, honors, and wants Black individuals to be safe and respected in this space and the larger community"

A. EQUITY

Equity in this park will require more than representation—It is about valuing lived experience, showing sustained commitment, and creating economic opportunity

1. **Voice & Participation:** Ensure Black community members guide conversations rather than just attend them.
2. **Whose Knowledge Counts:** Value lived experience alongside academic or professional expertise
3. **Maintain Commitment:** The Black community has historically experienced repeated unfulfilled promises. Municipal processes can feel drawn out and result in questioning of commitment. Consider demonstrating ongoing commitment through visible, phased site development as well as short term interventions—such as signage, seating, gardens, story tables, and art. *Note: short term interventions can sometimes lengthen overall process. Work with community to balance short and long term priorities.*
4. **Economic Equity:**
    - Incubate Black-owned businesses in the café
    - Encourage Black vendors, artists, and contractors from design to build
    - Ensure gathering spaces are accessible without financial barriers. Allocate funds to reduce financial barriers for community-led programming

B. CONTINUED BLACK LEADERSHIP

"Leadership and self-determination gets me excited. Ownership, pride in a space we're colearning and cosharing."

Black Stewardship

Black voices must lead—in the park's creation and in its long-term governance, programming, and stewardship. Self-determination ensures the park remains a space for Black healing and joy. *Ideas to explore include:*

1. **Seek partnerships** with Black led orgs and individuals to steward the park, manage events, or care for garden spaces.
2. **Involve Black youth** in land stewardship, teaching, and cultural programming.
3. **Shift decision-making power around public art** to be held by Black community.
4. **Explore a stakeholder oversight body** of Black cultural advocates with established collective decision making processes.
5. **Pay community members** for time, expertise, and leadership.
6. **Grow Black leadership within city roles** that steward this park.

**See appendix for potential stewardship models*

Transparency

Transparency is essential for Black leaders to guide this work. Progress and decisions should be shared openly so community leaders remain informed and able to shape direction; and so that silence does not become a signifier of loss of momentum and commitment or of decisions being made for Black community behind closed doors.

1. **Communicate regularly** with invested stakeholders on project progress
2. **Share long-range schedules, milestones, and funding updates** as early as possible to avoid misaligned expectations.
   **See appendix for early funding research*
3. **Share any design changes** created by unexpected conditions.
4. **Be open about challenges** and engage the community in problem-solving.

C. RESPECT

The park should feel valued, cared for, and enduring—a space that demonstrates the community is seen and supported within its process and outcomes.

1. **Design quality** should evoke respect for the space.
2. **Ensure the space is maintainable** and cared for, with clear provisions for upkeep.
   Note: maintainability can sometimes result in avoiding the unfamiliar. As this park is intended to uplift practices that have been absent, empower Black community members to make decisions balancing maintainability and cultural authenticity.
3. **Address vandalism rapidly and proactively**, to communicate respect for the park and its people.
4. **A consistent, caring presence** can help set expectations for respectful use of the space, including by unhoused community members.
5. **Give credit** to those who have put in work and honor contributions by building upon them.

Prioritization of Black Community

All communities of color have faced barriers, yet anti-Black racism has been the most enduring and systemic, shaping inequities that persist today.

Equity means going beyond equal treatment—it ensures that resources address the greatest need and historic gaps. Consider strategies for project work to be expedited within larger city development timelines.



International African American Museum, Hood Design Studio

D. LEARNING

The park can be a space of learning that builds both understanding and empowerment. Storytelling displays and events will deepen awareness; while classrooms, field trips, and community programs make the park a living resource. Opportunities such as job training, scholarships, mentorship, and teaching of Black history can equip young people to lead, give back, and pursue new economic paths, while also supporting community wellbeing.

1. **Inspire.** Just as Rebecca Howard's legacy has inspired members of Olympia's Black community that they too can stay and make a way for themselves, the installations here will invite visitors to find strength and determination in the stories of Black Olympians. The park will encourage young people to see themselves as part of a powerful legacy, carrying it forward into their own futures.
2. **Empathy.** By sharing full stories—including struggles and triumphs—the park helps us better appreciate our neighbors, strengthen unity, and nurture a sense of human family.

"As the county grows and increases in its diversity, the park can be a learning space. There is so much healing that needs to happen. One little spot may not be able to do it, but it's a start. There is tremendous potential."





Power of the Written Word and Young Historians Institute at the National Museum of African American History & Culture

GOAL: TO BUILD STRONG CONNECTIONS WITH THE SURROUNDING NEIGHBORS AND ORGANIZATIONS

Through collaboration rooted in relationship and reciprocity, we expand our resources and grow our opportunities for continued success.

A. NEIGHBORS:

Rebecca Howard Park sits next to the library, Media Island International and the Woman of Color in Leadership Movement (WOCLM), offering natural opportunities for collaboration.

Many see potential for THE LIBRARY *to host events, feature Black authors and stories, or provide ways for families to document their histories.* Tours could visit the park and library. Some suggest having a park-side entrance for a seamless experience.

THE WOMAN OF COLOR IN LEADERSHIP MOVEMENT at Media Island supports the leadership and empowerment of women of color—especially Black women, girls, and families. *As the Black-led organization nearest the park, they are well positioned to contribute to ongoing stewardship and programming.* Shawna Hawk has played a key role in guiding the park's vision and has hosted events that demonstrate the site's potential.





B. ORGANIZATIONS:

Building relationships and partnerships will help expand the impact of this site as a resource to the community.

- **Organizations are excited to have flexible spaces to gather and host** programs, workshops, and events; including the indoor meeting room, café, gathering circles, lawn and garden spaces.
- **Schools and youth programs** can engage through field trips, student internships, and opportunities to create digital storytelling projects, connecting learning with hands-on experience and community involvement.

! YOUTH ENGAGEMENT

Despite outreach to schools, organizations and potential youth design advocates; we did not engage youth to the desired extent over the time frame of this Park Development Plan. Upcoming storytelling design efforts provide a strong platform for engaging with youth.

1. Invite youth to co-create storytelling and storytelling approaches for the park
2. Explore youth ownership in stewarding the land

Top: Baldwin Books features black authors
Bottom: Media Island is just up the street!

C. BUILD RELATIONSHIPS

Strong relationships are built on trust, reciprocity, and meaningful engagement.

1. **Personal connection, not transaction:** Engage consistently and genuinely, not only when insight and participation are needed. Show up at schools, churches, and community spaces; have conversations over coffee. People want to feel cared for, not used.

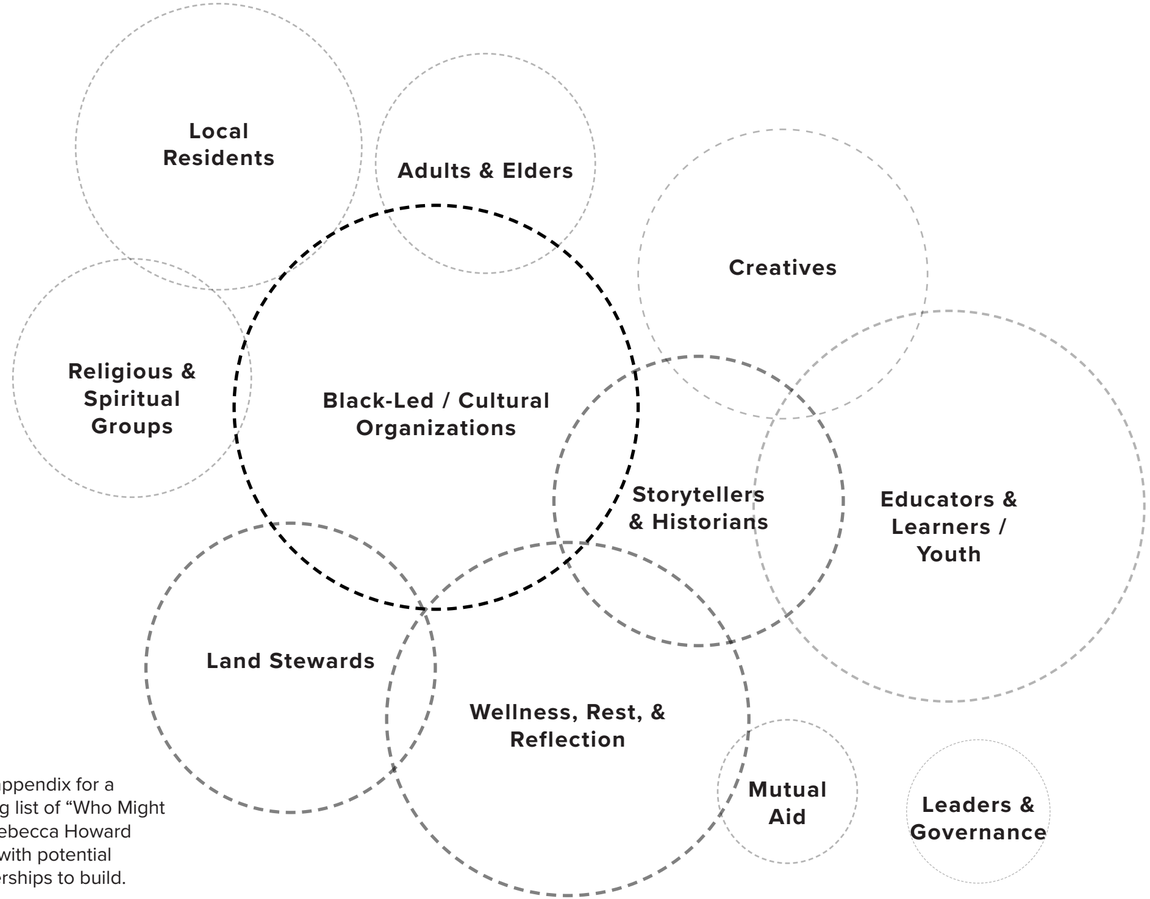
   "When meeting someone for the first time you say hi, how are you? Not 'I need this thing from you.'"

2. **Include a wide range of Black voices:** The Black community is not a monolith.

   "We need a vast array of ideas, experiences, skills, talents. To have voices at the table. Elders, youth, others. We're not a monolith. We're artists, teachers, homeless, farming, scientists. We have so many experiences that are valuable."

3. **Reduce silos:** City efforts often operate independently, but community members experience the work as a whole. Disconnected asks for participation can spread energy thin, create unnecessary repetition, or obscure the bigger picture. Consider a consolidated approach that sees all efforts moving together towards a shared goal of Black reparations.

   Think: How will the community needs and priorities reflected in this plan shape broader city process & initiatives?



*See appendix for a starting list of "Who Might Use Rebecca Howard Park" with potential partnerships to build.

A COMMUNITY VISION



EMBRACED BY ANCES

IMAGINING REBECCA HOWARD PARK

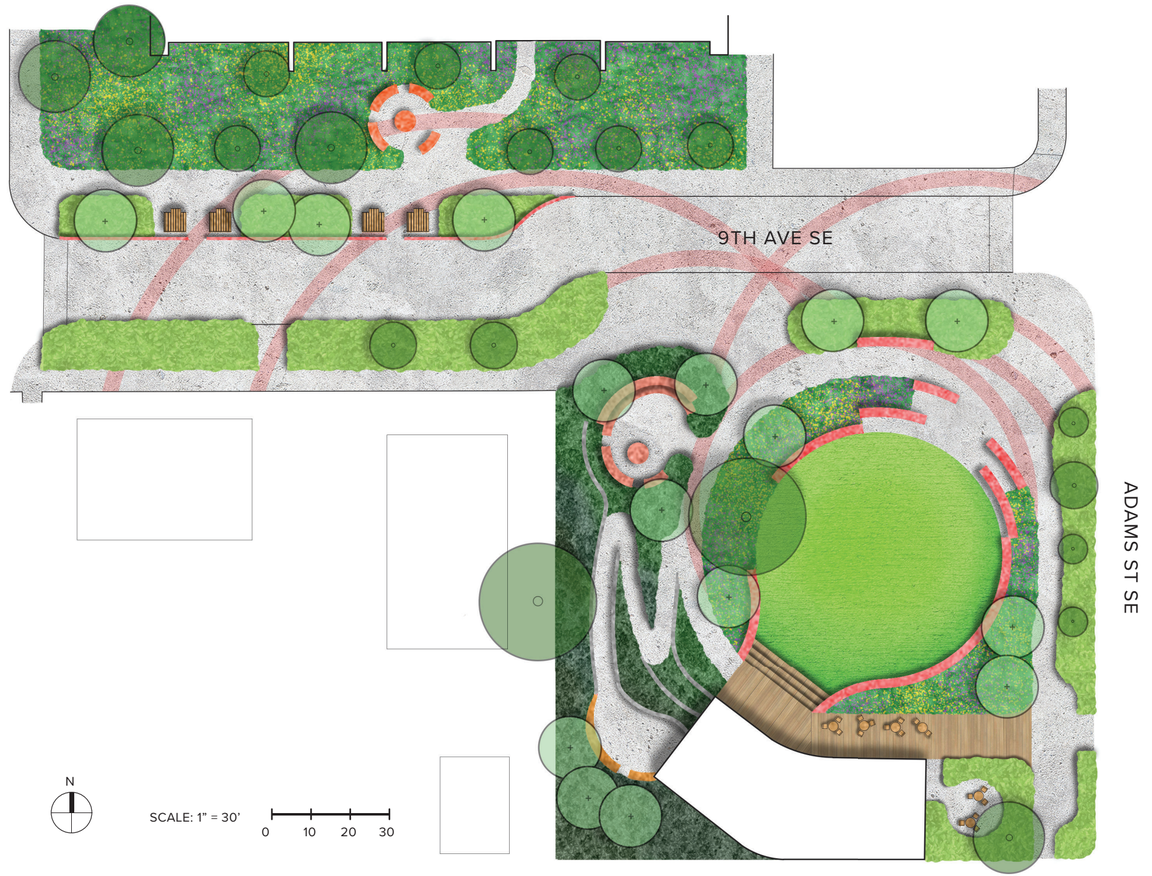
The design of Rebecca Howard Park is inspired by Sankofa, a word from the Akan people of Ghana that signifies returning to the past in order to move forward. Through our work with community, we found that circular, organic forms held many meanings that resonate with the project's goals: continuity between past present and future, a welcoming embrace, and gathering in community.

The concept design draws its key spaces from the original vision developed by stakeholders: the lawn, the stage, the cafe and porch, the garden, the small gathering space, and the festival street. Invoking the welcoming gesture of an embrace, the spaces radiate out from the central lawn, which, together with the cafe and porch, serves as the heart of the park.

We heard from stakeholders that flexibility was key for such a small space; the park's spaces support gathering at many different scales, from large celebrations on the lawn to small group meetings in the gathering circle to quiet solitude in the garden. The porch draws the function of the cafe into the outdoors, offering a comfortable place to sit and enjoy the view of the park. Visual connectivity and accessible circulation between the spaces creates a sense of interconnection and safety, while layers of planting turn the small park into an oasis in the midst of downtown.

We know that Black presence in Olympia is not limited to this site; to reflect the expansive impact of Olympia's Black communities, the design extends beyond the boundaries of the site. A festival street on 9th Avenue slows traffic and supports large community events. Across the street, additional seating areas and a reading nook connect the park to the Downtown Olympia Timberland Library, emphasizing the power of education and storytelling in celebrating Black legacy.

Throughout our community process, we heard that Rebecca Howard Park should be both an expression of and a container for Black stories. Community members envision a space that elevates Black artists in many mediums, from paving and planting to walls and canopies. This park is also a space where Black stories are alive; the stage and lawn support active storytelling and performance, while the community hub offers space to gather and document local histories.





IN REBECCA HOWARD PARK, THERE IS...

1. **A cafe + community hub** for indoor gathering and workshops *(pg. 84-85)*
2. **A porch + stage** for outdoor seating and performances *(pg. 90-91)*
3. **A lawn** for large gatherings and day-to-day relaxing
4. **A garden** for quiet contemplation and reflection *(pg. 74-75)*
5. **A gathering circle** for smaller group meetings *(pg. 72-73)*
6. **A festival street** that can be closed off for special events *(pg. 76-77)*
7. **A reading nook** near the library for storytimes and workshops

A note about the drawings in this document:

These concept design images reflect the ideas, vision, and priorities developed through the community co-design process. The design will continue to evolve as features are refined, materials are chosen, artists are selected, etc.

The community hub shown here reflects preliminary massing and key spaces, not a final architectural design.

IN THE PARK THERE IS A...

GATHERING CIRCLE

"[...]circular sitting spaces - being able to see everyone's faces at once, it naturally builds community."

"A circle connects us as a human community...[it] includes everyone and circles are historic gathering spaces."

PLANTING TEXTURES

Small trees and shrubs create a soft, fragrant screen and provide shade while showcasing Black cultural and local native plants:

- Blue elderberry (Sambucus nigra ssp. cerulea)
- Coral Sorghum (Sorghum bicolor)
- Cassava (Manihot esculenta)
- Anise hyssop (Agastache foeniculum)
- Oval-leaf blueberry (Vaccinium ovalifolum)

VISUALIZING THE GATHERING CIRCLE

IMAGINE... *A cozy seating nook surrounded by shady trees and fragrant planting, with colorful artwork and local Black stories on every surface—this space invites conversation and storytelling, learning and connection, and quiet relaxation.*



INSPIRATION











IN THE PARK THERE IS A...

GARDEN

“Spiritual connection to the land was + continues to be fundamental to Black communities.”

“I’d like to see a section for medicinal plants important to Black culture in the garden.”

PLANTING TEXTURES

Educational signage highlights Black land stewards and celebrates plants that embody Black memory, joy, and healing: vegetables, peppers, tubers, peas + grains, greens, fruit trees + vines, and herbs.

*For a complete list of plants recommended by a focus group of gardeners and farmers, see appendix.

VISUALIZING THE GARDEN

IMAGINE... *A meditative walk surrounded by plants that honor the connections between Black people and the land—this garden invites visitors to explore, learn about the rich histories of Black land stewardship, and take a moment for rest and reflection among the plants.*



INSPIRATION

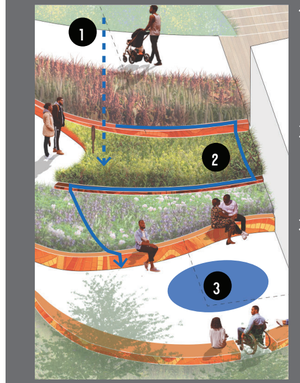






EXPLORING A POTENTIAL WATER FEATURE

Through our process of imagining a healing garden space that celebrates the connection between Black communities and the land, we heard the importance of honoring Black connections to water. A water feature would enrich the garden’s healing properties by offering a space for contemplation and connection to ancestors. We explored 3 possible strategies for a potential water feature; this will need to be studied further to understand what is feasible within Department of Health regulations and the project budget.

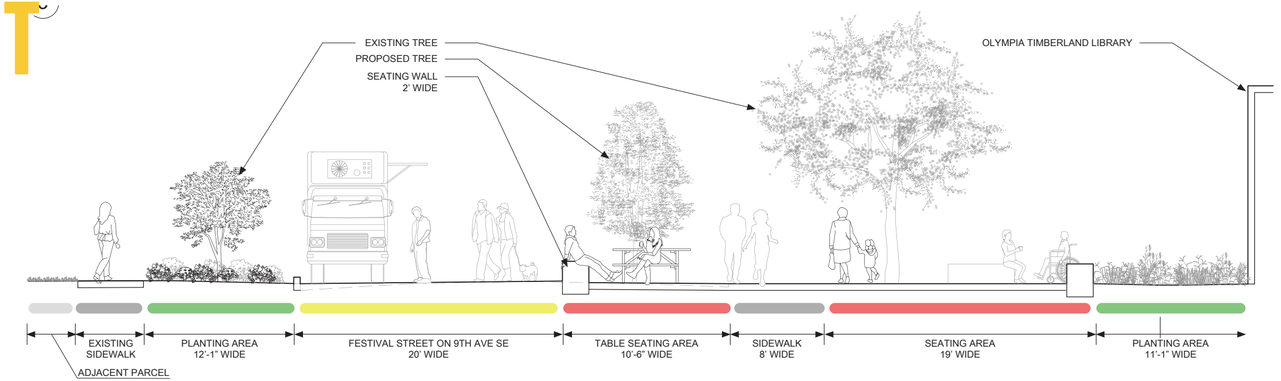


1. Rainwater collection that gathers runoff from the cafe roof (such as a rain chain)
2. Recirculating water that cascades down the terrace walls
3. A reflective pool or small fountain in the garden seating area

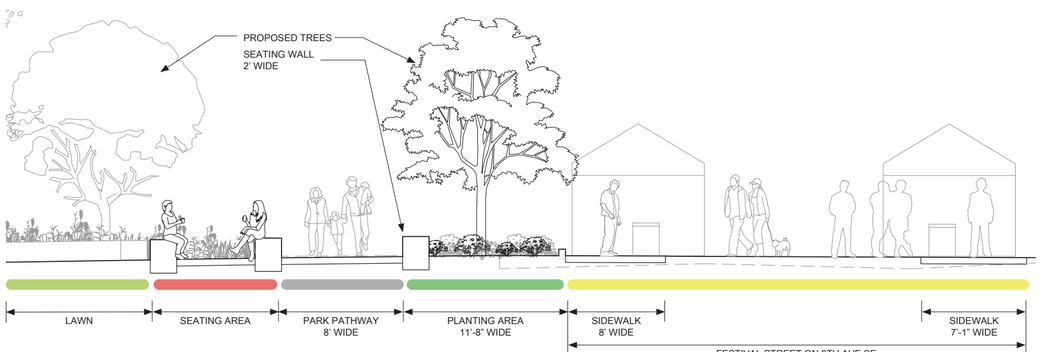
FESTIVAL STREET

Narrowing 9th Avenue SE and raising the street level to match the sidewalks creates a Festival Street that can be closed for special events. When closed to traffic, the Festival Street offers space for food trucks, vendors, and community gathering. When open to traffic, the narrowed street, new planting beds and trees, and seating areas near the library make 9th Ave a more enjoyable place to walk and linger.





1 FESTIVAL STREET + LIBRARY SEATING AREA



2 FESTIVAL STREET + LAWN EDGE

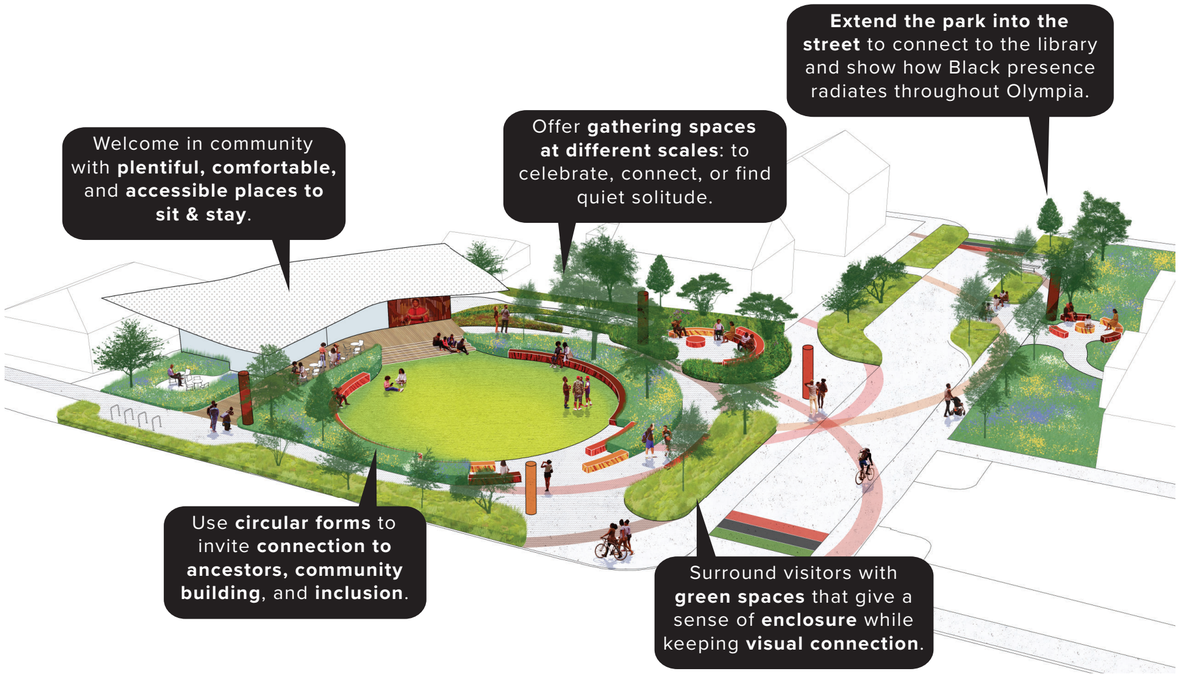
INSPIRATION







WE HEARD THAT REBECCA HOWARD PARK SHOULD...



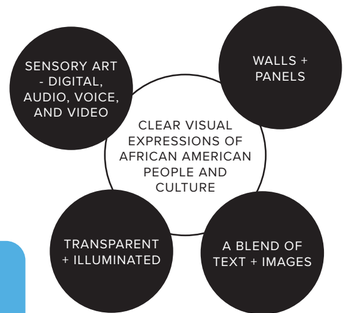
SITE STORYTELLING + ART ACTIVATION











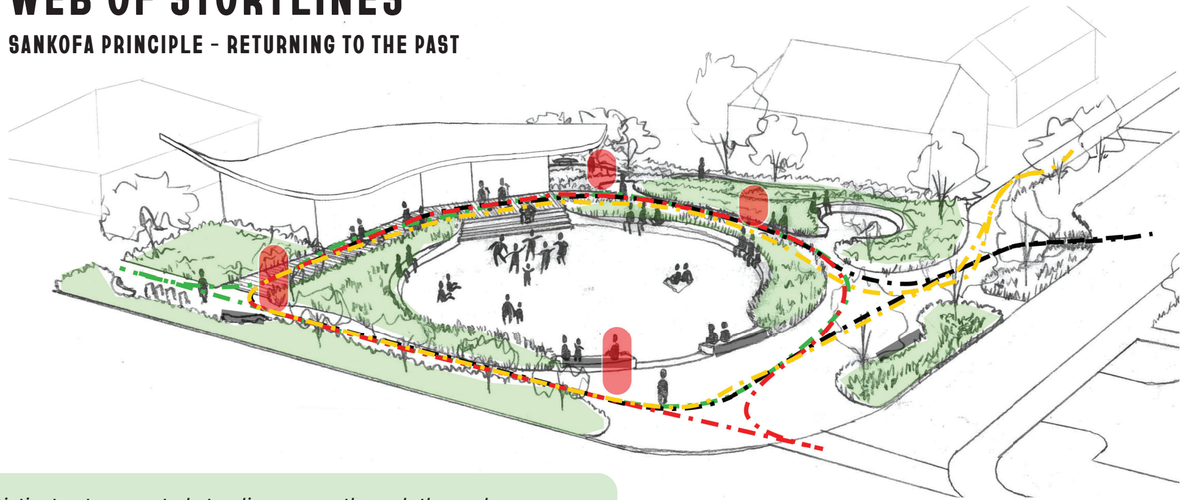


IMPORTANT IDENTIFIERS

1. Park purpose overview informational sign.
2. Location of where the story of Rebecca Howard will be told

WEB OF STORYLINES

SANKOFA PRINCIPLE - RETURNING TO THE PAST



Distinct yet connected storylines move through the park. Inspired by Sankofa, each path returns to its beginning, honoring the past to shape a shared future.

Proposed storylines include:

- ***Pathways*** telling the stories of **Community Builders**
- ***Sculpture*** telling the stories of **Creators and Entrepreneurs**
- ***Plant Stories*** telling the stories of **Land & Food Stewards**
- ***Seating*** telling the stories of **Trailblazing Pioneers**

It is important that these storylines not be experienced in silos. They intertwine to form **a web reflecting the richness of Black experiences.**

Pages 80-87 describe additional art opportunities at the community hub.

Images in this document are conceptual, showcasing *opportunities* for art. **Final art types and locations will be refined**. This may look like:

- Target budget created for each storyline.
- A call for artists for a storyline includes the location, budget, and an initial collection of histories.
- Artists have creative freedom to propose the extent of their art within the parameters of each storyline. Artists across storylines may also chose to work collaboratively.
- A selection committee from Olympia's Black Community selects artists, with technical oversight from the City as needed.

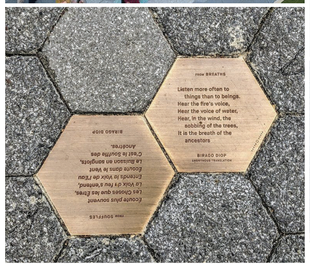
Stories of Black Olympian Community Builders, Entrepreneurs, Creators, Land & Food Stewards, Trailblazing Pioneers, and more can be found here:

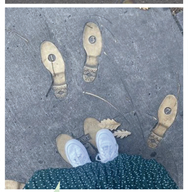
PATHWAYS

TELL THE STORIES OF... COMMUNITY BUILDERS









"walk along with people who came before"



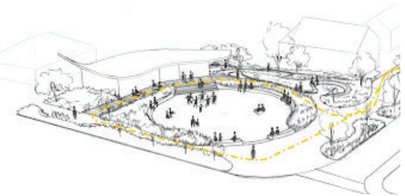


"Paving patterns that come together and diverge, let you follow different stories through the space"





"It would be cool to have the communal space footprints teach a dance (we love line dancing)"



SCULPTURE (WAYFINDING MARKERS)

TELL THE STORIES OF... **ENTREPRENEURS**















Highlight other places in town that have been touched and influenced by Black communities

Signage, maps, or posts showing that Black community touches other spaces in the city in the festival street.

SCULPTURE

TELL THE STORIES OF... **CREATORS**

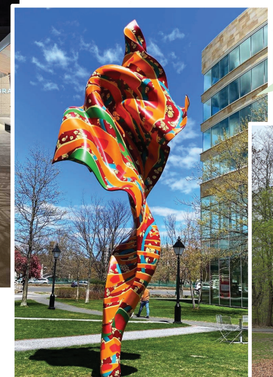




Clearly & Uniquely Black



Transparent & Illuminated



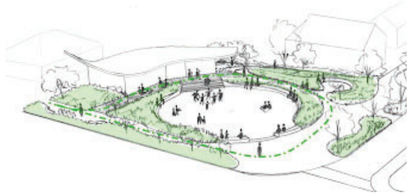
Colorful & Joyful



“It would be cool to have stories or symbol on tree carved - storytelling within trees is important; within my ancestral roots people would carve symbols and stories on land trees”

PLANT STORIES

TELL THE STORIES OF... **LAND AND FOOD STEWARDS**











Story of Stewards CONNECTED TO Story of Plants



Interactive

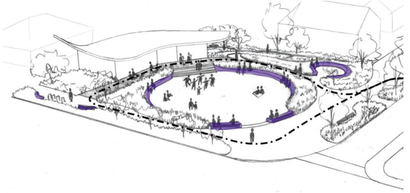






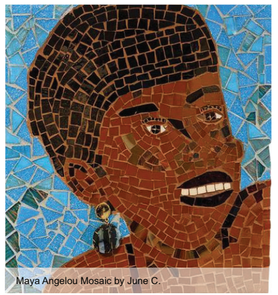
SEATING WALLS

TELL THE STORIES OF... **TRAILBLAZING PIONEERS**

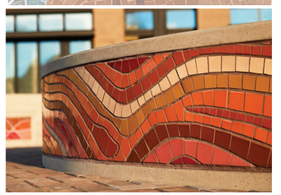








Maya Angelou Mosaic by June C.





Kunta Kinte - Alex Haley Memorial

Multi-dimensional representations of Blackness across the storytelling elements

IN REBECCA HOWARD PARK, THERE IS A...

COMMUNITY HUB

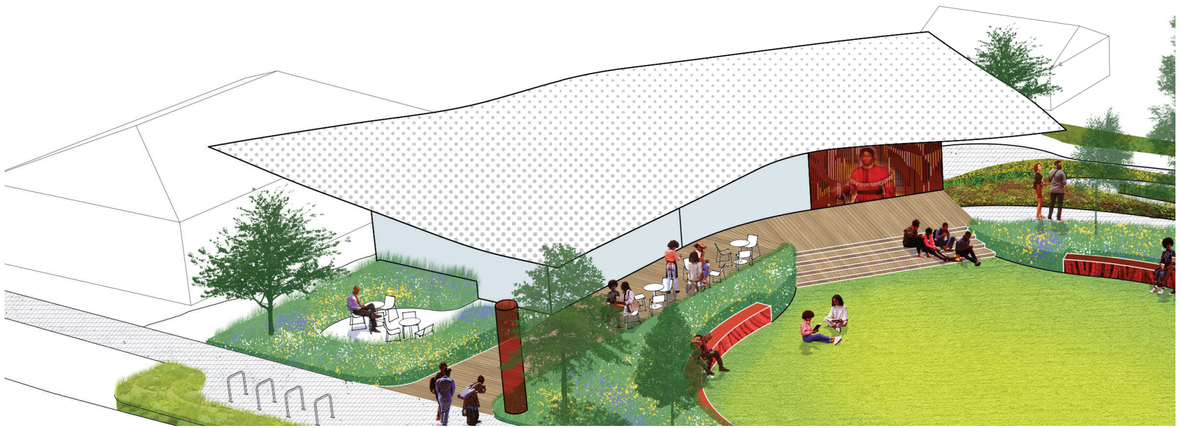
MAJOR SPACES :
Cafe & Multipurpose Room

SUPPORTING SPACES :
Restrooms (one for cafe and one for park users), Trash Nook, Cafe Storage, Multipurpose Room Storage, Mechanical Room, Garden Storage (ground level access)

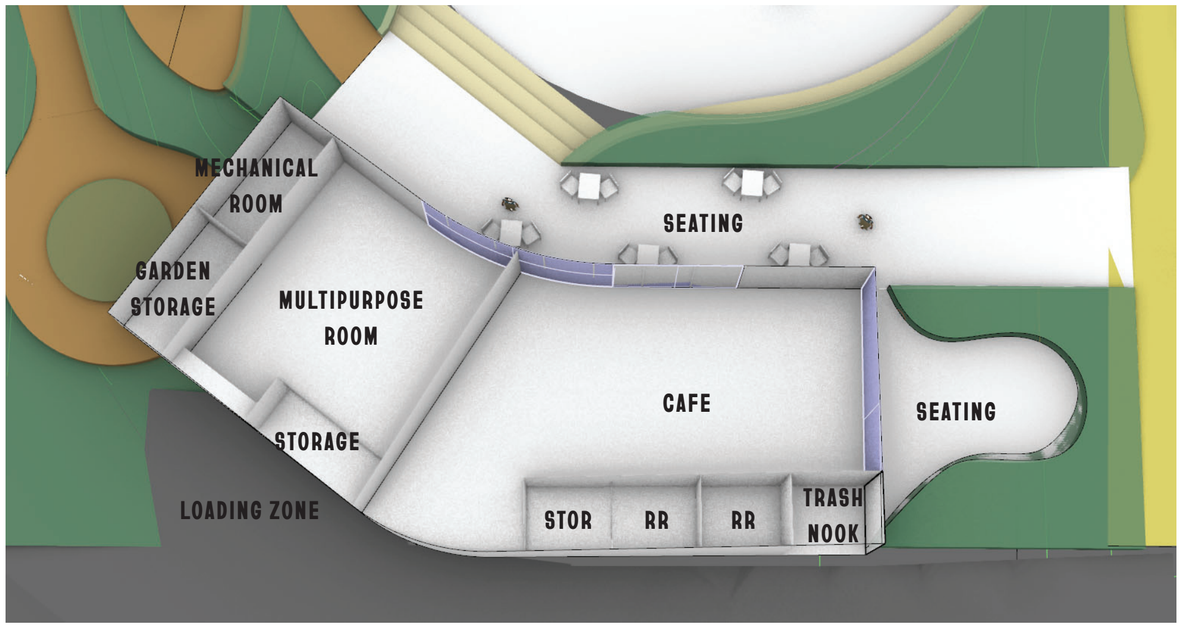
UTILITIES :
Water (note additional sink in multipurpose room), gas, sewer, electrical, grease trap

NOTABLE FEATURES/MATERIALITY :

- Retractable partition wall separating the Multipurpose Room from the Cafe.
- Perforated roof overhang with roof rainwater catchment
- Art infused architectural surfaces
- Change in floor treatment from the Cafe to the Multipurpose
- Partial glazing on the North and East walls
- Mobile kitchen cart that is housed in the Garden Storage



COMMUNITY HUB BUILDING LAYOUT



NOTE: The provided building layout is a programmatic spatial layout concept. Future design development and construction document drawings will be determnine the exact layout.

IN THE COMMUNITY HUB THERE IS A...

CAFE

“Cafe could host pop-up events and vendors, incubate small businesses”

Functional Necessities:
3-compartment sink, hand wash sink, mop sink, and dump sink. Non-shelf stable items stored in double door fridge adjacent to coffee bar.

IMPORTANT SPATIAL FEATURES

- Views out toward park for community connection in addition to connection to land and nature
- Rotating art display
- Lending library
- Modularity from intimate gatherings to larger events
- Outside walk-up counter to order from coffeeshop

VISUALIZING THE CAFE

IMAGINE... *A welcoming café rooted in Black culture—serving soulful food, great coffee, and music—this space nourishes community, supports Black entrepreneurship, and flows seamlessly into the park as a hub for connection and care.*

SQUARE FOOTAGE: ~ 825 sf



INSPIRATION

“...something that can be rotated out and updated to honor and celebrate black community members of today, not just the past.”

“Have some rotating art pieces.”















“A little lending library would be awesome in the space”

IN THE COMMUNITY HUB THERE IS A...

MULTIPURPOSE ROOM

“Imagine a Cultural Center that is both indoor and outdoor... A community space for gathering, programming, and education.”

IMPORTANT SPATIAL FEATURES

- Views out toward park for community connection in addition to connection to land and nature
- Kitchenette
- Story Sharing*

VISUALIZING THE MULTIPURPOSE RM

IMAGINE... *A flexible classroom and gathering space for creative programs, cross-cultural learning, storytelling, and youth-led education—this welcoming indoor hub fosters community connection and centers Black history.*

SQUARE FOOTAGE: ~ 500 sf

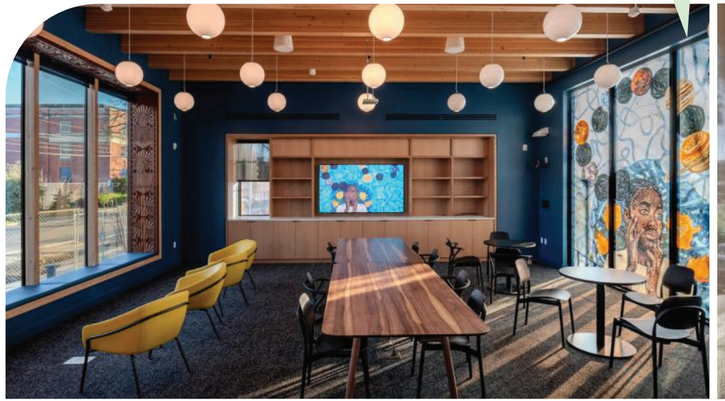


*If there is a community partner interested in facilitating, this space may also serve as a site to continue to gather current day stories and imagined futures, through events or asynchronous contributions.

Imagine a story collecting bulletin board or app, oral storytelling interviews, or the screen programmed as story booth when not being used for events. Black histories are past, present and future.

INSPIRATION

Buildings offer a canvas for immersive representation













IN THE PARK THERE IS A...

PORCH + STAGE

"[...] sitting out on the stoop people watching/ listening to music vibes"

"[...] shelter on [...] hot sunny days"

IMPORTANT SPATIAL FEATURES

- Outdoor coffeeshop seating
- Perforated roof with varied cover for sun protection
- Gathering space during park events

VISUALIZING THE PORCH

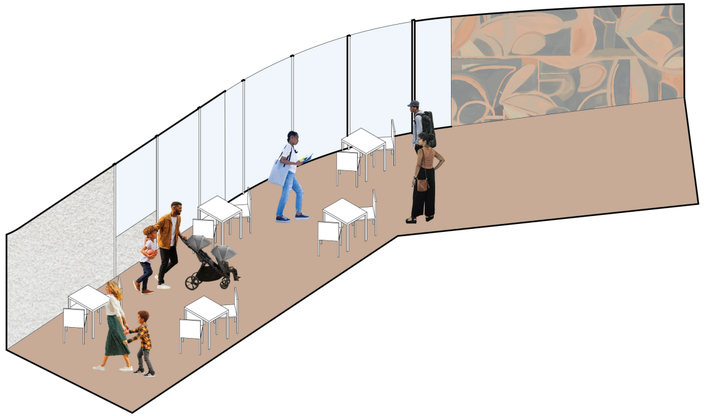
IMAGINE... *A covered porch on the lawn invites gathering, moments of rest, and performance—doubling as a stage for music, storytelling, and celebration; and as a quiet spot for reading, rest, and reflection.*

SQUARE FOOTAGE: ~ 685 sf min

"I would be drawn to murals and photos of powerful images of our pioneers."

"One entire wall of the center as a mural."

The backdrop to the stage could serve as a prominent location to highlight Rebecca Howard



INSPIRATION









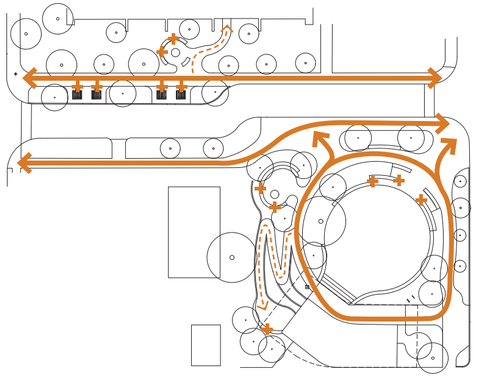








PROGRAMMING & OPERATIONS



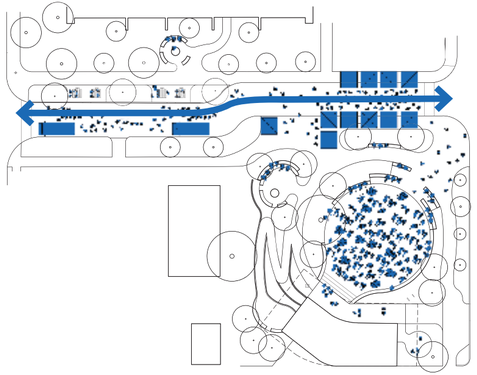
CIRCULATION / ACCESSIBILITY

Primary accessible route (7-8')

Secondary accessible route (5')

\+ Companion seating

All routes through the park are accessible for visitors with mobility devices; primary pathways are wide enough for a wheelchair user and companion to travel side-by-side. All seating areas include companion seating for people using wheelchairs.



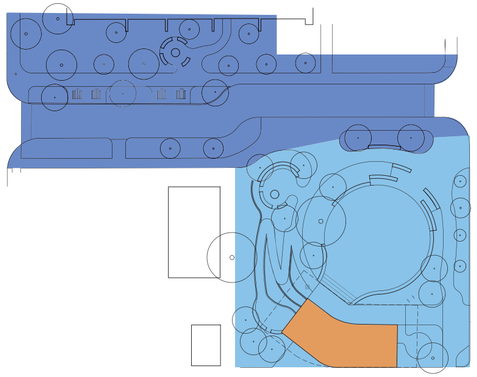
FESTIVAL USE

Vendor tents (10')

Food trucks

Emergency access route (14')

The park is designed to host community events of around 300 people, with the festival street accommodating vendor tents and food trucks while keeping a clear route for emergency access.



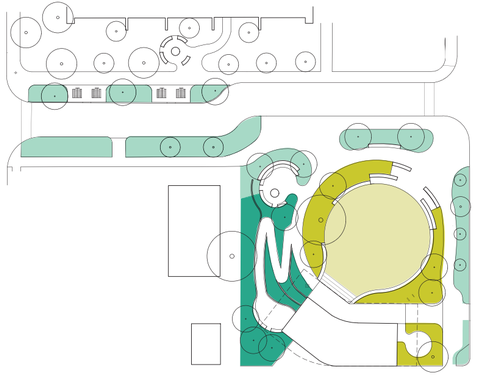
POSSIBLE PHASING

Festival Street Phase

Park Phase

Building Phase

Depending on funding, this project may be developed in phases. The park is designed to work in phases to allow tangible change to happen on site as funding becomes available.



PLANTING AREAS

Interior Planting
Low planting to preserve sightlines; soft textures to frame gathering areas

Edge Planting
Taller + hardier planting to protect from street; could include stormwater planters

Terrace Garden
Colorful, fragrant, textural planting that highlights Black cultural plants

SUSTAINABILITY + CLIMATE RESILIENCE

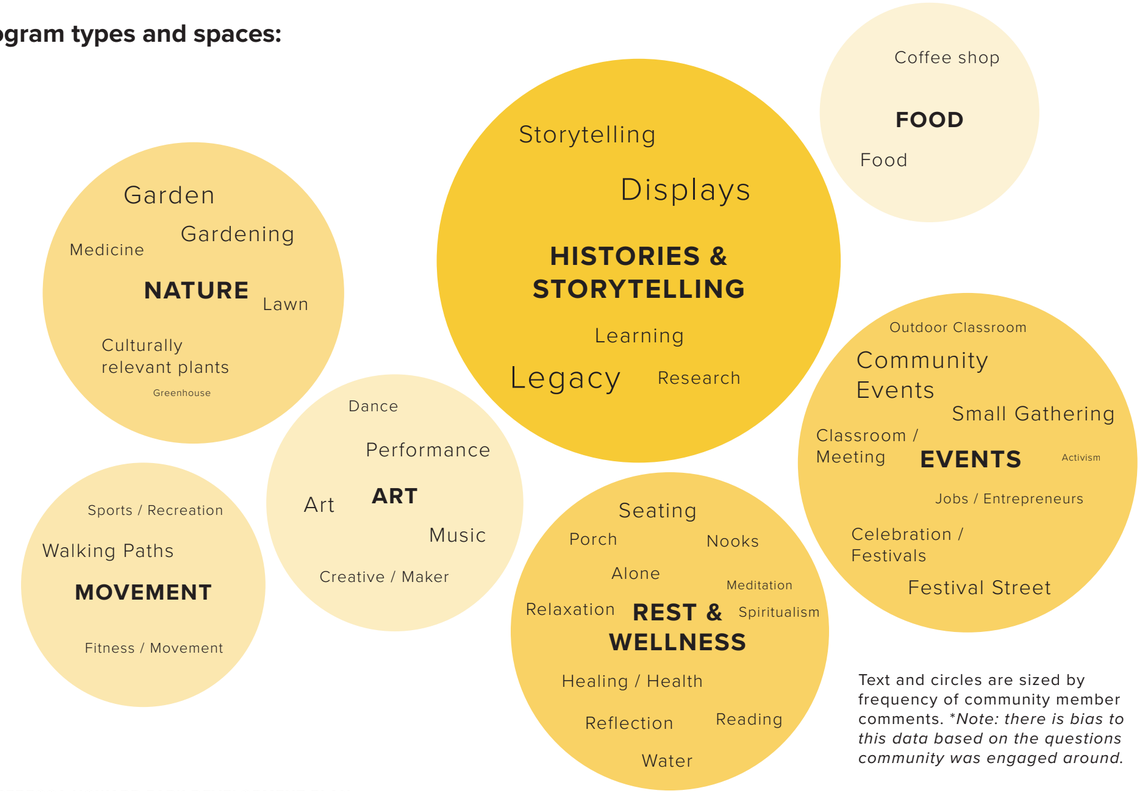
We heard from many community members that climate impact, sustainability, and care for local ecologies are important to this project. To support that vision, these strategies should be implemented where possible:

- Incorporate Olympia 2045 Climate Action & Resilience Goals where possible. Explore strategies for solar power and rainwater reuse.
- Limit light pollution impacts by following DarkSky lighting recommendations and keeping lighting pedestrian scale.
- For all planting and lawn areas, select plants that are drought-tolerant and create habitat for pollinators and other local species. Include stormwater planting strategies. Wherever possible, planting areas should feature Black cultural plants identified by community partners.
- Preserve existing trees wherever possible. Plant drought-tolerant shade trees that will increase canopy coverage on the site.
- Prioritize natural materials, permeable paving strategies, and material reuse.
- Support pedestrians and cyclists through bike racks, traffic calming, and the festival street.

PROGRAMMING AND STEWARDSHIP

The park is designed for programming that builds community and celebrates Black culture.

Program types and spaces:



Text and circles are sized by frequency of community member comments. **Note: there is bias to this data based on the questions community was engaged around.*

Operations & Stewardship: For the park to remain culturally alive, historically accurate, and continuously activated through community-led programming, intentional investment is needed in leadership and community partnerships.

1. **Programming & Activation:** Regular events and activities keep the park welcoming and vibrant. By lowering barriers and making visible investments in community activation, the park can remain an active gathering place for celebrations, education, and cultural expression.

   This could look like subsidizing fees or offering logistical support for Black-led and culturally relevant programming. A community partner organization could manage scheduling and partnerships.

2. **Cultural Stewardship:** Long-term vitality depends on Black leadership guiding cultural direction and decision-making. The City should explore shared stewardship models that ensure Black community leadership has a defined role in guiding programming and interpretation.

   Examples that could be explored for feasibility:

   - *Formal agreements* (e.g., MOUs with Black-led organizations)
   - *Advisory or oversight board* led by Black community members
   - *Community-managed spaces or Planting* within the park reserved for cultural use
   - *Roles* such as a Black Cultural Advocate or Community Historian

EXAMPLES OF PROGRAMMING

1. **Youth tours** on Rebecca Howard's legacy, Black history, and ecology
2. **Intergenerational storytelling and oral history circles**
3. **Community-led art** (murals, sculpture, performance)
4. **Cultural festivals**
5. **Foodways and culinary workshops**
6. **Environmental stewardship** (planting, gardens, habitat care)
7. **Youth leadership and mentorship programs**
8. **Volunteer clean-ups and habitat care**
9. **Community forums on equity, history, and healing**
10. **Screenings, media events, and performances** showcasing local artists

COST, ENGINEERING & REGULATORY REQUIREMENTS



LANDSCAPE SITE PLAN

The following diagrams illustrate the proposed design for Rebecca Howard Park: Landscape Site Plan shows site layout, topography, and materials; Site Survey shows existing utilities and stormwater drainage; Civil Utility Plan shows proposed utilities & stormwater drainage; Site Sections show a vertical cut through the site.

ANTICIPATED PERMITS

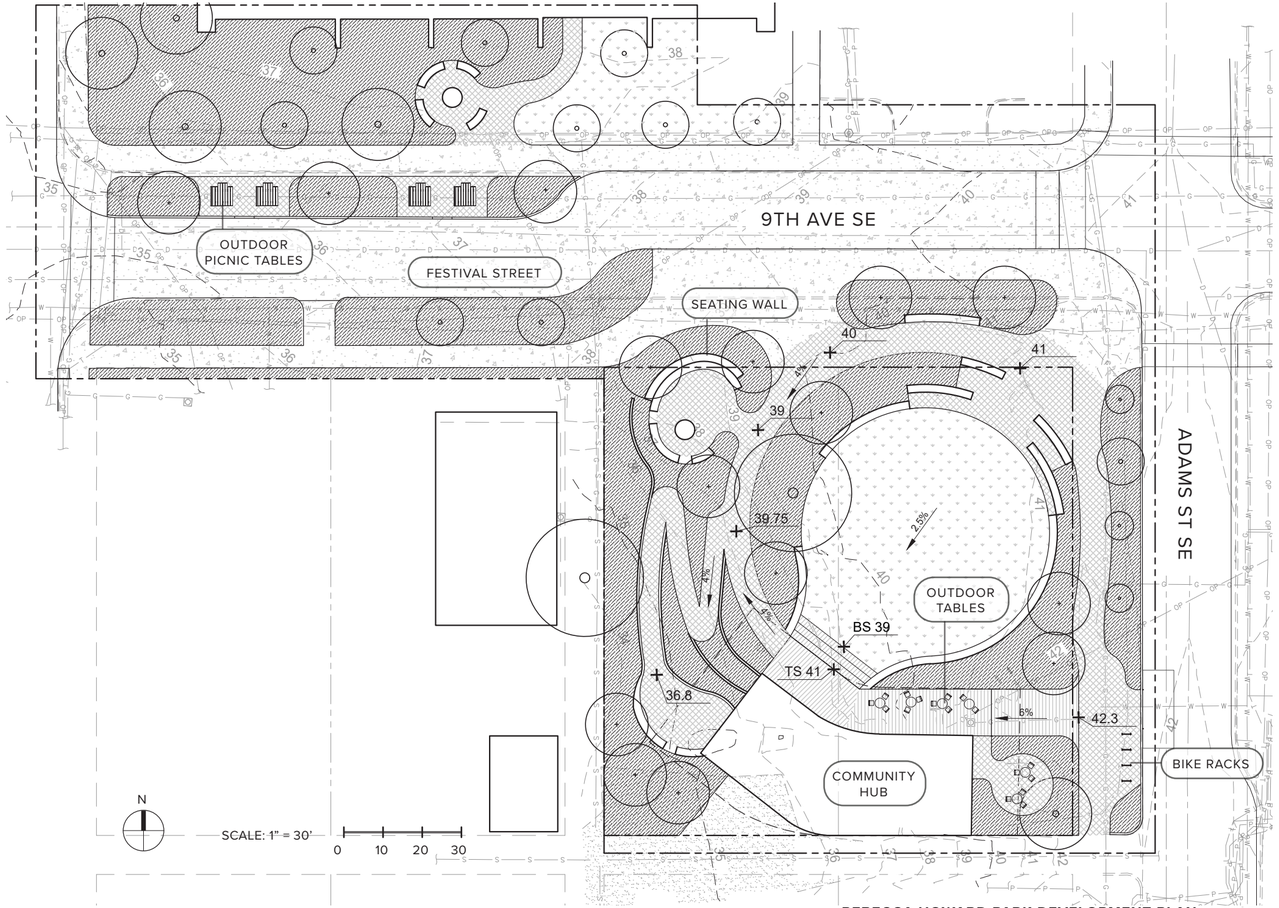
The following permits are anticipated to be required prior to construction for the project:

1. **Civil Engineering Permit**
2. **Right of Way Permit**
3. **Sewer Lateral Permit**
4. **Tree Permit**
5. **Building Permits** (Building, Electrical, Fire System, Mechanical, Plumbing)

**Note: The civil permits are anticipated assuming that the entire site will be contained under one permit. If park improvements and library frontage improvements are permitted separately, 2 separate Civil Engineering permits may be required.*

LEGEND

- LIMIT OF WORK
- PROPERTY LINE
- EXISTING GRADE
- PLANTING AREA
- CONCRETE PAVING
- PAVERS
- LAWN
- WOOD DECKING
- EXISTING TREE
- PROPOSED TREE

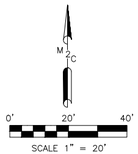


SITE SURVEY

completed by Mtn2Coast LLC,
04/30/2025

EXISTING STORM DRAINAGE

Under existing conditions, stormwater that falls onto Rebecca Howard Park flows southwest from the northeast corner. Water into the alley at the south of the site, where it flows west and collects in a catch basin adjacent to Franklin St that conveys to the nearby gravity main. Stormwater that falls onto the Timberland Library frontage currently flows into the street and collects in a catch basin at the corner of 9th Ave SE and Franklin St SE. This conveyed to the same gravity main as existing park flows. Water in the gravity main flows and eventually outfalls from a 36 inch main into Capitol Lake.



DATUM

HORIZONTAL – CITY OF OLYMPIA DATUM BASED ON TIES TO CONTROL PROVIDED BY THE CITY SURVEYING DEPARTMENT. CITY OF OLYMPIA COORDINATE SYSTEM IS BASED ON WASHINGTON STATE PLANE COORDINATES, SOUTH ZONE, NAD 83 (2011), US FEET AND ADJUSTED ACCORDINGLY:

OLYMPIA COMBINED GROUND TO GRID SCALE FACTOR: 0.99994863
GEOID: G2012AU1
OFFSETS: N -36.2' E -59.49'

VERTICAL – NAVD 88 BASED ON TIES TO CONTROL POINT SET BY CITY OF OLYMPIA (M2C PT 10), ELEVATION: 42.84.

LEGEND

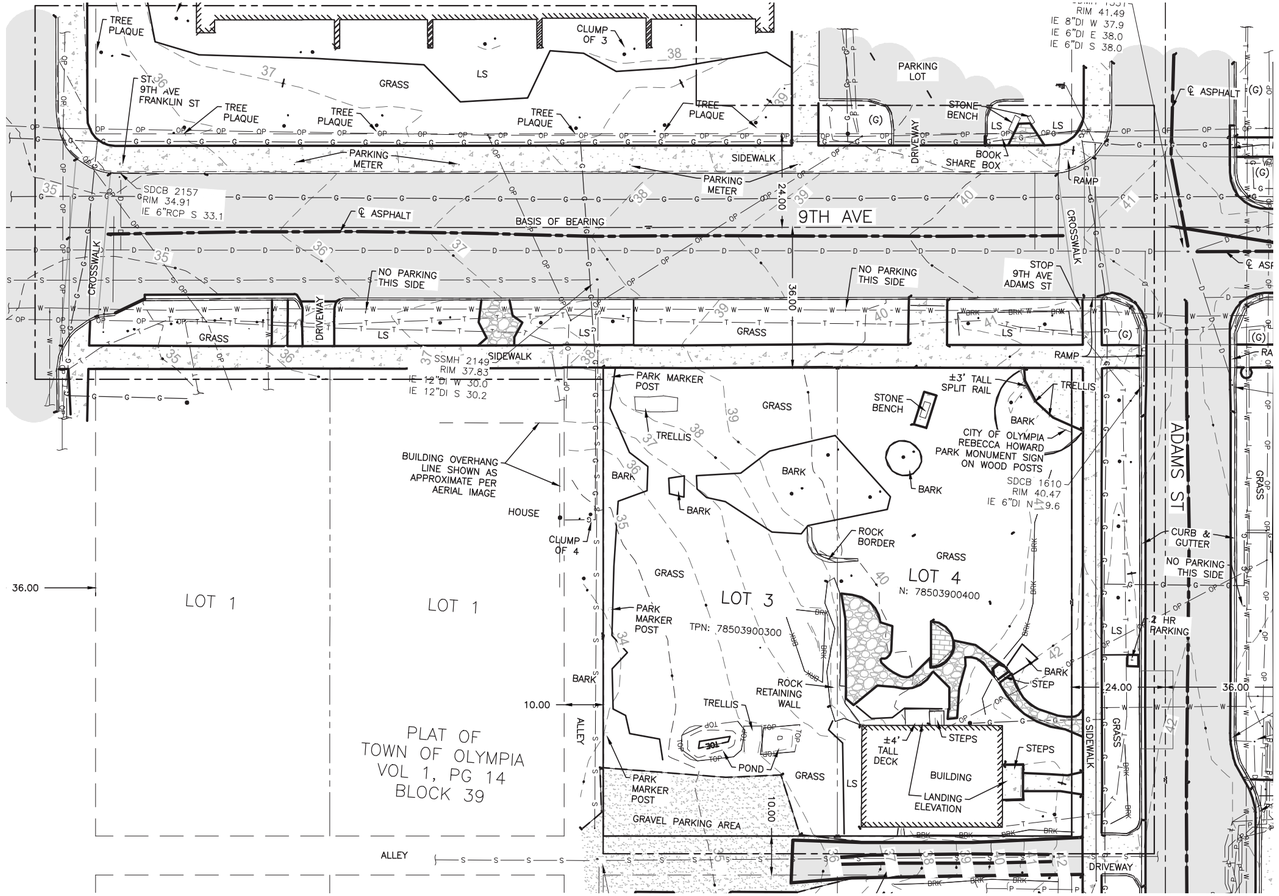
- DECIDUOUS TREE
- STUMP
- STREET SIGN (AS DESCRIBED)
- MONUMENT IN CASE FOUND
- PK NAIL SET
- HUB AND TACK SET
- (G) GRASS
- LS LANDSCAPE
- NATURAL GAS METER
- NATURAL GAS VALVE
- POWER TRANSFORMER
- POWER VAULT/ MANHOLE
- PP WITH LIGHT
- PP WITH DROP AND TRANSFORMER
- POWER POLE
- POWER JUNCTION BOX
- GUY ANCHOR
- TELEPHONE RISER
- FIRE DEPARTMENT CONNECTION
- IRRIGATION CONTROL VALVE
- WATER METER
- WATER POST INDICATOR VALVE
- WATER VALVE
- WATER FIRE HYDRANT
- SS CLEANOUT
- SS MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE

HATCHING

- GRAVEL
- ASPHALT
- CONCRETE
- DECORATIVE PAVER
- BRICK PAVER

LINE TYPES

- BUILDING LINE
- GROUND TOE
- GROUND TOP
- GROUND BREAK
- STORM LINE
- SANITARY SEWER LINE
- BURIED TELEPHONE
- NATURAL GAS LINE
- BURIED POWER
- OVERHEAD POWER
- WATER LINE
- MAJOR CONTOUR
- MINOR CONTOUR
- PROPERTY LINE
- RIGHT OF WAY
- ROAD CENTERLINE
- OLD RIGHT OF WAY
- EASEMENT LINE
- LOTS LINE



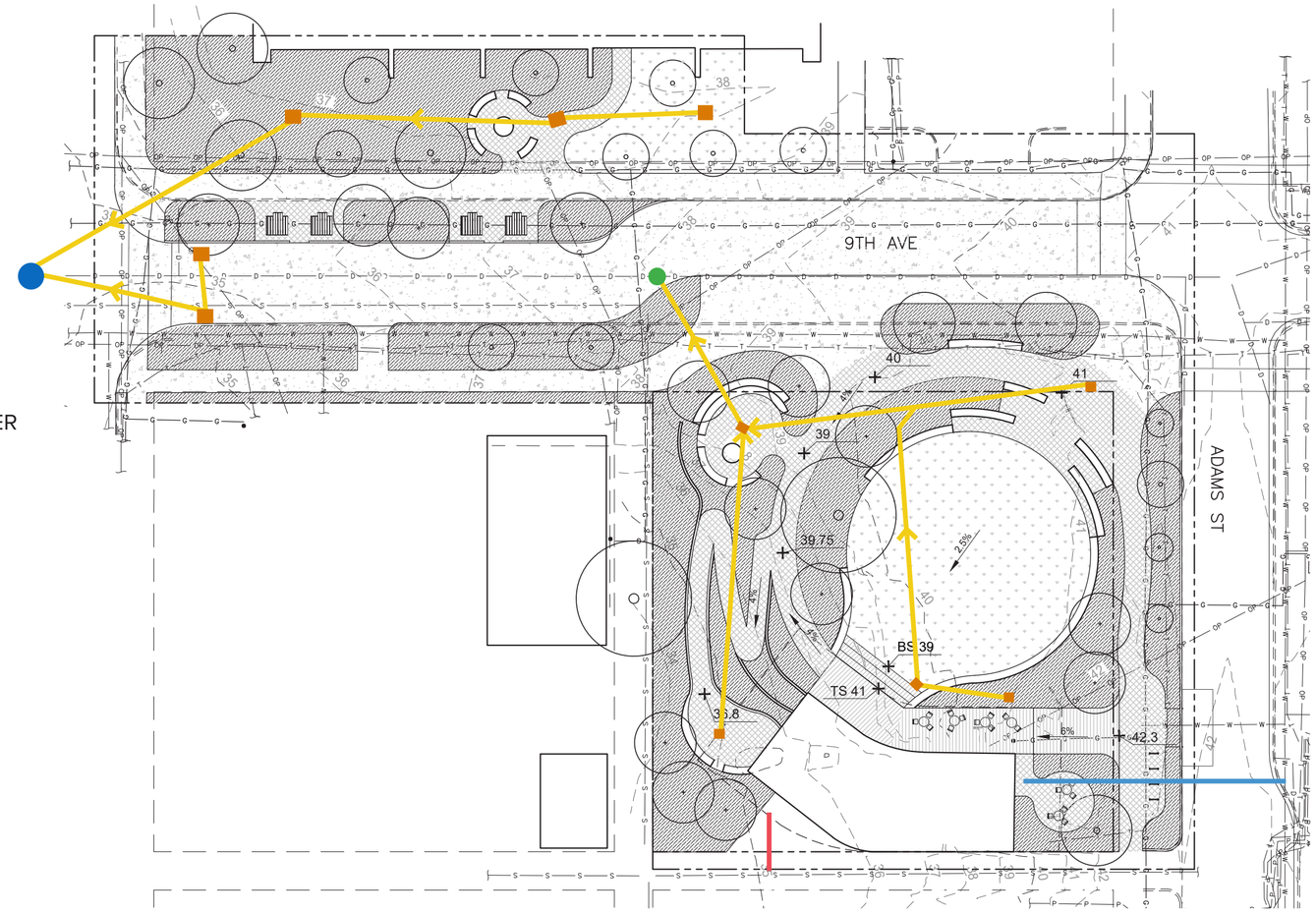
CIVIL UTILITY PLAN

PROPOSED STORM DRAINAGE

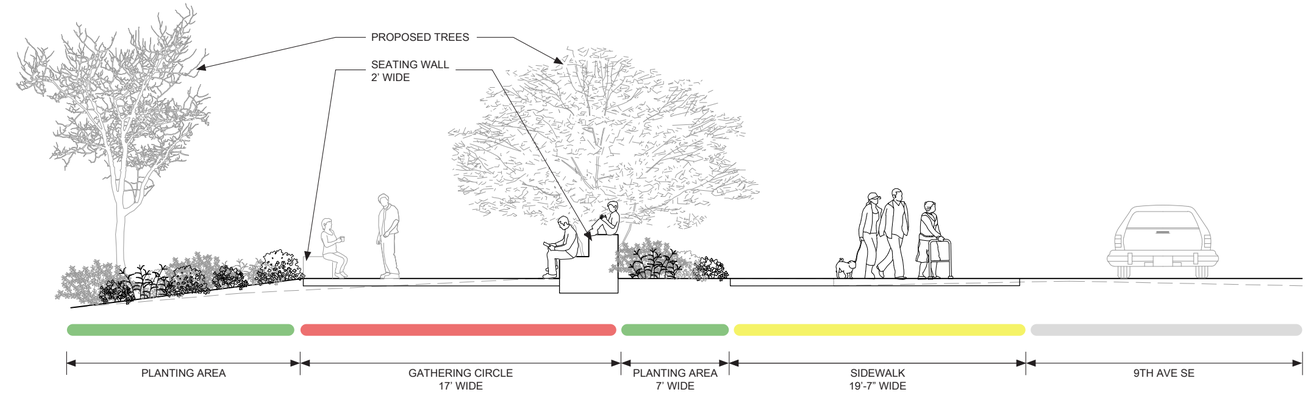
Under proposed conditions, site drainage patterns will remain the same. Five catch basins will be installed around the park, which convey stormwater to a proposed manhole at the northwest corner of the park connecting to the existing manhole on the 9th Ave gravity storm main. Along the south end of the Timberland Library a series of two catch basins and an area drain will convey storm flows into an existing catch basin at the corner of 9th Ave SE and Franklin St SE which connects to the same existing structure. All water will still flow through the existing gravity mains where it will eventually outfall into Capitol Lake.

LEGEND

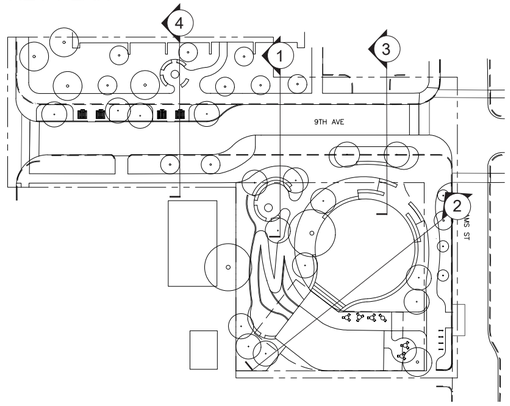
- STORM DRAIN LINE
- SEWER LINE
- WATER LINE
- CATCH BASIN / AREA DRAIN / STORMFILTER
- MANHOLE
- EXISTING CATCH BASIN



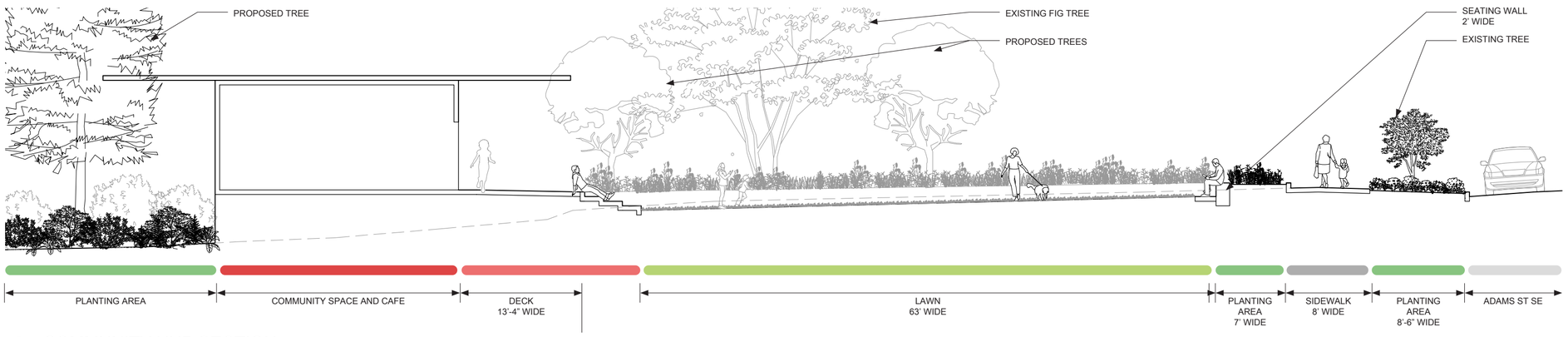
SITE SECTIONS



KEY PLAN



1 GATHERING CIRCLE SECTION

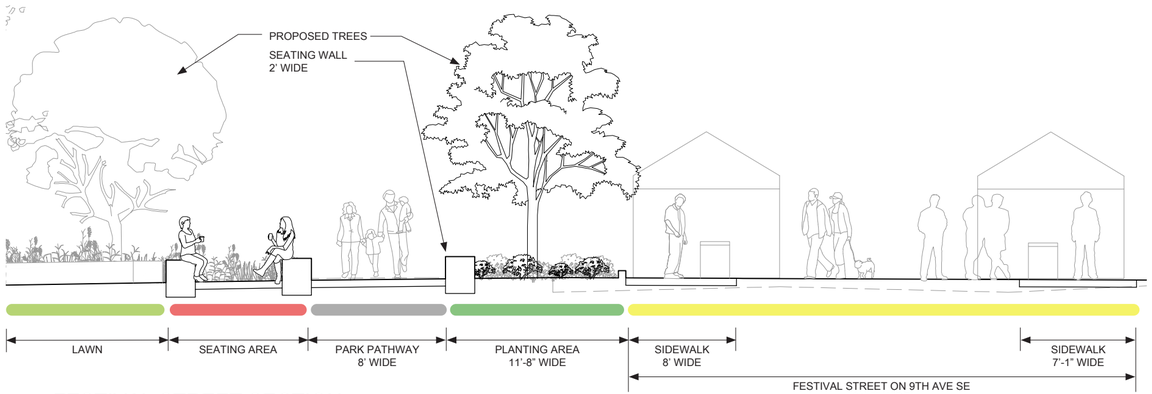


2 COMMUNITY HUB SECTION

SCALE: 1/8" = 1'-0"

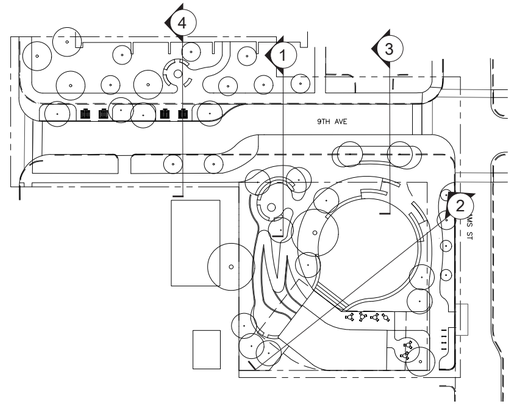
0' 2' 4' 8'

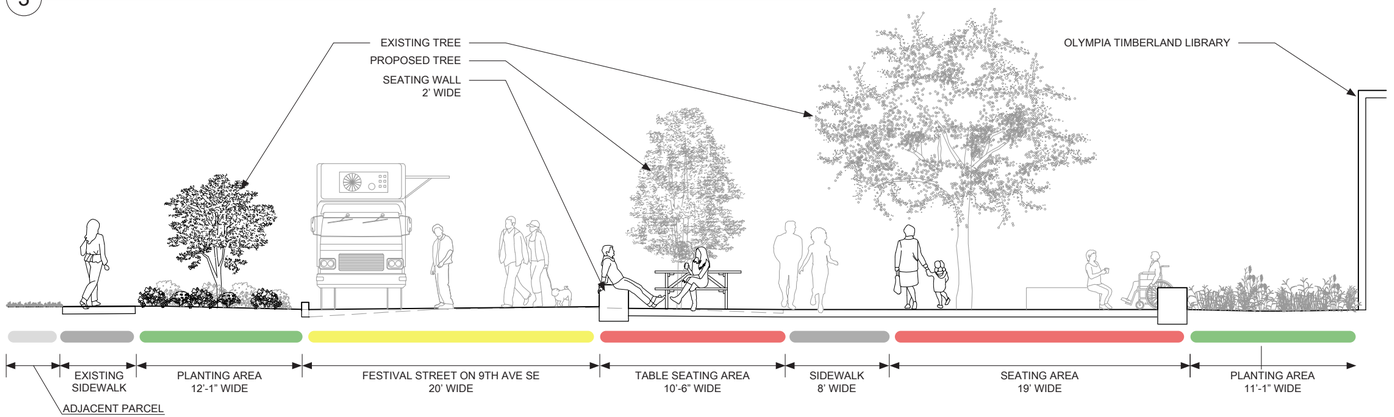
SITE SECTIONS



3 FESTIVAL STREET SECTION

KEY PLAN



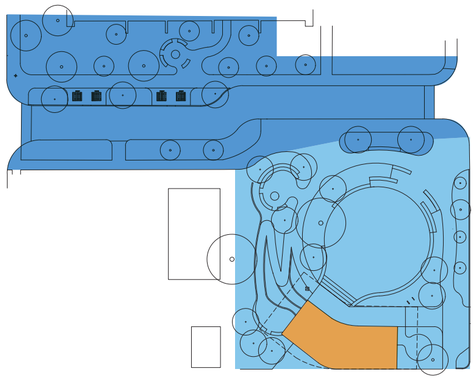


4 LIBRARY SEATING SECTION

SCALE: 1/8" = 1'-0"
0' 2' 4' 8'

COST ESTIMATION BY PHASE

PHASE	DESCRIPTION	COST (LOW)	COST (HIGH)
BUILDING	Substructure, Exteriors, Roofing,	$	$
	Interiors, HVAC, Plumbing, Fire Protection, Electrical	$	$
	Equipment & Furnishings	$	$
	General Conditions, Contingencies, Overhead, etc.	$	$
	Building Total	**$**	**$**
PARK	Site Prep	$	$
	Hardscape, Fixtures + Furnishing	$	$
	Planting, Irrigation, Soils, etc.	$	$
	Civil + Electrical Utilities	$	$
	General Conditions, Contingencies, Overhead, etc.	$	$
	Park Total	**$**	**$**
FESTIVAL STREET	Site Prep	$	$
	Roadway Improvements	$	$
	Planting, Irrigation, Soils, etc.	$	$
	Civil + Electrical Utilities	$	$
	General Conditions, Contingencies, Overhead, etc.	$	$
	Festival Street Total	**$**	**$**
ART BUDGET	Artwork to possibly include mural, sculpture, signage, plant signage, mosaic, paving, map, kiosk	$	$
ANNUAL BUILDING O&M	Janitorial staffing, Utilities, Waste & Recycling, Fire Alarm Service, Fire Inspection	$	$
ANNUAL PARK O&M	Groundskeeping, Irrigation Maintenance, Hardscape Upkeep, Waste & Recycling, Seasonal Plant Care	$	$



COST PHASES

Festival Street Phase
Park Phase
Building Phase

Depending on funding, this project may be developed in phases. The park is designed to work in phases to allow tangible change to happen on site as funding becomes available.

COST ESTIMATES

The construction for Rebecca Howard Park will likely be completed in phases and funding becomes available for each phase. The cost estimates **include** the following:

- General Requirements
- Design and Construction Contingencies
- Contractor's General Conditions, Insurance, Payment & Bond, Overhead, and Profit Fees
- Escalation to January 2027

The cost estimates **exclude** the following:

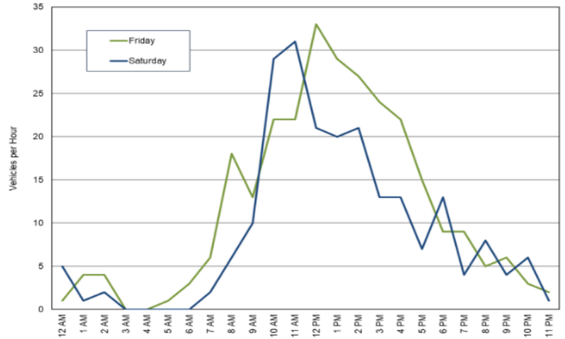
- Permitting and Jurisdictional Fees
- Sales Tax
- Owner's Contingencies
- Design Fees
- Hazardous Waste Abatement

TRAFFIC VOLUME ANALYSIS & STREET USE

EXISTING TRAFFIC VOLUMES

New traffic counts were performed by a two-day machine count on 9th Avenue SE that captured vehicle volumes and travel speeds. These counts were performed on Friday from 4:00 to 6:00 P.M. to capture the weekday evening commute, and on Saturday from 10:00 A.M. to 12:00 P.M. to capture a story-time event at the library.The following highlight findings from these data:

- Hourly traffic volumes on 9th Avenue SE are very low, peaking at about 33 vehicles per hour (in both directions).
- Over the course of full count, just over half of the traffic travelled eastbound on the street. A similar pattern was observed during the peak hours.
- The peak traffic on both a Friday and Saturday occurred during the middle of the day rather than during the traditional commuter peak hours.
- The driveway traffic counts determined that nearly 40% of the traffic volumes during the peak hour on Saturday entered or exited the exited the library.



Source: Traffic volume data collected by iDAX Data Solutions and compiled by Heffron Transportation, Inc. Data for Friday, November 15, 2024 and Saturday, November 2, 2024.

- During all turning movement count hours, no trucks or delivery vans entered or exited the library. (It is acknowledged that some delivery vehicles could use this driveway during non-peak times, but were not captured by the count).
- During the four hours when turning movement counts were performed, a total of 27 pedestrians crossed 9th Avenue SE at the Adams Street intersection (east of the library driveway).
- About 2% of vehicles travelled faster than the speed limit of 25 mph (assuming the city-wide speed limit applies here).

STREET USE OBERVATIONS

IDAX provided video of 9th Avenue SE from midnight Friday to midnight Sunday. Heffron reviewed portions of the video to gain a better understanding of how the street is utilized by the community, including residents on 9th Avenue SE who could be impacted by a redesign. The following were observed:

- General curbside use: Intermittent delivery trucks, almost no parking besides a handful of nearby residents.
- There were 4 vehicles parked overnight on Thursday night and 3 vehicles on Friday night, likely reflective of street parking for residents on 9th Avenue SE.
- The majority of the vehicles using the library driveway appeared to be accessing from and egressing to the east.
- Many pedestrians were observed crossing 9th Avenue SE at random mid-block locations, which is indicative of the low traffic volumes on this street.

DESIGN IMPLICATIONS

Based on the findings of very low traffic volumes and almost no street parking, the proposed festival street on 9th Avenue narrows the roadway and removes street parking. The narrowed street retains a 20’ wide clear aisle for fire access.

IMAGE SOURCES

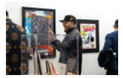
Image Sources: Visioning Process

	Olympia Juneteenth 2024. *Photo by Sophia Austrins*
	Community Visioning Workshop, April 2025. *Photo by Ashley Ludwig*

	Read the Park, July 2025. *Photo by Ari Vamos*
	Project Kickoff, October 2024. *Photo by Photo by Ashley Ludwig*

Image Sources: What Stakeholder Communities Say

	Wind sculpture by Yinka Shonibare CBE RA *https://artoutdoorsdl.com/2022/05/03/harvard-business-school-features-sculptures-by-three-black-artists-yinka-shonibare-melvin-edwards-and-thaddeus-mosley/*
	Attitude of Gratitude by Fin DAC *https://oregonessential.com/best-murals-portland/*
	All Power to All People by Hank Willis Thomas *https://www.phila.gov/2021-09-24-a-monumental-tour-explores-the-african-american-experience/*
	Grandma's Garden by Mystic Mountain Arts *http://www.mysticmountainarts.com/GrandmasGarden.html*

	Olympia Juneteenth 2024 *https://www.facebook.com/cityofolympia/posts/here-are-a-few-highlights-of-the-2024-olympia-juneteenth-festivalcelebration-tha/886047100223304/*
	The Black Gallery. Art by Eric Orr and Keith Haring. *Photo by Mika Martinez*
	Vanport Jazz Festival https://www.oregonlive.com/living/2024/08/vanport-jazz-festival-returns-to-north-portland-this-weekend.html
	Dances for a Variable Population https://www.ourtownny.com/news/fun-at-dances-for-a-variable-population-outdoor-performance-BA2211452

	Born to Be Wild by Neon *https://www.neon.uk/born-to-be-wild* *Photo by Simon Anning*
	Natuurdisplay Pic Bois by Faberreklame
	Weeksville Heritage Center by Caples Jefferson Architects *https://www.capjeff.com/weeksville-heritage-center*
	Early Childhood Education at the National Museum of African American History and Culture https://nmaahc.si.edu/learn/early-childhood-education
	Black Futures Farm. *https://edibleportland.com/fall-2024/rooted-in-purpose-black-futures-farm-cultivates-community-and-healing/*
	Peninsula Park Pollinator Garden *https://www.penrosefriends.org/pollinator-garden*
	Peninsula Park Pollinator Garden *Photo by Sophia Austrins*
	Media Island International Greenhouse *Photo by Sophia Austrins*

	Play Africa - The World of Dreams with storyteller Tsholo Shounyane https://www.youtube.com/watch?v=sglJF556MHA
	Sct. Olai Square by MASU Planning. *Image source: https://landezine.com/sct-olai-square-by-masu-planning/*
	International African American Museum by Hood Design Studio. *Image source: https://www.hooddesignstudio.com/iaam*
	New York Botanical Garden *Photo by Ben Hider*
	Dancer's Series: Steps by Jack Mackie. *https://seattlearts.emuseum.com/objects/2635/dancers-series-steps?ctx=9cd8f96d-a64a-4849-b1d5-6f764cf15ca2&idx=0*
	Storia Djembe by Colloqate Design *Images by Colloqate Design*
	Midland Library by Colloqate Design. Bora Architecture & Interiors, Architect of Record. *Photo by Josh Partee*
	Midland Library Pattern Workshop *Photos by Naim Hasan*

	Storia Defrag by Colloqate Design *Image by Colloqate Design*
	Black Heritage Markers by Soapbox Theory *Photo by Diversa Edu*
	Olympia Juneteenth 2024. *Photo by Sophia Austrins*
	North Portland Library, Black Cultural Center. Art by Sadie DuBoise. *https://www.oregonlive.com/books/2025/02/historic-north-portland-library-will-reopen-after-2-years-of-renovations-get-a-glimpse-at-its-new-look.html*
	Baldwin Books https://www.baldwinandcobooks.com/3-d

	International African American Museum by Hood Design Studio. *Image source: https://www.hooddesignstudio.com/iaam*
	International African American Museum by Hood Design Studio. *Image source: https://www.hooddesignstudio.com/iaam*
	Power of the Written Word at the National Museum of African American History & Culture *https://nmaahc.si.edu/learn/students*
	Young Historians Institute at the National Museum of African American History & Culture *https://nmaahc.si.edu/learn/students*
	Media Island International *Photo by Sophia Austrins*

Image Sources: Vision

	Community Visioning Workshop, April 2025. *Photo by Ashley Ludwig*
	Schoolyard in Berchem, Belgium. *Image source: https://www.caue75.fr/media/download/10010*

	African American Garden: Diaspora	Same Boat Different Stops, at New York Botanical Garden. *Image source: https://www.bxtimes.com/new-york-botanical-garden-juneteenth-bronx-day/*
	International African American Museum by Hood Design Studio. *Image source: https://www.hooddesignstudio.com/iaam*

	78 by Paul Rucker. *Image source: https://www.cascadepbs.org/culture/2021/12/year-review-10-seattle-artworks-exemplify-2021/*
	Mural by Liz Morrow. *Image source: https://www.lizmorrowstudios.com/blog/retaining-wall-mural-process-tacoma-mural-artist*
	John Lewis by June C. *Image source: https://blog.piecebypiece.org/stories/blogs/news/celebrating-black-history-month-with-mosaics-by-june-c-1*
	Sarah Vaughan by June C. *Image source: https://blog.piecebypiece.org/stories/blogs/news/celebrating-black-history-month-with-mosaics-by-june-c-1*

	Bavaria's Original Inhabitants, Exhibition Design by TULP Design. *Image source: https://www.tulp.de/case/ausstellung-bayerns-ureinwohner/*
	Roberto Maestas Festival Street, Seattle WA. *Image source: https://www.facebook.com/photo/?fbid=1180586547433608*
	8th Avenue N Festival Street, Seattle WA. *Image source: https://www.theurbanist.org/2021/12/28/exploring-seattles-festival-streets/*
	Bethesda Row, Bethesda MD. *Image source: https://www.homes.com/local-guide/bethesda-md/edgemoor-neighborhood/*

October 23, 2025

Dear Mayor and City Council,

On October 16, 2025, the Olympia Parks, Arts, and Recreation Department (OPARD) staff gave a briefing to the Parks and Recreation Advisory Committee (PRAC) on whether to approve the Rebecca Howard Park Development Plan. After a thorough presentation, questions, and discussion, PRAC voted (8-Yes, 0-No) to recommend City Council support the approval of the Rebecca Howard Park Development Plan. The art portion of the plan will go before the Arts Commission for review.

PRAC expressed their support for the community engagement model that was used during the planning process and encourages future use of the model or other models like it in the future. PRAC also shared excitement for the circle-oriented design that emphasized the design theme of Sankofa which symbolizes the importance of learning from the past to build a better future by retrieving knowledge, wisdom and lessons from history. It is the wisdom in learning the past and reconnecting with the land in a safe, welcoming, and affirming space which ensures a strong future.

Members of PRAC are grateful for the opportunity to provide City Council with this recommendation and are happy to answer any questions.

Sincerely,

Alexandrea Safiq

Alexandra Safiq, Chair

Parks and Recreation Advisory Committee (PRAC)

January 8, 2026

Dear Mayor Payne and City Council,

On December 11, 2025, the Arts Commission received an update on the Rebecca Howard Park Development Plan by Olympia Parks, Arts, and Recreation Department (OPARD) staff. The presentation included concepts for art features and community hub, phasing and timeline.

Arts Commission members appreciated the recognition of community members of color, and the visibility the park design brings to a city that is predominantly white. They noted that the project was a great opportunity for Black artists particularly.

While it is not the typical practice of the Arts Commission to offer letters of support, for this project we wish to match the process of the Parks and Recreation Advisory Committee in providing our unanimous endorsement for this project.

Respectfully,

Kathryn Dorgan, Chair
Arts Commission

City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of an Ordinance Adopting a Residential Energy Performance Rating and Disclosure Policy

Agenda Date: 3/24/2026
Agenda Item Number: 6.B
File Number:26-0228

Type: ordinance **Version:** 1 **Status:** Other Business

Title
Approval of an Ordinance Adopting a Residential Energy Performance Rating and Disclosure Policy

Recommended Action
Committee Recommendation:
The Land Use and Environment Committee recommends that the City Council consider the proposed ordinance for a Residential Energy Performance Rating and Disclosure Policy.

City Manager Recommendation:
Move to approve the proposed ordinance adopting a Residential Energy Performance Rating and Disclosure Policy.

Report
Issue:
Whether to approve the proposed ordinance adopting a Residential Energy Performance Rating and Disclosure Policy.

Staff Contact:
Pamela Braff, PhD, Director of Climate Programs, 360.753.8249

Presenter(s):
Pamela Braff, PhD, Director of Climate Programs

Background and Analysis:
Since early 2023, the City of Olympia has been working with the cities of Lacey and Tumwater and Thurston County, through the Thurston Climate Mitigation Collaborative (TCMC), to develop a model ordinance for a home energy assessment and disclosure policy. The proposed ordinance is intended to provide homebuyers with transparent information about a home's energy performance and encourage cost-effective energy-efficiency upgrades.

The proposed ordinance requires sellers to obtain and disclose a Home Energy Score (HES) before listing a residential property for sale. The HES is a standardized energy assessment and rating tool developed by the US Department of Energy. It evaluates a home's energy efficiency on a scale of 1 -

10, estimates annual energy costs, and recommends cost-effective upgrades to improve the home's energy performance. The score is provided by a trained energy assessor, who evaluates a home's physical characteristics, such as insulation, heating and cooling systems, and other elements that impact home energy use.

The proposed model ordinance was developed collaboratively across the TCMC jurisdictions to provide consistency throughout Thurston County and reduce complexity for real estate professionals working across multiple jurisdictions.

Policy Context

Energy use in residential buildings accounts for more than 25 percent of inventoried greenhouse gas emissions in Thurston County. While recent updates to the Washington State Building Code significantly increase energy performance requirements for new residential development, these codes do not address existing homes, many of which were built to less efficient standards.

Providing energy performance information during real estate transactions can help buyers make more informed decisions about the total cost of home ownership, including energy costs. While the Home Energy Score does not require improvements, it provides information that may guide future investments in home efficiency upgrades. Studies show that in communities with energy disclosure requirements, 12-37% of buyers implement energy-saving upgrades after receiving home energy assessment recommendations (ACEEE, 2025).

Benefits and Impacts

Staff estimate that the first year of a county-wide home energy assessment and disclosure policy would lead to approximately 550 home retrofits, more than $300,000 in total energy cost savings, and a reduction of 580 mtCO2e. Total energy savings and emissions reduction would accrue over time as more homes are assessed and retrofitted each year.

In addition to greenhouse gas emissions reduction, other co-benefits of this policy include:

- Improving transparency in real estate transactions by providing clear, standardized information about a home's estimated energy use and efficiency.
- Helping buyers understand likely energy costs and energy performance before purchasing a home.
- Expanding access to energy efficiency financing by providing documentation that can help homeowners and buyers access rebates, incentives, and energy-efficient mortgage products.

The proposed policy does not require upgrades or improvements. The only implementation cost for sellers is the HES assessment, which typically ranges from $150-$350. For low-income sellers, the City will subsidize the cost of the assessment.

Research from jurisdictions with home energy disclosure requirements indicates that disclosure policies do not disrupt housing markets or delay transactions. Homes with higher energy performance ratings may experience modest price premiums or shorter time on the market. However, observed impacts on sale prices align closely with actual operating cost differences over 20 - 25 years.

- A $100 increase in estimated annual energy costs is associated with a 0.4% decrease in sale price (about $2,000 on a $500,000 home; ACEEE, 2025).

- A one-point increase in the HES is associated with an average 0.5% increase in sale price (approximately $2,500 on a $500,000 home; ACEEE, 2025).

Land Use and Environment Committee Recommendation
The Land Use and Environment Committee received a briefing in July 2023 on Home Energy Score Disclosure. At that time, staff recommended delaying consideration of an energy assessment and disclosure policy until the TCMC completed work to develop the regional model ordinance.

In February 2025, the Committee reviewed the proposed model ordinance and recommended that the ordinance be forwarded to the full City Council for discussion at a City Council study session.

City Council Study Session
The Olympia City Council reviewed and discussed the proposed ordinance during a Study Session on March 11, 2025. During the study session, staff presented the proposed policy and answered clarifying questions from Councilmembers. There have been no substantive changes to the policy since the March 2025 study session.

Climate Analysis:
Residential buildings are one of the largest sources of greenhouse gas emissions in Olympia, and reducing energy use in existing buildings is a key strategy to achieve the City's emissions reduction goals. The proposed ordinance directly supports the Olympia 2045 Comprehensive Plan Climate Policy PL5.5: Partner with regional jurisdictions to develop and implement a local policy for assessment and disclosure of residential energy performance ratings at the time of lease, sale, or rent.

Equity Analysis:
The proposed ordinance supports energy equity by providing homebuyers and sellers with clear and easily comparable information about a home's expected energy use and costs. This can help households better understand the total costs of homeownership and identify opportunities to improve comfort and reduce utility bills over time.

While energy cost transparency may be particularly beneficial for low-income households, the upfront costs of the energy assessment may also be a barrier for low-income sellers. To mitigate potential impacts to low-income households, the proposed ordinance also requires the City to provide subsidized assessments for low-income sellers.

Neighborhood/Community Interests (if known):
TCMC staff have engaged the community on the proposed ordinance through several forums, including advisory committee meetings, public comment, and stakeholder focus groups. The TCMC Executive Committee and Community Advisory Workgroup (CAW) reviewed project plans and draft ordinance language throughout 2024. TCMC staff also convened four in-person focus group discussions with targeted stakeholder groups in September 2024.

Many stakeholders expressed support for the proposed ordinance, noting that clear and actionable home energy assessments can help buyers make informed home purchasing decisions and encourage energy-efficiency improvements over time. Some stakeholders expressed concerns about impacts to housing costs, delayed real estate transactions, and enforcement challenges,

emphasizing the need for integration with existing processes. Stakeholders also shared that voluntary participation would not generate meaningful uptake and that education and incentives should accompany any mandate.

A summary of focus group feedback is provided in the attachments. Additional comments received in 2026 are also provided in the attachments.

Options:

1. Move to approve the proposed ordinance to adopt a Residential Energy Performance Rating and Disclosure Policy, as proposed.
2. Move to approve the proposed ordinance to adopt a Residential Energy Performance Rating and Disclosure Policy, with specific modifications.
3. Do not approve the proposed ordinance to adopt a Residential Energy Performance Rating and Disclosure Policy.

Financial Impact:

Program development and implementation costs are designed to be shared equally across all four TCMC jurisdiction partners:

- Program Development: The total estimated cost for regional program development (one-time program launch costs) is $100,000. If the proposed ordinance is adopted by all TCMC jurisdictions (Lacey, Olympia, Tumwater, and Thurston County) and costs are split equally across the jurisdiction partners, the estimated cost per partner would be $25,000.
- Program Management: The total estimated ongoing program management costs are $25,000 per year ($6,250 per partner).
- Subsidized Assessments: The total estimated ongoing cost to provide subsidized assessments for City of Olympia residents is $5,000 per year, beginning in 2027.

Implementation costs would only be shared by TCMC jurisdictions that adopt the proposed policy. Sufficient funding has been allocated in the 2026 City budget to cover 50% of all program development costs ($50,000 for program development and $12,500 for program management), in the event that the ordinance is only adopted by two of the TCMC jurisdictions.

Attachments:

Ordinance
Focus Group Summary
Public Comment
Policy Review Memo

ORDINANCE NO._____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING A RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE POLICY AND AMENDING THE OLYMPIA MUNICIPAL CODE TITLE 16 BY ADDING A NEW CHAPTER 16.07 ENTITLED RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE

WHEREAS, climate change is an existential crisis posing one of the most serious threats to the existence of humanity and all species on the planet; a threat that intersects and compounds all other crises facing humanity and our earth; and

WHEREAS, in 2019, Olympia City Council passed a Resolution Expressing a Commitment to Protect the Youth of this Community from the Risks of Climate Destruction (Resolution No. M-2045) and to achieve net zero emissions by 2040; and

WHEREAS, in February 2021, Olympia City Council passed a Resolution Declaring a Climate Emergency (Resolution No. M-2194) and accepted the Thurston Climate Mitigation Plan as a regional framework to reduce community-wide greenhouse gas emissions 45 percent below 2015 levels by 2030 and 85 percent below 2015 levels by 2050; and

WHEREAS, residential buildings are one of the largest sources of emissions in Olympia, and the Olympia 2045 Comprehensive Plan includes Policy PL5.5 Partner with regional jurisdictions to develop and implement a local policy for assessment and disclosure of residential energy performance ratings at the time of lease, sale, or rent; and

WHEREAS, at the 2023 Thurston Climate Mitigation Collaborative (TCMC) Annual Retreat and subsequent Executive Committee meeting on June 26, 2023, the TCMC agreed to advance two regional initiatives for focused regional coordination in 2024: (1) design a Residential Energy Efficiency and Electrification Campaign and (2) develop a Home Energy Score Model Ordinance; and

WHEREAS, in 2023, the City Council approved an Interlocal Agreement among Thurston County and the cities of Lacey, Olympia, and Tumwater to support the implementation of the 2024 TCMC Regional Initiatives (Resolution No. M-2461); and

WHEREAS, the TCMC has engaged the TCMC Community Advisory Workgroup, members of the public, and held four focus group discussions with key stakeholders to develop this proposed Ordinance; and

WHEREAS, the Olympia City Council finds that for a home energy disclosure policy to be effective at reducing emissions and informing prospective homebuyers, the Olympia Municipal Code should be amended to include this requirement; and

WHEREAS, imposition of a home energy disclosure requirement is specifically authorized by RCW 35A.11.020 (which specifically authorizes the City to enact any ordinance not in conflict with the general state law) and the requirement will be implemented consistent with RCW 64.06.080;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OLYMPIA ORDAINS AS FOLLOWS:

Section 2. Amendment of OMC 16.00.000. Olympia Municipal Code Section 16.00.000 is hereby amended to read as follows:

16.00.000 Title Contents

Title 16
BUILDINGS AND CONSTRUCTION

Chapters:
16.04 Building Codes
16.05 Alternate Methods and Materials for Mixed Use Apartment Buildings
16.07 Residential Energy Performance Rating and Disclosure
16.06 Property Maintenance Code
16.10 Unsafe and Unfit Buildings, Structures, and Premises
16.18 Noxious Weeds
16.24 Electrical Code
16.32 Fire Code
16.36 Fire Hydrants
16.40 Fire Extinguishing Systems
16.44 Alarm Code
16.46 Security Alarm Systems
16.48 Grading and Clearing
16.56 Landmark Tree Protection
16.58 Public Trees
16.60 Tree, Soil and Native Vegetation Protection and Replacement
16.70 Flood Damage Prevention
16.80 Sea Level Rise Flood Damage Reduction
16.90 General Provisions Governing the Procurement of Compost Products in Projects
16.100 Electric Vehicle Parking

Section 2. NEW CHAPTER 16.07. The following NEW CHAPTER 16.07, Residential Energy Performance Rating and Disclosure, is hereby added to Title 16 of the Olympia Municipal Code.

NEW CHAPTER 16.07

RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE

16.07.000 Chapter Contents

Sections:

16.07.010 Purpose.
16.07.020 Definitions.
16.07.030 Authority of the Director.
16.07.040 Home Energy Score Rating and Disclosure for Subject Buildings.
16.07.050 New Construction of Subject Buildings.
16.07.060 Exemptions and Waivers.
16.07.070 Expiration.
16.07.080 Violation.
16.07.090 Subsidy.

16.07.010 Purpose.

The purpose of Residential Energy Performance Rating and Disclosure is to require that homebuyers be provided with information about residential building energy performance prior to the time of property purchase to enable more informed decisions about the full costs of operating dwelling units and to encourage investments in improvements that lower utility bills, reduce carbon emissions, and increase the

comfort, safety, and health of building occupants. This disclosure is in addition to the minimum disclosures described in chapter 64.06 RCW.

16.07.020 Definitions.

Certain terms, words and phrases, whenever used in this chapter, have the meanings defined in this section.

A. "Director" means the director of the Community Planning and Economic Development department of the city or their designee.

B. "Energy" means electricity, natural gas, propane, heating oil, wood, or other fuel used for purposes of providing heating, cooling, lighting, water heating, or powering other end-uses in the building and related facilities.

C. "Home energy performance report" means the report prepared by a registered home energy score assessor utilizing the reporting template provided by the director. The report must include the following information:

1. The home energy performance score, using methods developed by the United States Department of Energy, and an explanation of the score;

2. An estimate of the total annual energy used in the dwelling unit in retail units of energy by fuel type;

3. An estimate of the total annual energy generated by onsite solar electric, wind electric, hydroelectric, and/or solar water heating systems in retail units of energy, by type of fuel displaced by the onsite generation;

4. An estimate of the total monthly or annual cost of energy purchased for use in the subject building in dollars by fuel type, based on the current average annual retail residential energy price of the utility serving the subject building at the time of the report and the average annual energy prices of nonregulated fuels by fuel type;

5. The current average annual utility retail residential energy price in dollars by fuel type and the average annual energy prices by fuel type;

6. At least one comparison home energy performance score that provides context for the range of potential scores. Examples of comparison dwelling units include, but are not limited to, a similar dwelling unit with Washington's average energy consumption, the same type of dwelling unit built to Washington energy code, or the same type of dwelling unit with certain energy efficiency upgrades;

7. The identification of efficiency measures that may be installed directly by consumers;

8. The date when the building energy assessment was performed;

9. The name, contact information, and business license number for the registered home energy score assessor who completed the scoring; and

10. Such other information as specified by the director.

D. "Home energy score" means the U.S. Department of Energy's Home Energy Score which is an asset rating based on physical inspection of the dwelling unit or review of the design documents used for the dwelling unit's construction.

E. "Low-income" means any household of the City of Olympia earning 80% or less than 80% of the Area Median Income as defined by the U.S. Department of Housing and Urban Development.

F. "Real estate listing" means any real estate listed publicly for sale in the city by a property owner, representative of a property owner, or a licensed real estate agent. Real estate listings include any printed advertisement, internet posting, or publicly displayed sign, including Regional Multiple Listing Service, Craigslist, Nextdoor and other social media platforms, Redfin, Zillow, Trulia, and other third-party listing services.

G. "Registered home energy score assessor" means a person who has a valid and up-to-date certification from the U.S. Department of Energy as a home energy score assessor and who is registered with the city to provide a home energy performance report. To be registered with the city, a person must meet all registration requirements established by the director.

H. "Sale" means the conveyance of title to real property because of the execution of a real property sales contract. Sale does not include the transfer of real property as defined in RCW 64.06.010 as in effect as of the date of this ordinance and as amended.

I. "Seller" means any of the following: any individual or entity possessing title to real property that includes a subject building, the association of unit owners responsible for overall management in the case of a condominium, or other representative body of the jointly owned building with authority to make decisions about building assessments and alterations.

J. "Subject Buildings" means single-family detached dwellings, duplexes, triplexes, quadplexes, cottage housing, townhouses, and attached accessory dwelling units as defined in chapter 18.02 OMC.

16.07.030 Authority of the Director.

A. The director shall administer and enforce this chapter's provisions.

B. The director shall adopt rules and regulations, procedures, and forms to implement this chapter's provisions.

16.07.040 Home Energy Score Rating and Disclosure for Subject Buildings.

Prior to publicly listing any dwelling unit(s) of a subject building for sale, the seller of the dwelling unit, or the seller's designated representative, shall:

A. Obtain a home energy performance report for the dwelling unit(s) of the subject building from a registered home energy score assessor;

B. Include the home energy score in all real estate listings and contact information to request the home energy performance report;

C. Append the home energy performance report when attachments are accepted by the listing service;

D. Provide a copy of the home energy performance report to all the following:

1. All licensed real estate agents working on the seller's behalf; and

2. Prospective homebuyers while the subject building is listed publicly for sale; and

E. Maintain a copy of the home energy performance report for five years, available for review by the director upon request for quality assurance and evaluation of policy compliance.

16.07.050 New Construction of Subject Buildings.

At or prior to the time of the first sale of a newly constructed subject building, the seller of the dwelling unit, or the seller's designated representative, may:

A. Provide a home energy score that was generated from either design specifications or an on-site inspection.

B. Obtain and replicate a single home energy performance report for subject buildings constructed within the same land division using identical design specifications with identical features including, but not limited to, floorplan, type and amount of insulation, windows, attic fans, heating and cooling systems, hot water heaters, and appliances.

16.07.060 Exemptions and Waivers.

A. Subject buildings on federal land or tribal land are exempt from the requirements outlined in OMC 16.07.040.

B. The director shall exempt a seller from the requirements of this chapter if the seller submits documentation that the subject building is undergoing a transfer of real property as defined by RCW 64.06.010, as is in effect as of the date of this ordinance and as amended.

C. The director may exempt a seller from the requirements of this chapter after confirming that compliance would cause undue hardship for the seller under the following circumstances:

1. The subject building qualifies for sale at public auction or acquisition by a public agency due to arrears for property taxes;

2. A court-appointed receiver is in control of the subject building due to financial distress; or

3. The senior mortgage on the subject building is subject to a notice of default; or

4. The seller is otherwise unable to meet the obligations of this chapter as determined by the director.

16.07.070 Expiration

The home energy score is valid for 10 years after the assessment date (including new construction assessments as described in OMC 16.07.050), provided that no changes to mechanical systems, building envelope, energy efficiency or square footage in the home has occurred. For the purposes of this section, an assessment date is the date the assessment was completed.

16.07.080 Violation.

A. It is a violation of this chapter for any person, as defined in OMC 4.50.020, to fail to comply with the requirements of this chapter or to misrepresent any material fact in a document required to be prepared or disclosed by this chapter.

B. Penalties. It is a civil infraction for any person, as defined in OMC 4.50.020, to violate or fail to comply with any term or provision of this title. Each day is a separate infraction. A person found to have committed a civil infraction will be assessed a monetary penalty consistent with chapter 4.40 OMC, as follows:

1. First offense: Class 3 ($50), not including statutory assessments.

2. Second offense arising out of the same facts as the first offense: Class 2 ($125), not including statutory assessments.

3. Third offense arising out of the same facts as the first offense: Class 1 ($250), not including statutory assessments.

C. Enforcement. The city may, but is not obligated, to enforce this chapter through Chapter 4.44 OMC, Uniform Civil Enforcement.

16.07.090 Subsidy.

The City of Olympia shall fully subsidize home energy score audits as required by Chapter 16.07 OMC for sellers whose households meet the low-income definition of this chapter.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, does not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 6. Effective Date. This Ordinance is effective on May 1, 2027.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Michael M. Young
_____
SENIOR DEPUTY CITY ATTORNEY

Summary of Home Energy Score (HES) Stakeholder Focus Groups

Thurston Climate Mitigation Collaborative, September 2024

Background

In September 2024, the Thurston Climate Mitigation Collaborative (TCMC) conducted four in-person focus groups with industry professionals to inform development of the regional Home Energy Score (HES) Model Ordinance. Participants represented real estate professionals, homebuilders, inspectors, energy service providers, lenders, housing organizations, utilities, and public agencies.

The purpose was to present the proposed HES framework, gather feedback on potential impacts, and identify key considerations for implementation. Discussions focused on the role of HES in real estate transactions, program administration, compliance and enforcement, market impacts, and workforce readiness.

Across the sessions, participants acknowledged that energy information is valuable, but expressed concerns about transaction complexity, costs to sellers, market impacts, and a lack of enforcement capacity. They emphasized that voluntary participation would not generate meaningful uptake and that education and incentives must accompany any mandate.

Key Themes Across Focus Groups

1. HES as an Educational Tool

Participants viewed the Home Energy Score as primarily an informational and educational resource rather than a driver of immediate upgrades during a home sale.

Many participants noted that the home sale process is already complex, time-constrained, and emotional. As a result, energy performance is often a secondary consideration compared with structural issues, financing, or safety concerns identified in inspections.

Participants suggested that HES could be valuable in helping homeowners understand their home's energy performance and potential improvements, particularly after purchase or as part of longer-term planning. Several noted that the score could provide a roadmap for improvements that buyers might pursue after closing.

2. Impacts on Real Estate Transactions

Real estate professionals consistently emphasized that the timing and integration of HES into the transaction process is critical. The home sale process is already time-sensitive and complex, and additional requirements could create delays if not carefully integrated.

Participants noted that transaction timing could be addressed by establishing clear expectations for vendors providing Home Energy Scores, including rapid turnaround times to ensure scores can be completed without disrupting listing timelines. Participants also recommended establishing contingencies or alternative procedures in cases where a score cannot be completed within the transaction timeline.

In addition, participants highlighted the importance of streamlining the process for generating and sharing scores. Direct connection between the scoring platform and Multiple Listing Service (MLS)

systems was identified as a potential mechanism to minimize administrative burden and ensure energy information can be easily included in property listings.

Some participants raised concerns that low scores might negatively influence buyer perception or home value, particularly for older homes, while new homes would score well due to new energy efficiency standards. Others noted that energy information is already discussed informally during inspections, but is rarely a primary factor in negotiations. Participants, specifically realtors, shared concerns about perceived liability if they were seen as responsible for interpreting or explaining terms.

3. Compliance and Enforcement Challenges

Across all focus groups, participants expressed concern that local governments could effectively enforce a mandatory HES requirement through current code compliance processes.

Local jurisdictions were described as having limited staffing and resources, with enforcement priorities focused primarily on life-safety and health issues. As a result, many participants felt compliance mechanisms would need to be integrated into existing market or financing systems rather than relying solely on municipal enforcement.

Suggested approaches included integrating HES into mortgage or escrow processes, where the score could be verified during financing or closing. Some participants noted that similar approaches exist for other requirements, such as septic system inspections.

Participants also emphasized that voluntary programs typically have low participation and suggested that if HES is pursued as a policy, a clear non-punitive compliance structure would be needed for it to be effective.

4. Market Value and Financing Considerations

Participants highlighted a disconnect between the cost of energy improvements and their recognition in home appraisals. Several recommended engaging the appraisal industry and encouraging the use of tools such as the Green Addendum developed by the Appraisal Institute to better capture the value of efficiency improvements. Most participants were unfamiliar with the Green Addendum.

Financing mechanisms were also discussed. Programs such as energy-efficient mortgages could allow buyers to finance upgrades based on projected energy savings. No realtor participants were familiar with these funding mechanisms. Builder participants expressed concern that low scores could eventually impact home values, particularly for older homes and lower-income sellers.

5. Considerations for New Construction and Existing Homes

Builders noted that new homes are already required to meet increasingly stringent energy codes. As a result, new construction would generally perform well under HES scoring.

Participants recommended creating an equivalent compliance pathway for homes meeting current energy codes or participating in voluntary high-performance building programs to avoid additional costs or redundant processes. Builders suggested creating alternative compliance pathways for new homes, or exempting new homes built in 2021 or prior.

For existing homes, participants acknowledged that energy performance is rarely a central part of real estate discussions. Instead, efficiency improvements are typically raised if outdated equipment, insulation gaps, or other issues are observed during inspections.

6. Equity and Low-Income Considerations

Equity impacts were raised across several focus groups. Participants emphasized that low-income households should not bear additional financial burdens associated with energy assessments or upgrades.

Suggestions included subsidizing the cost of obtaining a Home Energy Score for low-income households and prioritizing outreach and assistance in neighborhoods where homes are older and energy improvements could deliver the greatest benefits.

Participants also noted that point-of-sale incentives may be more accessible for lower-income households than rebates, which require paying costs upfront and then waiting for reimbursement. Participants emphasized the importance of supporting implementation and avoiding punitive enforcement.

7. Workforce and Program Capacity

Participants emphasized that a mandatory HES program would require a sufficiently trained workforce to conduct assessments and provide timely service during real estate transactions.

Recommendations included developing a workforce training strategy several months prior to program launch to ensure adequate capacity. Participants also suggested coordinating with utility energy efficiency programs and developing a workforce tied to equity - supporting women, veterans, and people from frontline communities to serve as HES Assessors.

8. Education, Outreach, and Program Administration

Participants stressed the need for sustained pre-launch education (1-2 years) and outreach before implementing any formal requirements. Participants stated that clear, centralized educational materials for realtors, buyers, sellers, contractors, and lenders would be needed.

Participants also emphasized the importance of simple, consistent regional rules for program administration, streamlined processes, and integration with existing systems such as the MLS platform.

Several participants suggested that program administration should be handled by a third-party entity to maintain neutrality, manage quality assurance, and oversee reporting.

Participants recommended a countywide score database, API-supported MLS integration, and public dashboards showing energy use trends and community progress.

9. Other Voices to Consider

Participants in each focus group were asked if any additional stakeholders should be included in the focus groups. No suggestions were provided by participants. As such, the focus group work concluded with the four focus groups summarized here.

Focus Group Participants

Focus Group 1: Real Estate Transaction (September 17, 2024)

- Dwayne Boggs, Home Inspector, Boggs Inspection Services
- Polly Barber, Realtor, Homes by Polly Barber
- Anya Myer, Realtor, RE/MAX
- Kim Piper, Realtor, RE/MAX
- Garen Thatcher, HES Provider, SwiftSure Energy Services

Focus Group 2: Building Industry (September 18, 2024)

- Ben Francois, Habitat for Humanity
- Mark Shepherd, New Homebuilder Superintendent, Rob Rice Homes
- Jessie Simmons, New Homebuilder Owner
- Kevin Zwink, Code Compliance Officer, City of Lacey
- Nate Kilby, Owner/Inspector, Right Way Home Inspections

Focus Group 3: Mixed Industry Professionals (September 18, 2024)

- Jordan Howden, Weatherization Program Manager, Community Action Council
- Nate Krebs, Weatherization Superintendent, Community Action Council
- PK Long, Code Compliance Officer, City of Tumwater
- Doug Mah, Director of Public Policy, Thurston County Chamber of Commerce
- Dietrich Schmitz, Advanced Downpayment Assistance Program Manager, Washington State Housing Finance Commission

Focus Group 4: Mixed Industry Professionals (September 19, 2024)

- Thea LaCross, Executive Director, Thurston Housing Land Trust
- Kristine Rompa, Senior Local Government Affairs Representative, Puget Sound Energy
- Mackenzie Winchel, HES Program Manager, Earth Advantage

Pamela Braff

From: Melissa McKee
Sent: Tuesday, February 3, 2026 9:13 AM
To: Gregory Quetin
Cc: Councilmembers; Pamela Braff
Subject: Re: Adopt the Residential Energy Performance Rating and Disclosure ordinance

Follow Up Flag: Follow up
Flag Status: Completed

Good morning, Greg. Thank you for your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Gregory Quetin <gquetin@gmail.com>
Sent: Monday, February 2, 2026 9:15 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Adopt the Residential Energy Performance Rating and Disclosure ordinance

Hello City Council,

In my personal capacity, I would like to urge the City Council to adopt the Residential Energy Performance Rating and Disclosure ordinance as soon as possible. The energy performance of a home is important for the energy that it consumes with consequences for both the affordability of the home and the energy consumpt/carbon emissions resulting from keeping that home liveable. Adopting this ordinance now shows climate leadership and helps inform potential home buyers about future energy costs.

Thank you for your consideration and service.

Best,
Greg

Pamela Braff

From: Melissa McKee
Sent: Tuesday, February 3, 2026 11:31 AM
To: John MacLean
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Letter in support of the Draft Ordinance on Residential Energy Performance Rating and Disclosure Policy
Attachments: EEFC letter to City of Olympia supporting Residential Energy Performance Rating & Disclosure Policy Feb 3 2026.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Thank you for sharing this letter, John. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: John MacLean <jmaclean@eefinance.net>
Sent: Tuesday, February 3, 2026 9:54 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Cc: Tom Crawford <tcpraxis629@gmail.com>
Subject: Letter in support of the Draft Ordinance on Residential Energy Performance Rating and Disclosure Policy

You don't often get email from jmaclean@eefinance.net. Learn why this is important

Dear City Council & Staff: Attached please a letter in support of the Draft Ordinance on Residential Energy Performance Rating and Disclosure Policy. Please confirm receipt. The content of this letter is also reproduced below. Thank you and sincerely, John MacLean

February 3, 2026

TO: Olympia City Council & Staff
FROM: John MacLean, President, Energy Efficiency Finance Corp.

RE: Draft Ordinance on Residential Energy Performance Rating and Disclosure Policy
CC: Tom Crawford, Thurston Climate Action Team

Dear Olympia City Council: I am writing in support of the Residential Energy Performance Rating and Disclosure Policy. I am not a resident of Olympia, as I live in the County outside the NE Olympia City limits, but I had an office in downtown Olympia for 12+ years and I love this community.

My work is in finance for energy efficiency and clean energy projects, both in the USA and internationally, and I have been involved with and supportive of the Thurston Climate Action Team for many years. I have experience arranging financing for commercial building energy efficiency (EE) projects in Washington State, including using C-PACER financing, and also with the Washington commercial buildings Clean Building Performance Standards (CBPS) legislation passed several years ago; I have seen how the CBPS is helping drive the EE market for commercial buildings (> 20,000 SF). My comments follow.

1. I suggest one edit to draft Ordinance. The Definitions Section C prescribes the content of the Home energy performance report that must be done as part of a home sale process; subsection C.7 requires that report include: "The identification of efficiency measures that may be installed directly by consumers;…". I suggest that C.7 be revised to read: "The identification of efficiency measures that may be installed in the subject building including estimated capital costs and energy cost savings associated with each efficiency measure;…". I note that if this edit is not made, the director may further specify this requirement and the typical home energy performance report will typically include this information.

2. The draft Ordinance addresses residential EE standards <u>at the point of sale</u>; I think that this is brilliant because it can allow a home buyer could potentially roll in the costs of EE improvements identified by the required report into the cost of the home mortgage. This can be an effective way to finance efficiency measures on a long term and at a relatively low interest rate, thus often allowing the costs of many EE measures to be repaid out of cost savings, which is a common goal of EE financing programs.

3. As part of the services that the City provides to implement the proposed Ordinance, I suggest that the City work with mortgage lenders to develop and offer mortgage financial products that allow the costs of EE measures to be included in the mortgage so that the cost-effective EE measures can be readily implemented by the home buyer. City services can also include links to local contractors who can implement such EE measures.

4. I think that provision of these services can be instrumental for the proposed Ordinance to achieve its desired results which is the implementation of cost-effective EE measures. There are examples of such programs in other communities in the USA and I would be happy to assist in the development of such a set of services if needed. I note also that the newly established Washington State Green Bank is investigating developing and providing residential EE finance products. In the 2009-2011 period during the implementation of the American Reinvestment & Recovery Act implemented in the early years of the first Obama administration, there was funding for similar programs and I worked with communities around the USA and in Washington State to set up residential EE finance programs, including, for example, with Sustainable Connections in Bellingham, Washington. I am thinking that local mortgage lenders could be recruited to offer EE mortgages. Home buyers may also need support in the contracting process.

I want to express my thanks and appreciation to Council members and City staff for your work and service.

Thank you and sincerely,

John MacLean, President
Energy Efficiency Finance Corp.
3336 Libby Road NE
Olympia, WA 98506
Cell = 360-339-3936
Fax = 206-774-0411
jmaclean@eefinance.net

eefc
Financing for a sustainable economy

February 3, 2026

TO: Olympia City Council & Staff
FROM: John MacLean, President, Energy Efficiency Finance Corp.
RE: Draft Ordinance on Residential Energy Performance Rating and Disclosure Policy
CC: Tom Crawford, Thurston Climate Action Team

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Energy Efficiency Finance Corp.
phone: 1-360-339-3936 Fax: 1-206-774-0411 Address: 3336 Libby Road NE, Olympia, WA USA 98506

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I want to express my thanks and appreciation to Council members and City staff for your work and service.

Thank you and sincerely,

John C Maclean

Pamela Braff

From: Melissa McKee
Sent: Tuesday, February 17, 2026 10:07 AM
To: Councilmembers
Cc: Tim Smith; Pamela Braff; exec@thurstoncountyrealtors.org
Subject: Fw: Public Comment re: Home Energy Score Ordinance
Attachments: REALTORS Public Comment on HES OCC.pdf; tcra-hes-position-statement-final.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you, Jennifer, for submitting this comment. I will ensure it is recorded and received by all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



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From: Jenn Chernut <exec@thurstoncountyrealtors.org>
Sent: Saturday, February 14, 2026 5:32 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Fwd: Public Comment re: Home Energy Score Ordinance

> You don't often get email from exec@thurstoncountyrealtors.org. Learn why this is important

Good afternoon,

On behalf of the Thurston County REALTORS® Association, please find attached our formal Public Comment and Official Position Statement regarding the proposed Home Energy Score (HES) ordinance.

We respectfully request that this correspondence be included in the public record and shared with all elected officials and relevant staff.

Please let me know if you need any additional information.

Jennifer Chernut MA AHWD C2EX
Executive Officer
Thurston County REALTORS® Association
510 Franz Anderson Rd SE
Olympia, WA 98501
Office: 360.491.3910



Olympia City Council

February 14, 2026

RE: Proposed Home Energy Score Ordinance

Good afternoon Mayor and Councilmembers,

For the record, my name is Dawn Baker, and I serve as President of the Thurston County REALTORS® Association, representing over 750 real estate professionals who work with buyers and sellers across our community every day.

I want to begin by respectfully clarifying something important: the Thurston County REALTORS® Association supports energy efficiency. We support informed consumers. And we support policies that help homeowners reduce costs over time.

What we do not support is implementing a new requirement at the point of listing without fully understanding its impacts.

Our members are on the front lines of housing affordability. They see firsthand how even modest additional costs, inspection requirements, or administrative steps can create barriers — especially for first-time buyers, seniors on fixed incomes, and households already struggling in a tight housing market.

Because of that, we are concerned about moving forward with a mandate that directly affects every residential real estate transaction in Thurston County without full and transparent engagement from the professionals who implement those transactions daily.

There are still unanswered questions regarding:

- Housing affordability impacts
- Transaction timing and delays
- Enforcement and liability
- Administrative capacity

- And potential fiscal implications, including possible REET-related risks under state law

This is not a small policy change. It is a structural change to how *every* home is brought to market.

Our Association and our members were not meaningfully engaged in the development of this proposed Home Energy Score ordinance.

Please also note that at no point did our organization formally support advancing a mandatory Home Energy Score requirement at time of listing, regardless of testimony or claims that state otherwise.

For that reason, we are asking for a straightforward and reasonable action:

- Pause this ordinance.
- Conduct thorough due diligence.
- And engage stakeholders — including the real estate community — in a meaningful way before advancing a mandate.

A pause is not a rejection of energy goals. It is a commitment to getting policy right.

We stand ready to participate constructively. We want to be part of the solution. But we cannot support moving forward without careful evaluation and broad collaboration.

Thank you for your time and consideration.

Dawn Baker

2026 President

Thurston County REALTORS® Association

Enclosure: TCRA HES Position Statement

Thurston County REALTORS® Position Statement

Proposed Home Energy Score (HES) Ordinance

Thurston County | Olympia | Lacey | Tumwater

POSITION AT A GLANCE

The Thurston County REALTORS® Association (TCRA) supports energy efficiency and climate resilience. However, TCRA has significant concerns with a mandatory time of listing Home Energy Score (HES) ordinance as currently proposed and recommends jurisdictions pause adoption pending further analysis and stakeholder engagement.

WHY THIS MATTERS

- Thurston County is facing a housing affordability and supply crisis.
- Time of listing and point-of-sale mandates add costs, delays, and uncertainty to residential transactions.
- Older homes and households on fixed incomes, such as seniors, may be disproportionately affected.
- The proposal presents legal, fiscal, and operational risks that have not been fully evaluated.

KEY CONCERNS

1. Housing Affordability & Market Impact

- Adds new transaction costs for sellers and buyers.
- Disproportionately impacts older homes and lower-income households.
- Risks reducing marketability or sales proceeds without clear consumer benefit.

2. Implementation & Enforcement Gaps

- Stand-alone HES inspections duplicate existing home inspection processes.
- No clarity on cost of HES assessments.
- No clarity on quantity, availability, and qualifications of HES assessors.
- No clarity on timelines, transaction delays, or enforcement.
- No clear mechanism on HES oversight or enforceability;
    - Fees and penalties will be relegated to each jurisdiction to set; however, the intent of this ordinance is to create standardized regulations county-wide to reduce uncertainty and create parity.
- A lack of equal enforcement
    - Low-income and private sales are exempt from this ordinance even though they are equal, if not greater, contributors of carbon emissions.
    - Not requiring HES scores on private sales not only is counterintuitive to the reduction of emissions, but incentivizes private sales (FSBOs), which can have rippling negative effects on the housing industry and market.

3. Limited Climate Benefit

- The ordinance requires scoring, not improvements.
- No evidence that mandatory disclosure alone meaningfully reduces emissions.
- Voluntary and incentive-based programs may achieve greater impact.

4. Appraisal & Financing Uncertainty

- Appraisers and lenders were not meaningfully engaged.
- Unclear how low scores may affect valuation or financing.
- Unclear how low scores may affect insurance rates or insurability.
- Introduces risk into otherwise standard residential transactions.

5. REET Legal & Fiscal Risk

- State law (**RCW 82.46.037**) restricts local governments that impose point-of-sale requirements.
- Adoption could jeopardize REET operational uses, a critical funding source.
- Potential impacts total millions of dollars annually for local jurisdictions.

RECOMMENDED PATH FORWARD

TCRA encourages jurisdictions to:

- Pause mandatory HES adoption
- Expand voluntary programs (e.g., Energize Thurston)
- Offer incentives for energy upgrades
- Leverage existing building codes for new construction
- Convene REALTORS®, appraisers, lenders, inspectors, and housing stakeholders before advancing policy

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BOTTOM LINE

Well-intentioned climate policy should not unintentionally worsen housing affordability, disrupt real estate transactions, or expose jurisdictions to legal and fiscal risk. Collaboration and incentives—not time of listing or point-of-sale mandates—offer a more effective and balanced path forward.

Pamela Braff

From: Melissa McKee
Sent: Tuesday, February 17, 2026 9:52 AM
To: Andrea and Danny Smiley
Cc: Councilmembers; Pamela Braff; Tim Smith
Subject: Re: Home Energy Assessment and Disclosure Policy

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for your comments, Andrea and Daniel. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Andrea and Danny Smiley <thesmileytribe@gmail.com>
Sent: Monday, February 16, 2026 9:14 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Home Energy Assessment and Disclosure Policy

> You don't often get email from thesmileytribe@gmail.com. Learn why this is important

Good evening,

While I understand the upcoming work session on a ***Home Energy Assessment and Disclosure Policy*** will not require immediate council action, I respectfully and proactively urge you not to proceed with exploring this policy.
I'm thankful that my husband and I were fortunate to buy a newer home and likely won't experience the adverse effects of such a policy, such as reduced equity and lower sale proceeds when selling.
What happens when my widowed grandmother, who is living on a fixed income and is counting on her home sale proceeds to finance her time in retirement or nursing care, goes to sell her home that was built in the 1960's? Will the city cover the cost of replacing the space and water heating, insulation, and related systems if a buyer demands such improvements? If the answer is no, you should seriously

consider how detrimental and expensive this policy could become for those who can least afford it... and for those who are counting on the proceeds from their home sale to cover medical and senior care.

Respectfully,
Andrea and Daniel Smiley
4405 5th Ave NW 98502

Pamela Braff

From: Thurston Climate Mitigation Collaborative <no-reply@wufoo.com>
Sent: Monday, February 23, 2026 5:02 PM
To: Pamela Braff; rebecca.harvey@co.thurston.wa.us; linsey.fields@cityoflacey.org; ajoneswood@ci.tumwater.wa.us
Subject: TCMC Contact Form [#12]

Name * Michele Horaney

Address

1900 Hudson St NW
Olympia, WA 98502
United States

Email * michele.horaney@gmail.com

Phone Number (510) 330-9640

Please leave us a message: *

PLEASE *HALT* even discussion of the Home Energy Score initiative.

It is truly a "solution in search of a problem."

While most all people would like to ensure that homes they buy – and even homes they sell – are energy efficient, this initiative smacks loudly of government overreach and intrusion.

Current sales practice provides for information about the age and, to a degree, efficiency of a host of features and pieces of equipment in a home that an owner wants and needs to know about: the furnace, hot water heater, AC compressor, roof, insulation, whether a home is on a sewer line or has a septic tank.

Some of that information is customarily put into a listing and some of it is available when talks begin in earnest and an inspection of a home is done.
Prospective buyers themselves learn a lot about everything in a house – all of the features above plus flooring, bath fixtures, wall surface conditions – when they go out to look at for-sale homes.
And some information such as the quality of drinking water is online now for every municipality.

The owner of the home likely knows - even before he or she talks to a real estate agent about putting the house up for sale - what should be done to improve energy efficiency.
Sellers are very sensitive to the age of everything they've dealt with, had repaired or replaced over the years.
If you are an owner, PSE can and will come out to do an inspection of the home and provide recommendations.

One idea for change: Prospective owners should be able to get those reports upon request. If that is not possible, it should be possible.

A program like the one you are discussion might/maybe work IF ... it has years of an expertly written and tested education program woven through it.
Then the program needs to be set up as a voluntary "add on" and run that way for some time.
And it needs to be evaluated after a certain length of time.

There's a lot on the line and on the table here.

I participated in a "certification program" in the San Francisco Bay Area some years ago that was similar, and that was well-designed and had been running - and had evolved - over years.
The program offered voluntary certification that a business was, indeed, environmentally sound and "green."
It was of note because there were not other means by which to know or judge, if it was important to you, that a business
had taken the steps to be known as "green."
Business owners don't typically list on their websites that they use recycled paper, efficient light-bulbs, are located in newer facilities
with up-to-date energy features, and they make sure, for instance, that their trucks are not running while they sit in the parking lot.
Using such a program helped owners figure out what to do and how to do it, the certification info was available to all on a separate website
and the certified business could use a marking logo on their own website and collateral materials. In many cases, it was a very positive sales tool.

This proposal is nothing much like that!

It took years to build out the "green" SF area program. The program was offered in a region and at a time when "green" and "environmentally friendly"
were very popular and being "green" was a big selling point.

In this case, I believe there are means now to determine if a home is sound or how sound it is.

If you are looking to buy, you need to read the listing, talk to the agent and agents, consult with the sellers at the right time,
have a thorough inspection and read and believe the inspection report.

Another idea for discussion to maybe change: Certainly real estate agents could - and it depends on a host of points, including liability - be encouraged to include some better, other
information on the listing materials they create. Inspectors could also make specific note of and ask questions about age and type
and operations of appliances and parts of homes that may or may not involve energy use as they go through them and present that information to prospective buyers
in their reports.

But this is not the time for government to intercede on this. Many of us appreciate your interest in the entire topic, but I'd ask that
a government body not get involved in this. Not at this point. Use the resources we have. They are there. Use them.

Thank you.

Michele Horaney
1900 Hudson St NW
Olympia, WA 98502
510.330.9640

Pamela Braff

From: Lynn Fitz-Hugh <lynn@fitz-hugh.org>
Sent: Wednesday, March 4, 2026 5:47 PM
To: Dontae Payne; Clark Gilman; Yến Huỳnh; Dani Madrone; Paul Berendt; Kelly Green; Robert Vanderpool; Jay Burney; Pamela Braff
Subject: RE: people for HES
Attachments: HES petition.csv

I am told the petition did not go through last time. I hope it does this time.

From: Lynn Fitz-Hugh <lynn@fitz-hugh.org>
Sent: Wednesday, March 4, 2026 11:20 AM
To: 'dpayne@ci.olympia.wa.us' <dpayne@ci.olympia.wa.us>; 'Clark Gilman' <cgilman@ci.olympia.wa.us>; 'yhuynh@ci.olympia.wa.us' <yhuynh@ci.olympia.wa.us>; 'Dani Madrone' <dmadrone@ci.olympia.wa.us>; 'Paul Berendt' <pberendt@ci.olympia.wa.us>; 'kgreen@ci.olympia.wa.us' <kgreen@ci.olympia.wa.us>; 'Robert Vanderpool' <rvanderp@ci.olympia.wa.us>; 'jburney@ci.olympia.wa.us' <jburney@ci.olympia.wa.us>; Pamela Braff <pbraff@ci.olympia.wa.us>
Subject: RE: people for HES

Hi:
I know you have been hearing from Real Estate agents who oppose this. I would just like you to see that there is also a significant number of voters who also support HES for a whole variety of reasons. I look forward to your vote later this month.

Thanks,

Lynn Fitz-Hugh
Executive Director
She/Her pronouns
206-713-0497
Friends of Trees Action group of

https://www.restoringearthconnection.org/
FB: restoring Earth Connection

PS tried to send this to you from the petition site but that did not appear to work. Apologies if this is a duplicate.


Virus-free.www.avast.com

First name	Last name	Email	Address	City	State/Province	State/Province Abbreviated	Zip code	Country	Language	Comments	Timestamp (ET)
Lynn	FitzHugh	lynn@fitz-hugh.org	1716 11th Ave SE	Olympia	Washington	WA	98501	US	en		2025-08-07 00:37:16 ET
Paris	McClusky	paris@thurstonclimateaction.org		Olympia	Washington	WA	98516	US	en	I am the Community Organizer at Thurston Climate Action Team (TCAT). Community organizations like TCAT have been advocating for home energy audits since before the Thurston Climate Mitigation Plan (TCMP) was adopted by Lacey, Olympia, Tumwater and Thurston County. The above jurisdictions were so close to developing this TCMP action into a policy when the Thurston Climate Mitigation Collaborative decided to continue to kick the can down the road for another year. We can't keep doing this. The TCMP is just a collection of well meaning words and concepts until it is put into practice; this is a time for action. We need bold climate action now if we are going to meet our GHG reduction goals and make our county livable in the next 20 and 50 years. Pass a policy requiring home energy audits in 2025 for energy efficiency, renewable energy development and, to demonstrate to voters, that Thurston County is serious about fighting climate change.	2025-08-07 12:29:11 ET
Connie	Campbell	campbell.con55@gmail.com		Olympia	Washington	WA	98512	US	en		2025-08-08 02:10:12 ET
Warren	Kronenberg	wekrone@gmail.com	3206 36 Ave NW	Olympia	Washington	WA	98502	US	en	This is a reasonable, sensible and timely action to take. There is no reason for the City to further delay on this minimal requirement that addresses climate change, a major problem we all should take seriously.	2025-08-08 02:22:26 ET
Heather	Pens	hptrillium@gmail.com	1610 Bright Star Way	Olympia	Washington	WA	98506	US	en		2025-08-08 02:30:10 ET
Lynne	Bannerman	lynneabann@gmail.com	1513 Woodard Ct NW	Olympia	Washington	WA	98502-311	US	en		2025-08-08 09:14:19 ET
Elsie		elsiesabel@proton.me		Olympia	Washington	WA	98502	US	en		2025-08-08 16:26:51 ET
Maureen	Canny	mocanny@comcast.net		Lacey	Washington	WA	98516	US	en	Please include home energy audits as a part of the Climate mitigation plan!!	2025-08-08 18:39:28 ET
Christine	Garst	cbgarst@gmail.com		Olympia	Washington	WA	98506-391	US	en		2025-08-08 19:12:00 ET
john	crutcher	olywash@gmail.com		Olympia	Washington	WA	98516	US	en		2025-08-09 11:35:36 ET
Donna	Pallo-Perez	dpalloperez@q.com		Olympia	Washington	WA	98506	US	en		2025-08-09 16:26:59 ET
Tom	Crawford	tcpraxis629@gmail.com		Olympia	Washington	WA	98502	US	en	Since this will be included in the MLS listing for our region, implementation and enforcement are very low cost and provide high consistency. Staff have thoroughly developed implementation procedures and cost estimates (which are very modest).	2025-08-09 16:27:05 ET
Elizabeth	Rodrick	erodrick@comcast.net		Olympia	Washington	WA	98502	US	en		2025-08-09 22:35:54 ET
Suzanneâ€™s	Cravey	suzq015@gmail.com	541 Olmstead Lane SW	Olympia	Washington	WA	98523	US	en	I support the concept of a Home Energy Audit at the point of sale. This is a good start for homeowners to be more responsive to investing in a more sustainable heating and cooling options.	2025-08-10 12:09:15 ET
Bonnie	Blessing	bonnie.blessing@gmail.com		Olympia	Washington	WA	98512	US	en	We are buying a house that could have used an 'energy audit', costs a fortune to heat because of poor insulation, leaky windows etc. Still due to location we bought it. But we do spend alot to reduce our heating costs. I like the idea of a home energy audit and think it could be done relatively cheaply.	2025-08-10 13:25:11 ET
Christine	Chapman	chris.chapman5045@icloud.com		Olympia	Washington	WA	98506	US	en	Really like the idea energy audits before an house is sold. Portland experience shows that it works. Please require them.	2025-08-10 16:12:43 ET
Laurie	Gneiding	laurierg@comcast.net		Olympia	Washington	WA	98502	US	en	Home audits will improve energy efficiency.	2025-08-11 11:08:12 ET
George	Burazer	georgeburazer@gmail.com		Lacey	Washington	WA	98503	US	en		2025-08-13 02:41:31 ET
Charlotte	Persons	Cpeople2u@gmail.com		Olympia	Washington	WA	98506	US	en		2025-08-13 11:43:57 ET
Kathleen	Snyder	ksnyder75@gmail.com	1220 Devon Loop NE	Olympia	Washington	WA	98506	US	en		2025-08-13 16:11:53 ET
Anne	Van Sweringen	avansw2@gmail.com		Lacey	Washington	WA	98503	US	en		2025-08-13 16:44:37 ET
Phyllis	Farrell	phyllisfarrell681@hotmail.com					WA	US	en	Please move forward with the energy audit requirements before a house may be sold. this would provide valuable information to the buyers.	2025-08-13 18:24:20 ET
Ronda	Larson Kramer	rlarsonkramer@gmail.com	1814 EASTSIDE ST SE	Olympia	Washington	WA	98501	US	en		2025-08-14 15:38:04 ET
Valeria	Coontz	sharron.coontz@gmail.com	12417 Tilley Road So.	Olympia	Washington	WA	98512	US	en		2025-08-14 17:16:17 ET
Thad	Curtz	curtzt@nuprometheus.com		Olympia	Washington	WA	98501	US	en	It's discouraging that we're so far from acting as if we actually have a climate emergency...	2025-08-14 17:53:33 ET
L.	Chase	lorjchase@gmail.com	1841 Trosper Rd Sw, #54	Tumwater	Washington	WA	98512	US	en	I would have liked to have had energy consumption before my purchase. Then they could have fixed it instead of me.	2025-08-14 23:27:51 ET
Sam	Merrill	sammerrill3@comcast.net		Olympia	Washington	WA	98502-350	US	en		2025-08-15 12:57:13 ET
Sara	Lewis	carbonsmom@gmail.com		Olympia	Washington	WA	98516	US	en		2025-08-15 17:55:04 ET
Loretta	Seppanen	laurel.lodge@comcast.net	2919 Orange Street SE	Olympia	Washington	WA	98501	US	en	This is a logical next step in addressing climate change issues - allowing home buyers to know the energy use up-side and down-side before they commit to buying a home. This is a low cost that adds a negligible cost to home ownership.	2025-08-15 18:02:46 ET
Red	Bever	redcedarbever@gmail.com		Olympia	Washington	WA	98502	US	en		2025-08-19 17:07:08 ET
Anna	Marchand	anna@nisquallyestuary.org		Olympia	Washington	WA	98516	US	en		2025-08-19 17:20:40 ET
Tristen	P	mrpayne99@yahoo.com		Olympia	Washington	WA	98501	US	en		2025-08-19 17:28:21 ET

Marianne	Tompkins	marianned.tompkins@gmail.com	1004 73rd Ave NE	Olympia	Washington	WA	98506	US	en	This proposal is NOT for a mandatory retrofit at sale or lease, but a mandatory audit at the time of sale. This means the buyer of the new property would receive a full energy-retrofit disclosure and cost estimate BEFORE they make an offer on a house. They would know what the are buying. That will NOT achieve our net-zero goal, or even get us close, because a minority of buyers will do all the measures identified. So it won't save the planet, and generations behind us will suffer immense harm because of our cowardice to do the right thing. But at least potential buyers will know what they are buying.	2025-08-19 17:53:15 ET
Randy	Tompkins	sumpumpkin@gmail.com	1605 Lebanon street SE	Lacey	Washington	WA	98503	US	en	I want the TCMP implemented now. I support a home energy audit at the point of sale for a home. This will improve the energy efficiency of the overall housing stock in Thurston County if implemented. This will apply to rental houses, thereby reducing the heating bills of tenants. Thanks!	2025-08-19 17:59:22 ET
Barbara	Scavezze	barb@scavezze.com					98702	US	en		2025-08-20 11:35:57 ET
Lynn	FitzHugh	lynn@fitz-hugh.org	1716 11th Ave SE	Olympia	Washington	WA	98501	US	en	I worked hard to get this effort off the ground in 2022 while working for TCAT and it got stalled out. It is an easy fix, low hanging fruit and it is way past overdue to get this passed.	2025-08-20 13:17:16 ET
Clarissa	Felling	cfelling635@hotmail.com		Lacey	Washington	WA	98503	US	en		2025-08-20 14:43:28 ET
Janet	Nazy	janet@thurstonclimateaction.org	PO Box 13324	Olympia	Washington	WA	98508	US	en	Today's weather just indicates the importance of getting a move on the Goals of the TCMP! Please do everything you can to bring Climate Action to Thurston County!	2025-08-22 17:03:19 ET
Rebecca	Canright	rebeccagroovypeace@gmail.com		Rockport	Washington	WA	98283	US	en	Greetings! I am a young person who cares about energy efficiency.	2025-08-22 17:53:04 ET
Alaina	Moon	moon.alaina@gmail.com		Olympia	Washington	WA	98501	US	en	The Home Energy Score Audit is a simple and effective way to help enact the climate mitigation plan. Please see the associated details.	2025-08-22 18:01:19 ET
Tim	Kerfoot	moonfly@aol.com		Yelm	Washington	WA	98597	US	en		2025-08-22 18:01:38 ET
matthew	landers	matthewlanders5@gmail.com		Olympia	Washington	WA	98501	US	en		2025-08-22 19:59:10 ET
Kimberly	Danke	dankefam@msn.com		Shelton	Washington	WA	98584	US	en		2025-08-22 20:07:22 ET
karen	ahnemann	kaz_ahnemann@yahoo.com		Olympia	Washington	WA	98502	US	en		2025-08-22 20:34:25 ET
JAMES	OBARR	jobarr6@gmail.com		Olympia	Washington	WA	98507	US	en		2025-08-22 23:17:46 ET
Jim	LAZAR	jim@jimlazar.com		Olympia	Washington	WA	98501	US	en		2025-08-22 23:45:02 ET
Randy	Henderson	hendersonrandy@comcast.net		Olympia	Washington	WA	98516	US	en		2025-08-22 23:59:46 ET
Stephani	Hemness	stephani.hemness@gmail.com		Olympia	Washington	WA	98512	US	en		2025-08-23 10:31:06 ET
Jean	Maust	demico@scattercreek.com		Tenino	Washington	WA	98589-965	US	en	This work is critical for all our planet's inhabitants.	2025-08-23 13:05:42 ET
Maria	Ruth	mariaruthbooks@gmail.com		Olympia	Washington	WA	98501	US	en		2025-08-23 14:30:14 ET
Carrie	Ziegler	Artist@CarrieZiegler.com		Olympia	Washington	WA	98502	US	en	Dear Representatives, We don't have time to wait on implementing this plan. You must act now. Thank you, ~Carrie Ziegler	2025-08-25 14:00:57 ET
Nancy	Curtis	smojazz@earthlink.net	2102 Bush ave NW	Olympia, W	Washington	WA	98502	US	en	Climate change impacts are now impossible to ignore. An argument was advanced that it wasn't human-caused (I don't believe that). Regardless: I think humans have the power to mitigate it. Please take action--before it's to late.	2025-08-25 14:04:06 ET
Kristin	Blalack	gsravenhillkb@yahoo.com		Olympia	Washington	WA	98506	US	en		2025-08-26 13:48:51 ET
Phoebe	Cross	phoebecross@yahoo.com		Shelton	Washington	WA	98584	US	en		2025-08-28 14:01:50 ET
JoAnne	Kelly	kellynepal@gmail.com	4737 62nd LN SW	OLYMPIA	Washington	WA	98512-220	US	en		2025-08-29 13:08:22 ET
Sam	Merrill	sammerrill3@comcast.net		Olympia	Washington	WA	98502-350	US	en	Home energy audits would save energy and provide useful information to home buyers. The state legislature has been working on a bill the last couple of years, patterned on one from Oregon.	2025-08-31 19:40:54 ET
L.	Chase	lorjchase@gmail.com	1841 Trosper Rd Sw, #54	Tumwater	Washington	WA	98512	US	en	Buyer will find this info helpful, bur don't let the costs get out of hand.	2025-09-03 12:34:42 ET
Barb	Carey	barbmcarey2@gmail.com	2706 Hampton Ct SE	Olympia	Washington	WA	98501	US	en		2025-10-10 00:17:06 ET
Natasha	Hays	nthays1403@gmail.com		Olympia	Washington	WA	98502	US	en	Passing the Plan would help everyone who buys or rents a home in Tumwater. It is especially helpful for renters, who generally have less money than homebuyers.	2026-01-03 20:32:20 ET
Rachelle	Martin	President@tlmlabor.org		Olympia	Washington	WA	98512	US	en		2026-01-13 16:57:01 ET
Jessica	Goulet	4jgoulet@gmail.com		Buckley	Washington	WA	98321	US	en		2026-01-27 18:36:16 ET

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 1:38 PM
To: Carla Morgan
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Home Energy Score
Attachments: IMG_4993.jpeg

Thank you for submitting your comment, Carla. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Carla Morgan <Cmorgan2895@outlook.com>
Sent: Monday, March 9, 2026 10:21 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject:

> You don't often get email from cmorgan2895@outlook.com. Learn why this is important

I am against this regarding selling houses.
Thank you
Carla Morgan

Get Outlook for iOS

10:14

Thurston County Realtors Association's post

Housing policy should be transparent, realistic, and implementable.

📣 Tell City Council: Don't repeat the same mistake!
citycouncil@ci.olympia.wa.us



56 16 13

Most relevant

Write a comment...

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 2:52 PM
To: Charity Slawter
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you, Charity, for submitting your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Charity Slawter <charity@thelivewellgroup.com>
Sent: Friday, March 6, 2026 4:28 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from charity@thelivewellgroup.com. Learn why this is important

Dear Mayor and Councilmembers, I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance. In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers. A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market. While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility. Thank you for your time and for your continued service to our community.

Charity Slawter

REALTOR | MANAGING BROKER

360.268.8420
charity@thelivewellgroup.com
livewellhomegroup.com
@ thelivewellgroup

Live Well HOME GROUP | real
Real Broker LLC



Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:16 PM
To: Diana Lewis
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Diana. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Diana Lewis <diana.lewis@americanhomeexperts.com>
Sent: Friday, March 6, 2026 8:19 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

You don't often get email from diana.lewis@americanhomeexperts.com. Learn why this is important

Dear Mayor and Council Members,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time

when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Make it a Great Day!

Diana Lewis
American Home Experts
diana.lewis@exprealty.com
360-878-4272 | License #: 139520
https://linktr.ee/dianalewis

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:22 PM
To: Denise Steigers
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Denise. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Denise Steigers <denisesteigers@olympicsir.com>
Sent: Friday, March 6, 2026 8:14 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from denisesteigers@olympicsir.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both

environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Denise Steigers
Real Estate Broker
Olympic Sotheby's International Realty

360.451.3549
denisesteigers@olympicsir.com
denisesteigers.sothebysrealty.com
1722 Harrison Avenue Northwest
Olympia, Washington 98502
Facebook
Sent from my T-Mobile 5G Device
Get Outlook for Android

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 2:57 PM
To: Gail Smith
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Gail. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Gail Smith <gailsmith@place.com>
Sent: Friday, March 6, 2026 3:26 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from gailsmith@place.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue

working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Gail Smith

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:05 PM
To: Joseph Newnam
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you, Joe, for sharing your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Joseph Newnam <jnewnam@kw.com>
Sent: Friday, March 6, 2026 11:19 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

[You don't often get email from jnewnam@kw.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

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While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental

objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Joe Newnam, Broker
KW South Sound Realty
(509)808-6281
www.homesofoceanshores.com

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:24 PM
To: Jenn Powell Real Estate
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Jenn. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Jenn Powell Real Estate <jennpowellrealestate@gmail.com>
Sent: Friday, March 6, 2026 7:58 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from jennpowellrealestate@gmail.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

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While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both

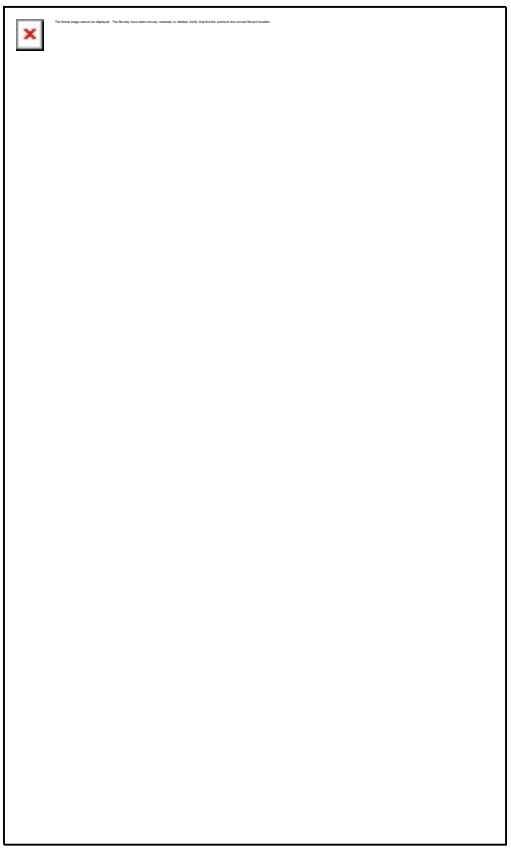
environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Best Regards,

Jenn Powell

Jenn Powell



Real Estate Brokerage in Washington:
https://app.leg.wa.gov/rcw/default.aspx?cite=18.86.120

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Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:15 PM
To: Matthew Plummer @ MVP
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Matthew. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Matthew Plummer @ MVP <Matthew@mvprealtygroup.com>
Sent: Friday, March 6, 2026 8:25 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from matthew@mvprealtygroup.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

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While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both

environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Blessings,

Matthew Plummer
CEO / Designated Broker Lic# 23345
Book time to talk with me

360.339.8548 | Direct
360.915.9123 | Support Team



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Olympia, WA 98501
www.MVPRealtyGroup.com

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Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 1:25 PM
To: MARY ROBERTS
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Energy codes and homes

Thank you for sending your comments, Mary. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: MARY ROBERTS <mroberts0529@comcast.net>
Sent: Monday, March 9, 2026 8:23 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Energy codes and homes

> You don't often get email from mroberts0529@comcast.net. Learn why this is important

City Council,
Washington state has a temperate climate with no extreme temperatures throughout the year. By creating unaffordable energy policies that are not needed, and then crying that we don't have affordable housing, you are creating air tight houses that develop mold, which causes the homeowner even more money to fix those problems.
Please do your homework before making policy… either you want affordable housing for people, or you don't??
I have live in Thurston County all my life, built houses, taught school, became a mold inspector… and I am moving out. Your policies do not make any common sense.
Again, please decide if you want affordable housing, or not?
Mary Roberts
360-339-3737

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:01 PM
To: Sherry@cohomesandland.com
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you for your comments, Sherry. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Sherry Anderson <sherry.dot@gmail.com>
Sent: Friday, March 6, 2026 3:13 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from sherry.dot@gmail.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue

working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Sherry Anderson, Realtor/Broker
John L. Scott Real Estate
Lacey, Washington
719-339-3745

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:07 PM
To: Steve Chung
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Thank you, Steve, for your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us

Please note all correspondence is subject to public disclosure.

From: Steve Chung <SteveChung@johnlscott.com>
Sent: Friday, March 6, 2026 10:52 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from stevechung@johnlscott.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both

environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Sincerely,

Steve Chung

John L. Scott Talent Real Estate
Designated Broker I Sales Instructor
(360) 456-SOLD (7653)
www.stevechung.johnlscott.com
stevechung@johnlscott.com
8825 Tallon Lane NE Suite #B
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Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:09 PM
To: Tammy Adams
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Thurston County Energy Score

Thank you for your comments, Tammy. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Tammy Adams <Tammy@virgiladamsre.com>
Sent: Friday, March 6, 2026 10:54 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Fw: Thurston County Energy Score

Council members,
I truly do not understand why you think this is "helping" anyone in anyway?!
As, hopefully, most of you understand the home purchasing process, most people have a home inspection done. When that occurs the mechanics, age of home, roof, windows, crawl ,attic, electrical, hot water tank(s) and everything in and out of the home is FULLY gone over and discussed. There is absolutely no reason for sellers/buyers to take on yet ONE more fee in a transaction. You are taking affordability away one more regulation, permit chaos, ordinance at a time.

Please stop & think about what you are doing. The people that this hurts most are the people on fixed income, seniors, & lower income. While, yes, we all want happy environmentally friendly homes, the ones that can afford it are the people with a very comfortable income. Please stop adding barriers to howe ownership. We live in an area that is military strong and as you are well aware the turnover rate for them is quite high. There is not much equity even for them when they move to being stationed elsewhere.

What are you trying to accomplish?

Tammy Adams
The Third Generation
360-584-2736 tammy@virgiladamsre.com



Pamela Braff

From: CityCouncil
Sent: Wednesday, March 11, 2026 10:11 AM
To: kelly ecklund
Cc: Pamela Braff; Tim Smith
Subject: Re: Pause the Home Energy Score Ordiannce

Good morning, Kelly. Thank you for your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: kelly ecklund <kelly@ecklundproperties.com>
Sent: Wednesday, March 11, 2026 8:46 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from kelly@ecklundproperties.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue

working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Sincerely,
Kelly Ecklund

Pamela Braff

From: CityCouncil
Sent: Thursday, March 12, 2026 12:59 PM
To: AnyaMyer@remax.net
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Follow Up Flag: Follow up
Flag Status: Completed

Thank you for your email, Anya. I will forward your comments to all City Councilmembers and appropriate staff.

Best,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Anya Myer, REALTOR <AnyaMyer@remax.net>
Sent: Wednesday, March 11, 2026 2:31 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from anyamyer@remax.net. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Sincerely,



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Pamela Braff

From: CityCouncil
Sent: Thursday, March 12, 2026 2:08 PM
To: Carolyn Sanchez
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Home Energy Score

Follow Up Flag: Follow up
Flag Status: Completed

Thank you for your email, Carolyn. I will forward your comments to all City Councilmembers and appropriate staff.

Sincerely,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Carolyn Sanchez <simplycarolyn@comcast.net>
Sent: Thursday, March 12, 2026 1:22 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Home Energy Score

[You don't often get email from simplycarolyn@comcast.net. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

I want to express my adamant opposition to requiring a home energy score in Olympia. Please stay out of peoples private property rights! I'm a lifelong resident and this is an awful idea. Please respect private property owners rights. If someone is buying a home, that's why they have an inspection. They can also ask for an energy score on their own. This should have nothing to do with selling my private property! Please do not vote yes for this.

Carolyn Sanchez
Sent from my iPhone

Pamela Braff

From: CityCouncil
Sent: Thursday, March 12, 2026 2:06 PM
To: Esther Grace Kronenberg
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Home energy audit

Follow Up Flag: Follow up
Flag Status: Completed

Thank you, Esther and Warren, for your email. I will forward your comments to all City Councilmembers and appropriate staff.

Respectfully,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Esther Grace Kronenberg <wekrone@gmail.com>
Sent: Thursday, March 12, 2026 1:29 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Home energy audit

Hello,
I think the Council should adopt the home energy audit at point of sale.
It will help new homeowners make any retrofits that will save them money for energy costs and will also align with the City's climate change goals.

I would prefer to see a more rigorous policy that would require some energy upgrades, but at the least, the City should adopt this sensible policy.

Thank you for considering our comments.

Esther and Warren Kronenberg
Olympia WA

Pamela Braff

From: Melissa McKee
Sent: Tuesday, March 10, 2026 3:05 PM
To: Joseph Newnam
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Follow Up Flag: Follow up
Flag Status: Completed

Thank you, Joe, for sharing your comments. I will forward to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Joseph Newnam <jnewnam@kw.com>
Sent: Friday, March 6, 2026 11:19 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

[You don't often get email from jnewnam@kw.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Joe Newnam, Broker
KW South Sound Realty
(509)808-6281
www.homesofoceanshores.com

Pamela Braff

From: CityCouncil
Sent: Thursday, March 12, 2026 2:04 PM
To: Ryan Burton
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Energy Score Disclosure Policy

Follow Up Flag: Follow up
Flag Status: Completed

Thank you for your email, Ryan. I will forward your comments to all City Councilmembers and appropriate staff.

Respectfully,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Ryan Burton <r_p_burton@yahoo.com>
Sent: Thursday, March 12, 2026 1:35 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Energy Score Disclosure Policy

You don't often get email from r_p_burton@yahoo.com. Learn why this is important

Please do not consider adopting this rule. Consumers do not need more government intervention, period.

Do less with your power - please!

Ryan Burton
2736 Pamela Ln NE
Olympia, WA 98506
757-748-7271

Pamela Braff

From: CityCouncil
Sent: Friday, March 13, 2026 8:39 AM
To: Gregory Moe
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: HES

Follow Up Flag: Follow up
Flag Status: Flagged

Hello, Moe. Thank you for your email. I will forward your comments to all City Councilmembers and appropriate staff.

Take care,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Gregory Moe <moe@windermere.com>
Sent: Thursday, March 12, 2026 2:39 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: HES

You don't often get email from moe@windermere.com. Learn why this is important

This proposal is fraught with problems. First, and foremost, no one runs their home the same. Some like it hot, some cold. Some a lot of lights, some none. Some households have a lot of teenagers who may like to take long showers with a lot of hot water, some short showers, cooler water. This also doesn't take into account the age of the house.

You get my drift.

Thurston County has decided to delay implementation until more research, both practical and legal, is done.

Bad idea.

I've been practicing real estate for 26 years. Buyers are certainly welcome to do their due diligence during the home purchase process. Most of them do.

Additionally, folks are getting tired of government intrusion in their lives, no matter how it is 'couched'. The City of Olympia is really practiced at that.

Bad Idea.

Respectfully,

Gregory Moe, Broker - REALTOR
Windermere Real Estate/Olympia
2312 Pacific Ave
Olympia, WA 98501
360-556-1513, Direct
360-943-5625, Fax
moe@windermere.com
www.GregoryMoe.com
https://www.linkedin.com/in/gregorymoe

"I am never too busy for you or your referrals!"



Pamela Braff

From: CityCouncil
Sent: Friday, March 13, 2026 8:41 AM
To: Geoffrey Mueller
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Home Energy Score

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for your email, Geoffrey. I will forward your comments to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Geoffrey Mueller <geolorm1944@gmail.com>
Sent: Thursday, March 12, 2026 2:18 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Home Energy Score

> You don't often get email from geolorm1944@gmail.com. Learn why this is important

I do not believe it should be mandatory. If the buyer wants the information, he can request the seller to provide a home energy score, or he can ask to have one done on his own, similar to what is done for a home inspection report.
Geoffrey Mueller

Pamela Braff

From: CityCouncil
Sent: Friday, March 13, 2026 8:35 AM
To: laurel.lodge@comcast.net
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: I support council approval of the Home Energy Score policy

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for your email, Loretta. I will forward your comment to all City Councilmembers and appropriate staff.

Take care,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: laurel.lodge@comcast.net <laurel.lodge@comcast.net>
Sent: Thursday, March 12, 2026 6:12 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: I support council approval of the Home Energy Score policy

City Council members,
I support the Home Energy Score policy and urge your approval at your March 24 meeting.
Loretta Seppanen
Olympia resident

DICKSON FROHLICH PHILLIPS BURGESS PLLC

HEATHER L. BURGESS | PARTNER | HBURGESS@DFPBLAW.COM
JONATHAN WHITTINGTON | LEGAL ASSISTANT | JWHITTINGTON@DFPBLAW.COM

March 16, 2026

Sent via email

Mayor Dontae Payne
Yen Huynh, Mayor Pro-Tem
Councilwoman Dani Madrone
Councilman Clark Gilman
Councilwoman Kelly Green
Councilman Robert Vanderpool
Councilman Paul Berendt
601 4th Ave E
Olympia, WA 98507-1967
citycouncil@ci.olympia.wa.us

RE: Comment on Proposed Home Energy Score Assessment and Disclosure

Dear Mayor Payne, Mayor Pro-Tem Huynh, and City of Olympia Councilmembers,

This firm represents the Thurston County REALTORS Association (the "Association") regarding the City of Olympia's (the "City") proposed adoption of a Home Energy Score program requiring a Residential Energy Performance Rating and Disclosure in conjunction with residential real estate listings and sales.

Although the Association understands the City's intent behind the proposal is to improve residential energy efficiency and mitigate climate change impacts associated with the built environment, adopting the first mandatory residential energy performance disclosure program in the state will have no discernable impact on the pace of global climate change. However, it will add to the already high cost of housing, place the City's real estate market at competitive disadvantage, reduce sales, and burden property owners. In addition to these competing policy considerations, the proposed amendments raise legal concerns which the City should consider, as outlined below.

I. Uncertainty and Risk of Relying on "Police Powers" Exception

First, the proposal puts at risk the City's authority to flexibly utilize certain real estate excise tax ("REET") revenues under chapter 82.46 RCW. Under RCW 82.46.035, cities are authorized to impose an additional local excise tax on the sale of real property to fund local capital projects, including roadways, water and sewer systems, parks, airports, and affordable housing projects. Additionally, under RCW 82.46.037, the greater of $100,000 or 35% of the REET funds may be used to maintain, operate, and support existing capital projects.

Use of these funds for existing capital projects, however, is barred if a city has enacted *any* requirement on the listing or sale of real property. RCW 82.46.037(2)(a). As drafted, the ordinance establishes a local prerequisite to listing residential property. Therefore, if the City proceeds, it will lose its ability to utilize REET revenues for existing capital projects.

In responses to the Association's prior comments on the proposed ordinance, City staff assert that there is an exception to the REET fund usage under RCW 82.46.037(2)(b), because the ordinance is "specifically authorized" by local governments' general police powers under RCW 35A.11.020. Respectfully, we believe that conclusion is incorrect. The term "specifically authorized" in RCW 82.46.037(2)(b) identifies that the exception applies only where a statute affirmatively authorizes a particular type of regulation, rather than a broad grant of undefined police powers.

The specificity required under RCW 82.46.037(2)(b) is apparent from the exceptions it lists explicitly. For instance, the provision references specific regulations concerning real property, including nuisance abatement (chapter 7.48 RCW), state building code (chapter 19.27 RCW), and regulation of unfit dwellings (RCW 35.80.030). Each of the exception provisions grants explicit and limited authority, in contradiction to local jurisdictions' generalized police powers. If the exception applied pursuant to any exercise of police power, it would encompass any exercise of authority and lose all meaning, contrary to basic principles of interpretation: courts "must construe statutes to give effect to all of the language and to render no portion meaningless or superfluous." *AOL, LLC v. Washington State Dep't of Revenue*, 149 Wn. App. 533, 542 (2009).

Because the proposed ordinance regulates the conditions under which residential property may be listed for sale, the ordinance constitutes a requirement on the listing of real property under RCW 82.46.037, and therefore bars the City from utilizing REET revenues to fund needed capital projects. The City should decline to adopt the proposed amendments on the basis of that risk alone, particularly given the ongoing structural shortfalls in the City's budget.

II. There are No Licensed Assessors to Allow Compliance with the Proposal

The proposal presents a significant practical barrier to implementation, as there are no licensed assessors to meet the requirements of the proposal.

Per Sections 2 and 4 of the draft ordinance, the required home energy performance report must be prepared by a "registered home energy score assessor." Such assessors must maintain a valid certification with the U.S. Department of Energy and be registered with the City. The proposal leaves the City's registration requirements undefined, to be established later by the Director of Community Development.

According to the Thurston Climate Mitigation Collaborative's ("TCMC") review memo, there is only one entity in the State that could provide assessments, Puget Sound Energy ("PSE"). However, PSE does not currently operate a home energy assessment program, nor are they registered with the City. Further, there is no guarantee that PSE can or will adequately fill this role. Thus, at present there are no licensed assessors to fulfill the proposal's requirements. Even if PSE is agreeable to stepping in, TCMC conservatively estimates that up to eight full-time

assessors will be necessary to meet the demand within the County, a large percentage of which will occur within the City.

City staff responses to the Association's earlier comments on this issue assert that there will be a one-year implementation delay "to allow sufficient time for workforce development." However, the draft published with the February 20, 2026 Land Use and Environment Committee materials provide an effective date of May 1, 2026, with no mention of delay. If that is the case, there would only be a six-week window for prospective assessors to obtain federal certification and complete the City's yet-to-be-defined registration process. This creates a substantial risk of significant harm due to delay and increased costs in residential transactions. If the City Council chooses to adopt the ordinance, it must also ensure that the final version delays the effective date by at least one year.

III. No Clear Mechanism for Oversight and Enforceability

Even if sufficient assessors become available to allow compliance with the proposal, the ordinance raises additional concerns regarding oversight and enforceability.

City staff have responded to prior Association comments regarding a lack of oversight or enforceability by stating that the Northwest Multiple Listing Service ("NWMLS") will require a home energy disclosure form, capturing approximately 95% of the market, and thereby ensuring compliance with the bulk of listings. This response reflects a fundamental misunderstanding of NWMLS's role and highlights a significant gap in the proposal's enforcement framework.

In fact, NWMLS does not play a role in oversight or enforcement. Instead, NWMLS merely facilitates broker compliance with required disclosures by providing forms that brokers may voluntarily include in their listings. Therefore, in order to ensure compliance with the proposed disclosure requirements, the City will have to manually police NWMLS listings based on complaints and periodic review, just like non-NWMLS listings.

Without any statutory method within the proposal to oversee listings and thereby enforce compliance, the City is sure to be overwhelmed by manual policing efforts on a scale not contemplated by the TCMC. The City should not adopt regulatory requirements carrying civil and criminal penalties without a clear and workable mechanism for oversight and enforcement.

IV. The City of Olympia Should Wait for Adoption of a Statewide Program

The City should also consider whether a residential energy disclosure program is more appropriately implemented through a uniform statewide framework.

Recent proposed state legislation, HB 1015, would have granted cities and counties specific authority to voluntarily implement a top-down state program requiring a home energy performance report and disclosure prior to public listing of residential properties, subject to certain requirements. While HB 1015 failed to pass – most recently just this session – the specific authorization it contemplated would have allowed cities and counties to opt in to residential energy efficiency and disclosure in conjunction with property sales using a Commerce-developed standard

form. Such a statewide, voluntary approach is preferred to the type of mandatory stand-alone program being considered in Thurston County as part of the TCMC.

It is also notable that the materials published to date by the TCMC do not reflect any analysis of the local financial impacts which would likely result from adopting any such program. Such analysis would have been required – together with mitigation for those impacts – by HB 1015. Indeed, the Home Energy Score Model Ordinance Policy Review (2024) includes just three paragraphs in 33 pages addressing impacts on home sales, based on data from Austin, Texas and Portland, Oregon. However, even that limited outside data shows that adoption this type of program directly influences sales prices of homes – driving them up for buyers seeking energy efficiency, and down for sellers of older homes:

> **Impacts on Home Sales and Loan Delinquency**
>
> Researchers studying the Energy Conservation and Audit and Disclosure ordinance in Austin, Texas, which has been in place for more than 10 years, found that mandatory disclosure created a premium for energy-efficient homes by daylighting the value of these attributes and lead to higher participation in energy efficiency programs (Portland, 2020). Researchers have found that a one-point increase in HES was associated with a 0.5% increase in sale price, and likewise higher estimated annual energy bills were associated with a decrease in sales price (Pigman, Season, Wallace, et al., 2023).
>
> A study of Portland, OR's program between 2018 and 2021 found that buyers are willing to pay more for energy efficiency when purchasing a home and that buyers are willing to pay more for energy efficiency when the assessment is published in real estate listings (Breshears, 2022).

The City should not adopt an ordinance which is likely to directly influence the sale prices of individual homes in the private market in a manner entirely unique in the State, with resulting harm to Olympia residential buyers and sellers alike.

If the City wishes to pursue this climate-based initiative, the more prudent course is for the City to defer action on a home energy score and disclosure requirement until the Legislature adopts a state-wide requirement, or, failing that, to modify any proposal to make it a voluntary program in which individual home sellers can choose to participate. Short of that, the proposal's effective date should be delayed at least one year to allow sufficient time for licensed assessors to become available and for the City to develop adequate oversight and enforcement mechanisms. We are providing similar comments on behalf of the Association to Thurston County as well as the Cities of Lacey and Tumwater, understanding that this was developed as a regional program.

Thank you for the opportunity to provide public comment.

DICKSON FROHLICH PHILLIPS BURGESS PLLC



HEATHER L. BURGESS
PARTNER

HLB/JW

Cc:
Tim Smith, AICP | Director, Community Planning and Development
(tsmith@ci.olympia.wa.us)
Jay Burney, City Manager
(jburney@ci.olympia.wa.us)
Jennica Machado, Economic Development Director
(jmachado@ci.olympia.wa.us)
Mark Barber, City Attorney
(mbarber@ci.olympia.wa.us)

Pamela Braff

From: CityCouncil
Sent: Tuesday, March 17, 2026 10:13 AM
To: Jeffrey Clark
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Stop HES

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Deadline

Good morning, Jeffrey.

Thank you for your comments. I will forward them to all City Councilmembers and appropriate staff.

Respectfully,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Jeffrey Clark <clarkjeffrey61@gmail.com>
Sent: Monday, March 16, 2026 11:20 AM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Stop HES

> You don't often get email from clarkjeffrey61@gmail.com. Learn why this is important

City Counsel Members, please stop the HES. Taxes in Olympia are beyond ridiculous. Adding more to homeowners whether they are buyers or sellers. My property taxes have doubled in the past ten years. I believe the housing market is not true and accurate when people bought properties well over market value especially during COVID and I am being penalized based on comps in the area. The HES is beyond ridiculous when there is not an adequate staffing. Please stop the HES! Respectfully, Concerned Citizen

Pamela Braff

From: CityCouncil
Sent: Tuesday, March 17, 2026 9:50 AM
To: Jenn Chernut
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Public Comment on Proposed Home Energy Score
Attachments: Public Comment 3.17.26 Olympia.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Deadline

Good morning, Jenn. Thank you for your comments. I will forward them to all City Councilmembers and appropriate staff.

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Jenn Chernut <exec@thurstoncountyrealtors.org>
Sent: Monday, March 16, 2026 4:46 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Public Comment on Proposed Home Energy Score

> You don't often get email from exec@thurstoncountyrealtors.org. Learn why this is important

Good afternoon,

Attached, please find public comment for the proposed Home Energy Score,

Thank you,

Jennifer Chernut MA AHWD C2EX
Executive Officer

Thurston County REALTORS® Association
510 Franz Anderson Rd SE
Olympia, WA 98501
Office: 360.491.3910

March 17, 206

Public Comment – Proposed Home Energy Score Ordinance

Mayor Payne, Olympia City Councilmembers

Thank you for the continued discussion regarding the proposed Home Energy Score (HES) ordinance. The Thurston County REALTORS® Association appreciates the time and effort the City has invested in addressing climate goals and housing sustainability.

As the professionals who guide buyers and sellers through thousands of real estate transactions in Thurston County each year, REALTORS® see firsthand how housing policies interact with real-world market conditions. Our goal is not to stop progress, but to ensure that any policy adopted is clear, practical, and workable for both consumers and the housing market.

After reviewing the proposed policy, we must reiterate that TCRA opposes the ordinance in its current form. However, REALTORS® also recognize the potential value of a voluntary Home Energy Score model that supports consumer awareness while avoiding unintended consequences for housing transactions.

We believe the ordinance still contains several significant implementation questions and technical issues that warrant additional discussion. For that reason, **we respectfully request that the City extend the pause on consideration of the ordinance and convene a collaborative work session involving elected officials, City staff, and a small group of experienced REALTOR® practitioners familiar with the HES discussion.**

Such a work session would allow us to address several practical issues that could substantially improve the policy, including:

- Ensuring the ordinance uses accurate and consistent real estate industry terminology.
- Clarifying how compliance would be handled within the transaction process if adopted.
- Avoiding the use of NWMLS as an enforcement body, as MLS systems are not designed to serve as regulatory compliance mechanisms.
- Exploring whether it would be better to have the Buyer initiate the request, or perform the HES assessment themselves, during the real estate transaction rather than at the

time of listing. This may better accommodate changing market conditions and reduce impediments or transaction disruption.
• Discussing TCRA's proposed alternative energy score options that support consumer choice and transparency while still advancing the City's climate objectives.

Policies that intersect with housing markets require careful coordination with industry practitioners to avoid unintended consequences and implementation challenges. Taking additional time now will help ensure the City adopts a policy that is clear, practical, and workable in real estate transactions.

REALTORS® are committed to being constructive partners in these discussions. Through collaboration, we believe it is possible to develop an approach that supports the City's goals while also protecting the stability and accessibility of the housing market.

Thank you for your consideration.

Dawn Baker

President

Thurston County REALTORS® Association

Pamela Braff

From: CityCouncil
Sent: Tuesday, March 17, 2026 2:20 PM
To: Marti Baker @ MVP
Cc: Councilmembers; Tim Smith; Pamela Braff
Subject: Re: Pause the Home Energy Score Ordiannce

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Deadline

Good afternoon, Marti. Thank you for your email. I will forward your comments to all City Councilmembers and appropriate staff.

Respectfully,

Melissa McKee (she/her/hers)
Assistant to Olympia City Council
Phone: 360.753.8443 | Cell: 360.972.5504
Email: mmckee@ci.olympia.wa.us



Please note all correspondence is subject to public disclosure.

From: Marti Baker @ MVP <marti@mvprealtygroup.com>
Sent: Tuesday, March 17, 2026 1:27 PM
To: CityCouncil <citycouncil@ci.olympia.wa.us>
Subject: Pause the Home Energy Score Ordiannce

> You don't often get email from marti@mvprealtygroup.com. Learn why this is important

Dear Mayor and Councilmembers,

I am writing as a member of the local housing community to respectfully ask that Olympia pause the proposed Home Energy Score (HES) ordinance.

In 2024, Olympia declared a housing emergency due to the affordability challenges facing residents in our community. Because of this, it is especially important that any new policy tied to housing be carefully

evaluated for its impact on buyers and sellers.

A mandatory Home Energy Score requirement tied to the home listing process could create additional costs and complexity for homeowners and buyers at a time when many families are already struggling to enter or move within the housing market.

While energy efficiency is an important goal, I encourage the City to pause this proposal and continue working with housing professionals and community stakeholders to develop solutions that support both environmental objectives and housing accessibility.

Thank you for your time and for your continued service to our community.

Many thanks,



Marti Baker

Real Estate Broker
Lic #24014333
— MVP —
REALTY GROUP
1219 11th Ave SE
Olympia, WA 98501
O: (360) 915-9123
C: (360) 529-3854
Marti@MVPRealtyGroup.com
www.MVPRealtyGroup.com
GET TO KNOW MARTI

Oh, by the way... If you happen to know of someone who would appreciate the level of service we provide, please give us a call with their name and number. We'll follow through and take exceptional care of them. Thank you!

Legal Disclaimer: Real Estate Brokers are not licensed to practice law and cannot give legal advice. None of the information contained in this email should be construed as legal or financial advice. You are advised to seek independent legal or financial counsel concerning the topics of this email, any Purchase and Sale Agreement and/or the specific terms and provision of any Note, Deed of Trust, Real Estate Contract, or any other contract.
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MEMORANDUM

TO: Thurston Climate Mitigation Collaborative Community Advisory Workgroup

FROM: Thurston Climate Mitigation Collaborative Staff Team:

Linsey Fields, City of Lacey
Pamela Braff, City of Olympia
Alyssa Jones Wood, City of Tumwater
Rebecca Harvey, Thurston County

DATE: June 20, 2024

SUBJECT: Home Energy Assessment (HES) Model Ordinance Policy Review, Version 2

Actions Taken

At the May 7, 2024 and June 4, 2024 Community Advisory Workgroup (CAW) meetings, the CAW members reviewed an earlier version of this memorandum. By the end of the June meeting, the CAW had reached consensus with all Staff Team recommendations included in this memorandum.

Following those CAW meetings, and utilizing better and more recent data, this memorandum has been updated.

Home Energy Assessment (HES) Model Ordinance Policy Review and Recommendations

A review of policy considerations for a residential home energy assessment and disclosure policy to support the implementation of the Thurston Climate Mitigation Plan and 2024 Thurston Climate Mitigation Collaborative Regional Initiative.

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1. BACKGROUND

Purpose

Energy use in residential buildings accounts for 32 percent of inventoried greenhouse gas emissions in the Thurston region (TRPC, 2022). While recent updates to the Washington State Building code significantly increase energy performance requirements for new residential development, these requirements do not address existing homes, many of which were built to less efficient standards. More than 50% of the homes in Thurston County were built before 1990, with nearly 20% built at least 50 years ago (U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates). The large proportion of older homes in the region suggests that many would benefit from energy- and cost-saving retrofits. Additionally, more than two-thirds of the housing units that will exist in 2050 already exist today, so retrofitting existing homes to improve energy efficiency is a key strategy to meet regional climate mitigation goals (TRPC, 2020).

One of the barriers to improving the energy efficiency of existing housing units is lack of homeowner awareness and information on the energy performance of their properties. Without this information, it is challenging for consumers to prioritize energy efficiency in home purchasing and improvement decisions. To address this challenge, several cities and states have developed residential home energy assessment and disclosure policies/programs. These policies and supporting programs provide homebuyers and occupants with an assessment of home energy performance, expected energy costs, and recommendations for cost-effective improvements to reduce energy use and cost.

A home energy assessment and disclosure program provides homeowners and homebuyers with an assessment of home energy performance, expected energy costs, and cost-effective improvements to reduce energy use and costs. Similar to vehicle mile-per-gallon ratings and home appliance energy guide labels, the home energy label provides a consistent metric to easily compare the energy efficiency of multiple homes. Homeowners and homebuyers can use this information to estimate energy use and costs and identify energy efficiency upgrades to make their homes more comfortable and affordable. By making energy costs transparent to consumers, these types of home energy labeling programs also provide a mechanism for the real estate market to value both energy performance and home energy improvements that reduce the total cost of home ownership.

Long-standing home energy assessment policies have shown that mandatory disclosure successfully encourages investments in energy efficiency and that the policy increases investments made by both sellers and homebuyers (Myers, Puller, & West, 2019). These existing programs and policies provide a valuable foundation for designing and implementing a local disclosure policy in Thurston County (Table 1). The policy research and recommendations included within this report aim to build upon the success of existing programs through the U.S., to design an effective model ordinance for home energy assessments in Thurston County.

Table 1. Review of existing home energy score disclosure policies and programs in the United States.

City/State	Disclosure Policy	Energy Label Used	Notes
Fort Collins, CO (electric utility)	Voluntary	Epic Certificate	Provided by electric utility
State of Connecticut	Voluntary	HES	
State of Massachusetts	Voluntary	Home MPG	
State of Missouri	Voluntary	Home Energy Certification	
Columbia, MO (electric utility)	Voluntary	Efficiency Score	Provided by electric utility
State of Oregon	Voluntary	HES	
Association of Bay Area Governments (through BAYREN)	Voluntary	HES	Program is offered across 9 counties in the Bay Area
Eugene, OR	Voluntary	HES	
Berkeley, CA	Mandatory, Time of Listing	HES	Sellers may defer the assessment requirement to the buyer or complete an energy efficiency or electrification update for alternative compliance
Portland, OR	Mandatory, Time of Listing	HES	
Minneapolis, MN	Mandatory, Time of Listing	Energy Disclosure Report	Combines both energy and water consumption
Austin, TX	Mandatory, Time of Listing	Energy Disclosure Report	Program is offered through Austin Energy Utility
Chicago, IL	Mandatory, Time of Sale	Utility Bills	Program is available to homeowners and renters
Montgomery County, MD	Mandatory, Time of Sale	Utility Bills	
State of Kansas	Mandatory, Time of Sale	Energy Checklist	Only for new construction.
State of South Dakota	Mandatory, Time of Sale	Energy Checklist	Only for new construction.
Hillsboro, OR	Mandatory, Time of Listing	HES	
Milwaukie, OR	Mandatory, Time of Listing	HES	
Bend, OR	Mandatory, Time of Listing	HES	

Key Terms

Home Energy Score (HES): a rating of home energy efficiency developed by the U.S. Department of Energy (US DOE) that is based on physical inspection of the home or design documents used for the home's construction. The HES is an asset rating, which quantifies the energy efficiency of a building based on the home's physical assets rather than occupant behavior.

HES Assessor: a qualified professional who collects information about a home and then utilizes the US DOE Home Energy Score energy modeling software to estimate the annual energy use of the home based on standard methodology and operations as well as local weather patterns. The US DOE certifies Assessors utilizing existing credentials, a simulation, exam, and mentored scoring. Those who have completed the DOE certification are called referred to as a HES Certified Assessor.

Home Energy Performance Report: the report prepared by a Certified home energy Assessor using either the US DOE reporting template or a regionally created custom reporting template.

Policy Goals

By working together to design and propose a regional home energy assessment and disclosure policy for consideration by the Thurston Climate Mitigation Collaborative (TCMC) Jurisdiction Parties, the TCMC aims to achieve the following goals:

- Develop and adopt a regionally consistent policy for the assessment and disclosure of residential energy performance ratings and reports. Note: this initiative only includes the development of a model ordinance. The Jurisdiction Parties (Lacey, Olympia, Tumwater, and Thurston County) may individually consider adoption of the proposed policy in early 2025.
- Provide a framework for Thurston residents residing in single-family, duplexes, triplexes, courtyard apartments, and townhomes to learn about their home energy performance, expected energy costs, and cost-effective improvements to reduce energy consumption and the cost of home ownership/occupancy.
- Connect single-family, duplex, triplex, courtyard apartment, and townhome homeowners/occupants to existing and forthcoming resources, guidance, and incentives to simplify energy efficiency retrofits.
- Capitalize on the unprecedented federal and state funding available to make energy efficient home improvements.
- Support energy equity and housing affordability by providing subsidized home energy assessments and additional resources for low- and moderate-income homeowners.
- Increase implementation of home energy efficiency and electrification upgrades and retrofits.
- Develop a monitoring and reporting system to track implementation of home energy assessments and energy efficiency upgrades.
- Provide a mechanism for the real estate market to value both home energy performance and home energy improvements that reduce the cost of homeownership/occupancy.

It is important to acknowledge that no single policy or program can achieve all necessary reductions in residential energy use. The proposed home energy assessment and disclosure policy is one of many strategies that can assist with reducing energy use and greenhouse gas emissions from residential buildings.

2. POLICY CONCEPTS

Key considerations for the design of a home energy score policy include the type of information that is disclosed, the timing of disclosure, suitable use cases and exclusions, and any provisions for low-income subsidies. This section describes options and staff recommendations for these policy parameters. A summary of key policy concepts and recommended approaches is provided in Table 2, followed by a description of each policy option in the sections below.

Background and recommendations for the design of this policy were informed by resources from the "Home Energy Labeling Partnership" developed by Rocky Mountain Institute and Earth Advantage, the Urban Sustainability Directors Network, as well as conversations with staff from local governments (Portland, OR, Milwaukie, OR, Ann Arbor, MI, Beaverton, OR, Ashland, OR) and partner organizations (Earth Advantage, Washington State Housing Finance Commission) experienced in home energy labeling programs.

Table 2. Key policy concepts and recommendations for a Home Energy Score model ordinance.

Policy Concept	Recommendation
This section summarizes the staff recommendations for key policy concepts associated with a home energy assessment and disclosure policy.	
Regional Coordination	• To provide consistent standards across jurisdictions and ensure that energy performance information is easily comparable across the Thurston region, partner jurisdictions should prioritize the development of a regionally coordinated home energy score policy and program.
Assessment Type	• **Asset Ratings**: To provide consistent and objective energy performance information that can be easily compared across multiple homes, energy performance information should be disclosed in the form of asset ratings. • **DOE Home Energy Score (HES)**: To provide the most affordable and easily implemented energy assessment, home energy performance should be assessed using the US Department of Energy's Home Energy Score (HES).
Energy Performance Reports	• **Custom Energy Reports:** To maximize the potential for implementation of identified cost-effective improvements, the Thurston Region should design and standardize the use of a custom Energy Report (example Appendix C) that goes above and beyond the US DOE standard Energy Performance Report (Appendix B). Additional information that could be included on the Custom Energy Reports include the carbon footprint of the home, indoor air quality or resilience improvements, and information about local, state, and federal incentive programs to facilitate some of the cost-saving measures and/or electrification options. • **Energy Report Disclosure**: To provide prospective buyers with a high level of access to home energy and cost savings information, HES reports should be made widely available. HES reports should be disclosed through the

	multiple listing service (MLS)[1], included on real estate listings (printed advertisements, internet postings, and third-party listing services) via listing marketing remarks, and provided to real estate agents and prospective buyers as a supplement.
Trigger Event	• **Time of Listing**: To ensure prospective buyers can compare the energy efficiency of all homes and integrate energy efficiency upgrades within home financing, home energy information should be disclosed at the time of listing.
Compliance	• **Mandatory Disclosure**: To ensure widespread adoption of the home energy score, staff recommend adopting a mandatory disclosure policy, with a non-compliance penalty of $500 or greater. • **Non-Compliance Warning**: To ensure that all homes disclose a home energy score before being purchased by a new buyer, warning letters for non-compliant listings should be sent as soon as possible after listing. The frequency with which staff can provide warnings will depend on staff workload and capacity. • **Non-Compliance Timeline**: Given that the time to sell a house in Thurston County is between 35 and 47, the timeline to trigger non-compliance penalties should be no longer than 30 days of receiving a written warning.
Applicability and Exemptions Note: Assumes use of DOE Home Energy Score. Suitable use cases may vary for different energy assessment tools.	• **Suitable Housing Types**: To ensure energy performance information is widely available, the policy should be applied to all suitable existing homes. The current HES tool can be applied to the following housing types: detached single dwelling units and any attached single dwelling unit, where the unit extends from foundation to roof, such as row house, attached house, duplex, or townhouse. Housing types not suitable for the HES tool, including mobile homes, manufactured homes, or floating homes, and units in a stacked configuration should be exempt. • **New Construction**: To increase consumer awareness of energy performance and better allow comparison of multiple homes, staff recommend that newly constructed homes also be required to disclose a home energy score. • **Exemptions for Certified High-Efficiency Homes**: Homes already certified to a high-efficiency standard may be exempt[2]. These standards will need to be explicitly defined.

[1] The Staff Team received feedback from a CAW member with experience in real estate that the HES score should be added as a voluntary green field within the NWMLS. There should be a Yes/No checkbox to state if there is a HES score, the date in which the score was obtained, and an entry for the score. Additional access to the HES Performance Report could be requested by a buyer.

[2] What standards would be accepted still needs to be determined.

	• **Exemptions for Distressed Sales**: Certain distressed sale situations should be exempt from the energy disclosure policy. These exemptions will need to be explicitly defined. • **Low-Income Sellers**: Rather than exempting low-income households, jurisdictions should subsidize the cost of obtaining a home energy score for low-income sellers.
Low-Income Assistance	• To ensure energy performance assessments are not overly burdensome to low-income sellers, staff recommend contracting with a community partner, to provide free home energy assessments for income-qualified sellers (and/or identifying other mechanisms to prevent barriers for low-income households).
Effective Date	• The Staff Team recommends that the model ordinance include an effective date one calendar year from the date the ordinance is passed by any jurisdiction. A one-year delay would provide sufficient time for stakeholder outreach to inform community members of the upcoming requirement and ensure the availability of certified energy assessment providers.

Regional Coordination

Regional Coordination Options

A residential energy performance rating disclosure policy could be developed and adopted by individual jurisdictions or as a regionally coordinated policy across all partner jurisdictions.

- **Individual jurisdictions develop and adopt unique home energy score policies**. Individual jurisdictions may choose to develop their own energy score policy, with unique policy requirements, exceptions, and procedures, or opt out entirely. While this approach would allow jurisdictions to develop custom policies that best suit their individual needs or goals, the local housing market is not constrained to individual jurisdictions. Inconsistent policies and requirements would likely it would likely result in substantial confusion for local home buyers, sellers, realtors, and energy assessors.
- **All TCMC partners develop and adopt a consistent home energy score policy**. A unified approach would provide consistent requirements that are easy to understand, and ensure that energy performance information is widely available and easily comparable across jurisdictions. A large regional program would also support the development of a robust energy assessor market to provide the required home energy score assessment.

  Several regions have implemented regionally coordinated Home Energy Score disclosure programs. For example, the Bay Area Regional Energy Network (BayREN) has developed a voluntary HES program, which includes a $200 rebate. BayREN is a regional collaborative serving the nine counties across California's Bay Area. The BayREN collaborative is funded by utility ratepayer funds through the California Public Utilities Commission and is intended to fill service gaps for "hard to reach" customers that the investor-owned utility does not intend to reach or isn't currently reaching.

While not initially coordinated as a regional effort, Portland, OR and two of its suburbs (Hillsboro and Milwaukie) have all adopted similar HES policies. After the City of Portland's early success with HES, the neighboring City of Milwaukie adopted its own ordinance in January 2020. The City of Hillsboro adopted its own ordinance in 2021. The three jurisdictions all use HES as their standard rating system, use similar and in many cases identical Ordinance language, and subsidizes HES assessments for income qualified households through the same nonprofit community partner.

Staff Recommendation

- To provide consistent standards across jurisdictions and ensure that energy performance information is easily comparable across the Thurston region, partner jurisdictions should prioritize the development of a regionally coordinated home energy score policy and program.

Assessment Type

Energy Disclosure Options

Home energy performance can be evaluated and reported as operational data or asset ratings.

- **Operational data use the home's past utility bills as an indication of home energy use and costs**. Although operational data is often simple to provide and may be more familiar to consumers, it is heavily dependent on occupant behavior and therefore a poor predictor of future energy costs. Operational data also does not include recommendations for cost-effective energy improvements.
- **Asset ratings quantify the energy efficiency of a building based on the home's physical assets (e.g., size, envelope, and heating/cooling equipment).** Asset ratings are typically completed by professional energy assessors through on-site evaluations. This approach provides objective energy efficiency information that is independent of occupant behavior. An asset score allows prospective buyers and homeowners to compare the energy performance of multiple homes based on their assets, rather than how they are operated by current occupants. Asset ratings are generally considered to be a more effective representation of home energy performance but require developing a trained assessor workforce to ensure effective service delivery.

Asset Rating Tool Options

If home energy performance is disclosed in the form of asset ratings, a consistent rating tool must be selected. The two most common rating tools are the Home Energy Score (HES) and the Home Energy Rating System (HERS) Index.

- **Home Energy Score (HES)** is a nationally standardized home energy rating tool geared towards existing homes, administered by the US Department of Energy. HES assessments typically take 1 hour and cost about $150-$300 per assessment.
- **Home Energy Rating System (HERS**) is a nationally standardized home energy rating tool geared towards new homes, administered by the Residential Energy Services Network. HERS assessments typically take 2-4 hours and cost about $500-$1,000. While commonly used for new construction, the HERS system can be challenging and expensive to implement in older homes.

Table 3. Comparison of home energy assessment asset rating tools.

Asset Rating System	Time to Complete Assessment	Typical Cost	Type of Home	Administered by
HES	~ 1 hour	$150 - $300	Existing	US Department of Energy (DOE)
HERS	2 – 4 hours	$500 - $1,000	New Construction	Residential Energy Services Network (RESNET)

The HES system is the most commonly utilized asset rating for local government home energy assessment and disclosure policies in the United States (Table 1). Virtually all municipal-level, mandatory home energy disclosure programs that are carried out by local governments (as opposed to an energy utility) utilize HES. Two anomalies exist: Chicago and Minneapolis. Minneapolis, MN created a report that integrates water conservation with energy conservation. Chicago opted to disclose operational data (energy bills) as opposed to an asset rating. Most voluntary programs at the municipal level also utilized HES. For more details about what elements are considered in an HES assessment[3], please see Figure 1.

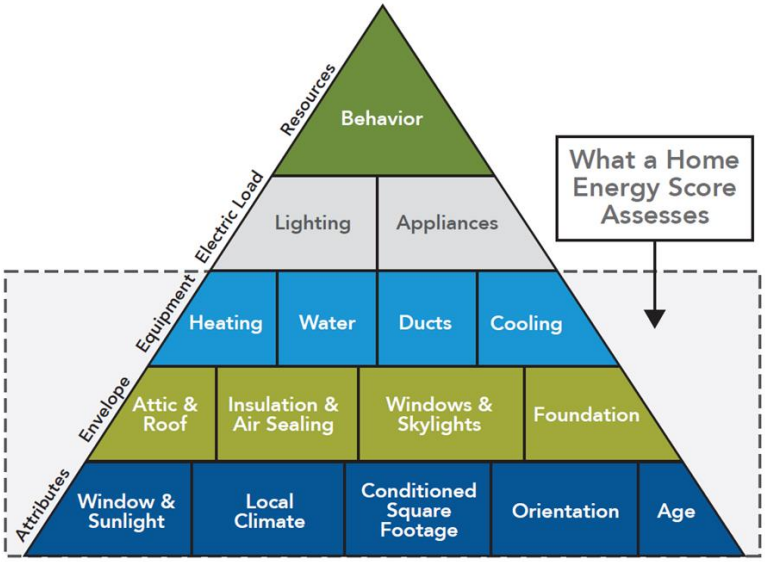


Figure 1: Components included in the HES model.
Source: U.S. Department of Energy

Staff Recommendation

- To provide consistent and objective energy performance information that can be easily compared across multiple homes, energy performance information should be disclosed in the form of asset ratings.
- Staff recommend that the model ordinance utilize the US DOE HES rating tool, which is an asset-based rating system. HES is the most commonly used rating system in local government energy

[3] To review the full methodology utilized in calculating a Home Energy Score see Home Energy Score Scoring Methodology (2021).

assessment and disclosure policies, can be easily applied to existing homes, and has a lower cost than other assessment types. Furthermore, the 2024 Regional Initiative selected by the TCMC explicitly identified the Home Energy Score (HES) as the preferred assessment tool.

- To ensure consistency with state legislative efforts, Staff further recommend the US DOE HES rating tool. In both the 2023 and 2024 Legislative Sessions, bills have been introduced to designate HES as the statewide home energy assessment tool for any local policy.

Energy Performance Report

Report Options

The Home Energy Performance Report can be documented used the standard DOE HES Report or a through a custom-designed Report.

- **Standard DOE Report Template.** The Standard US DOE Home Energy Performance Report (see Appendix B) includes:
    - An energy efficiency score based on the home's envelope;
    - A total energy use estimate and estimates by fuel type;
    - Recommendations for cost-effective improvements and associated annual cost savings estimates (estimated at a 10-year payback period); and
    - A "score with improvements" reflecting the home's expected score if cost-effective improvements are implemented.
- **Custom Report Template.** Most jurisdictions with HES ordinances have created improved custom report templates which meet and exceed the standard US DOE required information. Additional information included in these custom report templates include recommended improvements linked to local utility program incentives, the carbon footprint of a home, and follow-up steps or resource links. Custom reports may be able to factor in the cost-savings of local, utility, state, and federal incentives into determining cost-effective improvements, which the Standard DOE Report Template does not currently consider. See Appendix C for an example of a customized HES report.

In most examples, printed and electronic Home Energy Performance Reports expire eight years from the date of the assessment. Additionally, Home Energy Performance Reports are void and invalid after an alteration or remodel of the home that affects the heated square footage, the quality and type of windows, insulation, HVAC equipment, or remodeled spaces such as basement or attic, or other changes that are reasonably expected to impact the HES and associated estimates of energy use.

Once a Home Energy Performance Report has been completed, in the case of Portland, Bend, Milwaukie, and Hillsboro, the HES Performance Report must be publicly disclosed on the Green Building Registry website and then it is the responsibility of the seller to ensure the listing agent also includes the Home Energy Performance Report in the real estate listing. Through efforts by the Northwest Energy Efficiency Alliance, the Greater Puget Sound region's Northwest MLS includes green fields, including those for inputting various energy scores. Requiring both the disclosure on the Green Building Registry website and in all real estate listings ensures that even if the seller is non-compliant with including the information on the real estate listing, the Home Energy Performance Report is still publicly available should a prospective buyer search for the address. Additionally, disclosure on the website also allows

future tenants of any property that has undergone the HES process to also access that information regardless of ownership.

Staff Recommendation

- The Staff Team recommends that the TCMC develop a report template unique to Thurston County which includes a carbon footprint calculation and incentive/rebate information in addition to all required US DOE information. Incentive/Rebate information would include national, utility, and local incentives.
- Staff recommend that any report should have an expiration date of 8 years, unless a remodel or alteration has taken place on any elements included in the HES assessment (see Figure 1).
- To provide prospective buyers with a high level of access to home energy and cost savings information, HES reports should be made widely available. HES reports should be disclosed through the multiple listing service (MLS), included on real estate listings (printed advertisements, internet postings, and third-party listing services), and provided to real estate agents and prospective buyers.

Trigger Event

Tigger Event Options

Trigger events refer to the time at which disclosure of home energy information is required. Trigger events are typically at time of listing or time of sale.

- **Disclosure at time of sale requires energy information to be disclosed to the expected home buyer at or before time of closing.** Providing energy information at the time of closing (i.e., beginning of a new homeownership cycle) can increase the likelihood of a new homeowner investing energy efficiency upgrades. However, a time of sale disclosure is too late in the real estate transaction to include energy improvements in mortgage products. It is also too late to allow prospective buyers to compare homes and make informed decisions. Time of sale disclosure policies may also complicate or delay real estate closings.
- **Disclosure at time of listing requires energy information to be disclosed at the earliest possible stage in the real estate transaction process, making the information more actionable for prospective buyers and the market.** Early disclosure allows buyers to compare the energy performance, expected energy costs, and recommended efficiency upgrades for all prospective homes. The disclosure should be available to any interested buyers as a supplement to the listing. With early access to home energy scores, buyers can finance recommended energy improvements as a part of a new mortgage with Fannie, Freddie, and FHA products. By disclosing energy information as soon as possible, this approach provides a direct link to home valuation and market transformation, and will not interfere with or delay closings.

Staff Recommendation

- To ensure prospective buyers can compare the energy efficiency of all homes and integrate energy efficiency upgrades within home financing, staff recommend that home energy information should be disclosed at the time of listing.

Compliance

Compliance Options

Energy information may be disclosed through voluntary or mandatory policies and programs.

- **Voluntary disclosure programs can offer energy reports at any time for voluntary use in the real estate market, but may be targeted towards specific trigger events**. Voluntary programs generally achieve significantly lower levels of market adoption than mandatory policies and require significant incentives, subsidies, and marketing to drive demand. Historically, no jurisdiction has been fully successful at creating a functioning voluntary market based only on consumer demand for energy labels.
- **Mandatory disclosure policies require home energy information to be provided and specify what information, when, and to whom it must be disclosed**. Mandatory programs generally achieve much higher levels of market adoption and better support market transformation by making home energy information widely available. Mandatory programs are also typically less expensive to administer if customers pay for the cost of the energy labels.

Non-compliance Penalty Options

Mandatory home energy labeling policies typically include non-compliance fines or penalties. Important considerations for determining non-compliance penalties include the local housing market and average cost of home energy score assessments.

- **Non-compliance penalties should be strong enough to encourage compliance (i.e., greater than the cost of obtaining the assessment), but not overly burden low- to moderate-income households**. The most common approach is to set a standard rate, typically about $500 (Table 2). This is about twice the cost of typical home energy score assessments ($150-$300). Non-compliance fines can also be set as a percentage of the home listing price. This approach may help encourage compliance for all sellers, while reducing the burden on lower-income sellers, but can complicate program design and enforcement.
- **The timeline to trigger non-compliance penalties should be determined based on market trends (i.e., average days on market).** Listed homes in Thurston County remain on the market between 35 and 47 days, depending on the location, so a short timeline is critical to ensure compliance before homes are purchased by a new buyer. Warning notices for non-compliant homes should be sent as soon as possible so sellers have time to act and disclose a score to prospective buyers.

Staff Recommendation

- To ensure widespread adoption of the home energy score, staff recommend adopting a mandatory disclosure policy, with a non-compliance penalty of $500.
- To ensure that all homes disclose a home energy score before being purchased by a new buyer, warning letters for non-compliant listings should be sent as soon as possible after listing. The frequency with which staff can provide warnings will depend on staff workload and capacity.
- Given that the average number of days from listing a home for sale and entering contract is 35 days, the timeline to trigger non-compliance penalties should be no longer than 30 days of receiving a written warning.

- Staff recommend that the ordinance also grant discretion to the jurisdiction's Authorizing Official (such as a City/County Manager or Planning Director) to adjust the penalty in the event of extenuating circumstances (e.g., availability of HES Assessors).

Table 4. Examples of non-compliance fines and disclosure requirements for jurisdictions with mandatory home energy scoring policies.

Jurisdiction	Trigger Event	Non-compliance Fines	Time to trigger penalties	Disclosed information
Austin, TX	Time of sale	$500 - $2,000	By time of sale	Audit of home conditions that influence energy performance, not a Home Energy Score or asset rating.
Berkeley, CA	Time of listing	$110 fee to defer to buyer and $85 late fee	If deferred, buyer has 6 months to complete energy assessment.	Custom Energy Score Report based on the DOE Home Energy Score.
Portland, OR	Time of listing	$500	90 days from written warning	Custom Energy Score Report based on the DOE Home Energy Score.
Milwaukie, OR	Time of listing	$500	30 days from written warning	Custom Energy Score Report based on the DOE Home Energy Score.

Applicability and Exemptions

Applicability and Exemption Options

Energy score requirements typically apply to most homes able to be scored with the selected home energy rating tool. Certain homes may be exempted from an energy score policy due to the suitability of the energy rating tool, previous certification of high energy efficiency, or distressed sale situations.

- **Considerations for exemption of certain home types.** The recommended HES rating tool is suitable for detached single-dwelling units and attached dwelling units that extend from foundation to roof (e.g., duplex, rowhouse, or townhome). The tool is not suitable for homes in a stacked configuration with other units above or below. It is also not suitable for mobile, manufactured, or floating homes.
- **Considerations for exemption of homes already certified to high-efficiency standards.** Many jurisdictions exempt homes that have already received home energy scores through an alternative energy audit or scoring program. For example, Berkeley, CA exempts homes participating in the Energy Upgrade California Program, and Portland, OR exempts homes that have received an Energy Trust of Oregon Energy performance score.

  Homes may also be exempted if they have already been certified to meet high energy efficiency standards through other certification programs. For example, the City of Berkeley's Building Energy Saving Ordinance (BESO), exempts buildings that have completed a verified home energy upgrade or rating such as Net Zero Energy or Passive House. In Portland, high-performance homes that are certified by other green building programs like LEED, may apply for a waiver for two years.

- **Considerations for exemption of new construction.** Some home energy score policies may exempt new construction under the assumption that new homes are more energy efficient. For example, in Austin, TX HES audits are only required for homes that are 10 years old or older.

  However, the purpose of a home energy score is not just to encourage energy efficiency improvements, but also to inform prospective buyers of energy performance and expected energy costs. Exempting new construction prevents prospective buyers from comparing the energy performance and cost of new and existing homes. Most of the home energy score policies evaluated for this review also apply to new construction (e.g., Berkeley, Portland, and Milwaukie).

  In Portland and Milwaukie, newly constructed (in the current year) identical homes—meaning the floor plans, amount and type of insulation, windows, attic fans, heating and cooling systems, hot water heaters, and appliances are 100% identical—may use the same Home Energy Performance Report. HES for new homes can be obtained pre-construction using construction plan sets.

- **Considerations for exemption due to distressed sale situations.** Many energy disclosure policies include exemptions for distressed sale situations. For example, the cities of Portland and Milwaukie exempt the following transactions "trustee's sales, deed-in-lieu of foreclosure sales, and pre-foreclosure sale in which the seller has reached an agreement with the mortgage holder to sell the property for an amount less than the amount owed on the mortgage". Rather than providing exemptions for low-income sellers, many jurisdictions subsidize the cost of home energy assessments for low-income constituents.

Staff Recommendation

- To ensure energy performance information is widely available, staff recommend that the HES Policy apply to all suitable building types. This includes all detached single dwelling units and any attached single dwelling unit, where the unit extends from foundation to roof, such as row house, attached house, duplex, or townhouse.
- Housing types not suitable for the HES tool, including mobile homes, manufactured homes, or floating homes, and units in a stacked configuration should be exempt.
- Homes already certified to a high-efficiency standard may be exempt. These standards will need to be explicitly defined.
- To increase consumer awareness of energy performance and better allow comparison of multiple homes, staff recommend that newly constructed homes also be required to disclose a home energy score.
- Certain distressed sale situations should be exempt from the energy disclosure policy. These exemptions will need to be explicitly defined.
- Rather than exempting low-income households, jurisdictions should subsidize the cost of obtaining a home energy score for low-income sellers.

Low-Income Subsidies

Home energy scores provide energy cost visibility, so that all households, including low-moderate income households, are better informed of the total cost of home ownership. This can help prevent scenarios where new occupants are unprepared for unaffordable utility bills. To ensure that energy

performance information is widely available, and not overly burdensome to obtain, many jurisdictions with residential energy performance disclosure policies provide financial assistance for low-income residents to obtain a Home Energy Performance Report.

Subsidy Options

Options for subsidizing the cost of home energy assessment for low-income households meeting certain criteria include:

- **Directly covering the cost of the home energy assessment.** In Portland, energy assessments for income qualified sellers are completed by authorized Home Energy Assessors under an agreement with the Community Energy Project. In the first 30 months of the program, 89 sellers applied for this service and 80 met the eligibility requirements, well-below 1% of total homes scored in this time-period (City of Portland, Oregon Bureau of Planning and Sustainability, 2020).
- **Encouraging realtors/selling agents to provide financial incentives.** Anecdotal evidence from Portland suggests that in some cases, real estate agents will obtain the home energy score on behalf of their clients.
- **Partnering with a local utility or third-party provider to offer free assessments.** In Minneapolis, low-income sellers can access a free energy inspection through an existing utility energy audit program (this program is already free for low-income households). In the Thurston County region, Puget Sound Energy previously offered a home energy assessment program, but it was discontinued in July 2020.

Table 5. Examples of home energy assessment financial assistance programs for low-income households.

Jurisdiction	Subsidy Program	Notes
BayREN, CA	$200 rebate not tied to income	BayREN's program is voluntary.
Berkeley, CA	Alternative compliance pathway	Offers compliance with the ordinance if the seller can demonstrate participation in income-qualified Weatherization Assistance programs, Low-Income Home Energy Assistance Programs (LIHEAP), the US DOE Weatherization Assistance Program, or utility Energy Saving Assistance Programs.
Portland, OR	Free HES in partnership with local non-profit for residents with household incomes at 60% or below area median income for the Portland metropolitan statistical area	Subsidy program is entirely managed by a third-party non-profit, Community Energy Project, but funded by the City of Portland.
Bend, OR	Free HES in partnership with local non-profit for residents with household incomes at 80% or below area median income	Subsidy program entirely managed by a third-party non-profit, Neighbor Impact.
Hillsboro, OR	Free HES in partnership with local non-profit for residents with household incomes at 80% or below area median income	This subsidy is available to homeowners at any time and is also available to renters, with written landlord approval. Hillsboro works with the same non-profit that Portland does.
Milwaukie, OR	Free HES in partnership with local non-profit for residents with household incomes at 80% or below area median income.	Subsidy program is entirely managed by a third-party non-profit, Community Energy Project. The non-profit also provides free education opportunities, supplies, and home energy upgrades and repairs for qualifying residents. Milwaukie works with the same non-profit that Portland does.

Staff Recommendation

- To ensure energy performance assessments are not overly burdensome to low-income sellers, staff recommend contracting with a community partner, to provide free home energy assessments for income-qualified sellers (and/or identifying other mechanisms to prevent barriers for low-income households).
- Income qualification scenarios will need to be explicitly defined.
- Rather than collecting and assessing income information, eligibility for low-income subsidies may be determined based on participation in existing programs. Examples of accepted forms of eligibility proof may include a copy of the participant/family's free or reduced lunch letter,

DSHS/SNAP/TANF food assistance letter, SSI documentation, DSHS Respite Care documentation, Income Verification, or Lifeline Utility bill.

4. EXPECTED IMPACTS

Expected impacts of the recommended program design were calculated using the Home Energy Labeling Program Impact Calculator provided by Rocky Mountain Institute and Earth Advantage.

Workforce

HES and Home Energy Performance Reports can only be completed by HES Certified Assessors. To become a Certified Assessor, one must:

1. Hold a relevant credential[4];
2. Complete the HES Simulation training and exam; and
3. Score their first home with a mentor within six months of passing the simulation and exam.

Depending on the compliance rate, the number of homes rated annually is expected to range from 2,4341 to 3,245 and would require 6 to 8 full-time assessors to meet the demand for energy scores.

While several companies in Thurston County provide home energy assessment services, there is currently only one HES Certified Assessor in Washington State[5]. This is typical for a region without a Home Energy Assessment policy or program. Most regions that have implemented HES disclosure policies have seen a significant increase in the number of local certified energy assessors, following the adoption of a new HES policy or program. Supporting this workforce development is a critical step to ensure the success of any new HES policy.

Most jurisdictions depend on the private sector to respond to the demand for HES Assessors. Thurston County's local workforce development agency, Pacific Mountain Workforce Development, has expressed interest in helping grow a workforce to meet this future need. Several local nonprofits, including Olympia Community Solar[6] and South Puget Sound Habitat for Humanity, are also currently working to certify some of their employees for HES assessments.

Other cities have utilized a public model to provide home energy assessments. For example, the City of Ann Arbor, MI has hired two full-time Home Energy Assessors (funded by the City's climate tax revenues) to provide assessment free of charge. Residents of Ann Arbor are also welcome to hire outside private Home Energy Assessors if they choose.

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[4] To see a full list of relevant credentials visit https://betterbuildingssolutioncenter.energy.gov/home-energy-score/become-assessor

[5] Puget Sound Energy (PSE) previously provided free home energy assessments to residential utility users; however, as of 2024 this program is longer active. However, PSE has recently launched a Home Electrification Assessment program for PSE natural gas customers which results in an energy saving home improvement plan with guidance on how to go electric.

[6] Olympia Community Solar has reported that their costs to become a Home Energy Score Certified Assessor is $1,400 per person for training and $12,000 for startup equipment.

Housing and Climate Impacts

The number of homes retrofitted each year could range from 367 to 1,468 homes, resulting in up to $820,304 in total energy cost savings and 2,933 tons of CO_2 emissions avoided. Total energy cost savings and greenhouse gas reduction would compound annually as an increasing percentage of homes are assessed and retrofitted. Energy performance upgrades would also increase business for local builders and home performance contractors.

Table 6. Expected year 1 results of a home energy disclosure policy.

	Estimated Value		
Year 1 Results	**Low Impact**	**Moderate Impact**	**High Impact**
Homes Rated	2,434	2,840	3,245
Minimum Energy Raters Required	6	7	8
Homes Retrofitted	243	568	649
Energy Savings (MmBtu)	2,819	13,157	15,036
Energy Cost Savings	$67,787	$316,339	$361,530
Carbon Reduction (mtCO2)	126	586	670
Increased Real Estate Value	$4,965,173	$14,481,754	$19,860,691

Source: Values estimated using local data with the Home Energy Labeling Impact Calculator provided by Rocky Mountain Institute and Earth Advantage. Calculator and sources available upon request.

The estimated low impact scenario assumes a low retrofit rate (10%), a low energy savings rate (10%), a low value increase for retrofitted homes (4%), and low compliance with the regulation (60%).

The estimated moderate impact scenario assumes a moderate retrofit rate (20%), a moderate energy savings rate (20%), a moderate value increase for retrofitted homes (5%), and moderate compliance with the regulation (70%).

The estimated high impact scenario assumes a high retrofit rate (30%), a high energy savings rate (30%), a high value increase for retrofitted homes (6%), and high compliance with the regulation (80%).

Mortgage and Tax Benefits

A HES Home Energy Performance Report can serve as documentation for federal lending products. FannieMae's HomeStyle Energy Mortgage allows borrowers to finance energy efficiency improvements, using the Home Energy Performance Report as the basis. Borrowers can also qualify for a stretch on their debt-to-income ratios for HomeStyle Energy and other Federal Housing Administration loan products.

The Washington State Housing Finance Commission also offers an "Energy Spark Home Loan" which dovetails with the First Time Homebuyer program providing downpayment assistance. Homebuyers must have a household income under $180,000 and be purchasing a home that can be upgraded for 10% energy savings over its current use based on a home energy assessment.

In 2023 the Internal Revenue Service released guidance on how taxpayers may claim the "Energy Efficient Home Improvement Credit" for Home Energy audits, made possible through the Inflation Reduction Act. The home energy audit tax credit offers 30% of the cost of a home energy audit, up to $150 per year. HES audits completed by a HES Certified Assessor qualify for this tax credit. Additional

rebates and incentives created through the Inflation Reduction Act may help homeowners pay for the cost-effective improvements identified through their HES audit.

Impacts on Home Sales and Loan Delinquency

Researchers studying the Energy Conservation and Audit and Disclosure ordinance in Austin, Texas, which has been in place for more than 10 years, found that mandatory disclosure created a premium for energy-efficient homes by daylighting the value of these attributes and lead to higher participation in energy efficiency programs (Portland, 2020). Researchers have found that a one-point increase in HES was associated with a 0.5% increase in sale price, and likewise higher estimated annual energy bills were associated with a decrease in sales price (Pigman, Season, Wallace, et al., 2023).

A study of Portland, OR's program between 2018 and 2021 found that buyers are willing to pay more for energy efficiency when purchasing a home and that buyers are willing to pay more for energy efficiency when the assessment is published in real estate listings (Breshears, 2022).

Researchers also found that a one-point increase in HES was associated with a 5.5% reduction in the odds of a loan going 30 days delinquent if the loan originated after an assessment occurred (Pigman, Season, Wallace, et al., 2023). Similarly, researchers found that a $100 decrease in estimated annual energy bills was associated with a 2.3% decrease in the odds of a loan going delinquent if it originated after the assessment occurred (Pigman, Season, Wallace, et al., 2023).

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APPENDIX A

LOCAL HOUSING MARKET

Housing Type, Occupancy, and Ownership

There are 118,571 housing units across Thurston County (U.S. Census Bureau, 2022). Most dwelling units are detached single-family (U.S. Census Bureau, 2022), and nearly two-thirds of housing units were owner-occupied in 2020. The largest owner-occupied housing type in Thurston County is single-family detached (87%). Buildings with two or more units, most of which would be excluded from the recommended program design, due to limitations of the recommended assessment tool, are almost exclusively rented.

Note: The recommended program design (described in Section 2) would apply only to dwelling units that own the space from foundation to attic (i.e., most single-family homes, including attached duplex and townhouse-style units). Mobile homes and stacked multifamily homes would be exempt as they are not suitable for the recommended DOE Home Energy Score (HES) tool.

Table A1. Thurston County housing units by building and occupancy type in 2020.

Building Type	Number of Housing Units	Percent	Occupancy Type	
			Owner (%)	Renter (%)
Single Family Detached	80,215	68%	86.7%	13.3%
Single Family Attached	4,705	4%	2.2%	97.8%
Duplex	2,867	2%	0.5%	99.5%
Multi-family	21,303	18%	0.7%	99.3%
Manufactured Homes	9,481	8%	9.9%	90.1%
Total Occupied Units	**109,983**	**100%**	**65.8%**	**34.2%**

Source: U.S. Census Bureau, 2022

Housing Age

More than 50% of the homes in Thurston County were built before 1990, with nearly 20% built at least 50 years ago (U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates). The large proportion of older homes in the region suggests that many would benefit from energy- and cost-saving retrofits.

Table A2. Age of Thurston County housing units.

Home Built	Number of Units	Percentage of Total Housing Units in Thurston County
1939 or earlier	5,288	4.5%
1940 to 1959	8,123	6.9%
1960 to 1979	25,808	21.8%
1980 to 1999	37,639	31.7%
2000 to 2009	23,438	19.8%

2010 to 2019	16,569	14.0%
2020 or later	1,706	1.4%

Source: U.S. Census Bureau, 2022

Energy Source

The table below shows the number of housing units in Thurston County that utilize each energy source for home heating. With the Washington Clean Energy Transformation Act, all electricity will be 100% clean and carbon-free by 2045. Transitioning home energy types to electricity will help to reduce future greenhouse gas emissions.

Table A3. Energy sources of Thurston County housing units.

Energy Type	Number of Units	Percentage of Total Housing Units in Thurston County
Utility Gas	35,759	30.2%
Bottled Tank or LP Gas	4,264	3.6%
Electricity	72,885	61.5%
Fuel Oil, kerosene	1,005	0.8%
All other fuels	4,170	3.5%
No fuel used	488	0.4%

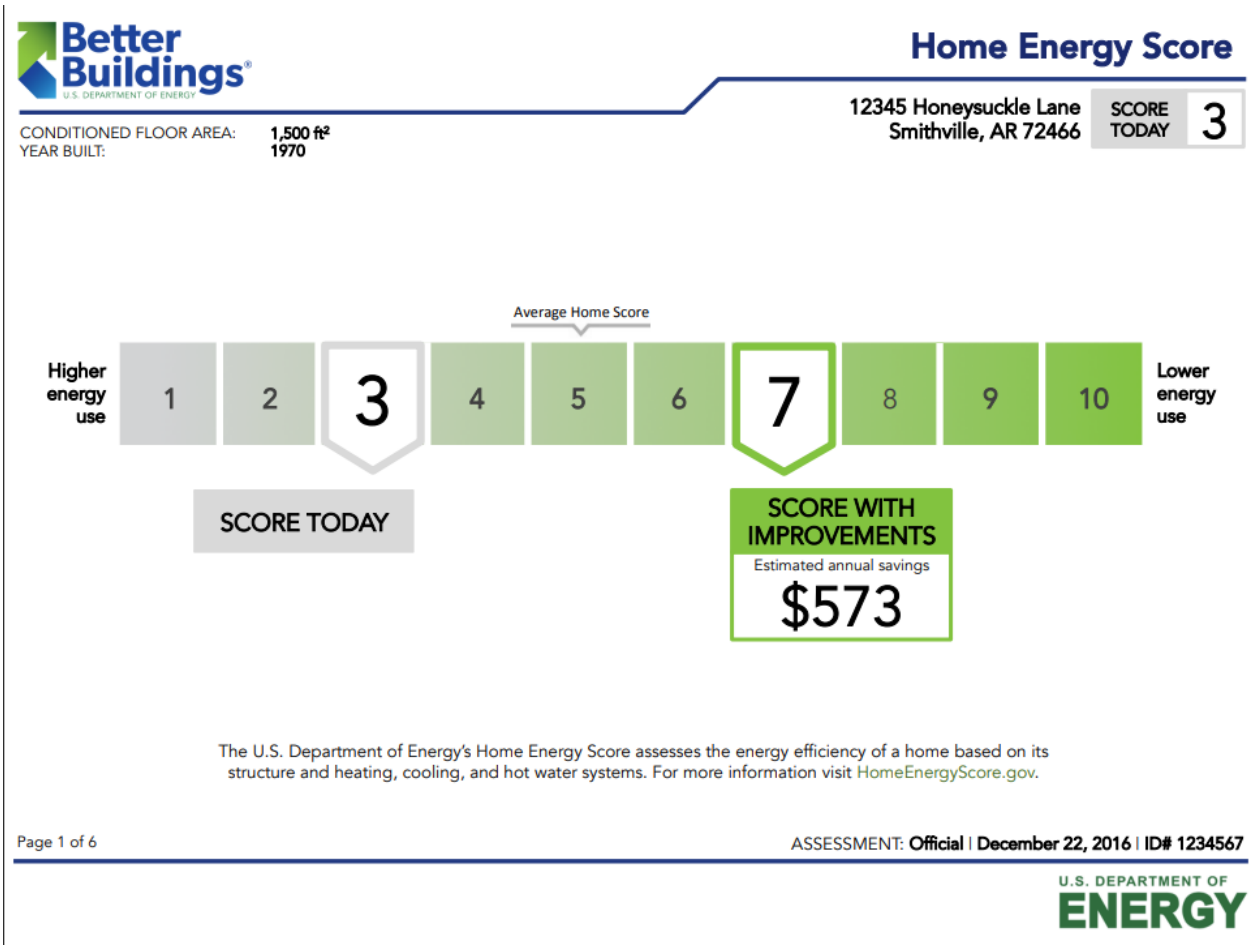
Source: U.S. Census Bureau, 2022

Home Sale Trends

During the year 2023, there were 3,377 residential homes sold in Thurston County with another 3,409 pending. The average price of a residential unit sold in Thurston County in 2023 was $551,127, a 3% increase from 2022's average sale price of $535,016 (Northwest Multiple Listing Service, 2024). Depending on the location of the home the average number of days on the market ranged from 35 to 47.

APPENDIX B

STANDARD HOME ENERGY SCORE REPORT



Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

CONDITIONED FLOOR AREA: 1,500 ft²
YEAR BUILT: 1970

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY 3

Average Home Score

Higher energy use | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Lower energy use

SCORE TODAY

SCORE WITH IMPROVEMENTS
Estimated annual savings
$573

The U.S. Department of Energy's Home Energy Score assesses the energy efficiency of a home based on its structure and heating, cooling, and hot water systems. For more information visit HomeEnergyScore.gov.

Page 1 of 6

ASSESSMENT: Official | December 22, 2016 | ID# 1234567

U.S. DEPARTMENT OF ENERGY

Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY **3**

Home Facts

The Home Energy Score's Home Facts includes details about the home's current structure, systems, and estimated energy use. For more information about how the score is calculated, visit our website at HomeEnergyScore.gov.

About This Home

ASSESSMENT	
Type	**Official**
Assessor ID	**#1234567**
Scoring tool version	**v2016**
HOME CONSTRUCTION	
Year built	**1970**
Number of bedrooms	**3**
Stories above ground level	**1**
Interior floor-to-ceiling height	**10**
Conditioned floor area	**1,500 ft²**
Direction faced by front of house	**North**
Air sealed?	**No**
Air leakage rate	**6,500 CFM50**

Estimated Annual Energy Use

ENERGY BY TYPE	
Total	**204 MBtus**
Score basis	**141 MBtus**
Electricity	**11,956 kWh**
Natural gas	**519 therms**
Propane	**226 gallons**
COST BASIS	
Electricity	**$0.091 / kWh**
Natural gas	**$1.153 / therms**
Propane	**$2.171 / gallon**
Energy cost per square foot	**$1.45 / ft²**
DEFINITIONS & CONVERSIONS	
MBtu	**Million British thermal units; generic energy unit**
kWh	**Kilowatt-hour; electricity unit**
Therm	**100,000 Btu; heat energy unit**
Electricity conversion	**1 MBtu = 293 kWh**
Heat conversion	**1 MBtu = 10 therms**

Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY 3

Home Facts

The Home Energy Score's Home Facts includes details about the home's current structure, systems, and estimated energy use. For more information about how the score is calculated, visit our website at HomeEnergyScore.gov.

Roof / Attic

ROOF / ATTIC 1

Attic floor area	500 ft²
Roof construction	Roof with Radiant Barrier / Composition Shingles or Metal / R-0
Roof color	Medium dark
Attic: ceiling type	Unconditioned attic
Attic floor insulation	R-25

ROOF / ATTIC 2

Attic floor area	1,000 ft²
Roof construction	Standard Roof / Composition Shingles or Metal / R-0
Roof color	Medium dark
Attic: ceiling type	Unconditioned attic
Attic floor insulation	R-9

Foundation

FOUNDATION / FLOOR 1

Floor area	500 ft²
Foundation type	Slab-on-grade foundation
Foundation walls insulation	R-0

FOUNDATION / FLOOR 2

Floor area	1,000 ft²
Foundation type	Unconditioned basement
Floor insulation above foundation	R-0
Foundation walls insulation	R-0

Walls

WALL CONSTRUCTION	TYPE / EXTERIOR FINISH	INSULATION VALUE
Front	Wood frame with Optimum Value Engineering (OVE) / Brick Veneer	R-19
Back	Wood frame / Wood, Asbestos, Fiber Cement, Shingle, or Masonite	R-0
Right	Concrete block or stone / Stucco	R-3
Left	Wood frame with rigid foam sheathing / aluminum siding	R-3

ASSESSMENT: Official | December 22, 2016 | ID# 1234567

U.S. DEPARTMENT OF ENERGY

Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY 3

Home Facts

The Home Energy Score's Home Facts includes details about the home's current structure, systems, and estimated energy use. For more information about how the score is calculated, visit our website at HomeEnergyScore.gov.

Windows & Skylights

WINDOW AREA			
Front	70 ft²		
Back	90 ft²		
Right	40 ft²		
Left	30 ft²		
WINDOW CONSTRUCTION	**PANES**	**FRAME**	**GLAZING or U-VALUE & SHGC**
Front	Single	Aluminum	Clear
Back	Double	Wood or Vinyl	Solar-controlled low-E
Right	Double	Aluminum w/ thermal break	Insulating low-E, argon gas fill
Left	Triple	Wood or vinyl	Insulating low-E, argon gas fill
SKYLIGHTS ROOF / ATTIC 1			
Present?	Yes		
Area	30 ft²		
Type	Single	Aluminum	Tinted
SKYLIGHTS ROOF / ATTIC 2			
Present?	No		

ASSESSMENT: **Official** | **December 22, 2016** | **ID# 1234567**

Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY 3

Home Facts

The Home Energy Score's Home Facts includes details about the home's current structure, systems, and estimated energy use. For more information about how the score is calculated, visit our website at HomeEnergyScore.gov.

Systems

HVAC SYSTEM 1	
Percent conditioned area served	**33%**
Heating type	**Electric heat pump**
Heating efficiency value	**7.8 HSPF**
Cooling type	**Electric heat pump**
Cooling efficiency value	**12 SEER**

DUCT SYSTEM 1	INSULATED?	SEALED?	PERCENT OF DUCTS IN THIS LOCATION
Unconditioned attic	**Yes**	**No**	**100%**

HVAC SYSTEM 2	
Percent conditioned area served	**67%**
Heating type	**Central gas furnace**
Heating installation year	**2009**
Cooling type	**Central air conditioning**
Cooling installation year	**2009**

DUCT SYSTEM 2	INSULATED?	SEALED?	PERCENT OF DUCTS IN THIS LOCATION
Unconditioned basement	**No**	**No**	**50%**
Unconditioned attic	**No**	**No**	**25%**
Conditioned space	**No**	**No**	**25%**

HOT WATER	
System type	**LPG storage**
Installation year	**1997**

Better Buildings
U.S. DEPARTMENT OF ENERGY

Home Energy Score

12345 Honeysuckle Lane
Smithville, AR 72466

SCORE TODAY 3

Recommendations

The Home Energy Score's Recommendations show how to improve the energy efficiency of the home to achieve a higher score and save money. When making energy related upgrades, homeowners should consult with a certified energy professional or other technically qualified contractor to ensure proper sizing, installation, safety, and adherence to code. Learn more at HomeEnergyScore.gov.

REPAIR NOW. These improvements will save you money, conserve energy, and improve your comfort.

- **Air Tightness:** Have a professional seal all the gaps and cracks that leak air to save $110 / year
- **Ducts 1:** Add insulation around ducts in unconditioned spaces to at least R-6 to save $43 / year
- **Attic 2:** Increase attic floor insulation to at least R-19 to save $57 / year
- **Ducts 2:** Add insulation around ducts in unconditioned spaces to at least R-6 to save $23 / year
- **Ducts 2:** Have a professional seal all the gaps and cracks that leak air to save $74 / year

REPLACE LATER. These improvements will help you save energy when it's time to replace or upgrade.

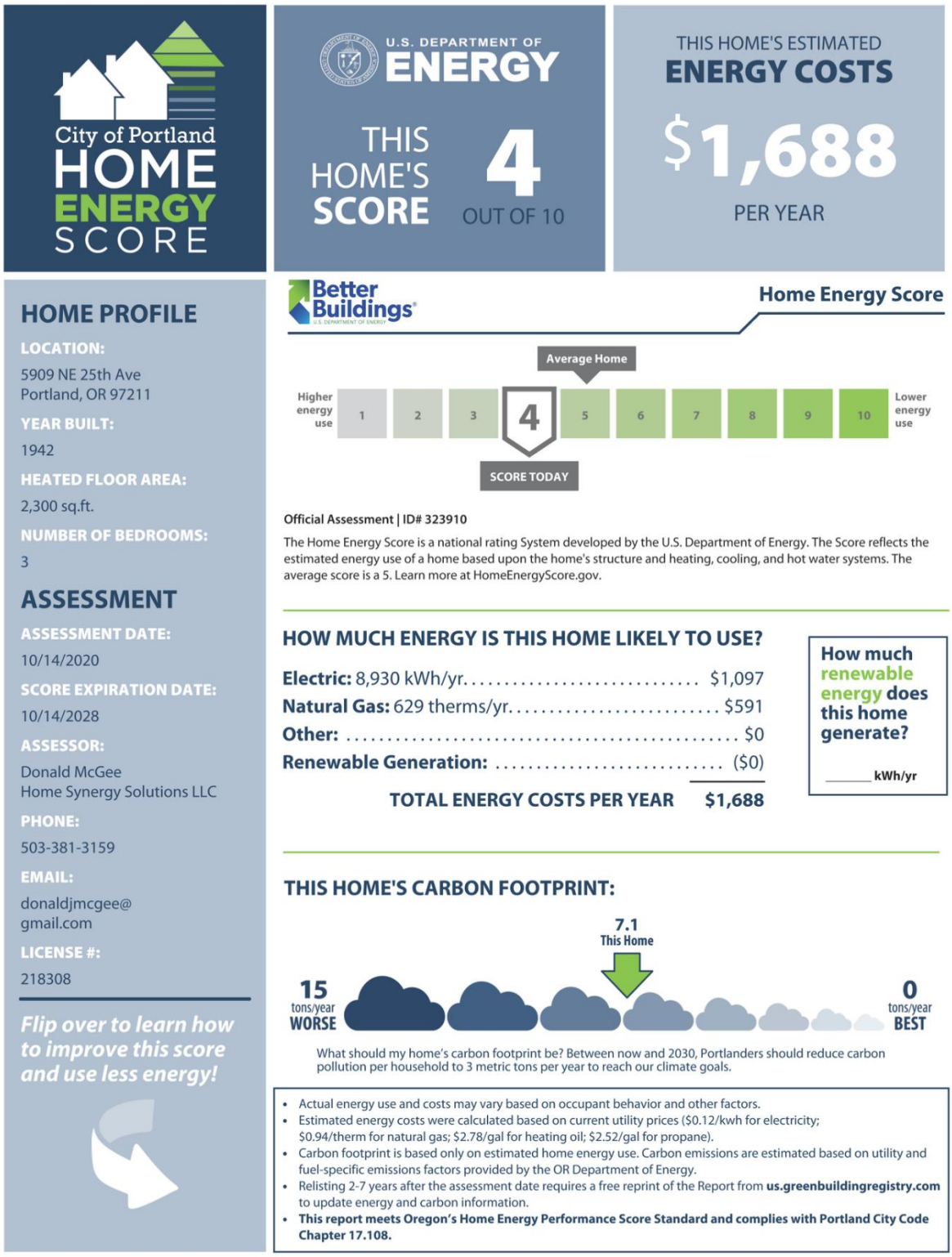
- **Windows:** Choose those with an ENERGY STAR label to save $61 / year
- **Water Heater:** Choose one with an ENERGY STAR label to save $159 / year
- **Electric Heat Pump:** Choose one with an ENERGY STAR label to save $32 / year

Comments

Current local incentives may make this house a good candidate for a new water heater.

APPENDIX C

CUSTOM HOME ENERGY SCORE REPORT



City of Portland HOME ENERGY SCORE

U.S. DEPARTMENT OF ENERGY

THIS HOME'S SCORE 4 OUT OF 10

THIS HOME'S ESTIMATED ENERGY COSTS $1,688 PER YEAR

HOME PROFILE

LOCATION:
5909 NE 25th Ave
Portland, OR 97211

YEAR BUILT:
1942

HEATED FLOOR AREA:
2,300 sq.ft.

NUMBER OF BEDROOMS:
3

ASSESSMENT

ASSESSMENT DATE:
10/14/2020

SCORE EXPIRATION DATE:
10/14/2028

ASSESSOR:
Donald McGee
Home Synergy Solutions LLC

PHONE:
503-381-3159

EMAIL:
donaldjmcgee@gmail.com

LICENSE #:
218308

Flip over to learn how to improve this score and use less energy!

Better Buildings

Home Energy Score

Average Home

Higher energy use 1 2 3 **4** 5 6 7 8 9 10 Lower energy use

SCORE TODAY

Official Assessment | ID# 323910

The Home Energy Score is a national rating System developed by the U.S. Department of Energy. The Score reflects the estimated energy use of a home based upon the home's structure and heating, cooling, and hot water systems. The average score is a 5. Learn more at HomeEnergyScore.gov.

HOW MUCH ENERGY IS THIS HOME LIKELY TO USE?

Electric: 8,930 kWh/yr.	$1,097
Natural Gas: 629 therms/yr.	$591
Other:	$0
Renewable Generation:	($0)
TOTAL ENERGY COSTS PER YEAR	**$1,688**

How much renewable energy does this home generate?

_____ kWh/yr

THIS HOME'S CARBON FOOTPRINT:

7.1 This Home

15 tons/year WORSE — 0 tons/year BEST

What should my home's carbon footprint be? Between now and 2030, Portlanders should reduce carbon pollution per household to 3 metric tons per year to reach our climate goals.

- Actual energy use and costs may vary based on occupant behavior and other factors.
- Estimated energy costs were calculated based on current utility prices ($0.12/kwh for electricity; $0.94/therm for natural gas; $2.78/gal for heating oil; $2.52/gal for propane).
- Carbon footprint is based only on estimated home energy use. Carbon emissions are estimated based on utility and fuel-specific emissions factors provided by the OR Department of Energy.
- Relisting 2-7 years after the assessment date requires a free reprint of the Report from **us.greenbuildingregistry.com** to update energy and carbon information.
- **This report meets Oregon's Home Energy Performance Score Standard and complies with Portland City Code Chapter 17.108.**

Score **today:**	Score **with priority improvements:**	Estimated **energy savings** with priority improvements:	Estimated **carbon reduction** with priority improvements:
4	6	$159 PER YEAR	11% PER YEAR

TACKLE ENERGY WASTE TODAY!

Enjoy the rewards of a comfortable, energy efficient home that saves you money.

- ☑ Get your home energy assessment. Done!
- ☐ Choose energy improvements from the list of recommendations below.
- ☐ Select a contractor (or two, for comparison) and obtain bids. If a new home, discuss with the builder. Checkout **www.energytrust.org/findacontractor** or call toll free **1-866-368-7878.**
- ☐ Explore financing options at **communityenergyproject.org** or **energytrust.org.**
- ☐ Visit the following resources to learn about easy changes you can make today: **communityenergyproject.org/our-services** or **energytrust.org/solutions/insulation-and-air-sealing/**

PRIORITY ENERGY IMPROVEMENTS [1]

FEATURE	TODAY'S CONDITION[4]	RECOMMENDED IMPROVEMENTS[3]
Air Conditioner	10 SEER	When replacing, upgrade to ENERGY STAR
Heating equipment	Natural gas furnace 80% AFUE	When replacing, upgrade to ENERGY STAR
Water Heater	Natural gas	When replacing, upgrade to ENERGY STAR, (EF>=0.67 or UEF>= 0.64)

ADDITIONAL ENERGY RECOMMENDATIONS [2]

FEATURE	TODAY'S CONDITION[4]	RECOMMENDED IMPROVEMENTS
Attic insulation	Ceiling insulated to R-19	Insulate to R-38 or R-49 if code requires it
Envelope/Air sealing	Not professionally air sealed	Professionally air seal
Solar PV	N/A	Visit www.energytrust.org/solar to learn more
Wall insulation	Insulated to R-0	Fully insulate wall cavities
Windows	Multiple types	When replacing, upgrade to ENERGY STAR
Basement wall insulation	Insulated to R-0	
Cathedral Ceiling/Roof	Roof insulated to R-30	
Duct insulation	Un-insulated	
Duct sealing	Un-sealed	
Floor insulation	Insulated to R-0	
Foundation wall insulation	N/A	
Skylights	Double-pane	

1. To achieve the "Score with Priority Improvements" all recommended improvements in the Priority Energy Improvements section must be completed. All together, these priority improvements have a simple payback of ten years or less.
2. Additional energy efficiency improvements may take longer than ten years to make a return on investment but can have a significant impact on the comfort, efficiency and environmental impact of your home.
3. If your home has an oil furnace it is recommended you replace it with a high efficiency electric heat pump.
4. Today's Condition represents the majority condition for that feature in the home.

ORDINANCE NO._____

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING A RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE POLICY AND AMENDING THE OLYMPIA MUNICIPAL CODE TITLE 16 BY ADDING A NEW CHAPTER 16.07 ENTITLED RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE

WHEREAS, climate change is an existential crisis posing one of the most serious threats to the existence of humanity and all species on the planet; a threat that intersects and compounds all other crises facing humanity and our earth; and

WHEREAS, in 2019, Olympia City Council passed a Resolution Expressing a Commitment to Protect the Youth of this Community from the Risks of Climate Destruction (Resolution No. M-2045) and to achieve net zero emissions by 2040; and

WHEREAS, in February 2021, Olympia City Council passed a Resolution Declaring a Climate Emergency (Resolution No. M-2194) and accepted the Thurston Climate Mitigation Plan as a regional framework to reduce community-wide greenhouse gas emissions 45 percent below 2015 levels by 2030 and 85 percent below 2015 levels by 2050; and

WHEREAS, residential buildings are one of the largest sources of emissions in Olympia, and the Olympia 2045 Comprehensive Plan includes Policy PL5.5 Partner with regional jurisdictions to develop and implement a local policy for assessment and disclosure of residential energy performance ratings at the time of lease, sale, or rent; and

WHEREAS, at the 2023 Thurston Climate Mitigation Collaborative (TCMC) Annual Retreat and subsequent Executive Committee meeting on June 26, 2023, the TCMC agreed to advance two regional initiatives for focused regional coordination in 2024: (1) design a Residential Energy Efficiency and Electrification Campaign and (2) develop a Home Energy Score Model Ordinance; and

WHEREAS, in 2023, the City Council approved an Interlocal Agreement among Thurston County and the cities of Lacey, Olympia, and Tumwater to support the implementation of the 2024 TCMC Regional Initiatives (Resolution No. M-2461); and

WHEREAS, the TCMC has engaged the TCMC Community Advisory Workgroup, members of the public, and held four focus group discussions with key stakeholders to develop this proposed Ordinance; and

WHEREAS, the Olympia City Council finds that for a home energy disclosure policy to be effective at reducing emissions and informing prospective homebuyers, the Olympia Municipal Code should be amended to include this requirement; and

WHEREAS, imposition of a home energy disclosure requirement is specifically authorized by RCW 35A.11.020 (which specifically authorizes the City to enact any ordinance not in conflict with the general state law) and the requirement will be implemented consistent with RCW 64.06.080;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OLYMPIA ORDAINS AS FOLLOWS:

Section 2. Amendment of OMC 16.00.000. Olympia Municipal Code Section 16.00.000 is hereby amended to read as follows:

16.00.000 Title Contents

Title 16
BUILDINGS AND CONSTRUCTION

Chapters:
16.04 Building Codes
16.05 Alternate Methods and Materials for Mixed Use Apartment Buildings
16.07 Residential Energy Performance Rating and Disclosure
16.06 Property Maintenance Code
16.10 Unsafe and Unfit Buildings, Structures, and Premises
16.18 Noxious Weeds
16.24 Electrical Code
16.32 Fire Code
16.36 Fire Hydrants
16.40 Fire Extinguishing Systems
16.44 Alarm Code
16.46 Security Alarm Systems
16.48 Grading and Clearing
16.56 Landmark Tree Protection
16.58 Public Trees
16.60 Tree, Soil and Native Vegetation Protection and Replacement
16.70 Flood Damage Prevention
16.80 Sea Level Rise Flood Damage Reduction
16.90 General Provisions Governing the Procurement of Compost Products in Projects
16.100 Electric Vehicle Parking

Section 2. NEW CHAPTER 16.07. The following NEW CHAPTER 16.07, Residential Energy Performance Rating and Disclosure, is hereby added to Title 16 of the Olympia Municipal Code.

NEW CHAPTER 16.07

RESIDENTIAL ENERGY PERFORMANCE RATING AND DISCLOSURE

16.07.000 Chapter Contents

Sections:

16.07.010 Purpose.
16.07.020 Definitions.
16.07.030 Authority of the Director.
16.07.040 Home Energy Score Rating and Disclosure for Subject Buildings.
16.07.050 New Construction of Subject Buildings.
16.07.060 Exemptions and Waivers.
16.07.070 Expiration.
16.07.080 Violation.
16.07.090 Subsidy.

16.07.010 Purpose.

The purpose of Residential Energy Performance Rating and Disclosure is to require that homebuyers be provided with information about residential building energy performance prior to the time of property purchase to enable more informed decisions about the full costs of operating dwelling units and to encourage investments in improvements that lower utility bills, reduce carbon emissions, and increase the

comfort, safety, and health of building occupants. This disclosure is in addition to the minimum disclosures described in chapter 64.06 RCW.

16.07.020 Definitions.

Certain terms, words and phrases, whenever used in this chapter, have the meanings defined in this section.

A. "Director" means the director of the Community Planning and Economic Development department of the city or their designee.

B. "Energy" means electricity, natural gas, propane, heating oil, wood, or other fuel used for purposes of providing heating, cooling, lighting, water heating, or powering other end-uses in the building and related facilities.

C. "Home energy performance report" means the report prepared by a registered home energy score assessor utilizing the reporting template provided by the director. The report must include the following information:

1. The home energy performance score, using methods developed by the United States Department of Energy, and an explanation of the score;

2. An estimate of the total annual energy used in the dwelling unit in retail units of energy by fuel type;

3. An estimate of the total annual energy generated by onsite solar electric, wind electric, hydroelectric, and/or solar water heating systems in retail units of energy, by type of fuel displaced by the onsite generation;

4. An estimate of the total monthly or annual cost of energy purchased for use in the subject building in dollars by fuel type, based on the current average annual retail residential energy price of the utility serving the subject building at the time of the report and the average annual energy prices of nonregulated fuels by fuel type;

5. The current average annual utility retail residential energy price in dollars by fuel type and the average annual energy prices by fuel type;

6. At least one comparison home energy performance score that provides context for the range of potential scores. Examples of comparison dwelling units include, but are not limited to, a similar dwelling unit with Washington's average energy consumption, the same type of dwelling unit built to Washington energy code, or the same type of dwelling unit with certain energy efficiency upgrades;

7. The identification of efficiency measures that may be installed directly by consumers;

8. The date when the building energy assessment was performed;

9. The name, contact information, and business license number for the registered home energy score assessor who completed the scoring; and

10. Such other information as specified by the director.

D. "Home energy score" means the U.S. Department of Energy's Home Energy Score which is an asset rating based on physical inspection of the dwelling unit or review of the design documents used for the dwelling unit's construction.

E. "Low-income" means any household of the City of Olympia earning 80% or less than 80% of the Area Median Income as defined by the U.S. Department of Housing and Urban Development.

F. "Real estate listing" means any real estate listed publicly for sale in the city by a property owner, representative of a property owner, or a licensed real estate agent. Real estate listings include any printed advertisement, internet posting, or publicly displayed sign, including Regional Multiple Listing Service, Craigslist, Nextdoor and other social media platforms, Redfin, Zillow, Trulia, and other third-party listing services.

G. "Registered home energy score assessor" means a person who has a valid and up-to-date certification from the U.S. Department of Energy as a home energy score assessor and who is registered with the city to provide a home energy performance report. To be registered with the city, a person must meet all registration requirements established by the director.

H. "Sale" means the conveyance of title to real property because of the execution of a real property sales contract. Sale does not include the transfer of real property as defined in RCW 64.06.010 as in effect as of the date of this ordinance and as amended.

I. "Seller" means any of the following: any individual or entity possessing title to real property that includes a subject building, the association of unit owners responsible for overall management in the case of a condominium, or other representative body of the jointly owned building with authority to make decisions about building assessments and alterations.

J. "Subject Buildings" means single-family detached dwellings, duplexes, triplexes, quadplexes, cottage housing, townhouses, and attached accessory dwelling units as defined in chapter 18.02 OMC.

16.07.030 Authority of the Director.

A. The director shall administer and enforce this chapter's provisions.

B. The director shall adopt rules and regulations, procedures, and forms to implement this chapter's provisions.

16.07.040 Home Energy Score Rating and Disclosure for Subject Buildings.

Prior to publicly listing any dwelling unit(s) of a subject building for sale, the seller of the dwelling unit, or the seller's designated representative, shall:

A. Obtain a home energy performance report for the dwelling unit(s) of the subject building from a registered home energy score assessor;

B. Include the home energy score in all real estate listings and contact information to request the home energy performance report;

C. Append the home energy performance report when attachments are accepted by the listing service;

D. Provide a copy of the home energy performance report to all the following:

1. All licensed real estate agents working on the seller's behalf; and

2. Prospective homebuyers while the subject building is listed publicly for sale; and

E. Maintain a copy of the home energy performance report for five years, available for review by the director upon request for quality assurance and evaluation of policy compliance.

16.07.050 New Construction of Subject Buildings.

At or prior to the time of the first sale of a newly constructed subject building, the seller of the dwelling unit, or the seller's designated representative, may:

A. Provide a home energy score that was generated from either design specifications or an on-site inspection.

B. Obtain and replicate a single home energy performance report for subject buildings constructed within the same land division using identical design specifications with identical features including, but not limited to, floorplan, type and amount of insulation, windows, attic fans, heating and cooling systems, hot water heaters, and appliances.

16.07.060 Exemptions and Waivers.

A. Subject buildings on federal land or tribal land are exempt from the requirements outlined in OMC 16.07.040.

B. The director shall exempt a seller from the requirements of this chapter if the seller submits documentation that the subject building is undergoing a transfer of real property as defined by RCW 64.06.010, as is in effect as of the date of this ordinance and as amended.

C. The director may exempt a seller from the requirements of this chapter after confirming that compliance would cause undue hardship for the seller under the following circumstances:

1. The subject building qualifies for sale at public auction or acquisition by a public agency due to arrears for property taxes;

2. A court-appointed receiver is in control of the subject building due to financial distress; or

3. The senior mortgage on the subject building is subject to a notice of default; or

4. The seller is otherwise unable to meet the obligations of this chapter as determined by the director.

16.07.070 Expiration

The home energy score is valid for 10 years after the assessment date (including new construction assessments as described in OMC 16.07.050), provided that no changes to mechanical systems, building envelope, energy efficiency or square footage in the home has occurred. For the purposes of this section, an assessment date is the date the assessment was completed.

16.07.080 Violation.

A. It is a violation of this chapter for any person, as defined in OMC 4.50.020, to fail to comply with the requirements of this chapter or to misrepresent any material fact in a document required to be prepared or disclosed by this chapter.

B. Penalties. It is a civil infraction for any person, as defined in OMC 4.50.020, to violate or fail to comply with any term or provision of this title. Each day is a separate infraction. A person found to have committed a civil infraction will be assessed a monetary penalty consistent with chapter 4.40 OMC, as follows:

1. First offense: Class 3 ($50), not including statutory assessments.

2. Second offense arising out of the same facts as the first offense: Class 2 ($125), not including statutory assessments.

3. Third offense arising out of the same facts as the first offense: Class 1 ($250), not including statutory assessments.

C. Enforcement. The city may, but is not obligated, to enforce this chapter through Chapter 4.44 OMC, Uniform Civil Enforcement.

16.07.090 Subsidy.

The City of Olympia shall fully subsidize home energy score audits as required by Chapter 16.07 OMC for sellers whose households meet the low-income definition of this chapter.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, does not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 6. Effective Date. This Ordinance is effective on May 1, 2027.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Michael M. Young
_____
SENIOR DEPUTY CITY ATTORNEY

AMENDMENT NO. 2
PROFESSIONAL SERVICES AGREEMENT WITH
BERGER PARTNERSHIP P.S. FOR
YELM HIGHWAY COMMUNITY PARK PHASE 1 DESIGN SERVICES

THIS AMENDMENT is effective as of the date of the last authorizing signature affixed hereto by and between the **CITY OF OLYMPIA**, a Washington municipal corporation (the "City"), and **Berger Partnership, P.S.,** a Washington corporation (the "Consultant").

RECITALS

1. On September 12, 2024 the City and the Consultant entered into a Professional Services Agreement ("Agreement").

2. The term of the Agreement is to run until June 30, 2026, with compensation not to exceed One Million, Three Hundred and Ninety- six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10) for certain tasks.

3. On March 18, 2026, the City and the Consultant entered into Amendment No. 1 to the Agreement to increase compensation and tasks, however, additional tasks are necessary and require a new amendment to compensate for such tasks.

4. The City and the Consultant desire to amend the Agreement to expand the scope for additional structural and plan design and to increase compensation to accommodate the expanded scope.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. 1. Section 1 of the Agreement, SERVICES, is hereby amended to read as follows:

   Consultant shall provide the services more specifically described in Exhibits "A,"A1" and "**A2"** attached hereto and incorporated by this reference ("Services"), in a manner consistent with the accepted practices for other similar services, and when and as specified by the City's representative.

2. Section 4 of the Agreement, COMPENSATION, is hereby amended to read as follows:

   4. Compensation.

   A. Total Compensation. In consideration of the Consultant performing the Services, the City agrees to pay the Consultant an amount not to exceed

~~One Million, Four Hundred and Fourteen Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,414,979.10)~~One Million, Six Hundred Thousand, Seven Hundred and Seventy and 16/100 Dollars ($1,600,770.16) calculated as follows:

(i) Consultant Fees. An amount not to exceed the sum of ~~One Million, Four Hundred and Nine Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,409,979.10)~~ One Million, Five Hundred Ninety-Five Thousand, Seven Hundred and Seventy and 16/100 Dollars ($1,595,770.16); and

(ii) Reimbursable Expenses. The actual customary and incidental expenses incurred by Consultant in performing the Services including plan set photocopying and other reasonable costs; provided, however, that such costs shall be deemed reasonable in the City's sole discretion and shall not exceed Five Thousand and No/100 Dollars ($5,000.00).

B. Method of Payment. Payment by the City for the Services will only be made after the Services have been performed, a voucher or invoice is submitted in the form specified by the City, and the same is approved by the appropriate City representative. Payment shall be made on a monthly basis, within thirty (30) days after receipt of such voucher or invoice.

C. Consultant Responsible for Taxes. The Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

3. All remaining provisions of the Professional Services Agreement as amended by Amendment No. 1 dated March 18, 2026, and not here amended or supplemented shall remain as written in said Agreement, and shall continue in full force and effect.

IN WITNESS WHEREOF, the City and the Consultant have executed this **Amendment No. 2** of the Agreement as of the date of the last authoring signature affixed hereto.

SIGNATURES ON FOLLOWING PAGE

CITY OF OLYMPIA

By:_____
Steven J. Burney, City Manager
P.O. Box 1967
Olympia WA 98507-1967
Date of Signature:_____

APPROVED AS TO FORM:

_____
Senior Deputy City Attorney

BERGER PARTNERSHIP

By: Andy Mitton
Andy Mitton, Principal
1927 Post Alley, Ste. 2
Seattle, WA 98101
206-325-6877
Date of Signature: 03/19/2026

Exhibit A2

January 28th, 2026

Laura Keehan & Tammy LeDoux
Parks Planning and Design
Olympia Parks, Arts and Recreation Department
PO Box 1967
Olympia, WA 98507-1967

Proposal for Landscape Architectural Services: Yelm Hwy Community Park Phase 1 Design Additional Services Request

Dear Laura,

The below outlines the additional services request due to revisions and additions in the scope of work for the Yelm Highway Community Park Phase 1.

Task 0: Additional Services during 30% Design

- Re-design efforts when OSD pulled out of project
- Grant facilitation and coordination

Task 3: 90% Design / Permitting

- RCO Grant facilitation and coordination
- Additional coordination of right-of-way lighting
- Additional coordination for the pre-engineered metal maintenance facility
- Value engineering and building redesign/revision efforts
- Permit coordination
- Building size changes

Task 4: 100% Design / Bid Documents, Bid Administration

- RCO Grant facilitation and coordination
- Value engineering and building redesign/revision efforts
- Maintenance yard automated gate design revision
- Project schedule extension
- Bid alternate documentation
- Roadway and frontage improvements changes, redesign, and coordination with the county

Task 5: Pre-Engineered metal building design

- Pre-engineered metal building design completion and engineered drawings to be incorporated into the permit submittal package(s).

Fees

Based on the scope of services identified at this time, we have established a fee for additional services as follows:

Task 0	
Berger Partnership	$22,879.56
Task 1 Subtotal	**$22,879.56**
Task 3	
Berger Partnership	$15,320.00
Schemata Workshop	$20,206.00
10% Subconsultant Mark-Up	$2,020.60
Task 3 Subtotal	**$37,546.60**
Task 4	
Berger Partnership	$24,804.00
LPD Engineering	$32,000.00
10% Subconsultant Mark-Up	$3,200.00
Task 4 Subtotal	**$60,004.00**
Task 5	
Schemata Workshop	$59,419.00
10% Subconsultant Mark-Up	$5,941.00
Task 3 Subtotal	**$65,360.90**
Grand Total	**$185,791.06**

Fees will be billed monthly based upon the percentage of work completed. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	$260.00 per hour
Associate	$220.00 per hour
Design Team Lead	$210.00 per hour
Project Manager	$180.00 per hour
Landscape Designer	$150.00 per hour
Administrative Staff	$130.00 per hour

Fees may be subject to renegotiation if the proposal is not accepted within 30 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

If this proposal meets with your approval, please sign one copy and return it to our office. If you have questions, would like more information, or wish to make any modifications, please do not hesitate to contact us. We look forward to working with you on the Yelm Highway Community Park Phase 1 Design. Work will be scheduled upon our receipt of the signed proposal.

Sincerely,
Berger Partnership PS

Anna O'Connell
Principal, PLA

APPROVED:

_____

_____

Date

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING AMENDMENT #2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF OLYMPIA AND BERGER PARTNERSHIP AUTHORIZING ADDITIONAL FUNDING TO FACILITATE NECESSARY WORK TO COMPLETE THE DESIGN AND PERMITTING OF YELM HIGHWAY COMMUNITY PARKS

WHEREAS, on September 12, 2024, the City of Olympia and Berger Partnership entered into a Professional Services Agreement for Phase I Design Services for Yelm Highway Community Park; and

WHEREAS, the term of the Agreement was to run until June 30, 2026, with compensation not to exceed One Million, Three Hundred and Ninety-six Thousand, Five Hundred and Fifty-four and 10/100 Dollars ($1,396,554.10); and

WHEREAS, the Agreement also provides that its terms may be "extended for additional periods of time upon the mutual written agreement" of the City and the Contractor, and that modification of its terms need to be in writing and signed by both parties; and

WHEREAS, on March 18, 2026, the City and the Contractor entered into Amendment No. 1 to the Agreement, by which the compensation increased to One Million, Four Hundred and Fourteen Thousand, Nine Hundred and Seventy-Nine and 10/100 Dollars ($1,414,979.10); and

WHEREAS, the City and the Contractor desire to amend the Agreement to include additional design and permitting tasks and increase compensation, accordingly; and

WHEREAS, Olympia Municipal Code Subsection 3.16.020(B), requires that the City Council approve the agreement;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves Amendment No. 2 to the Professional Services Agreement between the City of Olympia and Berger Partnership for Yelm Highway Community Park, Phase 1 Design Services and the terms and conditions contained therein.

2. The City Manager is directed and authorized to execute on behalf of the City of Olympia Amendment No. 2 to the Professional Services Agreement, and any other documents necessary to the Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Professional Services Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
SENIOR DEPUTY CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING THE INTERAGENCY AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE WASHINGTON STATE DEPARTMENT OF COMMERCE FOR A CLIMATE PLANNING GRANT

WHEREAS, the Washington State Growth Management Act (GMA) (RCW 36.70A) guides and directs local government planning in the state. It requires most cities and counties, including Olympia, to adopt and periodically update a comprehensive plan to accommodate the succeeding 20 years of growth and provide the primary goals and policies to guide all City actions. The GMA mandates consistency between all elements of the comprehensive plan, and between the plan and all City regulations and actions intended to implement the comprehensive plan; and

WHEREAS, the Olympia 2045 Comprehensive Plan update was adopted by Olympia City Council on December 16, 2025. It includes a new Climate Chapter with a Resilience Sub-Element and Greenhouse Gas (GHG) Emissions Reduction Sub-Element. The Climate Chapter meets the GMA requirement for Climate Change and Resiliency planning, with goals and policies to reduce GHG emissions and vehicle miles traveled and improve climate preparedness, response, and recovery efforts; and

WHEREAS, the Climate Commitment Act (Senate Bill 5187 (Sec. 130 (21)) directs the Department of Commerce (Commerce) to administer grants and provide technical assistance to cities and counties to plan for climate change. Commerce will make approximately $30 million (as appropriated) in statewide grants to implement House Bill 1181 (Chapter 228, Laws of 2023) supporting the development of climate change and resiliency elements; and

WHEREAS, all local governments that are subject to HB 1181 may apply for funding for activities related to implement climate change planning. The City of Olympia has been awarded $200,000, 2025-2027 Climate Planning Grant to support the development of code updates to implement the Climate Element of the Comprehensive Plan.

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL RESOLVES as follows:

1. The Olympia City Council approves acceptance of the $200,000 Climate Planning Grant to support the development of code updates to implement the Climate Element of the Comprehensive Plan.

2. The Olympia City Council hereby approves the attached form of Interagency Agreement between the City of Olympia and the Washington State Department of Commerce for the Climate Planning Grant, and the terms and conditions contained therein.

3. The City Manager or his designee is directed and authorized to execute on behalf of the City of Olympia the attached Interagency Agreement, and any other documents necessary to receive the Climate Planning Grant, and to make any amendments or minor modifications as may be required and are consistent with the intent of the Interagency Agreement, and to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Michael M. Young
_____
SENIOR DEPUTY CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING THE NEGOTIATED 2026-2028 INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) ASSISTANT CHIEFS' COLLECTIVE BARGAINING AGREEMENT WITH THE CITY OF OLYMPIA

WHEREAS, in November 2025, the International Association of Firefighters (IAFF) provided notice to the City of Olympia (City), (collectively the Parties), that it desired to bargain a successor collective bargaining agreement (CBA) with the City of Olympia, the existing CBA having an expiration date of December 31, 2025. The CBA covers approximately three Assistant Chiefs/City employees. In late 2025 and the first part of 2026, the Parties bargained over wages, benefits, and working terms and conditions; and

WHEREAS, the Parties reached a tentative agreement on January 7, 2026, covering approximately three Assistant Chiefs/City employees; and

WHEREAS, the significant new terms of the 2026-2028 CBA include the following terms and conditions:

- Duration: 3-year contract (expanded from 2-year contract)
- Considered total compensation for a fair and competitive wage and benefit package:
  - New compensation paygrade structure (2-step structure consistent with IAFF-Firefighter contract)
  - 2.7% COLA for 2026
  - 100% of CPI-U, min 1% and max of 5% for both 2027 & 2028
- Established vacation accrual progression table and increased accrual rates (80% Fire Fighter accruals vs City Policy accruals)
- Increased longevity tiers by 0.5% in 2027 and 0.5% in 2028
- Established yearly $750 uniform allowance for each Assistant Chief
- Increased City's contribution of Assistant Chief's Medical Expense Reimbursement (MERP) Plan from $100 to $150 per month
- Converted Member peer fitness monthly contribution to % vs flat dollar amount
- Member required premiums for Paid Family Medical Leave (PFML) will be consistent with the law (previously a fixed rate)
- Updated processes: Working out of classification and temporary light duty assignment when determined "not fit for duty"

and

WHEREAS, the City is committed to considering equity impacts in bargaining labor agreements including determining desirable outcomes, conversations and bargaining with key stakeholders, analyzing classification and compensation data, evaluating information, and reporting back to stakeholders, and continuing to evaluate outcomes as the new CBA is implemented and administered; and

WHEREAS, the financial impact for the first year of the CBA (2026) is expected to be approximately $55,000 in salaries and benefits, and is included in the City's adopted 2026 budget;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the 2026-2028 International Association of Fire Fighters Assistant Chiefs Collective Bargaining agreement between the City of Olympia and the International Association of Firefighters.

2. The City Manager or designee is hereby directed and authorized to execute on behalf of the City of Olympia the 2026-2028 International Association of Fire Fighters Assistant Chiefs' Collective Bargaining Agreement between the City of Olympia and the International Association of Firefighters, and any other necessary document or make any minor amendments or modifications as may be required and are consistent with the intent of the 2026-2028 International Association of Fire Fighters Assistant Chiefs' Collective Bargaining Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
_____
CITY ATTORNEY

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, AUTHORIZING AMENDMENT NO. 2 TO THE LEASE AGREEMENT BETWEEN THE CITY OF OLYMPIA AND THE HANDS ON CHILDREN'S MUSEUM BY INCORPORATING PROPERTY RECENTLY ACQUIRED FOR EXPANSION OF THE MUSEUM INTO THE LEASE AGREEMENT TERMS

WHEREAS, on September 14, 2010, the City of Olympia ("City") and the Hands On Children's Museum ("HOCM"), jointly referred to as "the Parties," entered into a Lease Agreement ("Lease Agreement") for lease and operation of the premises commonly known as the Hands On Children's Museum; and

WHEREAS, on July 22, 2025, the Olympia City Council approved a Real Estate Purchase and Sale Agreement with the Port of Olympia for the City's acquisition of real property to expand the footprint of the HOCM. On December 18, 2025, the City purchased and acquired the additional property; and

WHEREAS, the Parties now wish to modify and amend the Lease Agreement to incorporate the recently acquired property into the Lease Agreement Terms, and to provide for HOCM's site control of the property in accord with the terms and conditions of the Lease Agreement;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves Amendment No. 2 to the Lease Agreement between the City of Olympia and the Hands On Children's Museum, and the terms and conditions contained therein.

2. The City Manager or designee is authorized and directed to execute on behalf of the City of Olympia Amendment No. 2 to the Lease Agreement, and any other documents necessary to execute said Lease Agreement, and to make any amendments or minor modifications as may be required and are consistent with the intent of Amendment No. 2 to the Lease Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
CITY ATTORNEY

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DEPARTMENT OF ECOLOGY
State of Washington

Agreement No. TCPRA-2527-OlymPD-00008

TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF OLYMPIA

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and CITY OF OLYMPIA, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Solid Wood Inc
Total Cost:	$385,000.00
Total Eligible Cost:	$385,000.00
Ecology Share:	$192,500.00
Recipient Share:	$192,500.00
The Effective Date of this Agreement is:	07/01/2025
The Expiration Date of this Agreement is no later than:	06/30/2027
Project Type:	Oversight Remedial Action Grant or Loan

Project Short Description:
The Solid Wood Site is a former industrial waterfront property located at 700 West Bay Drive in Olympia, Washington (CSID 4228 FSID 94656838). The RECIPIENT entered into Agreed Order DE-08-TCPSR-5415 with ECOLOGY in November of 2008. The work to be performed under this Agreement includes revising and finalizing the RI/FS, preparing the draft Cleanup Action Plan (dCAP), and beginning engineering design work.

Project Long Description:
Facility Site ID: 94656838
Cleanup Site ID: 4228
Cleanup Site Name: Solid Wood Inc.
Address: 700 West Bay Dr NW, Olympia 98502
Agreed Order: DE-08-TCPSR-5415

The Solid Wood, Incorporated Site (West Bay Park) is a former industrial waterfront property located on West Bay in Olympia, Washington. The Site is approximately 17 acres.

The Solid Wood Site (West Bay Park) is a former industrial waterfront property located on West Bay in Olympia, Washington. The approximately 17-acre Site has a history of past use in the wood products industry. The most recent commercial industrial activity on the Site was a lumber yard (Solid Wood, Incorporated) that closed in 2002. The structures housing Solid Wood, Inc. were demolished following closure and no buildings or asphalt pavements, concrete foundations from former buildings, and encroaching low-lying vegetation. Inactive railroad tracks (a former BNSF rail spur) run the entire length of the Site. In the southern portion of the Site adjacent to a tidal lagoon, the rail spur runs on top of a causeway that is connected to the mainland by two trestles.

According to a Phase I Environmental Site Assessment (ESA) for the Site, the railway operated through the property as early as 1898. It is not known when the railway was vacated; however, aerial photographs show railcars on the property as late as 1996.

A 2004 Phase II ESA conducted at the Site (excluding the rail spur right of way) concluded that there were no significant environmental impacts present. A supplemental Phase II ESA targeting the rail spur was conducted in 2007. During this Phase II ESA, petroleum contamination was discovered in three areas in exceedance of the Washington State Model Toxics Control Act (MTCA) Method A cleanup levels for unrestricted land use. Low-level (slightly exceeding the MTCA Method A cleanup levels) surface soil contamination related to creosote-treated rail ties was also discovered in several areas.

Following discovery of the areas of contamination exceeding cleanup levels, the RECIPIENT entered into negotiations with ECOLOGY to establish an Agreed Order for cleanup of the Site. The basis for the Agreed Order is the performance of a Remedial investigation/Feasibility Study (RI/FS) and Interim Action (IA) under Agreed Order No. DE-08-TCPSR-5415.

In 2010, the RECIPIENT completed Phase I development of the Site that is approximately 4 acres of the property. Along with that development, the RECIPIENT conducted cleanup action work to address contamination within the Phase I area.

2010 - Conducted cleanup action work to address contamination within the Phase I area of the park (approx. 4 acres).
2012 – Data gaps sampling
2014 – Supplemental sediment sampling
2023 – Additional soil and sediment sampling
2024 – Budd Inlet Sediment Investigation (Port of Olympia) – results necessary for the RECIPIENT to move forward with the final RI/FS submittal for the Solid Wood Site.

There are two primary Contaminants of Concern (COCs) in soil (e.g., total petroleum hydrocarbons and total carcinogenic polycyclic aromatic hydrocarbons) that were identified in the RI/FS and will be addressed in future cleanup activities.

After the RECIPIENT has incorporated the Budd Inlet Sediment Investigation data collected by the Port of Olympia, the RECIPIENT can then move forward with submitting the final RI/FS for the Solid Wood Site.

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Once ECOLOGY approves the RI/FS, the RECIPIENT will complete the next steps to prepare a Cleanup Action Plan, permitting documents and design elements.

Overall Goal:

Finalize the RI/FS and begin design work consistent with the dCAP.

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RECIPIENT INFORMATION

Organization Name: CITY OF OLYMPIA

Federal Tax ID: 91-6001261

Mailing Address: PO Box 1967
Olympia, WA 98507-1967

Physical Address: PO Box 1967
Olympia, Washington 98507-1967

Organization Email: tledoux@ci.olympia.wa.us

Contacts

Project Manager	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053
Billing Contact	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053
Authorized Signatory	Tammy LeDoux Finance & Policy Coordinator PO Box 1967 Olympia, Washington 98507-1967 Email: tledoux@ci.olympia.wa.us Phone: (360) 753-8053

Docusign Envelope ID: 211F4960-A140-4065-ADC7-D47E6019E8DD

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Toxics Cleanup
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Toxics Cleanup
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Steve Teel PO Box 47775 Olympia, Washington 98504-7775 Email: stee461@ecy.wa.gov Phone: (360) 890-0059
Financial Manager	Lydia Lindwall PO Box 47600 Olympia, Washington 98504-7600 Email: llin461@ecy.wa.gov Phone: (360) 790-1124

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AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

By: _____

Nhi Irwin Date

Toxics Cleanup

Program Manager

Template Approved to Form by
Attorney General's Office

CITY OF OLYMPIA

By: _____

Tammy LeDoux Date

Finance & Policy Coordinator

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Steven J Burney

City Manager Date

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SCOPE OF WORK

Task Number: 1 **Task Cost:** $150,000.00

Task Title: 1. FEASIBILITY STUDY (J004)

Task Description:
This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to prepare and submit the Remedial Investigation/Feasibility Study (RI/FS) Report for the Site consistent with the Scope of Work in Agreed Order DE-08-TCPSR-5415.

This includes remedy selection and development of the draft Cleanup Action Plan (dCAP). Eligible costs may also include pilot tests, treatability studies, stormwater source control engineering studies, green remediation alternatives analysis, Environmental Impact Statements, data management, and public involvement.

Task Goal Statement:
To complete an engineering study to develop and evaluate cleanup action alternatives to enable ECOLOGY to select a cleanup action for the Site.

Task Expected Outcome:
The results of the FS process are documented in an FS report and adequate information has been provided so a cleanup action can be selected for the Site.

Recipient Task Coordinator: Tammy LeDoux

1. FEASIBILITY STUDY (J004)

Deliverables

Number	Description	Due Date
1.1	Final Remedial Investigation/Feasibility Study Report	
1.2	Draft Cleanup Action Plan (dCAP)	
1.3	Sampling data has been verified and entered into EIM	

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SCOPE OF WORK

Task Number: 2 **Task Cost:** $200,000.00

Task Title: 2. ENGINEERING DESIGN (J005)

Task Description:
This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to complete the engineering design work at the Site consistent with the cleanup agreement Scope of Work in Agreed Order DE-08-TCPSR-5415.

This includes any required permitting activities, preparation of construction plans and specifications, or reports; including the Engineering Design Report (EDR), supplemental testing, surveying, mapping, green remediation alternatives design, Operation and Maintenance or Monitoring Plan (O&M), design of stormwater reduction and treatment facilities, and permit applications needed to begin construction.

The EDR may include specialized studies and engineering calculations to support final design.

Task Goal Statement:
To prepare the detailed working documents needed to implement the cleanup action for the Site. This includes preparation of an EDR that includes sufficient information for the development and review of construction plans and specifications needed for cleanup construction.

Task Expected Outcome:
An EDR that documents engineering concepts and design criteria needed for the design of the cleanup action, including constructions plans and specifications.

Recipient Task Coordinator: Tammy LeDoux

2. ENGINEERING DESIGN (J005)

Deliverables

Number	Description	Due Date
2.1	Engineering Design Report (EDR)	

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SCOPE OF WORK

Task Number: 3 **Task Cost:** $35,000.00

Task Title: 3. GRANT AND PROJECT ADMINISTRATION (J008)

Task Description:
This task funds the RECIPIENT's eligible direct costs ECOLOGY deems reasonable and necessary to administer the grant and manage project activities. The RECIPIENT is expected to ensure compliance with a minimum of quarterly billing requirements and be responsive to all grant-related communications for both payments and amendments.

Examples of eligible activities include costs necessary to:
• Ensure compliance with the terms of the Agreed Order DE-08-TCPSR-5415, except legal costs.
• Perform public involvement activities: Plan and hold meetings and communications with the public, consultants/contractors, or ECOLOGY.
• Competitively procure and actively manage consultants and contractors.
• Manage the grant, develop, and maintain grant files.
• Prepare and submit payment requests, progress reports, spending plans, or other reports required by ECOLOGY.
• Conduct, coordinate, and schedule project activities described in the Scope of Work in the Agreed Order.
• Purchase services, supplies, tools, and equipment needed to accomplish grant tasks. Equipment purchases are conditionally eligible and require prior written approval by ECOLOGY's Financial Manager. Computer purchases are not grant eligible.
• Attend training events required to gain access or work on the Site. Trainings must be approved by ECOLOGY in advance, including related travel costs. ECOLOGY may agree to pay all or part of this cost. Conferences are not grant eligible.
• Conduct research or studies relevant to multiple tasks.
• Manage scientific data, including Environmental Information Management System (EIM) submissions.

The Grant and Project Administration task is limited to up to 10 percent of the total grant amount, and up to 10 percent of the consultant invoices billed on each payment request/progress report (PRPR) for staff time.

SPENDING PLANS: The RECIPIENT shall submit a spending plan form in ECOLOGY's Administration of Grants and Loans system (EAGL). The spending plan must be updated at least quarterly to reflect actual expenditures and projections for the remainder of grant/loan. The spending plan form in EAGL must be updated with each PRPR.

EQUIPMENT: All equipment purchases are conditionally eligible and require prior written approval by ECOLOGY's grant Financial Manager. Absent prior written approval, costs may not be reimbursed under the grant. The RECIPIENT must complete an Equipment Purchase Report in EAGL for all desired equipment purchases after the ECOLOGY grant Financial Manager has approved the written purchase request and prior to requesting payment for the equipment.

TRAVEL AND PER DIEM: ECOLOGY will reimburse travel costs at the state per diem rate in effect when the costs were incurred. Any costs incurred over the state rate will not be reimbursed under the grant unless an exception is provided in writing by the ECOLOGY Financial Manager prior to the costs being incurred.
The RECIPIENT may bill costs related to vehicle usage at the state-approved mileage rate. Any other motor pool costs are considered part of overhead and may not be direct billed to this grant.

BACKUP DOCUMENTATION: All backup documentation for time and materials, whether recipient staff costs, prime

contractor or subcontractor, must be submitted for PRPR reimbursement. Staff time must include the person, project role, rate of pay, days worked, hours worked each day, detailed description of the activity being performed each day, and the total cost.

Task Goal Statement:
To manage the grant and project and complete all administrative documentation and billings in accordance with accounting standards, the terms and conditions of the grant, and the Administrative Requirements for Recipients of Ecology Grants and Loans managed in EAGL.

Task Expected Outcome:
Project documentation will be properly developed and maintained in accordance with the terms and conditions of the grant, and the Administrative Requirements for Recipients of Ecology Grants and Loans managed in EAGL.

Recipient Task Coordinator: Tammy LeDoux

3. GRANT AND PROJECT ADMINISTRATION (J008)

Deliverables

Number	Description	Due Date
3.1	Quarterly grant payment requests/progress reports (PRPR) with proper documentation	
3.2	Updated spending plan form completed in EAGL with each PRPR	
3.3	Recipient Close Out Report submitted with the final PRPR	

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BUDGET

Funding Distribution EG260454

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Solid Wood Inc
Funding Type: Grant
Funding Effective Date: 07/01/2025 Funding Expiration Date: 06/30/2027
Funding Source:

Title: Model Toxics Control Capital Account (MTCCA)

Fund: FD
Type: State
Funding Source %: 100%
Description: The Model Toxics Control Act (MTCA), Chapter 70.105D RCW. MTCA directs 25% of the tax revenue into the Model Toxics Control Capital Account (MTCCA) and in some cases capital bond funds are provided to increase available grant funding.

Approved Indirect Costs Rate: Approved State Indirect Rate: 25%
Recipient Match %: 50%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

Solid Wood Inc	**Task Total**
1. FEASIBILITY STUDY (J004)	$ 150,000.00
2. ENGINEERING DESIGN (J005)	$ 200,000.00
3. GRANT AND PROJECT ADMINISTRATION (J008)	$ 35,000.00
	Total: $ 385,000.00

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Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Solid Wood Inc	50.00 %	$ 192,500.00	$ 192,500.00	$ 385,000.00
Total		**$ 192,500.00**	**$ 192,500.00**	**$ 385,000.00**

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

If this Agreement includes retroactive reimbursement for past costs covering field activities potentially impacting cultural resources, then that activity will be subject to ECOLOGY review to assess actions taken to address potential direct and indirect effects on prehistoric and historic archaeological sites, historic buildings and structures, traditional cultural places, sacred sites or other cultural resources. Based on the findings of the review, some or all past costs may be deemed ineligible for retroactive reimbursement.

Any current or future work included in this Agreement will also be subject to cultural resource review by ECOLOGY in accordance with any and all applicable WA State Executive Order(s).

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction

with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than $30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov/> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232 <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered

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telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <https://sam.gov/SAM/> exclusion list.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS
For DEPARTMENT OF ECOLOGY GRANTS and LOANS
07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html)
b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.
The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.
RECIPIENT shall:
a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
• Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.
RECIPIENT shall:
• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.
• Implement the IDP when Cultural Resources or human remains are found at the project site.
c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, https://ofm.wa.gov/it-systems/statewide-vendorpayee-services. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.

b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.

c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.

d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

a) RECIPIENT notifies the funding program of an appeal request.

b) Appeal request must be in writing and state the disputed issue(s).

c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.

d) ECOLOGY reviews the RECIPIENT's appeal.

e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the

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review.
The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.
The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.
Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.
Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:
• Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
• Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
• Submit the QAPP to ECOLOGY for review and approval before the start of the work.
b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.
c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.
To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.
Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:
a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:
a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.
Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.
Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.
RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress

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reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

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RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.
All records shall:
a) Be kept in a manner which provides an audit trail for all expenditures.
b) Be kept in a common file to facilitate audits and inspections.
c) Clearly indicate total receipts and expenditures related to this Agreement.
d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.
ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.
All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.
RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.
All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.
RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.
RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.
Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing, https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement. Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

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If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.
RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement
ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination
All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY
RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER
Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, APPROVING A GRANT AGREEMENT BETWEEN THE CITY OF OLYMPIA AND WASHINGTON STATE DEPARTMENT OF ECOLOGY FOR WEST BAY PARK SEDIMENT CLEAN UP

WHEREAS, on December 1, 2006, the City was awarded a grant by The Washington State Department of Ecology (DOE) for $500,000 to complete cleanup at West Bay Park; and

WHEREAS, the Solid Wood, Inc. site also known as West Bay Park is a former industrial waterfront property and on November 17, 2008 the City entered into an Agreed Order with DOE for cleanup of contamination at the park; and

WHEREAS, on August 31, 2009 the grant was amended to include an additional $1,000,000 bringing the total grant amount to $1,500,000; and

WHEREAS, the City has used a portion of the grant funds to complete soil cleanup within the West Bay Park Phase I project area, conduct extensive sampling, and prepare and submit the Draft Remedial Investigation and Feasibility Study; and

WHEREAS to comply with the DOE's new legacy grant requirements as "use it or lose it", the City must spend the remaining funds by June 30, 2027; and

WHEREAS, DOE has updated their EAGL grant system and the City is required to set up a new agreement; and

WHEREAS, DOE has delayed the approval of the Draft Remedial Investigation and Feasibility Study to further analyze sediment sampling in Budd Inlet; but will approve an amendment to the Agreed Order to create an Interim Cleanup Action Plan and allow extraction of the remaining contaminated soils from West Bay Park so that grant funds can be used by the 2027 grant timeline; and

WHEREAS, $192,500 will be allocated in the initial grant agreement and after the Agreed Order is amended to allow an Interim Action Plan, the grant agreement will be amended to allocate the full grant amount of $566,585; and

WHEREAS, per Olympia Municipal Code Section 3.16.020(C), it is necessary for the City Council to approve the Grant Agreement and authorize the signature of all documents necessary to obligate funds for the remainder of this Project;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the Grant Agreement No. TCPRA-2527-OlymPD-00008 between the City of Olympia and Washington State Department of Ecology

for the West Bay Park Sediment Cleanup Project and the terms and conditions contained therein.

2. The City Manager or designee is directed and authorized to execute on behalf of the City of Olympia the Grant Agreement, and any other amendments necessary to obligate funds for the West Bay Park Sediment Cleanup Project, and to make any minor modifications as may be required and are consistent with the intent of the Grant Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2026.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

Mark Barber
_____
CITY ATTORNEY