

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> August 16, 2021	<b>PREPARED BY:</b> Kathleen Neuman, Associate Engineer
<b>Meeting Date Requested:</b> August 24, 2021	<b>PRESENTED BY:</b> Craig Erdman, County Engineer <i>CE</i>
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Brought Before the Board Time needed:
<b>SUBJECT:</b> Resolution to approve the 2021 Annual Update and Accomplishment Report for Franklin County Nondiscrimination Agreement and Policy Statement between Franklin County and Washington State Department of Transportation.	
<b>FISCAL IMPACT:</b> There will be no fiscal impact from the execution this report.	
<b>BACKGROUND:</b> <p>The Federal Highway Administration (FHWA) requires that each local agency receiving federal funds through WSDOT establish a Title VI program to prevent discrimination on federally-funded transportation projects.</p> <p>Franklin County established a Title VI program in May, 2006. Resolution 2019-028 - Franklin County Nondiscrimination Agreement and Policy Statement (NDA) between Franklin County and WSDOT is the current NDA policy.</p> <p>As part of the NDA policy, the County issues an annual report to WSDOT ensuring that NDA goals and practices are being met. This report is drafted and issued by the Title VI Coordinator, who is named by position in the program organizational chart. At this time, Craig Erdman, P.E., County Engineer, is the County's Title VI Coordinator.</p> <p>No significant changes have occurred in the Title VI NDA report at this time.</p>	
<b>RECOMMENDATION:</b> Approve attached resolution.	
<b>COORDINATION:</b> The report was prepared under the supervision of the Craig Erdman, County Engineer and reviewed by Matt Mahoney, Public Works Director.	
<b>ATTACHMENTS: (Documents you are submitting to the Board)</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. FFY 2021 Annual Update and Accomplishment Title VI NDA Report</li></ol>	
<b>HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf)</b> <ol style="list-style-type: none"><li>1. Copy of Resolution (Kathleen Neuman)</li></ol>	

*I certify the above information is accurate and complete.*

*Craig Erdman for*

\_\_\_\_\_  
Matt Mahoney, Public Works Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS  
OF FRANKLIN COUNTY, WASHINGTON**

***2021 ANNUAL UPDATE AND ACCOMPLISHMENT REPORT FOR FRANKLIN COUNTY  
NONDISCRIMINATION AGREEMENT AND POLICY STATEMENT BETWEEN FRANKLIN  
COUNTY AND WASHINGTON STATE DEPARTMENT OF TRANSPORTATION***

**WHEREAS**, Title VI of the Civil Rights Act of 1964 and other Federal Nondiscrimination statutes prohibit discrimination based on race, color, national origin and sex (gender) in the provision of benefits and services in programs and activities receiving Federal funds; and

**WHEREAS**, these federal regulations require the Washington State Department of Transportation (WSDOT) to ensure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations (23 CFR 200.9(b)(7), 49 CFR 21.3, 49 CFR 21.7); and

**WHEREAS**, the Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs and activities” to include all programs and activities of Federal aid recipients, subrecipients, and contractors, whether such programs and activities are federally funded or not; and

**WHEREAS**, the Federal Highway Administration (FHWA) requires each local agency that receives Federal funds through WSDOT to establish a Title VI Program to prevent discrimination in the provision of benefits and services on federally funded transportation programs and activities; and

**WHEREAS**, the Board of Franklin County Commissioners, constituting the legislative authority of Franklin County, on January 22, 2019, adopted Resolution 2019-028 – Franklin County Nondiscrimination Agreement and Policy Statement Between Franklin County and Washington State Department of Transportation; and

**WHEREAS**, Franklin County is required, per the Title VI program and Non-discrimination Agreement (NDA), to submit an annual report to the Washington State Department of Transportation (WSDOT) for review by the Federal Highway Administration (FHWA), per 23 CFR 200 and 49 CFR 21; and

**WHEREAS**, such a report is to be compiled and submitted by the Title VI Coordinator; and

**WHEREAS**, the Board of Franklin County Commissioners has reviewed the proposed report, and finds its submission to WSDOT as being in the best interest of Franklin County;

**NOW, THEREFORE, BE IT RESOLVED** that the attached Title VI Annual Update and Accomplishment Report is hereby approved for submittal to the Washington State Department of Transportation.

**APPROVED** this \_\_\_\_\_ day of August, 2021.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

Attest

\_\_\_\_\_  
Clerk of the Board

**ANNUAL UPDATE AND ACCOMPLISHMENT REPORT**  
**For agencies under 100,000**

**Franklin County Public Works Department**

**August 31, 2021**

(Report Submission Date)

**FFY 2021**

(Reporting Period)

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

**1. Report any changes in the organizational structure since the last reporting period.**

*The CEO duties of Franklin County are executed by the Chairman of the Board of County Commissioners. Standing practice has been for this position to rotate to a different commissioner each year, though the authority remains vested in the position. Currently, Clint Didier is the sitting Chairman for calendar year 2021.*

**2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.**

*The following data was procured from the Washington State Office of Financial Management's April 1, 2020 Population of Cities, Towns, and Counties Used for Allocation of Selected State Revenues [1] and the U.S. Census Bureau's State and County QuickFacts: Franklin County, Washington webpage (2020 population estimates, as of April 1, 2020) [2].*

<b>Franklin County Population [1]:</b>	96,760
Unincorporated [1]:	13,500
Incorporated [1]:	83,860
City of Connell [1]:	5,500
City of Kahlotus [1]:	165
City of Mesa [1]:	495
City of Pasco [1]:	77,100

<b>Race and Hispanic Origin [2]:</b>	
White alone, percent (a)	89.9%
Black or African American alone, present (a)	2.8%
American Indian and Alaska Native alone, present (a)	1.7%
Asian alone, percent (a)	2.4%
Native Hawaiian and Other Pacific Islander alone, present (a)	0.4%
Two or More Races, percent:	2.7%
Hispanic or Latino, percent (b)	53.6%
White alone, not Hispanic or Latino, percent	39.9%

(a) Includes persons reporting only one race

(b) Hispanics may be of any race, so also are included in applicable race categories

**Population Characteristics [2]**

Veterans, 2015-2019	3,734
Foreign born persons, percent, 2015-2019	22.7%
Female Population	48.4%
Population Age 65 Years or Older	9.7%
Median Household Income (in 2019 dollars) 2015-2019	\$63,584
Persons in poverty, percent	13.5%

Franklin County did not have any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits for this reporting period.

**3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices.**

Franklin County had thirteen (13) public hearings/public notices in the course of the reporting period. They are summarized below:

Topic	Date	Spanish interpreter Advertised to be present or Available upon request?
CUP 2019-09 - Mirror Ministries	10-27-2020	Available – not used
Declaration of disposal of county owned surplus	11-03-2020	Advertised in Spanish & and Spanish Interpreter will be available upon request –not used
ZC 2021-01 Columbia River West	11-10-2020	Available –not used
Franklin County Budget 2021	12-08-2020	Available –not used
Vacate Portion of Joyce Road	02-02-2021	Advertised in Spanish & and Spanish Interpreter will be available upon request –not used
Vacate Portion of Dradie St.	03-16-2021	Advertised in Spanish & and Spanish Interpreter will be available upon request –not used
CUP 2020-04 VanderMoulan	03-16-2021	Available – not used
Salary Commissioner for Elected Officials	04-16-2021	Available – not used
ZC 2020-03 Harker	04-27-2021	Available –not used
SUB 2021-01 Columbia Bluffs	05-04-2021	Available – not used
CUP 2020-05 Burns	05-04-2021	Available – not used

Topic	Date	Spanish interpreter Advertised to be present or Available upon request?
VOE 2021-01 Graff-Monteagudo	05-25-2021	Available – not used
Comprehensive Plan	06-01-2021	Available – not used
Ord 08-2021 Unlawful Race Attendance	06-15-2021	Available – not used
CUP 2021-02 Hot Spot	06-15-2021	Available – not used
CUP 2021-04 Belcher	06-15-2021	Available –not used
SUB 2021-02 Kohler Estates	06-29-2021	Available – not used
SUB 2021-03 Warm Springs Ranch	06-29-2021	Available –not used
Ord. 10-2021 Amend Speed Limit	06-29-2021	Advertised in Spanish & and Spanish Interpreter will be available upon request –not used
Adopt 6 year Transportation Improvement STIP	07-06-2021	Advertised in Spanish & and Spanish Interpreter will be available upon request –not used
CUP 2021-01 Event Center	07-13-2021	Available –not used
VOE 2021-02 Levey Rd	07-13-2021	Available –not used
CUP 2021-03 Dog Training Facility	07-13-2021	Available –not used

*Of the meetings, five (5) were advertised in both English/Spanish. Interpreters are County employees and are readily available to translate when requested by members of the public in attendance.*

*Franklin County Public Works Department advertised and posted public notices for the Declaration of Surplus via Public Auction, updates to the Speed Ordinance, Vacates to a portion of Joyce Road, Vacate to a portion of Dradie Street, and activities involving the Transportation Improvement Plan in both English and Spanish. The Public Works Department will be making a commitment to advertise their public hearing in both English and Spanish. The Public Works Department has updated their web page to Google translate to Spanish. The Public Works website contains our department's public hearings, bid opportunities, road closures, construction activities, maps, and permitting.*

4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.).

CRP	Contract Name	Fed. Aid Number	Type of Execution	Date of Execution	Federal Share	County/ State Share	Contract Dollar Value
617	Coyan Bridge #200-9.93 Replacement	BROS-2011(049)	Construction - Contract	11/17/20	880,983	313,857	\$1,122,949
616	Selph Landing #906-8.79 Replacement	BROS-2011(050)	Construction - Contract	01/19/21	269,468	58,300	\$199,999
605	Pasco-Kahlotus Reconstruction/ Overlay II	STPR-F115(003)	Construction - Contract	05/18/21	1,168,100	1,854,305	\$2,809,708
629	Muse Drive Bridge #211-0.85 Replacement	BROS-01AH(001)	Services - Consultant	05/04/21	100%	0%	\$170,500
630	Ironwood Bridge #636-4.87 Replacement	BROS-2011(053)	Services - Consultant	05/25/21	100%	0%	\$170,500
	2020 MagCL De-Icer		Materials – Award Letter	11/3/20	0%	100%	\$28,365
	2021 Miscellaneous Materials		Materials – Award Letter	03/30/21	0%	100%	As Needed
	2021 Crack Sealing Countywide		Services – Award Letter	5/11/2021	0%	100%	\$21,000
	2021 Magnesium Chloride Application		Services – Award Letter	05/18/21	0%	100%	\$128,337
	Striping Paint		Materials – Award Letter	6/01/21	0%	100%	\$101,650

Franklin County Public Works advertises their contracts and request for proposals/qualification through either advertising in the newspaper(s) or utilizing the small works roster maintained by the Municipal Research and Service Center (MRSC). The results are posted on our Public Works website and, if utilizing, a bid management system on the internet (QuestCDN).

Franklin County Public Works also post bid opportunities and RFQ/RFPs on the Washington State Office of Minority & Women’s Business Enterprises Bids & Contracting Opportunities’ web page. CRP 605, 616, CRP 617, CRP 629, and CRP 630 the OMWBE bid opportunities’ web services.

Two (2) DBE contracts were advertised and awarded during this reporting period. CRP 605 Pasco-Kahlotus Reconstruction/Overlay II has an 8% DBE goal and CRP 617 Coyan Bride Replacement has a 2% DBE goal. Both prime contractors for these projects utilized a certified DBE contractor specializing in the traffic control.

Franklin County Public Works standard contracts include the Title VI Standard Assurance language into their Public Work’s Standard Public Work and Standard Personal Service contract.

*The Public Works Department also continues to include the Title VI Non-Discrimination statement in their invitations to bid, request for proposals, and request for qualifications. This statement notifies all bidders that we will affirmatively insure that, in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.*

- 5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al).**

*Franklin County is a rural area and did not have any transportation projects that identified potential impacts to minority or low-income populations during this reporting period.*

*To acquire NEPA concurrence from both WSDOT and Federal Highway, for the Environmental Justice section, the County answered the Social & Community Impacts Decision Matrix and provided the EPA Census Summary Report for WSDOT and FHWA to comment on.*

- 6. If Right-of-Way has been acquired for a transportation project, please describe:**

*Franklin County did not acquire right-of-way during this reporting period.*

*Franklin County projects has been adopted through multiple successive six-year transportation improvement programs (TIPs), most recently in 2021. A public hearing has been held prior to the adoption of each of these programs that identify upcoming projects. The public hearing was published in both English and Spanish and a Spanish translator was available, if needed. To date, no concerns from minorities or women have been raised with the County regarding any of these projects listed in the current TIP and posted year round on the Public Works website.*

- 7. List and describe any Title VI related complaints, as a result of transportation activities and projects.**

*No complaints have been received or filed relating to Title VI as a result of transportation activities and projects by Franklin County during this reporting period.*