

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
August 11, 2025 7:30 p.m.

Part I **PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

0:06 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:34 **ROLL CALL**

Council members present: Wood, Soha, Gingell, Coleman, and Mayor Fletcher. Absent: Patel. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

**MODIFICATIONS/APPROVAL OF AGENDA**

0:45 Mayor Fletcher announced there would be an Executive Session after the Mayor's Report.

**PUBLIC COMMENT**

1:30 Chip Kean, CCFD 6 commissioner, reported the emergency services CONEX box, previously approved by Council, had been delivered to the Quillayute Airport and provided a list of its contents.

[1:53] Council Member Gingell interrupted Kean to remind Council that no motion had been made on the agenda.

[2:05] **Motion** to approve the agenda as modified by Gingell, second Soha, motion carried.

2:27 Kean continued his public comment. He said they now need a PUD connection, radio antenna tower and base, grounding for the CONEX, and servicing of the porta-potty.

5:22 Council Member Wood asked whether funding had been found for the remaining needs. He said the American Legion, of which he is a member, is very supportive of emergency services and suggested he attend a meeting.

6:05 Lissy Andros, Director Forks Chamber of Commerce, thanked the City for its assistance with the movie night at Tillicum Park.

**ACTION ITEMS**

**1. Minutes of Special Meeting held July 21, 2025**

7:16 **Motion** to approve minutes of the Special Meeting held July 21, 2025 by Gingell, second Soha, motion carried 4-0 with Wood abstaining.

## **2. Minutes of Regular Meeting held July 28, 2025**

- 7:42 **Motion** to approve minutes of the Regular Meeting held July 28, 2025 by Wood, second Coleman, motion carried.

## **3. Expenditures**

- 8:03 **Motion** to approve payroll checks 44702 through 44719 in the amount of \$151,834.70, and claim checks 44720 through 44736 and EFTs as included in the total amount of \$37,298.74 by Wood, second Gingell, motion carried.

## **4. Job Title/Pay Scale Change Authorization**

Council reviewed the proposed changes. Discussion ensued.

- 13:37 **Motion** to approve the job title change from Community Service Lead/General Laborer to Utilities Worker/Community Service Lead, and the increase in the position's salary range by Gingell, second Wood, motion carried.

## **5. Light Pole Replacement Bid Award**

- 14:19 Public Works Director Hampton briefly explained the situation with the downtown light pole.

- 15:10 **Motion** to award the light pole replacement project to Elite Electrical Contracting, the lowest responsible bidder, and authorize the Mayor and staff to enter into an agreement with said company by Soha, second Wood, motion carried.

## **6. Riverside Lease Modification**

- 15:36 Attorney/Planner Fleck, referring to an e-mail in Council notebooks, shared Riverside's concern that the \$28/hour starting wage indicated in a Forks Forum article was not accurate, stating that in fact, the average wage at the new mill would be \$32/hour. He went on to explain the requested changes to the proposed lease agreement with Riverside Forest Products USA.

- 19:33 **Motion** to approve changes to the proposed Riverside Forest Products USA lease agreement as presented by Soha. Discussion ensued.

- 26:55 **Motion** to approve changes to the proposed Riverside Forest Products USA lease as presented, and authorize an increase up to 8% for the "... (with interest thereon at a rate of 5% percent [sic] annum)..." addition by Soha, second Gingell, motion carried.

## **7. RECOMPETE MOU Approval**

- 27:20 Attorney/Planner Fleck explained the memorandum of understanding between the City and the North Olympic Peninsula Recompete Coalition.

- 27:53 **Motion** to authorize the Mayor and staff to execute the NOPRC MOU by Soha, second Gingell, motion carried.



## **DISCUSSION ITEMS**

### **28:20 1. 2026 Budget Calendar**

Council reviewed the 2026 budget calendar.

### **2. Forks Avenue Speed Limit**

29:19 Attorney/Planner Fleck directed Council to documents in their notebooks from previous efforts to reduce speed limits at the edges of town, and said he will reach out to WSDOT again. Discussion ensued.

### **34:05 3. Council Member Reports**

34:42 **Council Member Soha** said he has received numerous questions regarding the chip-seal project. Some discussion ensued.

38:17 **Council Member Gingell** said he agrees with part of a letter submitted by Sarah Huling asking for more notification of public works projects for contractors. Attorney/Planner Fleck said the City is required to use the MRSC Small Works Roster and that it is up to contractors to register with the Roster.

43:54 **Council Member Coleman** said the movie night at Tillicum Park was a great success, and that he is worried about the dry forests.

### **4. Staff Reports**

44:44 **Public Works Director Hampton** reported having spoken with a few people angry about the chip-seal project, that the clarifier project should be finished in about 3 months, and that he and his crew are watching well levels.

45:28 **Police Chief Rowley** reported a local resident having complained to him about his officers stopping people for speeding. He said they are working hard and either working traffic and writing infractions or on a call.

47:50 **Attorney/Planner Fleck** reported having attended meetings associated with various projects associated with the Quillayute Airport and the Discovery Trail, and that several grant applications, including one from the FAA for runway improvements and another from the Clallam County Opportunity Fund, have been submitted.

51:12 Council Member Gingell asked about the sanctuary status of Quillayute Airport's approach. Attorney/Planner Fleck said examination of that had been stalled and that he has asked that it be resumed.

### **52:16 5. Mayor's Report**

Mayor Fletcher said he empathizes with those struggling with the chip-seal project, but noted that the current state of the roads is only temporary.

52:44 **6. Executive Session**

At 8:22 p.m., Council recessed for three minutes before entering into Executive Session for 20 minutes to consider current or potential litigation at 8:25 p.m. to end at 8:45 p.m.

Part II

0:00 Mayor Fletcher reconvened the Regular Meeting at 8:45 p.m. No action was taken.

**7. ADJOURNMENT**

0:16 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:45 p.m.

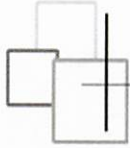
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Tim Fletcher, Mayor

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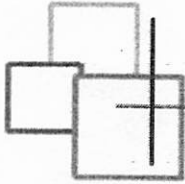
Caryn DePew, Clerk/Treasurer





## Register

Number	Name	Fiscal Description	Amount
<u>44737</u>	AFLAC Remittance Processing	2025 - August - Second Council Date	\$21.00
<u>44738</u>	AWC Employee Benefit Trust	2025 - August - Second Council Date	\$350.00
<u>44739</u>	AWC Life Ins - Supplemental	2025 - August - Second Council Date	\$36.20
<u>44740</u>	Department of Employment Security	2025 - August - Second Council Date	\$150.53
<u>44741</u>	Dept of Labor & Industry	2025 - August - Second Council Date	\$2,134.51
<u>44742</u>	Dept of Retirement - Def Comp	2025 - August - Second Council Date	\$629.14
<u>44743</u>	Dept of Retirement - Def Comp - Roth	2025 - August - Second Council Date	\$50.43
<u>44744</u>	Dept of Retirement Systems-LEOFF	2025 - August - Second Council Date	\$1,999.30
<u>44745</u>	Dept of Retirement Systems-PERS 2	2025 - August - Second Council Date	\$4,211.18
<u>44746</u>	Dept of Retirement Systems-PERS 3	2025 - August - Second Council Date	\$569.98
<u>44747</u>	Dept of Retirement Systems-PSERS	2025 - August - Second Council Date	\$2,057.97
<u>44748</u>	EFTPS	2025 - August - Second Council Date	\$17,279.43
<u>44749</u>	Employment Security Dept - PFML	2025 - August - Second Council Date	\$495.15
<u>44750</u>	Teamsters Local 589	2025 - August - Second Council Date	\$267.50
<u>44751</u>	United Way	2025 - August - Second Council Date	\$37.00
<u>44752</u>	WA Cares	2025 - August - Second Council Date	\$313.87
<u>Direct Deposit Run -</u> <u>8/20/2025</u>	Payroll Vendor	2025 - August - Second Council Date	\$56,461.24
			<b>\$87,064.43</b>



## Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - August - Second Council Date

Fund Number	Description	Amount
001	General Fund	\$47,146.12
101	Street	\$7,071.10
140	Lodging Tax Fund	\$322.86
150	Transit Center Fund	\$517.17
400	Water	\$19,527.94
402	Sewer	\$7,870.24
410	Airport/Industrial Park	\$4,609.00
Count: 7		\$87,064.43

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

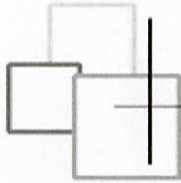
Signed: \_\_\_\_\_  
Title: Accounting Technician

Audited and ordered paid by Forks City Council:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Auditing Committee





## Voucher Directory

Fiscal: : 2025 - August

Council Date: : 2025 - August - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
<b>AWC Employee Benefit</b>					
	<b>44753</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/AWC Leoff1</b>			
			<b>Leoff 1-Rice</b>		
			001-000-000-521-20-41-15	Rice	\$856.10
		<b>Total 082025/AWC Leoff1</b>			<b>\$856.10</b>
	<b>Total 44753</b>				<b>\$856.10</b>
<b>Total AWC Employee Benefit</b>					<b>\$856.10</b>
<b>B &amp; P Auto Repair, Inc.</b>					
	<b>44754</b>			<b>2025 - August - Second Council Date</b>	
		<b>I016620</b>			
			<b>Axle Service</b>		
			402-000-000-535-80-48-64	2020 Toyota Tacoma 71021D - JC	\$213.13
		<b>Total I016620</b>			<b>\$213.13</b>
	<b>Total 44754</b>				<b>\$213.13</b>
<b>Total B &amp; P Auto Repair, Inc.</b>					<b>\$213.13</b>
<b>Canon Fin Serv Inc</b>					
	<b>44755</b>			<b>2025 - August - Second Council Date</b>	
		<b>41617779</b>			
			<b>Copier Lease</b>		
			001-000-000-515-31-31-00	Operating Supplies	\$15.78
			001-000-000-558-61-31-00	Operating Supplies	\$15.78
			101-000-000-542-31-31-00	Operating Supplies	\$15.78

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$47.35
			402-000-000-535-80-31-00	Operating Supplies	\$31.57
			410-000-000-552-10-31-00	Operating Supplies	\$31.58
		<b>Total 41617779</b>			<b>\$157.84</b>
	<b>Total 44755</b>				<b>\$157.84</b>
<b>Total Canon Fin Serv Inc</b>					<b>\$157.84</b>
<b>Carradine, Tim</b>					
	<b>44756</b>			<b>2025 - August - Second Council Date</b>	
		<b>7389</b>			
			<b>IT Services</b>		
			001-000-000-511-61-41-00	Professional Services	\$52.13
			001-000-000-514-23-48-02	Computer Repair	\$0.81
			001-000-000-514-23-48-02	Computer Repair	\$5.43
			001-000-000-514-23-48-02	Computer Repair	\$375.32
			001-000-000-523-61-48-17	Computer Repair	\$2.04
			001-000-000-576-80-41-00	Professional Services	\$54.30
			150-000-000-547-10-41-00	Professional Services	\$20.63
			400-000-000-534-80-48-41	Computer Repair	\$611.64
			400-000-000-534-80-48-41	Computer Repair	\$23.89
			400-000-000-534-80-48-41	Computer Repair	\$26.88
			400-000-000-534-80-48-41	Computer Repair	\$36.38
			402-000-000-535-80-48-01	Computer Repair	\$12.49
			402-000-000-535-80-48-01	Computer Repair	\$7.60
			402-000-000-535-80-48-01	Computer Repair	\$208.51
			402-000-000-535-80-48-01	Computer Repair	\$8.96
			410-000-000-546-10-41-00	Professional Services	\$2.05
			410-000-000-546-10-41-00	Professional Services	\$194.61
			410-000-000-552-50-48-02	Computer Repair	\$4.34
		<b>Total 7389</b>			<b>\$1,648.01</b>
		<b>7390</b>			
			<b>IT Services</b>		
			001-000-000-521-20-48-28	Computer Repair	\$271.50
			001-000-000-523-61-48-17	Computer Repair	\$271.50



Vendor	Number	Reference	Account Number	Description	Amount
		<b>Total 7390</b>			<b>\$543.00</b>
	<b>Total 44756</b>				<b>\$2,191.01</b>
<b>Total Carradine, Tim</b>					<b>\$2,191.01</b>
<b>Centurylink</b>					
	<b>44757</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/Centurylink</b>			
			<b>Telephones</b>		
			001-000-000-514-23-42-00	Communications	\$139.06
			001-000-000-521-20-42-00	Communication	\$37.13
			001-000-000-523-61-42-00	Communication	\$37.13
			400-000-000-534-80-42-00	Communication	\$213.55
			402-000-000-535-80-42-00	Communication	\$236.33
			410-000-000-546-10-42-00	Communication	\$69.53
		<b>Total 082025/Centurylink</b>			<b>\$732.73</b>
	<b>Total 44757</b>				<b>\$732.73</b>
<b>Total Centurylink</b>					<b>\$732.73</b>
<b>CenturyLink Business Services</b>					
	<b>44758</b>			<b>2025 - August - Second Council Date</b>	
		<b>748419775</b>			
			<b>Broadband</b>		
			001-000-000-514-23-42-00	Communications	\$43.95
			400-000-000-534-80-42-00	Communication	\$69.06
			402-000-000-535-80-42-00	Communication	\$25.11
			410-000-000-546-10-42-00	Communication	\$18.83
			410-000-000-552-50-42-00	Communication	\$470.87
		<b>Total 748419775</b>			<b>\$627.82</b>
	<b>Total 44758</b>				<b>\$627.82</b>
<b>Total CenturyLink Business Services</b>					<b>\$627.82</b>
<b>Chinook Pharmacy Inc</b>					
	<b>44759</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/Chinook</b>			

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Inmate Medication</b>		
			001-000-000-523-61-41-07	Inmate - Prescriptions	\$13.95
				Black out info-HIPAA	
		<b>Total 082025/Chinook</b>			<b>\$13.95</b>
	<b>Total 44759</b>				<b>\$13.95</b>
<b>Total Chinook Pharmacy Inc</b>					<b>\$13.95</b>
<b>Clallam County Environmental Health</b>					
	<b>44760</b>			<b>2025 - August - Second Council Date</b>	
		<b>2811</b>			
			<b>RAC Kitchen Permit</b>		
			410-000-000-575-50-49-00	Misc.	\$294.00
		<b>Total 2811</b>			<b>\$294.00</b>
	<b>Total 44760</b>				<b>\$294.00</b>
<b>Total Clallam County Environmental Health</b>					<b>\$294.00</b>
<b>Clearly Communications</b>					
	<b>44761</b>			<b>2025 - August - Second Council Date</b>	
		<b>INV736729</b>			
			<b>VOIP Telephone Service-SBN112650</b>		
			001-000-000-514-23-42-00	Communications	\$72.82
			001-000-000-521-20-42-00	Communication	\$36.68
			001-000-000-523-61-42-00	Communication	\$36.68
			400-000-000-534-80-42-00	Communication	\$111.83
			402-000-000-535-80-42-00	Communication	\$39.01
			410-000-000-546-10-42-00	Communication	\$36.40
		<b>Total INV736729</b>			<b>\$333.42</b>
	<b>Total 44761</b>				<b>\$333.42</b>
<b>Total Clearly Communications</b>					<b>\$333.42</b>
<b>Decker City Hardware Inc</b>					
	<b>44762</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/CIT001</b>			
			<b>Supplies</b>		



Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-514-23-31-45	Janitorial Supplies	\$50.34
			001-000-000-514-23-48-00	Repair & Maintenance	\$8.90
			001-000-000-521-20-31-45	Janitorial Supplies	\$56.13
			001-000-000-521-20-48-00	Repair & Maintenance	\$9.92
			001-000-000-521-20-48-12	Building Maintenance	\$28.00
			001-000-000-521-20-48-12	Building Maintenance	(\$1.30)
			001-000-000-521-20-48-12	Building Maintenance	\$9.76
			001-000-000-521-20-48-12	Building Maintenance	\$76.07
			001-000-000-521-20-48-12	Building Maintenance	\$9.76
			001-000-000-523-61-48-00	Repair & Maintenance	\$9.23
			001-000-000-523-61-48-12	Building Maintenance	\$58.30
			001-000-000-576-80-31-00	Operating Supplies	\$9.98
			001-000-000-576-80-31-75	Janitorial Cleaning Supplies	\$15.50
			101-000-000-542-31-31-00	Operating Supplies	\$33.64
			101-000-000-542-31-31-00	Operating Supplies	\$76.96
			101-000-000-542-31-31-00	Operating Supplies	\$23.87
			101-000-000-542-31-31-00	Operating Supplies	\$17.02
			101-000-000-542-31-35-00	Mach & Equipment	\$477.83
			101-000-000-542-31-48-00	Repair & Maintenance	\$2.74
			140-000-000-557-30-49-02	Fourth Of July	\$42.81
			150-000-000-547-10-48-00	Repair And Maintenance	\$42.77
			150-000-000-547-10-48-00	Repair And Maintenance	\$133.83
			150-000-000-547-10-48-00	Repair And Maintenance	\$36.47
			400-000-000-534-80-31-00	Operating Supplies	\$36.71
			400-000-000-534-80-31-00	Operating Supplies	\$2.37
			400-000-000-534-80-31-00	Operating Supplies	\$71.27
			400-000-000-534-80-31-00	Operating Supplies	\$53.93
			400-000-000-534-80-31-00	Operating Supplies	\$15.49
			400-000-000-534-80-31-00	Operating Supplies	\$6.61
			400-000-000-534-80-31-00	Operating Supplies	\$7.70
			400-000-000-534-80-31-00	Operating Supplies	\$0.92
			400-000-000-534-80-31-00	Operating Supplies	\$1.84
			400-000-000-534-80-31-00	Operating Supplies	\$15.38
			400-000-000-534-80-31-00	Operating Supplies	\$74.90

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$33.20
			400-000-000-534-80-31-00	Operating Supplies	(\$53.93)
			400-000-000-534-80-31-00	Operating Supplies	\$29.08
			400-000-000-534-80-31-00	Operating Supplies	\$6.07
			400-000-000-534-80-31-00	Operating Supplies	\$1.52
			400-000-000-534-80-31-00	Operating Supplies	(\$5.09)
			400-000-000-534-80-31-00	Operating Supplies	\$10.51
			400-000-000-534-80-31-00	Operating Supplies	\$14.97
			400-000-000-534-80-31-00	Operating Supplies	(\$54.28)
			400-000-000-534-80-31-00	Operating Supplies	\$5.05
			400-000-000-534-80-31-00	Operating Supplies	\$5.21
			400-000-000-534-80-31-00	Operating Supplies	\$8.44
			400-000-000-534-80-31-00	Operating Supplies	\$111.70
			400-000-000-534-80-31-00	Operating Supplies	\$19.54
			400-000-000-534-80-31-14	Equipment < \$4,000	\$542.99
			400-000-000-534-80-31-41	Tools	\$41.35
			400-000-000-534-80-31-41	Tools	\$31.48
			400-000-000-534-80-31-41	Tools	\$59.48
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	\$126.64
			400-000-000-534-80-48-00	Repair & Maintenance	\$22.25
			402-000-000-535-80-31-00	Operating Supplies	\$89.79
			402-000-000-535-80-31-00	Operating Supplies	\$22.28
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	\$48.38
			402-000-000-535-80-48-00	Repair & Maintenance	\$8.56
			410-000-000-546-10-31-00	Operating Supplies	\$23.45
			410-000-000-546-10-48-00	Repair & Maintenance	\$6.85
			410-000-000-552-50-31-00	Operating Supplies	\$25.08
			410-000-000-575-50-31-00	Operating Supplies	\$57.63
			410-000-000-575-50-31-00	Operating Supplies	\$18.34
		<b>Total 082025/CIT001</b>			<b>\$2,772.19</b>
	<b>Total 44762</b>				<b>\$2,772.19</b>
<b>Total Decker City Hardware Inc</b>					<b>\$2,772.19</b>

Enterprise FM Trust

Vendor	Number	Reference	Account Number	Description	Amount
	082025/Enterprise EFT		2025 - August - Second Council Date		
		FBN5413409			
			Vehicle Leases		
			001-000-000-594-14-66-03	2020 Nissan Rogue	\$112.36
			101-000-000-594-42-66-06	2020 Ford F550	\$327.80
			101-000-000-594-42-66-06	2020 Ford F550	\$141.45
			101-000-000-594-42-66-07	2020 Toyota Tacoma 71021D - JC	\$56.58
			400-000-000-594-34-66-03	2020 Nissan Rogue	\$183.11
			400-000-000-594-34-66-04	2020 Toyota Tacoma 71022D - MH	\$565.79
			400-000-000-594-34-66-05	2020 Toyota Tacoma 71023D - M. Hutch.	\$424.34
			400-000-000-594-34-66-06	2020 Ford F550	\$764.87
			400-000-000-594-34-66-09	2021 Toyota Tacoma 71784D - PH	\$87.14
			400-000-000-594-34-66-10	2020 Toyota Tacoma 710210D - JC	\$113.16
			402-000-000-594-35-66-03	2020 Nissan Rogue	\$62.42
			402-000-000-594-35-66-04	2020 Toyota Tacoma 71021D - JC	\$282.90
			402-000-000-594-35-66-05	2022 Toyota Tacoma 72745D - SG	\$764.79
			410-000-000-594-52-66-03	2020 Nissan Rogue	\$58.26
			410-000-000-594-52-66-04	2020 Toyota Tacoma 741021D - JC	\$113.16
		Total FBN5413409			\$4,058.13
	Total 082025/Enterprise EFT				\$4,058.13
Total Enterprise FM Trust					\$4,058.13
Evergreen Rural Water Of Washington					
	44763		2025 - August - Second Council Date		
		50942			
			Annual Membership Dues		
			400-000-000-534-80-49-42	Membership/Dues	\$1,520.00
		Total 50942			\$1,520.00
	Total 44763				\$1,520.00
Total Evergreen Rural Water Of Washington					\$1,520.00
Forks Auto Electric					
	44764		2025 - August - Second Council Date		
		817647			



Vendor	Number	Reference	Account Number	Description	Amount
			<b>Repair</b>		
			101-000-000-542-31-48-75	01 Ford Truck 20348D/R. Anderson	\$84.47
		<b>Total 817647</b>			<b>\$84.47</b>
	<b>Total 44764</b>				<b>\$84.47</b>
<b>Total Forks Auto Electric</b>					<b>\$84.47</b>

Forks Outfitters, Inc

44765

2025 - August - Second Council Date

082025/Outfitters

**Supplies-Acct. #16**

001-000-000-511-61-31-00	Operating Supplies	\$2.16
001-000-000-514-23-31-45	Janitorial Supplies	\$47.87
001-000-000-521-20-31-30	Misc. Supplies	\$7.59
001-000-000-521-20-31-45	Janitorial Supplies	\$53.38
001-000-000-576-80-31-75	Janitorial Cleaning Supplies	\$14.74
101-000-000-542-31-31-00	Operating Supplies	\$59.72
101-000-000-542-31-31-00	Operating Supplies	\$12.14
101-000-000-542-31-31-00	Operating Supplies	\$14.11
101-000-000-542-31-31-00	Operating Supplies	\$15.18
140-000-000-557-30-49-02	Fourth Of July	\$468.98
150-000-000-547-10-48-00	Repair And Maintenance	\$5.59
150-000-000-547-10-48-00	Repair And Maintenance	\$122.20
150-000-000-547-10-48-00	Repair And Maintenance	\$67.95
400-000-000-534-80-31-00	Operating Supplies	\$17.14
400-000-000-534-80-31-00	Operating Supplies	\$19.09
400-000-000-534-80-31-00	Operating Supplies	\$8.67
400-000-000-534-80-31-00	Operating Supplies	\$57.53
400-000-000-534-80-31-00	Operating Supplies	\$19.54
400-000-000-534-80-31-00	Operating Supplies	\$58.07
400-000-000-534-80-31-00	Operating Supplies	\$86.87
400-000-000-534-80-31-00	Operating Supplies	\$18.45
400-000-000-534-80-31-00	Operating Supplies	\$8.67
400-000-000-534-80-31-00	Operating Supplies	\$11.94
400-000-000-534-80-31-00	Operating Supplies	\$37.54

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$8.67
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	\$120.43
			402-000-000-535-80-31-00	Operating Supplies	\$74.88
			402-000-000-535-80-31-00	Operating Supplies	\$47.76
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	\$46.01
			410-000-000-575-50-41-02	Janitorial Services	\$80.41
		<b>Total 082025/Outfitters</b>			<b>\$1,613.28</b>
	<b>Total 44765</b>				<b>\$1,613.28</b>
<b>Total Forks Outfitters, Inc</b>					<b>\$1,613.28</b>
<b>Foster Garvey P.C.</b>					
	<b>44766</b>		<b>2025 - August - Second Council Date</b>		
		<b>2926813</b>			
			<b>Industrial Park Lease</b>		
			410-000-000-552-10-41-00	Professional Services	\$9,504.00
		<b>Total 2926813</b>			<b>\$9,504.00</b>
	<b>Total 44766</b>				<b>\$9,504.00</b>
<b>Total Foster Garvey P.C.</b>					<b>\$9,504.00</b>
<b>Friends Of Forks Animals</b>					
	<b>44767</b>		<b>2025 - August - Second Council Date</b>		
		<b>121527</b>			
			<b>Shelter Animals</b>		
			001-000-000-554-31-41-00	Professional Services	\$964.35
		<b>Total 121527</b>			<b>\$964.35</b>
	<b>Total 44767</b>				<b>\$964.35</b>
<b>Total Friends Of Forks Animals</b>					<b>\$964.35</b>
<b>Hugo Maquibar Lucas Perez</b>					
	<b>44768</b>		<b>2025 - August - Second Council Date</b>		
		<b>049</b>			
			<b>Interpreter Services</b>		
			001-000-000-512-52-41-03	Interpreter	\$130.00
		<b>Total 049</b>			<b>\$130.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
	<b>Total 44768</b>				<b>\$130.00</b>
<b>Total Hugo Maquibar Lucas Perez</b>					<b>\$130.00</b>
<b>Jerry's Small Engines</b>					
	<b>44769</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/Jerry's</b>			
			<b>Supplies</b>		
			101-000-000-542-31-31-00	Operating Supplies	\$15.13
			101-000-000-542-31-31-00	Operating Supplies	\$104.42
			101-000-000-542-31-31-00	Operating Supplies	\$12.87
			101-000-000-542-31-31-00	Operating Supplies	\$135.70
			101-000-000-542-31-31-00	Operating Supplies	\$46.64
			101-000-000-542-31-31-00	Operating Supplies	\$46.64
			101-000-000-542-31-31-00	Operating Supplies	\$24.92
			101-000-000-542-31-31-00	Operating Supplies	\$150.90
			101-000-000-542-31-31-00	Operating Supplies	(\$24.92)
			101-000-000-542-31-35-00	Mach & Equipment	\$249.71
			400-000-000-534-80-31-00	Operating Supplies	\$84.71
			402-000-000-535-80-31-00	Operating Supplies	\$7.55
			402-000-000-535-80-31-00	Operating Supplies	\$187.82
		<b>Total 082025/Jerry's</b>			<b>\$1,042.09</b>
	<b>Total 44769</b>				<b>\$1,042.09</b>
<b>Total Jerry's Small Engines</b>					<b>\$1,042.09</b>
<b>Lemay Mobile Shredding</b>					
	<b>44770</b>			<b>2025 - August - Second Council Date</b>	
		<b>4896484S185</b>			
			<b>Shredding</b>		
			001-000-000-521-20-47-18	Refuse	\$19.98
			400-000-000-534-80-47-18	Refuse	\$19.97
		<b>Total 4896484S185</b>			<b>\$39.95</b>
	<b>Total 44770</b>				<b>\$39.95</b>
<b>Total Lemay Mobile Shredding</b>					<b>\$39.95</b>



Vendor	Number	Reference	Account Number	Description	Amount
Martin Mendoza, Bertilda					
	44771			2025 - August - Second Council Date	
		062025			
			Interpreter Services		
			001-000-000-512-52-41-03	Interpreter	\$195.00
		Total 062025			\$195.00
	Total 44771				\$195.00
Total Martin Mendoza, Bertilda					\$195.00
Mar-Web Builders					
	44772			2025 - August - Second Council Date	
		1067			
			Block 2 Door Window		
			001-000-000-523-61-48-12	Building Maintenance	\$703.20
		Total 1067			\$703.20
	Total 44772				\$703.20
Total Mar-Web Builders					\$703.20
Nelson Truck Equipment Co. Inc.					
	44773			2025 - August - Second Council Date	
		763760			
			Plow for 2011 Chevy 3500		
			101-000-000-594-31-64-00	Equipment	\$9,603.36
		Total 763760			\$9,603.36
	Total 44773				\$9,603.36
Total Nelson Truck Equipment Co. Inc.					\$9,603.36
Olympic Springs Inc.					
	44774			2025 - August - Second Council Date	
		082025/Oly. Springs			
			Water		
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$21.61
		Total 082025/Oly. Springs			\$21.61
	Total 44774				\$21.61

Vendor	Number	Reference	Account Number	Description	Amount
Total Olympic Springs Inc.					\$21.61
PetroCard					
	44775			2025 - August - Second Council Date	
		0563435-IN			
			Shop Oil		
			400-000-000-534-80-32-43	Oil/grease	\$76.88
		Total 0563435-IN			\$76.88
		C809063			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$707.93
		Total C809063			\$707.93
	Total 44775				\$784.81
Total PetroCard					\$784.81
Sound Publishing, Inc					
	44776			2025 - August - Second Council Date	
		8174136			
			Legal Ads		
			001-000-000-558-61-41-01	Advertising	\$470.83
		Total 8174136			\$470.83
	Total 44776				\$470.83
Total Sound Publishing, Inc					\$470.83
Unum					
	44777			2025 - August - Second Council Date	
		082025/Unum			
			Leoff 1 LTC Insurance		
			001-000-000-521-20-41-15	Rice	\$188.70
		Total 082025/Unum			\$188.70
	Total 44777				\$188.70
Total Unum					\$188.70
USDA					

Vendor	Number	Reference	Account Number	Description	Amount
	08242025/USDA EFT			2025 - August - Second Council Date	
		08242025/USDA			
			Loan Payment		
			400-000-000-591-34-70-01	USDA Water Tank Loan Principal	\$2,676.39
			400-000-000-592-34-80-01	USDA Water Tank Loan Interest	\$3,123.61
		Total 08242025/USDA			\$5,800.00
	Total 08242025/USDA EFT				\$5,800.00
Total USDA					\$5,800.00
Utilities Underground Location Center					
	44778			2025 - August - Second Council Date	
		5070160			
			Locates		
			400-000-000-534-80-41-00	Professional Services	\$94.40
		Total 5070160			\$94.40
	Total 44778				\$94.40
Total Utilities Underground Location Center					\$94.40
Verizon Wireless, Bellevue					
	44779			2025 - August - Second Council Date	
		3120345055			
			Cellular Service		
			001-000-000-511-61-42-00	Communication	\$39.20
			001-000-000-521-20-42-00	Communication	\$498.44
			001-000-000-523-61-42-00	Communication	\$41.17
			400-000-000-534-80-42-00	Communication	\$433.46
			402-000-000-535-80-42-00	Communication	\$39.20
		Total 3120345055			\$1,051.47
	Total 44779				\$1,051.47
Total Verizon Wireless, Bellevue					\$1,051.47
WA Audiology Serv Inc					
	44780			2025 - August - Second Council Date	
		65134			



Vendor	Number	Reference	Account Number	Description	Amount
			<b>Hearing Tests</b>		
			001-000-000-521-20-41-00	Professional Services	\$203.10
			001-000-000-523-61-41-00	Professional Services	\$507.75
			400-000-000-534-80-41-00	Professional Services	\$913.91
			402-000-000-535-80-41-00	Professional Services	\$101.55
		<b>Total 65134</b>			<b>\$1,726.31</b>
	<b>Total 44780</b>				<b>\$1,726.31</b>
<b>Total WA Audiology Serv Inc</b>					<b>\$1,726.31</b>

WA Department Of Transportation

44781

2025 - August - Second Council Date

FB91000001261

**Fuel**

001-000-000-511-61-32-00	Unleaded	\$45.12
001-000-000-558-50-32-00	Fuel/oil	\$26.89
001-000-000-576-80-32-00	Fuel	\$29.34
101-000-000-542-31-32-00	Fuel	\$928.00
150-000-000-547-11-32-00	Fuel	\$17.86
400-000-000-534-80-32-00	Fuel	\$920.56
402-000-000-535-80-32-00	Fuel	\$381.22
410-000-000-546-10-32-00	Fuel	\$30.63
410-000-000-552-10-32-00	Fuel	\$18.05
410-000-000-552-50-32-00	Fuel	\$3.76

**Total FB91000001261**

**\$2,401.43**

FB91000101261

**Fuel**

001-000-000-521-20-32-00	Fuel/oil	\$552.35
001-000-000-523-61-32-00	Fuel/oil	\$65.20

**Total FB91000101261**

**\$617.55**

**Total 44781**

**\$3,018.98**

**Total WA Department Of Transportation**

**\$3,018.98**

Walter E. Nelson Co.

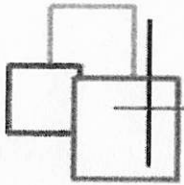
44782

2025 - August - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
		1074757			
			Supplies		
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$251.37
		Total 1074757			\$251.37
	Total 44782				\$251.37
Total Walter E. Nelson Co.					\$251.37
West End Kruzers					
	44783			2025 - August - Second Council Date	
		082025/WE Kruzers			
			RAC Deposit Refund		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$500.00
		Total 082025/WE Kruzers			\$500.00
	Total 44783				\$500.00
Total West End Kruzers					\$500.00
West End Motors, Inc					
	44784			2025 - August - Second Council Date	
		1184			
			Flat Repair/Oil Change		
			001-000-000-521-20-48-33	2018 Explorer 63456D/Verplank	\$232.65
			101-000-000-542-31-31-00	Operating Supplies	\$27.15
		Total 1184			\$259.80
	Total 44784				\$259.80
Total West End Motors, Inc					\$259.80
West Waste Sanitation					
	44785			2025 - August - Second Council Date	
		359861			
			3495.00		
			140-000-000-557-30-49-02	Fourth Of July	\$3,289.00
			140-000-000-557-30-49-18	Downtown Sanican	\$120.00
			412-000-000-546-10-47-18	Sanitation	\$50.00
			Sanican		

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Total 359861</b>			<b>\$3,459.00</b>
	<b>Total 44785</b>				<b>\$3,459.00</b>
<b>Total West Waste Sanitation</b>					<b>\$3,459.00</b>
<b>Whitehead's Auto Parts</b>					
	<b>44786</b>			<b>2025 - August - Second Council Date</b>	
		<b>082025/Whitehead's</b>			
		<b>Supplies</b>			
		101-000-000-542-31-31-00		Operating Supplies	\$20.43
		400-000-000-534-80-31-00		Operating Supplies	\$133.23
		400-000-000-534-80-31-00		Operating Supplies	(\$54.44)
		400-000-000-534-80-31-00		Operating Supplies	\$43.14
		400-000-000-534-80-31-00		Operating Supplies	\$5.63
		400-000-000-534-80-31-00		Operating Supplies	\$13.03
		400-000-000-534-80-31-00		Operating Supplies	\$858.86
		400-000-000-534-80-31-00		Operating Supplies	\$63.27
		400-000-000-534-80-31-15		2002 F450 Dump Truck 59826D	\$426.84
		400-000-000-594-34-66-08		Vacuum Trailer Ditch Witch MV800	\$116.55
		400-000-000-594-34-66-08		Vacuum Trailer Ditch Witch MV800	\$13.80
		400-000-000-594-34-66-08		Vacuum Trailer Ditch Witch MV800	\$41.30
		402-000-000-535-80-31-00		Operating Supplies	\$62.67
		402-000-000-535-80-31-00		Operating Supplies	\$18.65
		<b>Total 082025/Whitehead's</b>			<b>\$1,762.96</b>
	<b>Total 44786</b>				<b>\$1,762.96</b>
<b>Total Whitehead's Auto Parts</b>					<b>\$1,762.96</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>36</b>		<b>\$57,040.26</b>





## Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - August - Second Council Date

Fund Number	Description	Amount
001	General Fund	\$8,810.96
101	Street	\$12,700.24
140	Lodging Tax Fund	\$3,920.79
150	Transit Center Fund	\$447.30
400	Water	\$16,520.00
402	Sewer	\$3,029.14
410	Airport/Industrial Park	\$11,561.83
412	Quillayute Airport	\$50.00
	<b>Count: 8</b>	<b>\$57,040.26</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Forks, and that I am authorized to authenticate and certify to said claim.

Signed: \_\_\_\_\_  
Title: Accounting Technician

Date: \_\_\_\_\_

Audited and ordered paid by Forks City Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Auditing Committee



**Clallam County  
Boundary Review Board**

223 East 4<sup>th</sup> Street, Suite 4  
Port Angeles, WA 98362-3015  
Phone 360-417-2256 Fax 360-417-2493  
Email: [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov)

File: A22.185

August 18, 2025

William R. Fleck  
City Attorney/Planner  
City of Forks  
500 E. Division Street  
Forks, WA 98331

RE: Decker – ANNX-000001-2025

Dear Mr. Fleck:

Upon review of the Decker Annexation application, pursuant to RCW 36.93.110, the Chair of the Boundary Review Board has determined a review by the board is not necessary.

If you have any questions or require further information, please contact me at [loni.gores@clallamcountywa.gov](mailto:loni.gores@clallamcountywa.gov) or (360) 417-2256.

Sincerely,

A handwritten signature in cursive script that reads "Loni Gores".

Loni Gores  
Clerk of the Board

RESOLUTION No. 528

A RESOLUTION OF THE CITY OF FORKS ADOPTING AN ELECTRONIC FUNDS TRANSFER  
POLICY AND PROCEDURE

WHEREAS, the City recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements; and

WHEREAS, the City is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs); and

WHEREAS, the proper authorization and execution of EFT payments reduces the risk of fraudulent transactions; and

WHEREAS, the City has determined that the adoption of an EFT policy providing guidelines for the authorization and processing of such transfers for the City is in its best interest;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FORKS DOES HEREBY RESOLVE AS  
FOLLOWS:

- Section 1. City Council hereby adopts the City of Forks Electronic Funds Transfer Policy and Procedures attached as Exhibit A.
- Section 2. City staff are directed to implement this policy and procedures.
- Section 3. The City Council delegates to the Clerk/Treasurer authority to make minor administrative changes to such policy and procedures, provided such changes are consistent with state and federal requirements.

Passed this 25<sup>th</sup> day of August 2025 by the City Council of Forks

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Mayor Tim Fletcher

Attested to:

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Caryn DePew, Clerk/Treasurer

Approved as to Form:

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William R. Fleck, Attorney/Planner



## CITY OF FORKS

### ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND PROCEDURES

#### POLICY STATEMENT

The City of Forks recognizes the use of various electronic payment methods as a safe and efficient means of processing certain disbursements. The City of Forks is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

#### PURPOSE

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline the electronic funds transactions in which the City may engage and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors' requirements.

#### DEFINITIONS

- Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- Automated Clearing House (ACH): This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using an American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.
- Banking information: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, ABA/routing number, bank contact information, and any other information necessary to transmit funds.
- Wire transfer: This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly than transactions involving checks or ACH.

## GENERAL GUIDELINES

The City of Forks utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The Clerk/Treasurer or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the City on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., Electronic Funds Transfer or paper check), the Finance Department shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be pre-approved by the Clerk/Treasurer.

This policy will be reviewed on an annual basis for accuracy and process verification. The Clerk/Treasurer is authorized to make minor administrative changes to this policy, provided such changes are consistent with State and Federal requirements.



## PROCEDURES

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Clerk/Treasurer or his/her designee.

To promote the safety of City funds in the EFT environment, the following procedures will be used by all City employees involved in processing payments via EFTs.

- The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statute and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps.
  - Validate: All new electronic payment instruction requests received must be validated, even if the request is internal.
  - Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).
  - Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
  - Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.

- All invoices will be approved by the responsible department and entered into the financial accounting software by Accounts Payable.
- Transmission of the ACH file from the financial system to the bank will occur through secure single- user account login by authorized Finance staff, verifying the number of EFTs submitted to the bank and that the total matches the report in the financial accounting system.
- Bank balances will be monitored daily for unusual or unexpected transactions.
- Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The City will ensure the State Auditor has access to files, records, and documentation of all EFT transactions involving the City when required for the statutory audit.

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#### WIRE TRANSFERS

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Clerk/Treasurer or his/her designee.

The City will utilize security measures offered by First Fed to prevent unauthorized individuals from initiating or modifying a wire transfer. Online banking systems should only be used by employees with proper system credentials and unique banking user IDs. The security administrators in the Finance Department shall ensure that adequate separation of duties exists in accordance with internal control standards and that the integrity of system user profiles is protected. Steps will also be taken to limit the number of users who have access to create or approve wire transfers and their authorized wire amounts. In addition, First Fed controls require two unique users to complete a wire transfer. One authorized Finance employee will initiate the wire transfer process and another authorized Finance employee must approve the wire transfer.

All wire transfer requests, including back-up wire transfer information, invoices, or other supporting documents will be forwarded to those authorized in the Finance Department to initiate wire transfers. The wire transfer request must include the name and address of the payee and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency in the information provided, the



wire transfer initiator will contact the initiating department or proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire transfer will be requested of the City's financial institution by the authorized Finance employee.

The wire transfer request and all documentation will be forwarded to the Clerk/Treasurer or his/her designee for payment approval. The pending wire transfer information is reviewed online against the backup documentation. If there is an error, the wire transfer will be rejected online, and the wire transfer initiator will make any necessary corrections to the data. If all information is correct, the wire transfer will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.

The City may establish a wire transfer template for wire transfers that will be completed on a regular basis for items such as investments or regularly scheduled payments.

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#### ACH PAYMENTS TO VENDORS

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without the proper authorization of affected parties. This same process will be followed should the City of Forks pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

Prior to a vendor receiving ACH payments for submitted invoices, a completed Direct Deposit Authorization Form must be submitted to Accounts Payable and will be approved by the Clerk/Treasurer or his/her designee. The Finance Department will review the ABA number, bank account number, and name as shown in the supporting documentation. If all information on the form and the supporting documentation is correct the data is then recorded in the Vendor Record in the financial accounting system. The supporting documentation is then filed and stored in a secure office location. Any subsequent requests to change vendor banking information require a new Vendor ACH/Direct Deposit Authorization Form and will be confirmed directly via phone with the vendor by Accounts Payable.

The financial accounting system will generate an electronic file and an EFT check register report that will be used to complete the ACH transmission form. The ACH transmission form will be completed by the Finance Department and will be used to generate a standard ACH transmission file. The electronically generated banking file from the financial accounting system is transmitted to the City's banking institution, authorizing the debit and credit of funds between banks.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring internal financial controls are maintained, the activity is posted in a timely manner, and operational procedures are in place to reduce the risk of loss of City funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by City employees. The Finance Department will monitor bank balances daily for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

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#### **PAYROLL DIRECT DEPOSIT**

Each employee is required to complete a Direct Deposit Authorization Form for the processing of payroll disbursements. This form must contain bank information documentation in order to assure proper setup. Account documentation may include a voided check or a bank notification stating the bank's ABA/routing number in addition to the employee's account number. The form is signed by the employee and provided to the Payroll Department. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a voided check that does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the Clerk/Treasurer. After the form has been reviewed for accuracy, the form will be given to Payroll. Information is entered from the form into the employee's record in the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to Human Resources personnel and Finance staff responsible for payroll.

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#### **PAYROLL WITHHOLDING**

The City of Forks currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single-user account, Payroll initiates an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information, including vendor, disbursement amount, and payroll cycle is maintained along with confirmation the ACH disbursement was accepted by the vendor.



## INTERNAL CONTROLS

The following internal controls have been adopted to validate all available safety precautions are utilized.

- Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have a unique banking user ID.
- Wire transfers for debt service payments, transfers between City bank accounts, real property acquisitions, and other transactions as required, are set up only with the approval of the Clerk/Treasurer..
- Utilization of computer standards, policies, and procedures to protect computers and computing processes used for EFTs from computer malware.
- A secure process for creating, securing, sending, and authenticating direct deposit transmission files to prevent unauthorized modification or submission is utilized.
- If banking fraud is discovered in the EFT process, the fraud must be reported to the Clerk/Treasurer immediately. In the absence of the Clerk/Treasurer, the Deputy Clerk/Accounting Technician must be notified. The Clerk/Treasurer must notify the Mayor of the possible fraud as soon as possible after it is detected. Steps will be taken with First Fed to mitigate the fraud and the appropriate entities will be notified as necessary.

### City of Forks Capital Improvement Plan 2026-2031

The Capital Improvement Plan (CIP) is for the period of 2026 through 2031. The update of the CIP will be undertaken annually during the City's budgeting process. This is different from the City's Transportation Improvement Plan, but similar in approach. Where the TIP lists transportation projects for a six-year period, the CIP will do that for capital projects for a seven-year period.

The following numerical codes used within the following tables explain the funding mechanisms to be utilized in completing these projects.

#### Funding Sources

- |   |  |
|---|--|
| 1. General Fund                           | 5. Improvement District  |
| 2. Street Funds                           | 6. Grants  |
| 3. Lodging Tax                            | 7. Bonds   |
| 4. Enterprise Funds (Water, Sewer, FEDSC) | 8. Loans   |
|   | 9. Other (inc. Capital Improvement Fund (Real Estate Excise Tax REET)) |

In addition, the following is a listing of the facility types covered by this element:

1. Water Systems
2. Sewer Treatment Systems
3. Forks Comprehensive Flood Management Plan related projects
4. City Hall and City Compound Building and Grounds
5. Parks and Recreation
6. Airports, Industrial Park, Mill Holdings, Technology Center, and Transit Center
7. Possible Projects by Other Agencies



## Water Systems

	Fund Source	2026	2027	2028	2029	2030	2031
1. Wellhead protection plan	4		25,000	25,000			
2. Reservoir North of Calawah River with distribution system	6	25,000	25,000	100,000	1.3m		
3. Waterline Improvements	4, 6, 8	50,000	50,000	50,000	50,000	50,000	50,000
4. Water Rate Survey & Study	4, 6, 8		25,000				
5. Galvanized Line Assessment and Replacement	4	20,000	20,000	20,000			
6. Ongoing Water Meter replacements	4	50,000	50,000	50,000	50,000		
Sub-Totals		145,000	195,000	245,000	1.4m	50,000	50,000

1. Wellhead Protection Plan. Acquisition of easements, where necessary, or establishment of reciprocal agreements with neighboring property owners to establish a wellhead protection plan. Some consulting work may be required. Cost to be paid from the Water fund.
2. Reservoir North of Calawah with Distribution System. Funding for preliminary engineering and geotech work has been allocated from the American Rescue Plan Act (ARPA) funds the City has received from the federal government. This initial phase would allow for a more detailed preliminary engineering report of the type and costs of a water reservoir (tank) and distribution system to be built in part of the City and Forks Urban Growth Area located north of the Calawah River. This system, when and if developed, would address any additional water or water pressure needs associated with future industrial park users having such a requirement or demand.
3. Waterline improvements. Water Systems Plan identifies a list of approximately 13 water line distribution upgrades. What is being projected here is an annual average for upgrades rather than each identified project.
4. Water Rate Survey & Study. Undertake a third-party review of rates as well as whether the rates can be adjusted to promote water conservation.
5. Galvanized Line Assessment and Replacement. In areas where galvanized water lines are still in place, assess cost to replace and undertake replacement of said lines with polyethylene lines.
6. Ongoing Water Meter Replacements. Continuing with the replacement and upgrading of existing water meters as time, inventory, and funding allows.

# SEWER SYSTEM

	Fund Source	2026	2027	2028	2029	2030	2031
1. Screw press floor replacement	6	265,000					
2. Electrical/Backup Generator	4, 6, 8		320,000				
3. Headworks Improvements	4, 6, & 8		237,000				
4. Air Gap Non-Potable Water System	4, 6, 8, & 9		90,000	70,000			
5. Mill Creek Pump Station	4, 6, 8, & 9		30,000	520,000			
6. Aerated Lagoon Improvements	4, 6, 8		40,000		500,000		
7. RAS PS Improvements	4, 6, 8		136,000				
8. New Digester	4, 6, 8			814,000		814,000	
9. In-Plant Pump Station				80,000		80,000	
10. Lab & Maint. Bldg. Improv.	4, 6, 8	50,000					
11. Septage Receiving Station	4, 6			2,500	15,000	100,000	
12. Screw Press Replacement	4, 6	50,000	200,000	850,000			
13. Sewer Comp Plan	4, 6			100,000			
<b>Subtotal</b>		<b>365,000</b>	<b>1,053,000</b>	<b>2,436,500</b>	<b>515,000</b>	<b>994,000</b>	

\* Estimates are

Sewer/Wastewater Facility Plan.

1. Screw press floor replacement. Floor in the current facility is starting to delaminate. Project would be to replace the existing flooring needed to bear the weight of the existing screw press.
2. Electrical/Backup Generator. Installation of a 250kW generator on site, replacing the reliance on a portable 200kW generator, with necessary automatic transfer switches all housed in a sound attenuating enclosure.
3. Headworks Improvements. Undertake the replacement of the existing grinder, which grinds plastic entering the system; installation of additional coarse screens; and making other necessary improvements needed to ensure compliance with permits.
4. Air Gap Non-Potable Water System. Upgrading system to ensure that there is a physical separation of the water systems at the treatment facility to comply with cross connection regulations. The installed air gap would be within an existing building.
5. Mill Creek Pump Station. Replace the original pump station with new pumps, retrieval systems, and control panel. Such an upgrade would be mandatory prior to any potential addition of the Visitor Center or Museum

6. **Aerated Lagoon Improvements.** In conjunction with the new digester, installation of a double liner with leak detection system; replacement of the originally installed aerator and mixer with two of each item to be able to address additional increases in loads.
7. **RAS PS Improvements.** Replacement of the original chopper pump with two submersible pumps to ensure redundancy is equipped in such a manner as to allow operator control of the rate of returning sludge to the aerated lagoon; and installation of a magnetic flow meter.
8. **New Digester.** Recommendation is to install this in conjunction with aerated lagoon improvements to ensure operations during the installation of the lagoon's new double liner. Two approaches were suggested. One is the installation of a new FKC screw press system that would be of a size to process the proposed expansions discussed in the Facility Plan. This option would require replacing the screw press, as well as installing new sludge holding tanks, feeding pump, polymer system, flocculation tank and boiler skid. Estimated cost is \$920,000 for this option. The second option is to construct a new aerobic digester that would produce Class B biosolids that would then be processed within the existing screw press. This option would create a level of redundancy that is lacking with the Class A screw press system. It is estimated that this option would cost \$814,000 and is the option reflected above.
9. **In-Plant Pump Station.** Replacement of both in-plant pumps with submersible centrifugal pumps and stalled in such a manner as to aid in retrieval for maintenance and repair. In addition, electrical upgrades would be needed to meet necessary ratings.
10. **Lab & Maintenance Building Improvements.** Undertake minor modifications and maintenance to include the installation of new counter tops, flooring, fan in bathroom and ventilation in lab room, and heating controls.
11. **Septage Receiving Station.** Installation of the necessary equipment to permit the treatment facility to take pumped septage from on-site septic systems. This project has been identified over time as a potential additional revenue source if other items were addressed.
12. **Screw Press Replacement.** Assess and size a new heated biosolids screw press to ensure continued operations of biosolid treatment and the production of Class A biosolid materials.
13. **Sewer Comp Plan.** Undertake a planning process to update the Sewer/Wastewater Facility Plan. This update would include a review of existing rate structures, capital facilities and needs.

## STORMWATER

	Fund Source	2026	2027	2028	2029	2030	2031
1. Division Street Outfall, Peterson Creek Wetland Rehab and Flood Management	2, 4, 6, 8, & 9	10,000	40,000	50,000	50,000		
2. Palmer Road – NE FUGA Stormwater and Floodwater Management	2, 4, 6, 8, & 9	10,000	15,000	25,000			
3. F Street Culvert Replacement	2, 4, 6, 8, 9	10,000	25,000	25,000	25,000	25,000	25,000
4. Ford Creek Diversion Culvert Replacement	1	80,000	40,000				
5. FCMP Plan Update/ Revision	6			60,000			
Sub-Totals		110,000	120,000	160,000	75,000	25,000	25,000

### Forks Comprehensive Flood Management Plan Inspired Projects

[Does not reflect FEMA funded repairs to structures. FEMA/State mitigation funding could be a source for some of these projects.]

1. Division Street Outfall, Peterson Creek Rehab and Flood Management. Planning and subsequent development of that property into a stormwater treatment and infiltration pond that may include adjacent recreation improvements (pedestrian trail). In 2024, the City initiated with the North Olympic Development Council project that was funded by The Nature Conservancy to determine whether the stormwater outfall could be utilized by a micro-hydro turbine to generate power when water is flowing through the stormwater system. Additional data and analysis were needed that would provide details on the hydrology and water quantities flowing through the drainage system.
2. Palmer Road and NE FUGA: The City acquired property at the end of Palmer Road as part of a joint effort with Clallam County to develop a two-acre retainage pond to capture storm and flood water associated with the NE portion of the FUGA. Currently, these waters are channeled along Calawah and Merchant Road and have impacted the ability to fully utilize Calawah Way in significant storm events. It was originally hoped that the project would be done predominately by City and County work crews. Estimated costs could be as high as \$50,000 of hard costs depending upon design requirements. This is a placeholder for that project.
3. F Street Culvert Replacement: This project would continue the removal of culvert blockages on Warner Creek, where it runs from Bogachiel Way along F Street. Culverts would be replaced with short span bridges or increased capacity culverts. Funding for this project may include grants, under DOE's FCAAP program, in addition to monies from the City's current expense and street funds. Objective is to remove a few culverts every year as funds are available. Temporary repairs may be done through specific culvert replacements by individuals and/or city.
4. Replace three culverts within the Ford Creek Diversion "ditchwork" over a two-year period, depending upon applicable state permits.
5. Plan update: The current Flood Control and Management Plan was adopted by the City in 1997 and the City has systematically utilized the document as a guide to what projects to pursue. It is expected that by 2018, a new plan will be needed to determine what projects and issues remain for the City to address since a decade will have passed between the plan and the proposed update. Estimated cost is \$60,000 and it is expected that most of this will be to develop potential projects beyond the conceptual descriptions found within the first plan.



**Building/Grounds**

	Fund Source	2026	2027	2028	2029	2030	2031
1. City Hall Improvements a. Window & Gutter Replacement b. Court staff bathroom remodel c. Replace siding on northern front of the City	1, 4, 9	\$80,000 \$25,000 \$50,000					
2. Correctional Facility Upgrades	1, 9	20,000	25,000		15,000		15,000
3. ICN Exterior Paint	4	20,000					
4. ICN Roof – Continue to Address leak							
5. ICN Refloor	4	2,000	2,000	2,000			
6. Transit Replacement Heat Pumps	4, 9	10,000	10,000				
7. Transit Bathroom Remodel	4, 6, 9	10,000/ 20,000					
8. RAC – Resurface of Great Hall	4, 9	10,000					5,000
9. City Compound – Vehicle Storage	2, 4, 8 & 9	20,000		80,000			
10. Forks Avenue/SR 101 Street Lights	2	25,000	25,000	25,000	25,000		
11. Animal Shelter Improvements a. Replace Roof of the building b. Meter box and power improvements	1	25,000	100,000				
Sub-Totals – costs/in-kind donation		307,000/10,000	162,000	107,000	40,000		20,000

1. City Hall Improvements. A. Replacement of existing windows for new windows that would reduce heating loss from the building; B. Court Staff Bathroom Remodel (finishing of work done in late 2025); and C. Replacement of northern facing siding.
2. Correctional Facility Upgrades. Past history indicates that the Correctional Facility will have upgrade requirements/improvements to include:  
Resurfacing of floors, interior walls with epoxy paints, and associated improvements;  
Upgrading of exhaust and venting of the electronic and telecom utility rooms to include safety improvements, new doors, new or refurbished slider, etc.  
This is a place holder noting those improvements.
3. ICN Exterior Paint. Repainting of the building's exterior.
4. ICN Roof – continue to address leak associated with a roof drain that runs in the interior southern portion of the building. May require some engineering and subsequent plumbing components to work with the existing roof drainage system
5. ICN Refloor. Replacement of linoleum, common hallway and common room areas.
6. Transit Replacement of Heat Pumps. Repairs have been made to the heating system. Place holder for potential replacement.

7. **Transit Bathroom Remodel.** Seek architect/engineering services in 2024 to develop a project specification and materials list for remodeling of the two public bathrooms original to the building. In addition, also look at adding a small bathroom to the North Side office.
8. **RAC – Repair and refinish wood floor.**
9. **City Compound.** In late 2025, seek architect/ engineering services to determine whether extending the existing building or obtaining a new pole building would be better suited for increasing vehicle storage by adding onto the existing building.
10. **Forks Avenue/SR 101 Street Lights.** Identify and replace street lights, decorative or primary, as needed along Forks Avenue/SR 101.
11. **Animal Shelter Improvements.** Replace the shelter's existing roof. Undertake electrical improvements at the meter box and the connection to the PUD line.

## Parks & Recreation

	Fund Source	2026	2027	2028	2029	2030	2031
1. Ben Dome Repair & Improvements	1, 6, & 9	5,000/ 5,000	4,000/ 4,000	3,000/ 3,000			
2. Tillicum Park Land Ownership Resolution	1, 3, 6, & 9		35,000				
3. Tillicum Park Arena Bathroom/Announcers Stage	1, 6, & 9	10,000	10,000/ 10,000	60,000/ 20,000			
4. Ford Park Improvements	1, 6, & 9			5,000			
5. Tillicum Park Playground Upgrades	1, 6, & 9	10,000	40,000	40,000	40,000	40,000	5,000
6. Olympic Discovery Trail - Planning	6 & 9	150,000	80,000	81,000			
7. 3rd Field Conversion	6 & 9	15,000					
8. Arena's Gate Ramp improvement	6 & 9	20,000	20,000				
9. Additional Tillicum Park Lighting	6 & 9	25,000	25,000				
10. Tillicum Park Master Plan	1, 6, & 9	80,000					
Sub-Totals - costs/in-kind donation		315,000/ 5,000	214,000/ 14,000	189,000/ 23,000	40,000	40,000	5,000

1. Ben Dome Repair & Improvements. Place holder for possible improvements envisioned by the Forks Lions Club at the Ben Dome that would be of benefit to the community in this building.
2. Tillicum Park Land Ownership. Current lease with DNR for the Northern ~2.6 acres of the existing ballfields was renewed in 2017. City, service groups, and community organizations will need to develop a long-term resolution of the use and/or ownership of this part of Tillicum Park. Estimated cost is given as a range reflecting the continuation of the existing lease to acquisition of the property in fee simple. Estimated Cost is between \$1-\$35,000.
3. Tillicum Park Arena Bathroom/Announcers Stage. Utilizing city funds and community service groups, replace the existing bathroom/announcer's stage with a new building if possible, or some means of providing the same facilities for those using the arena. One potential approach would be utilizing a smaller announcer's stage and mobile trailer with toilet facilities or sani-cans instead of the permanent bathrooms. Cost estimate assumes that additional donations of time, materials and funds would be obtained from groups like the 4<sup>th</sup> of July Committee, Lions, and Elks.
4. Ford Park. This is kept in the plan as a placeholder to address any potential proposed improvements to this maintained open space in Fork Park. Estimated costs simply are included as a placeholder.
5. Tillicum Park Playground upgrades. Replace or repair playground equipment, potentially remove gravel beds and replace with other material. Annual amount placed here to do something every year; however, the Park Board may pursue a larger replacement/rehabilitation project.

6. Olympic Peninsula Discovery Trail. Planning grant received by Port Angeles where PA was originally going to be the lead administrator. Our portion was \$200k of the multimillion PS2P (Puget Sound to Pacific) RAISE Grant awarded by USDOT. However, in 2024, a decision was made that each jurisdiction would be responsible for their project under an agreement with WSDOT who would administer the project. These funds are solely for planning related issues. The planning effort is how to bring the ODT into Forks from the Calawah River. City has indicated that it would prefer to work with an engineering consultant firm that is working with various recipients. This should allow more PS2P funding to be dedicated to the planning, design, and detailed project cost analysis. Allen Foundation has allocated funds as a significant contributor for the bridge required Planning project would begin in the Federal Fiscal Year (FY) 2026 (October 2025) and concluded in FY 2027 (May 2027).
7. Tillicum Park #rd Field Conversion – convert the ballfield into a youth soccer field.
8. Arena Gate Ramp Improvement. Assess, design and improve access to the Arena via the front gate in a manner that removes the current wood and gravel steps.
9. Increase exterior lighting in Tillicum Park.
10. Tillicum Park Master Plan. Develop with the assistance of an architect familiar with park and recreational facilities a master plan for Tillicum Park that would design, plan, and develop preliminary budget estimates for projects and improvements in Tillicum Park to modernize and enhance the park's infrastructure and amenities in a manner that ensures the Park's sustainability, inclusivity, and multi-generational public spaces.



**Airport/Industrial - (Quillayute (UIL); Forks Municipal Airport (FMA); Forks Industrial Park (FIP))**

	Fund Source	2026	2027	2028	2029	2030	2031
1. UIL Main Hangar South Face Renovation	4, 6	300,000	155,000				
2. UIL - Runway 4/22 Markings & Runway Repair	4, 6	415,000	350,000				
3. UIL - Airport Runway Edge Lighting	4, 6			100,000	426,000		
4. Joint Airports Hangar Design	4, 6, 8		15,000				
5. FMA - Runway Repair	4, 6, 8	15,000		15,000		15,000	
6. FMA - Culvert assessments and repair	4	30,000	30,000				
7. FMA - Electrical assessment and improvements	4	20,000	20,000				
8. FMA - Additional Parking	4, 6, 8		15,000	15,000			
9. FIP - Electrical Mainline Upgrade	4,6	650,000					
10. FIP - Lot 10 - Log Yard Development	4, 6, 8	80,000					
11. FIP - Office renovation	4,8	40,000					
Sub-Totals		1,550,000	585,000	130,000	426,000	15,000	

1. UIL Main Hangar South Face Renovation. UIL has been designated in the federal Bipartisan Infrastructure Legislation to receive funding that may be utilized for improvements to the WWII era hangar's south side. City solicited for an architect/engineering firm, SKSH, and awarded a contract. FAA has required additional work and information addressing federal environmental review that required additional assistance to the firm. City is working with the FAA to secure allocated funding for a phased project that would include the repair of the hangar roof, initial stabilization of the south side, and with non-FAA sources removal of the asbestos siding. FAA funds cannot be utilized with regard to septic system installation. Proposed work, utilizing FAA funding as its primary source, would allow the building to become more usable for revenue generating purposes. Work is now expected to be done in 2026/2027.
2. UIL Runway Markings and Runway Repair. Project within the UIL Airport Master Plan's unadopted CIP notes the remarking of the runway to the FAA standards and specifications. City solicited for an on-call airport engineering firm and secured the services of CenturyWest. Two grant applications have been submitted to the FAA for runway work ensuring both AIP and ILJA funding allocated to UIL is not "swept back" by the federal government. Design work would occur in the 2025/2026 period with bid opening for runway related repairs occurring in 2026.
3. UIL Airport Runway Edge Lighting. Utilizing FAA designated funding for UIL, and possible matching funds from the State, install working solar airport runway edge lighting which has been missing from UIL for approximately 50 years. Solar lighting has been utilized in FAA approved pilot assessments. UIL could potentially qualify for such a pilot with AIP funds, and potentially other federal & state funding sources being utilized for this project.
4. Joint Airport Hangar Design. Employee an engineering firm to create a "box" and "t-hangar" design that could be utilized at entire S18 (Forks) or UIL by future tenants.
5. FMA - Runway Repair. Place holder for repair to the runway, taxiway and apron of the Forks Municipal Airport as the need arises based upon walking surveys of the airport. Funding would include Airport/Industrial funds, as well as proceeds from the annual racing events on the runway.
6. FMA - Undertake an assessment of the stormwater culverts at FMA and repair or replace as needed.
7. FMA - With the electrical improvements noted above regarding the Animal Shelter, determine if any additional improvements, upgrades, or repairs are needed for the FMA electrical needs and undertake such work as needed or determined by assessment.
8. FMA - Additional parking for aircraft in a camping light setting near the southeastern corner of the runway. This could be a service organization-led project with support and assistance from the City. Amounts and dates listed as place holder until further planning and proposals are developed and approved by the City.
9. FIP - Electrical Mainline Upgrade. City is pursuing Clallam County Opportunity Fund dollars to undertake an upgrade of the PUD mainline to the FIP to ensure that the proposed Riverside Kiln/Cogen operations will have adequate power for operations. Work to be completed by June 2026.
10. FIP - Lot 10 - Log Yard Development. Following completion of timber sales on Lots 8-10 of the FIP, City will work to develop Lot 10 into a log storage yard which will then be rented by Riverside as part of the lease agreement between the parties. Number reflects an initial, beyond the work undertaken as part of the timber sale, planning estimate as to the costs of this five-acre project.
11. FIP - In 1<sup>st</sup> or 2<sup>nd</sup> Qtr. 2026, as determined by the City and Riverside, undertake the repainting and replace existing flooring in the office portion of the FIP mill building.

	2026	2027	2028	2029	2030	2031	
<b>Overall Annual totals</b>	2,807,000	2,343,000	3,290,500	2,496,000	1,124,000	100,000	<b>Grand Totals</b>
<b>Non-grant contingent totals</b>	2,792,000	2,329,000	3,267,500	2,496,000	1,124,000	100,000	<b>City of Forks</b>
<b>Grant contingent totals</b>	15,000	14,000	23,000	0	0	0	

## POSSIBLE PROJECTS BY OTHER AGENCIES

The City of Forks may be approached or asked by one of the government agencies in Forks to participate in a County, State, and/or Federal entity that has funding that only a municipal government can obtain, or in the alternative the funding source requires the inclusion of the project on the City's CIP in order for that agency to apply for funds and the application does not require the City to actively participate. In the initial CIP, there are no dates associated with the named project. In future updates, the City will solicit for additional information from the agencies. Inclusion of a project in this portion of the CIP *does not imply nor guarantee City involvement or participation*. Such involvement or participation shall be determined by the Mayor and/or the City Council

Project Name Agency that City would be aiding/supporting	Fund Source							
1. Heating and Building Upgrades Quillayute Valley Park and Recreation District	4,6,7,8	100,000						
2. Hospital District facility expansion or improvements.	4,6,7,8	2m						
2. Fire Hall Replacement Forks Fire District	4,6,7,8	2m						
3. Affordable Housing Peninsula Housing Authority	6, 8, 9	3.6m						
Sub-Totals		7.7m						

**EXHIBIT D**  
**LANDLORD'S WORK**

Landlord, at its sole cost and expense (except for the Down Payment), shall perform the following items on the Premises ("**Landlord's Work**") and complete the items of work within the time frames provided below, provided Landlord is able to obtain necessary funding on terms acceptable to Landlord (in its sole discretion). If Landlord determines such funding cannot reasonably be obtained, the parties shall negotiate in good faith to revise the applicable Landlord's Work obligations and/or Tenant's rent obligations hereunder (except that any failure of Landlord to obtain funding or to perform number 8 below shall not entitle Tenant to any rent adjustments except as provided below). Tenant acknowledges that Landlord's Work will not be complete by the Lease Commencement Date. Tenant agrees to cooperate as necessary with Landlord's performance of Landlord's Work, including without limitation, with Landlord's pursuit of funding by providing necessary statements, documents, financial information, etc., that may be requested by local, state, or federal funding authorities.

1. Within 45 days of mutual execution of this Lease, Landlord will undertake crack repair/sealing of the paved area of the yard and to also brush out of areas along fence;
2. Within 30 days of mutual execution of this Lease, Landlord will undertake the brushing and tilling of the drainage settlement pond inside and near the southern boundary of the Property;
3. In either the first or second quarter of 2026 as mutually agreeable to both the Tenant and Landlord  
- Repaint, refloor office area within Building A;
4. Within 60 days of mutual execution of this Lease, obtain electrical services to install 186 LED fixtures, 24 wall pack lighting panels, 12 parking lot lighting features, and two "power islands" with materials provided by Tenant and acquired with Washington State Strategic Reserve Funds; Assess and if feasible (as reasonably determined by Landlord), retrofit lighting within the Building A's production area with LED based lighting;
5. Within 60 days of mutual execution of this Lease, ensure fire suppression system is in good working order;
6. Within 90 days of mutual execution of this Lease, undertake replacement of missing insulation of Building A's production area roof, using commercially reasonable efforts to coordinate such work with Tenant's activities.
7. 12/31/2025 - Clear and grade Lot 10. In addition, Landlord will create the necessary approach to access the property. Additional improvements will be discussed and a means of determining what each party may be able to do upon completion of timber harvest, stumping, and related ground work. Parties understand that the objective is to create a place where log and lumber storage will occur.
8. Landlord to use diligent, demonstrable, good faith efforts (without guarantee) to complete by 6/30/2026 - Installation of the PUD power main upgrade for the Kiln/Cogen Operations, which may include the necessary PUD express feeder, portion of substation capacity upgrade, and primary metering needs for mill, subsequent kilns, and cogen aspects of new tenant. All PUD related work



would be either underground or overhead depending upon funding availability and subsequent cost estimates. Parties understand that connection to the installed PUD infrastructure described above will be the obligation of the Tenant at Tenant's sole cost.

Notwithstanding anything to the contrary in this Exhibit D or the Lease, in the event that both (i) Landlord is not able to timely obtain the funding required to perform item #7 and/or #8 above by 1 January 2026, and (ii) Landlord and Tenant cannot agree on a mutually acceptable resolution after good faith, reasonable and significant efforts to do so, Riverside may perform the work described in #7 and/or #8, as applicable. In such event, the reasonable, documented out-of-pocket costs of such work performed by Tenant shall be amortized on a straight line basis (with interest thereon at a rate of 8% percent annum) over one hundred twenty (120) months, and the value of such monthly amortized amount shall be credited toward each monthly installment of Base Rent due during the Normal Rent Period, with the balance of each such monthly Base Rent installment to remain due and payable in accordance with the terms of this Lease.

**Commented [RF1]:** Suggest replacing this with:

at a reasonable rate at which the Tenant obtains financing to undertake and complete items not to exceed twelve percent (12%) annum



**PROCLAMATION**  
**31 August 2025**  
**International Overdose Awareness Day**

**WHEREAS**, Forks has not been spared the loss of friends or family members to overdoses; and

**WHEREAS**, Clallam County's treatment providers are working to coordinate awareness associated with overdose prevention as part of the established International Overdose Awareness Day set for August 31<sup>st</sup>, 2025; and

**WHEREAS**, by acknowledging the loss and grief experienced by families associated with overdose related deaths, it is hoped that others might be encouraged to seek help and treatment thereby preventing future overdose deaths; and

**WHEREAS**, encouraging efforts to highlight the need to collectively prevent future overdoses from happening is of benefit to Forks and the West End; and

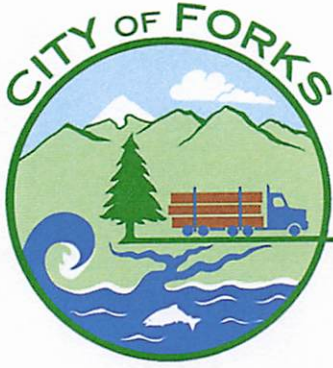
**NOW, THEREFORE**, I, Forks City Mayor, proclaim August 31<sup>st</sup>, 2025, as International Overdose Awareness Day in the City of Forks in an effort not only acknowledge the grief and loss of those who have been lost to overdoses, but also to encourage others who may be at risk of overdosing to reach out for help, support, and treatment.

As part of this proclamation, I will ask that the decorative street lights along Forks Avenue be changed to purple which is the color chosen for this designated day.

Signed this 25<sup>th</sup> day of August 2025

---

Tim Fletcher, Mayor



500 E. Division St. • Forks, Washington 98331-8618

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696  
[forkswashington.org](http://forkswashington.org)

TO: Mayor Fletcher  
Members of the Forks City Council

22 August 2025

FROM: Rod Fleck, Attorney/Planner

RE: Transmittal of Appeal of Forks Planning Commission's Affirmation of the  
Special Use Permit Issued to Vertical Bridge

Attached please find a copy of both the Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit filed by Mr. Dave Ferguson on 7 August 2025; and, pursuant to the Forks Municipal Code, the Notice of Consideration of Appeal to be held by the Forks City Council on 8 September 2025.

Pursuant to Forks Municipal Code 17.135.030, in addition to the City Council, the same documents will be provided to the members of the Forks Planning Commission, and the Forks Building Inspector by mail or delivery by close of business 25 August 2025.

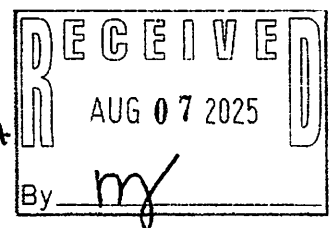
The notice of the appeal hearing has been emailed and mailed to the Appellant, Mr. Ferguson, and will be published in the 28 August 2025 edition of the Forks Forum.

Also, on 25 August 2025, the notice of the appeal hearing will be mailed to all property owners of record located within 500' of the property associated with the permit being appealed.

Finally, the related matter on the Council Agenda for 25 August 2025 under "discussion" will be for the sole purpose of noting on the record the transmittal of the received appeal and the scheduled appeal hearing date and time.

Forks City Council  
City of Forks  
500 East Division Street  
Forks, WA 98331

Dropped off by  
Corey Pearson at  
4:10 pm



**RE: Formal Appeal – Request to Overturn Planning Commission’s Final Decision on Vertical Bridge Special Use Permit**

Dear Mayor and Members of the Forks City Council,

I respectfully submit this formal appeal asking the City Council to overturn the Planning Commission’s final decision approving the Special Use Permit granted to Vertical Bridge for the construction of a 152-foot telecommunications monopole near my residence and property. Notice of Planning Commission’s decision was mailed on July 18, 2025. This appeal is being filed pursuant to Section 17.135.010 of the Forks Municipal Code (“FMC”), which provides that the Planning Commission’s decision “become[s] final unless and appeal is filed with the board within 30 days of said decision.”

Pursuant to FMC 17.35.020(a) and (b), my name and mailing address are:

Dave Ferguson  
Property Owner  
284 W Division Street  
Forks, WA 98331

The Planning Commission’s decision should be reversed on the following grounds:

**1. Easement Overreach and Misrepresentation of Public Right-of-Way**

Vertical Bridge’s submitted survey inaccurately labels a portion of land across my property as a “public right-of-way.” This is not correct. The area in question is a utility easement, designated exclusively for use by the City and Clallam County PUD to access and maintain electrical lines, the sewer head, and the stormwater drainage ditch. This easement does not grant public access, construction access, or general right-of-way use.

The applicant’s misrepresentation of this easement constitutes a clear overreach and invalidates their claim of legal access to the project site. The permit should not be allowed to stand based on a false premise.

**2. Conflict of Interest and Denial of Due Process**



The appeals process before the Planning Commission was compromised by a conflict of interest involving City Attorney Rod Fleck, who previously negotiated and signed the lease agreement with Vertical Bridge.

Although a different attorney was present at the second appeal hearing, Mr. Fleck continued to participate in an official capacity—reading the Planning Commission’s minutes into the record and addressing the board. His ongoing involvement in a matter where he held a direct financial and professional interest in the outcome is deeply inappropriate and undermines the neutrality of the appeal process.

Most notably, during the hearing, Planning Commission members openly stated, “our hands are tied,” a clear indication that the outcome had already been predetermined. This statement confirms that my appeal was not given an impartial or genuine review, and that I was effectively denied due process.

### **3 List of Parties with Financial Ownership Interests in Properties within 300 feet of Subject Property**

Pursuant to FMC 17.135.020(3), I am providing the following list of all parties having an ownership interest in property within 300 feet of the exterior boundaries of the subject property. I certify that this list is true and accurate to the best of my knowledge and ability. The information below was compiled using the University of Washington’s GIS portal for the City of Forks at <https://www.onrc.washington.edu/city-of-forks-mapping-and-gis-portal/>.

DAVID FERGUSON ET AL  
284 W DIVISION ST  
FORKS, WA 98331

ALBERTA R STROM  
240 W DIVISION ST  
FORKS, WA 98331-9117

FORKS SAND AND GRAVEL LAND  
INC  
PO BOX 907  
LANGLEY, WA 98260

JF/ME WALLACE FAMILY LTD  
PTSHP  
PO BOX 907  
LANGLEY, WA 98260

JULIAN PABLO ORTIZ AND  
MARIA CALMO CARRILLO  
PO BOX 993  
FORKS, WA 98331

FORKS ABUSE PROGRAM

SEAN AND HILARY  
NORBISRATH  
120 CAMPBELL ST  
FORKS, WA 98331

MCAVOY FAMILY TRUST  
P O BOX 270  
FORKS, WA 98331

CLALLAM COUNTY PUBLIC  
HOSPITAL DIST 1  
530 BOGACHIEL WAY  
FORKS, WA 98331

530 BOGACHIEL WAY  
FORKS, WA 98331

RICHARD R PRESTON III  
AND REBECCA PFAFF  
P O BOX 2406  
FORKS, WA 98331

JAY D MURPHY

JAMES M AND LESLIE KLAHN  
TTES  
19034 40TH PL NE  
LAKE FOREST PARK, WA  
98155-2812

JANIS E SCHROEDER  
514 AMERICAS WY #18466  
BOX ELDER, SD 57719

ROICE O MILES  
470 TERRA EDEN ST  
FORKS, WA 98331

GARY E KILMER  
PO BOX 788  
FORKS, WA 98331-0788

HOH INDIAN TRIBE  
PO BOX 2196  
FORKS, WA 98331

BRIAN AND BRITTANY DIOR  
LORIA

PO BOX 1775  
FORKS, WA 98331-1775

HOWARD F AND JELENE  
SARNOWSKI  
PO BOX 827  
FORKS, WA 98331-0827

SALVADOR GUEVARA  
MALDONADO  
1750 CALAWAH WAY TRLR 55  
FORKS, WA 98331

DALE A RABEN  
PO BOX 634  
FORKS, WA 98331-0634

MCAVOY FAMILY TRUST  
P O BOX 270  
FORKS, WA 98331

SEAN AND HILARY NORBISRATH  
120 CAMPBELL ST  
FORKS, WA 98331

MARK HENRY  
PO BOX 754  
FORKS, WA 98331

BRIAN MOODY  
PO BOX 2401  
FORKS, WA 98331-2401

KIRK S CHRISTIANSON  
173 QUAIL RUN RD  
PORT ANGELES, WA 98362-7403

JENNIFER A SMITH AND TERESA  
A SMITH  
PO BOX 74  
FORKS, WA 98331

FORKS BROADCASTING INC  
8014 NE 112 ST  
KIRKLAND, WA 98034

TOWN OF FORKS  
500 E DIVISION ST  
FORKS, WA 98331

MARIANO MARTIN PEREZ AND  
SANTA MENDOZA CHALES

181 W DIVISION ST  
FORKS, WA 98331

ELYSE WACH  
70 RHODEY AVE  
FORKS, WA 98331  
RYAN CELUSTA AND  
STUART A BERNETT  
PO BOX 4  
FORKS, WA 98331

JEFFREY MARK AND  
KELLEY VANESSA  
JOHNSON  
10814 181ST AVE NE  
REDMOND, WA 98052

PATRICK E MONAGHAN  
30 RHODEY AVE  
FORKS, WA 98331

JASON A GOAKEY  
187155 HIGHWAY 101  
FORKS, WA 98331

CITY OF FORKS  
500 EAST DIVISION STREET  
FORKS, WA 98331-8618

JESSICA SIMONS AND  
JOSHUA FLETCHER  
PO BOX 2592  
FORKS, WA 98331

ANDREA PERKINS AND  
MICHAEL PEPPERS  
PO BOX 501  
BEAVER, WA 98305

RICHARD C MOODY  
780 PALMER RD  
FORKS, WA 98331-9242

RICHARD AND CHERYL  
MOODY  
780 PALMER RD  
FORKS, WA 98331-9242

CHET A AND SHANA M  
HUNT  
321 EVERGREEN LOOP  
FORKS, WA 98331-9680

TIMOTHY FLETCHER

21016 7TH AVE S  
DES MOINES, WA 98198

MINH AND THAO TRUONG  
PO BOX 2402  
FORKS, WA 98331

ALLEN A AND RUBY P  
NELSON  
879 KILMER RD  
FORKS, WA 98331

TERRA EDEN APARTMENTS  
LLC  
21016 7TH AVE S  
DES MOINES, WA 98198

NORTH OLYMPIC REGIONAL  
VETERANS HOUSING  
250 ASH AVE  
FORKS, WA 98331-9198

FORKS DEVELOPMENT LLC  
PO BOX 2001  
FORKS, WA 98331

BRIAN RICHARDS  
P O BOX 486  
FORKS, WA 98331

WILLENA RICHARDS  
PO BOX 125  
FORKS, WA 98331-0125

WILLENA RICHARDS  
PO BOX 125  
FORKS, WA 98331-0125

RICHARD AND CHERYL  
MOODY  
780 PALMER RD  
FORKS, WA 98331-9242

SETH SCHWENKER  
16412 HWY 112  
CLALLAM BAY, WA 98326

JOHN DEAN HILLCAR  
P O BOX 210  
FORKS, WA 98331

PO BOX 1374  
FORKS, WA 98331

190 ASH AVE  
FORKS, WA 98331

#### **4. Relief Requested**

In light of the above, I respectfully request that the Forks City Council:

1. Overturn the Planning Commission's final approval of the Special Use Permit issued to Vertical Bridge;
2. Review and clarify the legal limitations of the utility easement across my property and prohibit its use for unauthorized access;
3. Enforce full compliance with CCC 33.49 and 33.49.400 , including a requirement that alternative, less impactful sites be seriously evaluated;
4. Address the conflict of interest and predetermined outcome that tainted the Planning Commission's appeals process;
5. Revoke the SEPA Determination of Nonsignificance and require a new, complete, and accurate environmental review.

I am available to submit supporting documentation and further detail upon request. However, due to my current location and limited access, I once again ask that all correspondence be sent via email to: [realdealguides@gmail.com](mailto:realdealguides@gmail.com).

Thank you for your time and attention to this matter. I trust the City Council will take the appropriate action to correct these substantial errors and uphold the integrity of the process.

#### **5. Efforts to Comply with Forks Municipal Code 17.135**

Forks Municipal Code 17.135 outlines specific requirements for appeals to the City Council, including that the appeal must contain a notarized signature attesting that I understand that the issues identified above represent a true and accurate representation of the issues raised on appeal; that I understand that only those issues raised in this appeal are before the Council; and that issues not raised in this appeal, and not raised within the time associated for an appeal, will result in a waiver of the right to appeal those issues.

I want to clarify that I am doing everything I can to comply with this process and to protect my property rights. However, I am currently working in an extremely remote location in Alaska, over 300 miles from the nearest road, and with very limited access to mail or telephone communication. I can only receive communications by email, and the City has already been made aware of this. Nor is it possible for me to have my signature notarized given my remote location.

Accordingly, I am providing my signature below in accordance with RCW 5.50.030, which provides that "if a law of this state requires or permits use of a sworn declaration, an unsworn declaration meeting the requirements of this chapter has the same effect as a sworn declaration."

Pursuant to FMC 17.135.020(1)(e), I declare that the foregoing is a true and accurate representation of the issues raised on appeal by myself. I understand that only those issues raised in this appeal are before the council. I also understand that those issues not raised in this appeal, and not raised within the time associated for an appeal, will result in a waiver of the right to appeal those issues.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated this 7 day of August, 2025 at Copper River Lodge (lake Iliamna), Alaska

A handwritten signature in black ink, appearing to read "D. Ferguson", with a stylized flourish at the end.

Dave Ferguson  
Real Deal Guides  
Realdealguides.com  
724-591-2714





**Notice of Consideration  
of an Appeal to the Forks City Council  
of the Forks Planning Commission's Affirmation of the  
Special Use Permit issued to Vertical Bridge**

**DAVE FERGUSON, Appellant  
VERTICAL BRIDGE, Permittee/Respondent**

**7:30 PM, Monday, 8 September 2025  
Forks City Council Chamber  
Forks, WA 98331**

Notice is hereby given that during the Council's Regular Meeting on 8 September 2025, the City Council will consider an appeal filed by Dave Ferguson, Appellant, of the Forks Planning Commission's 18 July 2025 Affirmation of the Special Use Permit issued to Vertical Bridge, Respondent, for the construction and installation of a 150' monopole telecommunications tower to be installed/constructed at 285 West Division Street. Pursuant to Forks Municipal Code (FMC) 17. 90.050, WAC 365-196-845(11), this is a closed record appeal and only the Appellant, Respondent, and City Staff will be allowed to present to the City Council, and the record before the City Council will be limited to the record established before the Forks Planning Commission at the previous hearings on this matter. No public comment on this appeal may be accepted during the City Council meeting.

**Appellant(s):** Dave Ferguson  
284 West Division Street  
Forks, WA 98331

**Project**

**Proponent:** Meridee Pabst, counsel of behalf of  
VB BTS III, LLC formerly known as Vertical Bridge REIT, LLC<sup>1</sup>  
750 Park of Commerce Drive, Suite 200  
Boca Raton, Florida 33487

**General Legal**

**Description:** 285 West Division Street, Forks, WA 98331  
Parcel is identified as Lot 4 of the Campbell Pit Short Plat recorded with Clallam County in Volume 36 of Short Plats at Page 40, and subject to subsequent boundary line adjustment (v. 36, Pg. 70), and generally located within Portions of the S ½ of the NE ¼ of the NW ¼ of Section 9, Township 28 North, Range 13 West, W.M., in the City of Forks. Lot 4 of the Campbell Pit Short Plat was part of the original Tax Identification No. 132809210030.

**Stated Basis for**

**Appeal:** On 4 April 2025, the City issued a special use permit to Vertical Bridge REIT, LLC, known known as VB BTS III, LLC, hereinafter Vertical Bridge. This permit was for the construction

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<sup>1</sup> Vertical Bridge REIT, LLC changed its operation name associated with this project to VB BTS III, LLC with the City's permission. The City has used Vertical Bridge interchangeable, and the SUP was issued for the project with VB BTS III, LLC being the correct and ultimate entity responsible for the project.



and installation of a 152' tall monopole telecommunications tower that would be used by T-Mobile and up to three other providers on City owned property that was a former gravel pit. Project was reviewed by the Federal Aviation Administration (FAA) and the monopole's height was adjusted to meet FAA requirements. Further, the local fire chief provided a height waiver for this telecommunications infrastructure. Pole will be installed between the southern edge of a well-head protection area and the northern edge of an existing easement. Property was the site of a former gravel pit, rock washing, and concrete operation.

On 17 April 2025, Mr. Ferguson appealed the granting of the SUP to the Forks Planning Commission. The Forks Planning Commission heard the appeal on 21 May 2025. During the hearing Mr. Ferguson raised additional appeal issues and submitted additional issues by email the day following the hearing. The Forks Planning Commission initially affirmed the SUP, subject to clarifications on access. However, the Mayor requested the Commission reopen the appeals hearing to address these issues.

On 1 July 2025, the Forks Planning Commission held a second phase of the appeal hearing to address the issues raised after the first hearing. At the conclusion of the reopened appeal hearing, the Commission reaffirmed the issuance of the SUP with the condition that the City or the applicant consult with the Quileute Tribe and Washington State Department of Fish and Wildlife. This decision executed by the Chairman of the Planning Commission, Milton Beck, on 18 July 2025.

On 7 August 2025 Mr. Ferguson submitted a written appeal of the 18 July 2025 Planning Commission's decision. A copy of the appeal is available on the City's website at <https://forkswashington.org/notices/> or upon request to the Clerk.

#### AGENDA FOR APPEAL HEARING

During the regularly scheduled meeting of the Forks City Council set for 8 September 2025, the Council will conduct a hearing to consider this appeal. Pursuant to FMC 17.90.050((4), the City Council "shall only affirm or reverse the decision of the Forks Planning Commission."

The appeal portion of the agenda of the City Council's 8 September 2025, 7:30 p.m., meeting will be as follows and will occur shortly after the start of the meeting.

Ferguson Appeal of Forks Planning Commissions Affirmation of Special Use Permit to Vertical Bridge – Charlotte Archer, Inslee Best, pro tem City Attorney to Council

- a. Attorney Archer's review of quasi-judicial procedures, conflict of interest and appearance of fairness disclosures, and City Council's role in a closed record appeal of Planning Commission's 18 July 2025 decision
- b. Staff Report of Proceedings
- c. Appellant Ferguson's Presentation on Appeal
  - i. Statement and Case Presentation from Mr. Ferguson
  - ii. Questions, if any, by City Council
- d. Proponent/Respondent's Position
  - i. Statement by the Vertical Bridge or their Representatives'
  - ii. Questions, if any, by Planning Commission Members

- e. Appellant's Rebuttal, if any
- f. Deliberations of the Forks City Council – This will occur “in chambers” due to quasi-judicial nature of this proceeding, per See RCW 42.30.140(2)
- g. Decision of City Council
  - i. Action on Appeal
  - ii. Authorize the Mayor to execute decision documents.

Individuals requiring special assistance in order to observe the meeting should contact Caryn DePew, Clerk/Treasurer prior to the meeting. Please call at 360/374-5412, ext. 106.

## **Rod Fleck**

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**To:** Ho, John  
**Subject:** Forks - SR 101/Forks Avenue Speed Limit Inquiry  
**Attachments:** City of Forks SR 101 Speed Limits Inquiry.pdf

John,

Thank you for taking time to talk to me on Wednesday. I appreciate the insight and the want for a bit more information about the speed limit situation being discussed by the City Council.

As I mentioned on the phone, the City Council raised the issue of changing the speed limit on SR 101/Forks Avenue (SR 101) in at least two places.

The first is the northern part of town. At present the speed limit in the City on this road is 30 mph until you pass the Olympic Drive/SR 101 intersection and then the speed increases to 50 mph. This is the speed northbound until you past both the Sitkum-SoldDuc Road the approach to WSDOT's weigh station. Both clips show the approximate location of the speed limit signs with a pink slash. In the attached document, I tried putting three pictures together of SR 101. Picture One is leaving Forks northbound past Anderson Avenue, while Picture Two is the northern portion SR 101 past Anderson Avenue and past the WSDOT Weigh Station.

In this same section of SR 101 in the northern portion of the City, as one comes southbound on SR 101 into Forks, the 60 mph speed changes to 50 mph just before Andersonville Avenue. The southbound speed then changes again to 30 mph just south of the Welcome to Forks sign where one crests the hill coming out of Calawah River Valley. See Picture Two in the attached.

In this area, there are questions as to whether a speed limit of 30 or 35 mph could be put in place in both directions out to the Weigh Station? This would then require the reduction in speed from 60 mph to occur much further to the north of the City's northern limits.

The second area is in the southern portion of the City. The SR 101 southbound speed remains 30 mph until the road begins to turn more southward and there the speed changes to 40 mph. It then changes to 55 mph a bit past Bunker Road, before the current work project I believe.

Coming into Forks on SR 101's northbound lane, the 55 mph speed limit is posted south of Bunker Road. The speed is then adjusted downward to 45 mph at the Russell Road/SR 101 intersection. The speed is reduced to 30 mph prior to crossing the SR 101 Mill Creek Bridge. See Photo 3 in the attached.

Again, the question is whether the speed could be lowered here as well.

Also, I mentioned that I recall in the past few weeks going over a pair of pneumatic tubes that are usually used by WSDOT to gather traffic data. Maybe this data would provide insight

The City is aware that there is a process associated with requesting a change in the speed limit of SR 101. Essential to any such effort is an "engineering and traffic investigation." We would like to know more about how such an investigation is conducted and, in our case, as it involves SR 101, who actually oversees that effort? Is this something that the City has to commission with a third-party firm, or is it something the City can work with WSDOT to have done?



I appreciate your time in reviewing this. I believe you said you would need to talk to your colleagues in the traffic division. If there is a want to have a video conference in the next few weeks, I am certain we can coordinate our schedules to do so.

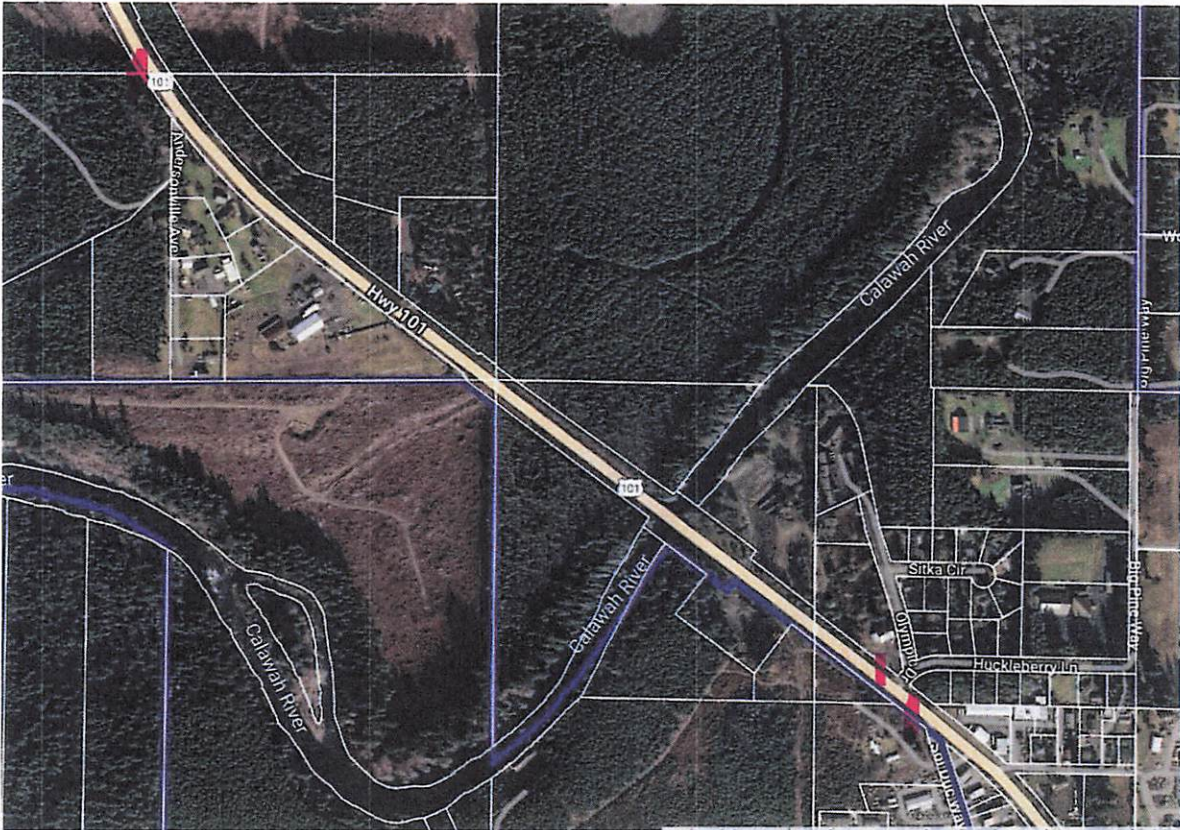
Again, thank you for your time .

Take care,

Rod

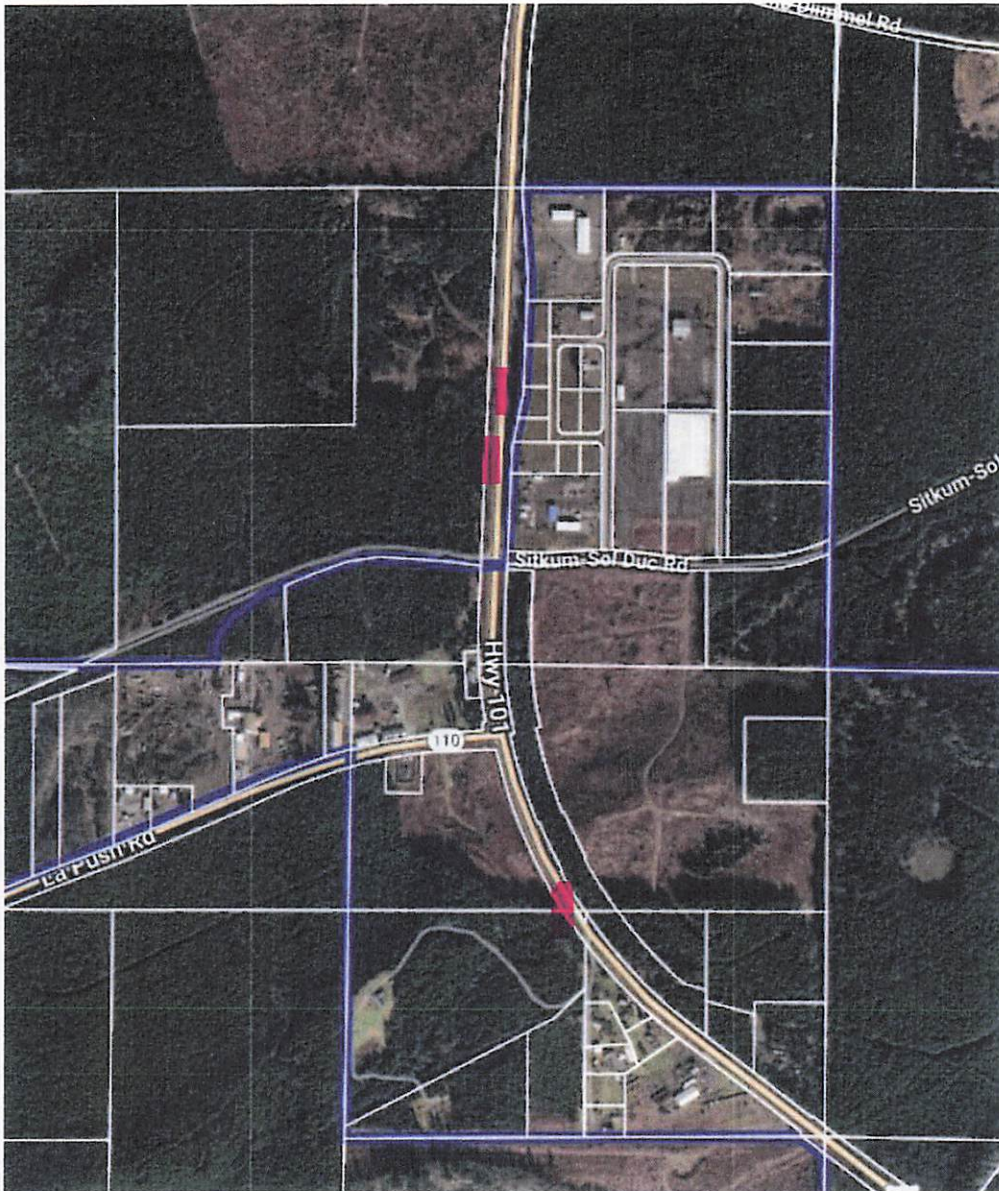
William R. Fleck  
City Attorney/Planner  
500 East Division Street  
Forks, WA 98331  
[rod@forkswashington.org](mailto:rod@forkswashington.org)  
360/374-5412  
*"Fortes Fortuna Juvat"*

City of Forks  
SR 101/Forks Avenue Speed Limits Inquiry



Picture One





Picture Two





## Rod Fleck

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**From:** Harvey, Diane <diane.harvey@clallamcountywa.gov>  
**Sent:** Wednesday, August 6, 2025 10:48 AM  
**To:** Abigail Lambert; Mary Ann Rozance; Alyssa Rodriguez; Meg Horst; Victoria Alvarez-Conn; Anderson, Noelle; Marchese, Casey; Emery, Bruce; Havel, Tim; Rod Fleck; Whabel@cityofpa.us; rknapp@jamestowntribe.org; lstrong@jamestowntribe.org; glen.roggenbuck@elwha.org; jessew@portofpa.com; sshere@clallampud.net; mmartinez@pencol.edu; Lauren Lesser; karen@noprce.org; cindyjaynept@gmail.com; crystie@finnriver.com; smartinez@peninsulapha.org; sharon.maggard@serenityhouseclallam.org; tinker.lucas2@makah.com; qnr.planner@quileutetribes.com; dsharp@cityofpa.us; jpatterson@clallamfire2.org; thudson@ccfd3.org; cclallam@centurytel.net; ckeen@3riversfire.org; Elizabeth.C.Miller@uscg.mil; Julie A. Black; adriaw@forkshospital.org; immiller@uw.edu; NGlaude@nols.org; julie.koehlinger@hohtribe-nsn.org; bzechenelly@ccfd3.org; rkeithkoehler@outlook.com; Gray, Steve; Donisi, Joe; Garcelon, Jennifer; holden.fleming@clallamcountywa.gov; Shore, Lorraine; Chastain, Anne; Chorley, Justine; Doten, Mark; muecker@sequimwa.gov; ellen.chappelka@mil.wa.gov; Tom@northolympiclandtrust.org; dburnett@sequimwa.gov; Barkie, Rhiana; Garcelon, Ron; lsehmel@sequimwa.gov; erika@northolympiclandtrust.org; lexi@northolympiclandtrust.org; kimberly.bray@hohtribe-nsn.org; culley@cascadiawater.com; Meghan Sullivan; ced@cityofpa.us; Charisse Deschenes; Scartmel@cityofpa.us; paulj@portofpa.com; WBence@co.jefferson.wa.us; colleen@habitatclallam.org; KMorgan@olycap.org; prehealfam@olypen.com; shawnw@olypen.com; wendys@peninsulabehavioral.org; chief@clallamfire1.org; Chief@Clallamfire4.org; chief@3riversfire.org; heidia@forkshospital.org; lyork@lifeflight.org; jimf@clallamtransit.com; mlyke@sequimschools.org; timw@forkshospital.org; edexter@portangelesfoodbank.org; sequimfoodbank@olypen.com; lhinkle@ophumanesociety.org; bill.wheeler@redcross.org; debstin@live.com; Audrey.Tamayo@mbakerintl.com; bkendrick@clallampud.net; bkendrick@clallampud.net; cbornsworth@cityofpa.us; Ben Braudrick; cbonsen@cityofpa.us; dadams@clallampud.net; Cindy or Blaine Zechenelly; chip@qriverresort.com; Chris Hartman; Carson Brock  
**Subject:** RE: FEMA's Approval of Clallam County's Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)  
**Attachments:** WAClallamCountyAPA2025-wls.pdf

Dear HMCR Steering Committee,

We recently received FEMA's determination that the County's MJHMP satisfies FEMA's planning requirements. An adoption resolution from the Clallam County Commissioners will be needed for final FEMA plan approval. I expect that the board hearing for Plan approval will occur in September, and I will keep you posted.

Thank you for the effort, collaboration, ideas and information you all provided to get us here. I truly believe that this Plan gives us a useful road map to bring about great strides in making our community more resilient to natural hazards.

Best regards,

Diane

**Diane Harvey  
Clallam County Department of Community Development  
Code Enforcement & Special Projects Manager  
360 417-2520**



FEMA

July 14, 2025

Mr. Tim Cook  
State Hazard Mitigation Officer  
Washington State Emergency Management Division  
Building 20, MS TA-20  
Camp Murray, Washington 98430-5122

Reference: Adoption Needed to Finish Clallam County Hazard Mitigation Plan Process

The Risk Analysis Branch of FEMA Region 10 Mitigation Division has determined the Clallam County Mitigation Plan meets all applicable FEMA mitigation planning requirements<sup>1</sup>. An adoption resolution by a plan participant is needed for FEMA plan approval.

Mitigation plans may include additional content to meet Element H: Additional State Requirements or content the local government included beyond applicable FEMA mitigation planning requirements. Determination that the plan is "Approvable Pending Adoption" does not include the review or approval of content that exceeds these applicable FEMA mitigation planning requirements.

Local governments, including special districts, with a plan status of APA are not eligible for FEMA mitigation grant programs with a mitigation plan requirement. The next step in the approval process is to formally adopt the mitigation plan and send a resolution to the state for submission to FEMA. Sample adoption resolutions can be found in Appendix A of the Local Mitigation Planning Policy Guide.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants.

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

---

<sup>1</sup> Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

Sincerely,

**WENDY L SHAW** Digitally signed by WENDY L  
SHAW  
Date: 2025.07.21 07:53:25 -07'00'

Wendy Shaw, P.E.

Risk Analysis Branch Chief

Mitigation Division

Attachment: Local Mitigation Plan Review Tool

JG:JF

# Local Mitigation Plan Review Tool

## Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA's evaluation of whether the plan has addressed all requirements.

*For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.*

Plan Information	
<b>Jurisdiction(s)</b>	Clallam County, City of Sequim, Port Angeles, Forks, Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Special Districts (Clallam PUD, Peninsula College, Port of Port Angeles)
<b>Title of Plan</b>	Clallam County Multi-Jurisdictional Hazard Mitigation Plan
<b>New Plan or Update</b>	Update
<b>Single- or Multi-Jurisdiction</b>	Multi-jurisdiction
<b>Date of Plan</b>	TBD
Local Point of Contact	
<b>Title</b>	Special Project Manager
<b>Agency</b>	Clallam County
<b>Address</b>	223 E 4 <sup>th</sup> St. Ste. 12, Port Angeles, WA 98362
<b>Phone Number</b>	360 417-2520
<b>Email</b>	Diane.harvey@clallamcountywa.gov



Additional Point of Contact	
Title	Emergency Mangemenmt Coordinator
Agency	Clallam County Sheriff's Office
Address	223 E 4 <sup>th</sup> St., Ste. 12, Port Angeles, WA 98362
Phone Number	360 417-2525
Email	Justine.chorley@clallamcountywa.gov

Review Information	
State Review	
State Reviewer(s) and Title	Kevin Zerbe
State Review Date	
FEMA Review	
FEMA Reviewer(s) and Title	Joseph Green, FEMA Community Planner
Date Received in FEMA Region	1/30/2025
Plan Not Approved	3/12/2025
Plan Approvable Pending Adoption	
Plan Approved	Click or tap to enter a date.

## Multi-Jurisdictional Summary Sheet

In the boxes for each element, mark if the element is met (Y) or not met (N).

[illegible]

# Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

## Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))</b>		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved?	Click or tap here to enter text.	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	Click or tap here to enter text.	Met
<b>A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))</b>		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?	Click or tap here to enter text.	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))</b>		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	Click or tap here to enter text.	Met
<b>A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))</b>		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	Click or tap here to enter text.	Met
<b>ELEMENT A REQUIRED REVISIONS</b>		
Required Revision:		
Click or tap here to enter text.		

## Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))</b>		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	Click or tap here to enter text.	Met
B1-b. Does the plan include information on the location of each identified hazard?	Click or tap here to enter text.	Met
B1-c. Does the plan describe the extent for each identified hazard?	Click or tap here to enter text.	Met



Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1-d. Does the plan include the history of previous hazard events for each identified hazard?	Click or tap here to enter text.	Not Met
B1-e. Does the plan include the probability of future events for each identified hazard, including the type, location and range of anticipated intensities?	Click or tap here to enter text.	Met
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?	Click or tap here to enter text.	Met
<b>B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))</b>		
B2-a. Does the plan provide an overall summary of each jurisdiction's vulnerability to the identified hazards?	Click or tap here to enter text.	Met
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	Click or tap here to enter text.	Met
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	Click or tap here to enter text.	Met

## ELEMENT B REQUIRED REVISIONS

### Required Revision:

Click or tap here to enter text.

**B1-d.** Previous state disaster declarations not seen within plan. Per FEMA Policy: The plan must include information on previous hazard events for each hazard that affects the planning area. At a minimum, this includes any state and federal major disaster declarations for the planning area since the last update. If no state disaster declarations for each hazard have occurred within the previous 5 years, this must be stated.

Previous occurrences can be included in a variety of ways, but should include an emphasis on significant events, as determined by the community.



## Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>C1. Does the plan document each participant's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))</b>		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	Click or tap here to enter text.	Met
C1-b. Does the plan describe each participant's ability to expand and improve the identified capabilities to achieve mitigation?	Click or tap here to enter text.	Met
<b>C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	Click or tap here to enter text.	Met
<b>C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))</b>		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	Click or tap here to enter text.	Met
<b>C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	Click or tap here to enter text.	Not Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?	Click or tap here to enter text.	Not Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))</b>		
C5-a. Does the plan describe the criteria used for prioritizing actions?	Click or tap here to enter text.	Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	Click or tap here to enter text.	Met

## **ELEMENT C REQUIRED REVISIONS**

### **Required Revision:**

**C4-b** – The actions listed for the City of Forks do not identify 1 actions per hazard listed in the plan. The hazards of dam failure, landslide, coastal hazards, tsunami, and sea level rise are not addressed here. If the City of Forks is not vulnerable to a hazard identified in Volume 1 (Vol 1 p.4-58-59), it needs to be explicitly stated that these hazards are being omitted from the specific community profile in Volume 2. Table 3-3 in Volume 2 shows that these hazards were not ranked by the City of Forks at all.

**C4-b** - The actions listed for the City of Port Angeles do not identify 1 actions per hazard listed in the plan. The hazards of dam failure and sea level rise are not addressed here. If the City of Port Angeles is not vulnerable to a hazard identified in Volume 1 (Vol 1 p.4-58-59), it needs to be explicitly stated that these hazards are being omitted from the specific community profile in Volume 2. Although there are actions labeled as "All Hazard" actions in this section, Table 3-3 on p.42 in Volume 2 shows that Port Angeles did not consider the missing hazards here. If these two hazards do not apply, please state this in the plan.

**C4-b** - The actions listed for the City of Sequim do not identify 1 actions per hazard listed in the plan. The hazard of sea level rise is not addressed here. If the City of Sequim is not vulnerable to a hazard identified in Volume 1 (Vol 1 p.4-58-59), it needs to be explicitly stated that these hazards are being omitted from the specific community profile in Volume 2. Although there are actions labeled as "All Hazard" actions in this section, Table 3-3 in Volume 2 shows that Sequim did not consider the missing hazards here. If this hazard does not apply, please state this in the plan.

**C4-b** - The actions listed for Peninsula College do not identify 1 actions per hazard listed in the plan. The hazards of dam failure and sea level rise are not addressed here. If Peninsula College is not vulnerable to a hazard identified in Volume 1 (Vol 1 p.4-58-59), it needs to be explicitly stated that these hazards are being omitted from the specific community profile in Volume 2. Although there are actions labeled as "All Hazard" actions in this section, p.156 in Volume 2 shows that Peninsula College did not consider the missing hazards here. If these hazards do not apply, please state this in the plan.

**C4-b** - The actions listed for the Port of Port Angeles do not identify 1 actions per hazard listed in the plan. The hazard of dam failure is not addressed here. If the Port of Port Angeles is not vulnerable to a hazard identified in Volume 1 (Vol 1 p.4-58-59), it needs to be explicitly stated that these hazards are being omitted from the specific community profile in Volume 2. Although there are actions labeled as "All Hazard" actions in this section, p.156-157 in Volume 2 shows that Port of Port Angeles did not consider the missing hazards here. If this hazard does not apply, please state this in the plan.

**C4-a** – Actions PC01 in the Peninsula College annex is not a mitigation action, unless it can be explained how the renovation/replacement will address hazard mitigation. Please re-work this action to explain how it is a mitigation action.



## Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))</b>		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	Click or tap here to enter text.	Met
<b>D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))</b>		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	Click or tap here to enter text.	Met
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	Click or tap here to enter text.	Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	Click or tap here to enter text.	Met
<b>D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))</b>		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	Click or tap here to enter text.	Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	Click or tap here to enter text.	Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	Click or tap here to enter text.	Met



## ELEMENT D REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

## Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))</b>		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	Click or tap here to enter text.	Met
<b>E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))</b>		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	Click or tap here to enter text.	Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	Click or tap here to enter text.	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	Click or tap here to enter text.	Met
<b>ELEMENT E REQUIRED REVISIONS</b>		
Required Revision:		
Click or tap here to enter text.		

## Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F1-a. Does the participant include documentation of adoption?	Click or tap here to enter text.	Choose an item.
<b>F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	Click or tap here to enter text.	Not Met
<b>ELEMENT F REQUIRED REVISIONS</b>		
Required Revision:		
F2-a – No adoptions received yet		

## Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?</b>		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	Click or tap here to enter text.	Not Met
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	Click or tap here to enter text.	Choose an item.
<b>HHPD2. Did the plan address HHPDs in the risk assessment?</b>		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	Click or tap here to enter text.	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?</b>		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	Click or tap here to enter text.	Not Met
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	Click or tap here to enter text.	Not Met
<b>HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?</b>		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	Click or tap here to enter text.	Not Met
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	Click or tap here to enter text.	Not Met
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	Click or tap here to enter text.	Not Met
<b>HHPD Required Revisions</b>		
Required Revision: <b>HHPD1-a:</b> Please explain further <b>HHPD3-a:</b> Please link goals to long-term strategies <b>HHPD3-b:</b> Please link actions to long-term vulnerabilities and do these link back to the stated goals? <b>HHPD4-a,b,c:</b> Please describe <b>specific</b> actions that are designed to directly and specifically deal with the HHPDs of concern within the county.		

## Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>This space is for the State to include additional requirements.</b>		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.



# Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

## Element A. Planning Process

**Strengths**

**Opportunities for Improvement**

## Element B. Risk Assessment

**Strengths**

**Opportunities for Improvement**



## Element C. Mitigation Strategy

### Strengths

#### Opportunities for Improvement

- Many of the “All Hazards” mitigation actions listed in the plan cannot really be considered “All Hazard”. Mitigation actions PA 17 and PA 18 in the Port Angeles annex in Volume 2 are an example of this. How does the construction of a fire station mitigate against the hazard of drought? How does the incorporation of a pandemic response plan mitigate against many of the identified hazards within the city. Though these actions do not need to be removed, it is a stretch to say that they cover all hazards. For the next plan update, please use caution in labeling actions as “All Hazards” when they may only address some of the hazards. This comment was in regards to Port Angeles, but it can be applied for some other jurisdictions that used “All Hazard” actions.
- PC 02 and PC 05 in the Peninsula College annex are not mitigation actions. PC 02 is already required with Element E2-c, so the incorporation of the plan into other planning mechanisms is already being accomplished.

## Element D. Plan Maintenance

### Strengths

#### Opportunities for Improvement

## Element E. Plan Update

#### Opportunities for Improvement

## Element G. HHPD Requirements (Optional)

### Strengths

- [insert comments]

### Opportunities for Improvement

- [insert comments]

## Element H. Additional State Requirements (Optional)

### Strengths

- [insert comments]

### Opportunities for Improvement

- [insert comments]





# Multi-Jurisdictional Hazard Mitigation Plan

Clallam County

2024 Plan Update



PENINSULA COLLEGE



CITY OF FORKS  
[forkswashington.org](http://forkswashington.org)



## Acknowledgements

The Multi-Jurisdictional Hazard Mitigation Plan 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](http://www.climate.wa.gov).



The development of the Clallam County Multi-Jurisdictional Hazard Mitigation (MJHMP) Plan was made possible by many individuals across governments, departments, and agencies. Over the past 12 months, members of the Hazard Mitigation and Climate Resilience Steering Committee met formally and informally to develop the MJHMP to reduce risks for all in Clallam County. The following individuals are acknowledged for their efforts to support the MJHMP update.

### Clallam County Department of Community Development

Diane Harvey, *Code Enforcement and Special Projects Manager*  
Bruce Emery, *Director*  
Tim Havel, *Deputy Director*  
Holden Fleming, *Deputy Director*

### Michael Baker International

Noelle Anderson, *Hazard Mitigation Plan Lead*  
Casey Marchese, *Hazard Mitigation Analyst*

### Cascadia Consulting Group

Mary Ann Rozance, *Project Manager*  
Abigail Lambert, *Policy Lead*  
Alyssa Rodriguez, *Engagement Lead*  
Meg Horst, *Vulnerability Lead*

### Consultant Team Member

Jim Buck, *Consultant*





### **Lower Elwha Klallam Tribe**

Glen Roggenbuck, *Director of Emergency Management*

### **Jamestown S'Klallam Tribe**

Luke Strong-Cvetich, *Tribal Planning Director*

Robert Knapp, *Environmental Planning Manager*

### **City of Forks**

Rod Fleck, *City Planner/City Attorney*

Brian Weekes, *Planning Commission Member*

### **City of Port Angeles**

Will Habel, *Environmental Planner*

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Multi-Jurisdictional Hazard Mitigation Plan  
Clallam County

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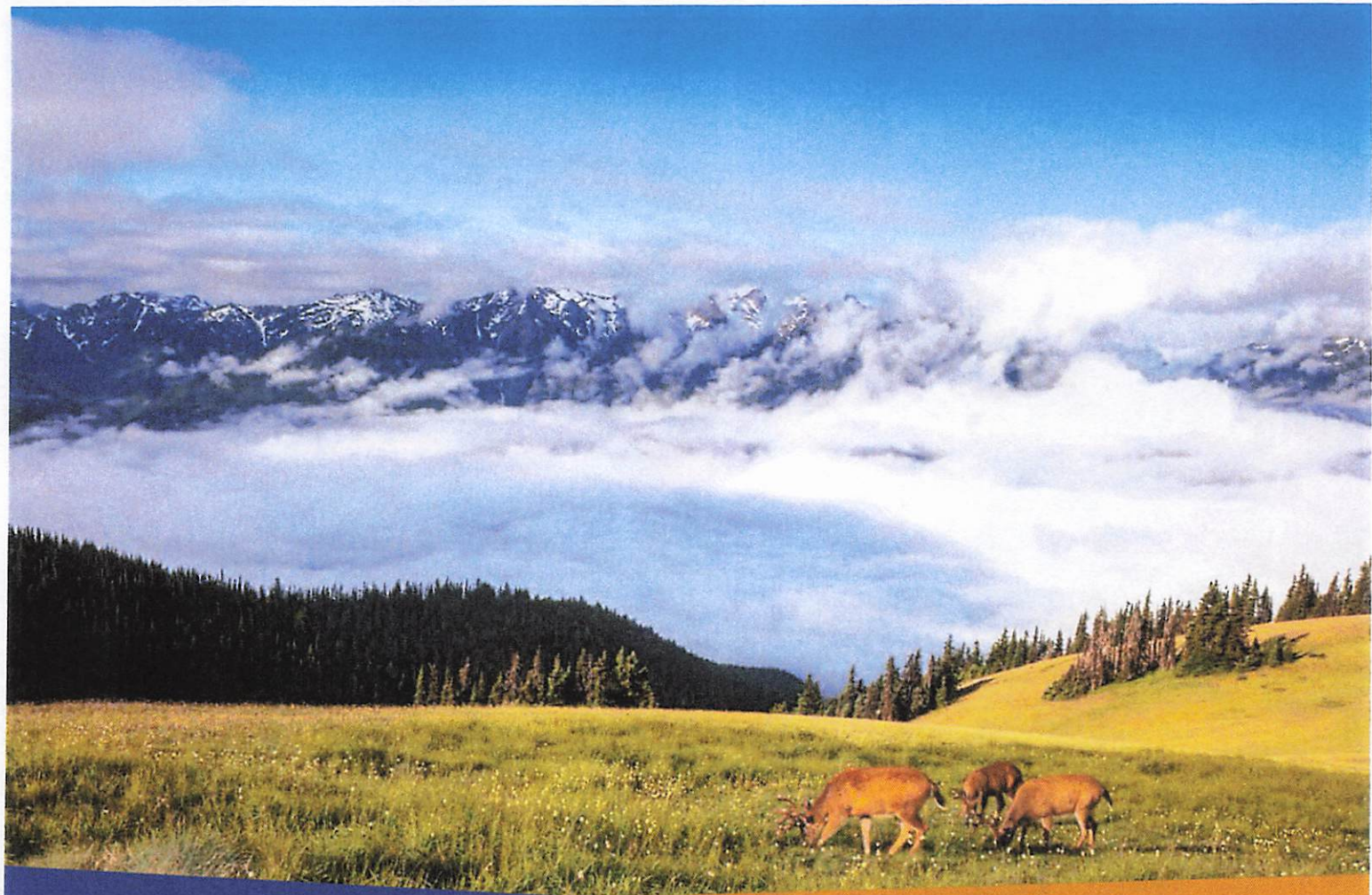
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**Volume 2**







# Multi-Jurisdictional Hazard Mitigation Plan

Clallam County

2024 Plan Update

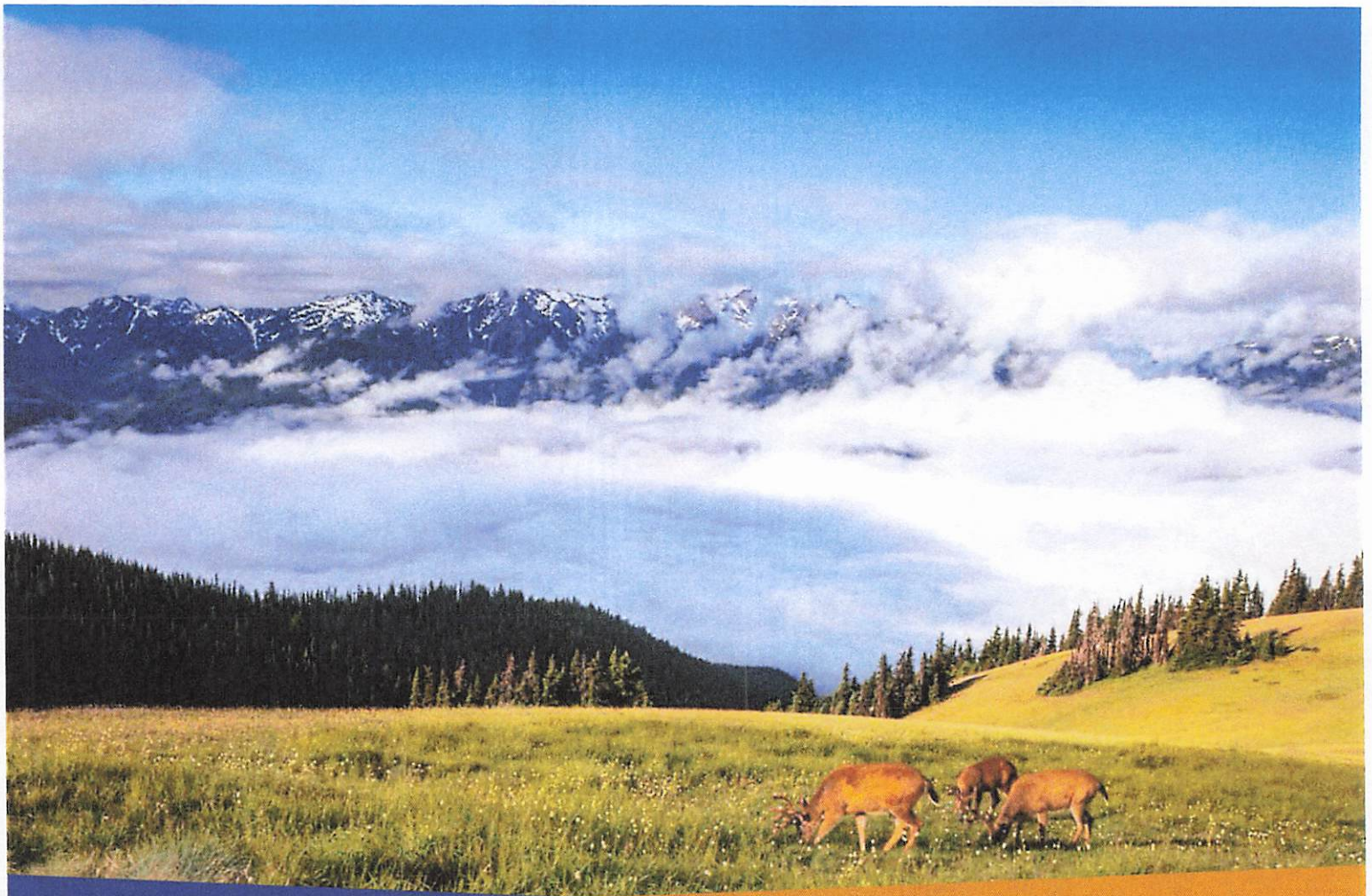


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2024 Plan Update



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## Acknowledgements

The Multi-Jurisdictional Hazard Mitigation Plan 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](http://www.climate.wa.gov).



The development of the Clallam County Multi-Jurisdictional Hazard Mitigation (MJHMP) Plan was made possible by many individuals across governments, departments, and agencies. Over the past 12 months, members of the Hazard Mitigation and Climate Resilience Steering Committee met formally and informally to develop the MJHMP to reduce risks for all in Clallam County. The following individuals are acknowledged for their efforts to support the MJHMP update.

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**Volume 2**





## Section 1.0: Introduction

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### 1.1 Importance of Hazard Mitigation Planning

Natural hazards and human-generated disasters cause loss of life and property and substantial damage to buildings and critical infrastructure. These disaster events have devastating consequences on a communities' economic and social well-being and the environment within that area. Natural hazards are exacerbated by climate change, increasing the frequency and magnitude of these hazard events, including extreme storms, flooding, landslides, drought, wildfire and heat waves. Climate change also amplifies long-standing social inequities experienced by underserved and overburdened communities, contributing to persistent disparities in the resources needed to prepare for, respond to and recover from natural disasters. Reducing the threats these disasters pose to lives, properties, the economy and the environment is the cornerstone of hazard mitigation planning.

An effective hazard mitigation plan identifies and quantifies all hazards (natural and human-caused) that threaten a community, assesses the level of risks and vulnerabilities to such hazards and develops proactive, cost-effective mitigation and adaptation strategies (projects, programs, policies, educational outreach and the establishment of collaborative partnerships) that reduces loss of life, lessens the economic hardship suffered by the community (especially those facing social inequities) and seeks to successfully break the cycle of repetitive damage and reconstruction. Clallam County, its participating jurisdictions (the Cities of Forks, Port Angeles and Sequim), Tribal partners (Jamestown S'Klallam Tribe and Lower Elwha Klallam Tribe) and Clallam County participating special districts (Port of Port Angeles, Clallam PUD #1 and Peninsula College) have created this updated 2024 Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) to protect lives, preserve property, protect the environment, lessen economic hardship, address social inequity and break the repetitive damage cycle.



## 1.2 Plan Authority

### 1.2.1 Federal

The federal Robert T. Stafford Disaster Relief and Emergency Act (Stafford Act), as amended by the Disaster Mitigation Act of 2000 (DMA 2000) and supported by various regulations, directs hazard mitigation planning activities, including creation of this plan. The Stafford Act requires State, local, and tribal governmental entities that wish to be eligible for federal hazard mitigation grant funds to a FEMA approved hazard mitigation plan, identifying the natural and man-made hazards, risks, and vulnerabilities of each jurisdiction (United States Code [USC] Title 42, Section 5156[a]). FEMA has promulgated Code of Federal Regulations (CFR) Title 44, Part 201 to carry out the hazard mitigation planning requirements in the Stafford Act. These regulations direct the planning process, plan content, and FEMA approval of hazard mitigation plans. This MJHMP complies with the Stafford Act and DMA 2000, along with the applicable sections of Title 44 of the CFR, including parts 201, 206 and 322. This MJHMP also incorporates the latest policy guidance from the Federal Emergency Management Agency (FEMA) Local Mitigation Planning Policy Guide, released April 19, 2022, and made effective April 19, 2023. In particular, this MJHMP adheres to updated policy guidance to incorporate into mitigation planning the impacts of climate change, the impacts of natural hazards on socially vulnerable populations, and the application of equity in developing mitigation and climate adaptation strategies that best serve our communities, with special attention to overburdened and underserved populations.

### 1.2.2 State

In addition to federal requirements, Washington state is responsible for reviewing local plans for compliance with state regulations. The Washington Emergency Management Division (EMD) is responsible for reviewing local hazard mitigation plans against state requirements and coordinating FEMA review and approval.

#### 1.2.2.1 Climate Planning under Recent WA State Law and FEMA Policy Guidance

In 2023, Washington State signed into law HB 1181 adding a climate goal to the Growth Management Act (GMA) and requiring local jurisdiction comprehensive plans to have a climate element. The climate element must maximize economic, environmental, and





social co-benefits and prioritize environmental justice in order to avoid worsening environmental health disparities.

Under Washington State's Department of Commerce's Climate Element Planning Guidance (Intermediate- December 2023) (hereinafter, "Commerce's Climate Planning Guidance"), the climate element can take the form of a single comprehensive plan chapter or be integrated into several chapters/elements. Commerce's Climate Planning Guidance includes a FEMA/Commerce Crosswalk delineating the relationship between hazard mitigation planning and the Climate Resilience Sub-element planning that jurisdictions like Clallam County and its Cities are to perform. Under Commerce's Climate Planning Guidance (at pg. 5), "a natural hazard mitigation plan in substantial conformance with the guidance could be adopted by reference to satisfy the resilience sub-element requirements."

Every effort has been made to follow Commerce's Climate Planning Guidance and the FEMA Region 10/Commerce Crosswalk for incorporating into the 2024 MJHMP the climate change vulnerability and risk analysis and the creation of climate mitigation and adaptation strategies to reduce the threat of natural disasters and strengthen the resilience of our communities. In addition, the 2024 MJHMP adheres to FEMA's April 2023 Local Mitigation Planning Policy Guide (*Section 1.3: Hazard Mitigation Planning in Clallam County*) which outlines policy planning for climate change and equitable outcomes in local jurisdiction hazard mitigation plans.

After its approval by FEMA and the County, this 2024 MJHMP will be incorporated by reference into Clallam County's 2025 Comprehensive Plan and the County's 2025 Comprehensive Plan will also include a separate climate policy chapter addressing specific policies relating to the other sectors impacted by climate change: Agriculture & Food Systems, Buildings & Energy, Cultural Resources & Practices, Economic Development, Health & Well-being, Ecosystems, Transportation, Waste Management, Water Resources and Zoning & Development. The all-sector climate policy work (i.e., the hazard mitigation impact and all other sectors' climate impact) has been concurrently performed during this 2024 hazard mitigation planning effort so that the County's comprehensive planning relating to climate change is both internally and externally consistent. The Climate Worksheets created under this all-sector climate policy work is attached to this 2024 MJHMP. Certain climate policy work will be further





refined based upon these Climate Worksheets and continued public engagement as the County and its Cities continue their 2025 comprehensive planning.

### 1.3 Hazard Mitigation Planning in Clallam County

FEMA approved Clallam County's 2019 MJHMP on January 25, 2020. Participating jurisdictions in the Clallam County 2019 MJHMP have remained the same for this 2024 MJHMP update:

- City of Forks
- City of Port Angeles
- City of Sequim
- Jamestown S'Klallam Tribe
- Lower Elwha Klallam Tribe
- Special Districts
  - Clallam Public Utilities District (PUD) #1
  - Peninsula College
  - Port of Port Angeles

By working collaboratively, the County and participating jurisdictional partners seek to improve the resilience in our communities through joint capital improvement projects, joint innovative planning, and coordinated emergency management practices.

Clallam County's Emergency Management Division of the Clallam County Sheriff's Office (CCEM) led the development of the initial Multi-Jurisdictional Hazard Mitigation Plan in 2009 and CCEM led the update of that original plan in 2019. In 2024, CCEM and Clallam County's Department of Community Development jointly led the update process to create this substantially revised MJHMP. The hazard mitigation strategy of this 2024 MJHMP incorporates the latest scientific information and lessons learned since the previous plans were adopted.

The main purpose of the MJHMP is to identify risks posed by hazards and to present viable strategies to reduce the impact of hazard events in Clallam County. The plan meets the following objectives:

- Meet or exceeds requirements of DMA 2000 for Clallam County, its participating Cities, its participating Tribal partners and participating Special District entities;



- Enables all plan participants to apply for federal grant funding to reduce hazard risk through mitigation and provides opportunities to apply for such grants jointly;
- Meets the planning needs of each plan participant;
- Creates a comprehensive hazard risk assessment that focuses on Clallam County's unique hazards of concern; and
- Creates a single planning document that integrates all planning partners into a blueprint framework that supports partnerships and collaboration within the County and places all planning partners on the same planning cycle for updates.

The 2024 MJHMP does not supersede any participating jurisdictions internal plans or strategies. Rather, the 2024 MJHMP enhances their ability to identify, inform and mitigate hazard risks unique to Clallam County. Information in this plan will be used to help guide and coordinate mitigation actions and serve as a tool for County and jurisdictional decision-makers to specifically direct mitigation activities and resources.

### 1.3.1 Hazard Mitigation and Climate Resilience (HMCR) Steering Committee

As a part of the 2024 MJHMP planning process, a joint **Hazard Mitigation and Climate Resilience (HMCR) Steering Committee** was convened. The HMCR Steering Committee included forty-one individuals from government, Tribal, business, environmental and social service entities from Clallam County and its neighbor Jefferson County, including representatives from: Clallam County, City of Forks, City of Sequim, City of Port Angeles, the Jamestown S'Klallam Tribe, Lower Elwha Tribe, Makah Tribe, Quileute Tribe, Hoh Tribe, several fire districts, US Coast Guard, and other government entities. In addition, there are non-government entities represented from hospitals and social services organizations and local businesses. The HMCR Steering Committee was essential to MJHMP development ensuring that community values and priorities were deeply embedded throughout this plan, as well as providing critical community context to help identify vulnerabilities to hazards. A detailed description of the HMCR Steering Committee including members and their role in developing the MJHMP is provided in Section 2.0: Planning Process.





## 1.4 Plan Organization - How To Use This Plan

This plan is divided into two volumes to clearly separate jurisdiction-specific elements from those that apply to the entire planning area.

**Volume 1** encompasses all federally required elements of a hazard mitigation plan relevant to the entire planning area. Volume 1 is organized into seven sections to reflect the logical progression of activities undertaken to develop the MJHMP and includes all relevant documentation required to meet the necessary criteria for FEMA approval. Each section is briefly described below.

- **Section 1.0: Introduction** describes the background and purpose of the Plan, as well as the authority established for its development.
- **Section 2.0: Planning Process** describes the 10-step MJHMP planning process, as well as the meetings and outreach activities undertaken to engage County officials, staff, stakeholders and members of the public.
- **Section 3.0: Community Profile** provides the history, geography, demographics, and socioeconomics of the Clallam County, including land use and development trends. This section also evaluates social vulnerability through a variety of environmental justice indices and identifies applicability to the planning area.
- **Section 4.0: Hazards Assessment** identifies and profiles the natural and human-caused hazards affecting the County, identifies the vulnerability and risk associated with each hazard, and provides a vulnerability assessment to critical facilities in relation to each of those hazards.
- **Section 5.0: Mitigation Strategy** identifies the mitigation strategy and actions to reduce potential risks to the County's critical facilities, residents, and business owners and assesses the County's capabilities to implement and achieve the objectives of the mitigation actions.
- **Section 6.0: Plan Maintenance** discusses implementation of the Plan, including the process to monitor, evaluate, update, and maintain the MJHMP, and identifies opportunities for continued public involvement.
- **Section 7.0: References** identify the various resources utilized throughout the MJHMP.





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# City of Forks

## Section 1.0: Introduction

### 1.1 City of Forks Hazard Mitigation Program

The City of Forks (referred to herein as 'City' or 'Forks') participated in the 2019 Clallam County Multi-Jurisdictional Hazard Mitigation Plan and is a participating jurisdiction in this updated Clallam County Multi-Jurisdictional Hazard Mitigation Plan (the "MJHMP" or "Plan").

The following representatives from the City of Forks served on the Hazard Mitigation and Climate Resilience (HMCR) Steering Committee and were present at one or more HMCR Steering Committee meetings:

- Rod Fleck, City Planner/City Attorney
- Brian Weekes, Planning Commission Member

In addition, the HMCR Steering Committee included representatives from external stakeholders (nonprofits, NGOs, organizations serving socially vulnerable populations) and neighboring jurisdictions, who participated on behalf of all jurisdictional annexes including the City of Forks. Refer to Volume 1, [Section 2.0](#) of the MJHMP for additional details on the planning process, including HMCR Steering Committee participation and coordination with the City of Forks. Coordination between representatives of City of Forks and the MJHMP Project Management and Consultant Teams is documented in Volume 1, [Appendix F, Annex Coordination](#).

Representatives from the City coordinated with the MJHMP Project Management Team and Consultant Team to develop updated content for this jurisdictional annex. This was accomplished through meetings and via email; data requests and instructional worksheets were provided for review, update and discussion.

#### 1.1.1 Public Outreach

All jurisdictions, including the City of Forks, collaborated to facilitate one MJHMP public outreach process to develop their individual annex. Each jurisdiction had the opportunity to provide feedback on its public outreach approach, including methods and mechanisms to be utilized as part of this process. Each jurisdiction also had the opportunity to review and provide feedback on community outreach deliverables before distribution to the public. The City was also responsible for distributing components of the Forks public outreach campaign, including the community survey link and invitation for the HMCR





Workshop. This distribution was to ensure members of the public within the Forks jurisdiction had the opportunity to participate in the hazard mitigation planning process.

An in-person HMCR Workshop was hosted at the Jamestown S'Klallam Tribal Center Red Cedar Hall on August 7, 2024, from 1:30 – 3:30 pm. This workshop was open to members of the public, including City of Forks citizens. Refer to Volume 1, Section 2.1.7 of the MJHMP for additional details on the public outreach opportunities.

## 1.2 What's New in the 2024 Update?

Representatives of the City of Forks served on the HMCR Steering Committee and helped guide various updates that are incorporated into this MJHMP. The HMCR Steering Committee reviewed the previous 2019 MJHMP mitigation goals, identified hazards, vulnerability assessment methodology, and mitigation strategy and discussed and implemented updates accordingly. A summary of plan changes implemented by the HMCR Steering Committee is included in Volume 1, Section 1.6 of this MJHMP.

As noted above, representatives from the City coordinated directly with the MJHMP Project Management Team and Consultant Team to update this jurisdictional annex. The following updates were incorporated into the MJHMP and the Forks jurisdictional annex:

- The City reviewed and updated the list of identified hazards with the potential to impact the people, economy, and built and natural environments of the City of Forks. Updated list of hazards and hazard rankings are included in Section 3.0, Risk and Vulnerability Assessment below. This process included a meeting in Forks about wildfire preparedness and response, with some emphasis on the July 4<sup>th</sup> 2023 fire.
- Critical facilities were reviewed and updated by the City and were incorporated into the vulnerability and risk assessment of the MJHMP. Critical facilities essential to the City of Forks are identified in in MJHMP Volume 1, Appendix D-2, Vulnerability Summary.
- Updated information on past and future development and growth was provided and incorporated into the Forks jurisdiction-specific vulnerability assessment of this annex. Changes in vulnerability due to updated development and growth are included in Section 3.4, Land Use and Development Trends below.
- Forks capabilities were reviewed and updated including planning, administrative, financial and educational resources that are available to guide and implement hazard mitigation. Updated capabilities are included in Section 4.0, Capabilities Assessment below.
- Previous mitigation actions were reviewed, updated, and new mitigation actions were developed based on the MJHMP vulnerability assessment to reflect an





updated mitigation strategy and comprehensive list of mitigation actions. Mitigation actions for the City of Forks are included in Section 5.0, *Mitigation Strategy* below.

Coordination between representatives of the City and the MJHMP Project Management and Consultant Teams is documented in Volume 1, Appendix F, *Annex Coordination*.

## Section 2.0: Community Profile

### 2.1 Governance

The City of Forks was incorporated in 1945. The City Council is comprised of elected officials who serve as the governing body alongside an elected mayor. The following is excerpted from the City of Forks 2016 – 2035 Comprehensive Plan:

“Forks utilizes the ‘strong mayor’ form of government with the Mayor having the supervision of all executive and administrative aspects of the City. Day to day operations are undertaken by the City’s department managers in consultation with the Mayor. The elected City Council positions are unpaid and consist of 4-year terms. All council positions are at-large and, along with the mayor position, require residency within city limits.”<sup>1</sup>

The City Government includes the following departments and divisions:

- City Clerk/Treasurer
- Public Works
- Legal & Planning
- Human Resources

In addition, the City operates a full-service police department with patrol and administrative positions. The Forks Police Department also includes corrections services, a jail and 24-hour dispatch services.

### 2.2 Geography and Climate

Forks is located in the western Olympic Peninsula, or “West End,” at the base of the flanks of the Olympic Mountains in the relatively flat Forks Prairie.<sup>2</sup> The town lies between the Bogachiel, Sol Duc, and Calawah Rivers before they join to flow west to the Pacific Ocean. The average high annual temperature is 59 degrees Fahrenheit, and the average

<sup>1</sup> City of Forks, *2016-2035 Comprehensive Plan*, [https://www.ezview.wa.gov/Portals/\\_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf](https://www.ezview.wa.gov/Portals/_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf), accessed June 5, 2024.

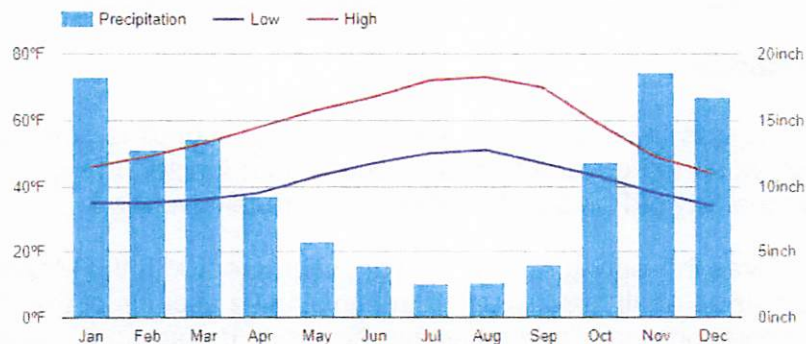
<sup>2</sup> City of Forks, *2016-2035 Comprehensive Plan*, [https://www.ezview.wa.gov/Portals/\\_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf](https://www.ezview.wa.gov/Portals/_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf), accessed June 5, 2024.





low annual temperature is 41 degrees Fahrenheit.<sup>3</sup> The average annual rainfall is 119.72 inches, with the maximum rainfall occurring in the months of November, December, and January.<sup>4</sup>

**Exhibit 2-1**  
**Forks Climate Graph (2007-2019 normalized)**  
Forks Climate Graph - Washington Climate Chart



Source: U.S. Climate Data, *Climate in Forks, Washington*, <https://www.usclimatedata.com/climate/forks/washington/united-states/uswa0149>, accessed June 5, 2024.

## 2.3 Population and Demographics

As of 2022, the U.S. Census American Community Survey (ACS) 5-Year estimated population for Forks was 3,380 individuals, which is an 10.6 percent decrease from 2018. According to the 2022 ACS, approximately 8.3 percent of the City population is younger than 5 years of age and 25.8 percent is younger than 18 years of age. Approximately 15.6 percent of the City population is 62 years of age and older.<sup>5</sup>

Additionally, 65.9 percent of the City's population is white alone, 1.3 percent of the City is Black or African American, and 2.1 percent of the City's population is American Indian or Alaska Native. Also, 22.9 percent of the City's population is two or more races and 32 percent of the population is Hispanic or Latino.<sup>6</sup>

## 2.4 Economy

The following is excerpted from the City of Forks 2016 – 2035 Comprehensive Plan:

<sup>3</sup> U.S. Climate Data, *Climate in Forks, Washington*, <https://www.usclimatedata.com/climate/forks/washington/united-states/uswa0149>, accessed June 5, 2024.

<sup>4</sup> U.S. Climate Data, *Climate in Forks, Washington*, <https://www.usclimatedata.com/climate/forks/washington/united-states/uswa0149>, accessed June 5, 2024.

<sup>5</sup> U.S. Census Bureau, *Forks City, WA*, <https://data.census.gov/table/ACSDP5Y2022.DP05?q=Forks%20city,%20Washington>, accessed June 5, 2024.

<sup>6</sup> U.S. Census Bureau, *Forks City, WA*, <https://data.census.gov/table/ACSDP5Y2022.DP05?q=Forks%20city,%20Washington>, accessed June 5, 2024.



"Forks' traditional economic base of timber harvesting was seriously undermined in the late 1980s due to judicial and executive actions concerning the Endangered Species Act (ESA). The Forks Economic Development Steering Committee (FEDSC) proposed creation of industrial park centered around timber products and actively marketing the industrial park to other manufacturers.

The U.S. Forest Service, Washington State Department of Natural Resources (DNR), Quillayute School District, Olympic Corrections Center (OCC), and the Clallam Bay Correctional Center (CBCC) are major employers of hundreds of people from Forks. The Forest Service, Quillayute School District, and the Department of Natural Resources (DNR) reduced staff in recent decades due to declining state and federal budgets. Pressure on state budgets continues to require Forks to spend significant political efforts to maintain both services and jobs associated with those state-funded agencies. The Olympic Corrections Center (OCC) and Clallam Bay Correctional Center (CBCC), however, have increased staff and expect this trend will continue for the foreseeable future."<sup>7</sup>

## 2.5 Land Use and Ownership

The Land Use Element of the City of Forks Comprehensive Plan considers the general distribution and location of land uses, the appropriate intensity and density of land uses given current development trends. The Forks Comprehensive Plan complies with the requirements of the Growth Management Act and Urban Growth Areas (UGA), where land development and public infrastructure improvements are concurrently programmed. The Land Use Element identifies the following types of land uses within the City:

- Residential Land Use
- Commercial Land Use
- Industrial Land Use
- Mixed Use
- Public Land Use
- Open Space
- Vacant Land

## 2.6 Transportation and Commuting

According to the City of Forks Comprehensive Plan, "[the] City of Forks lies on the relatively flat Quillayute Prairie running generally west and east of US-101, which is called

<sup>7</sup> City of Forks, *2016-2035 Comprehensive Plan*, [https://www.ezview.wa.gov/Portals/\\_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf](https://www.ezview.wa.gov/Portals/_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf), accessed June 5, 2024.

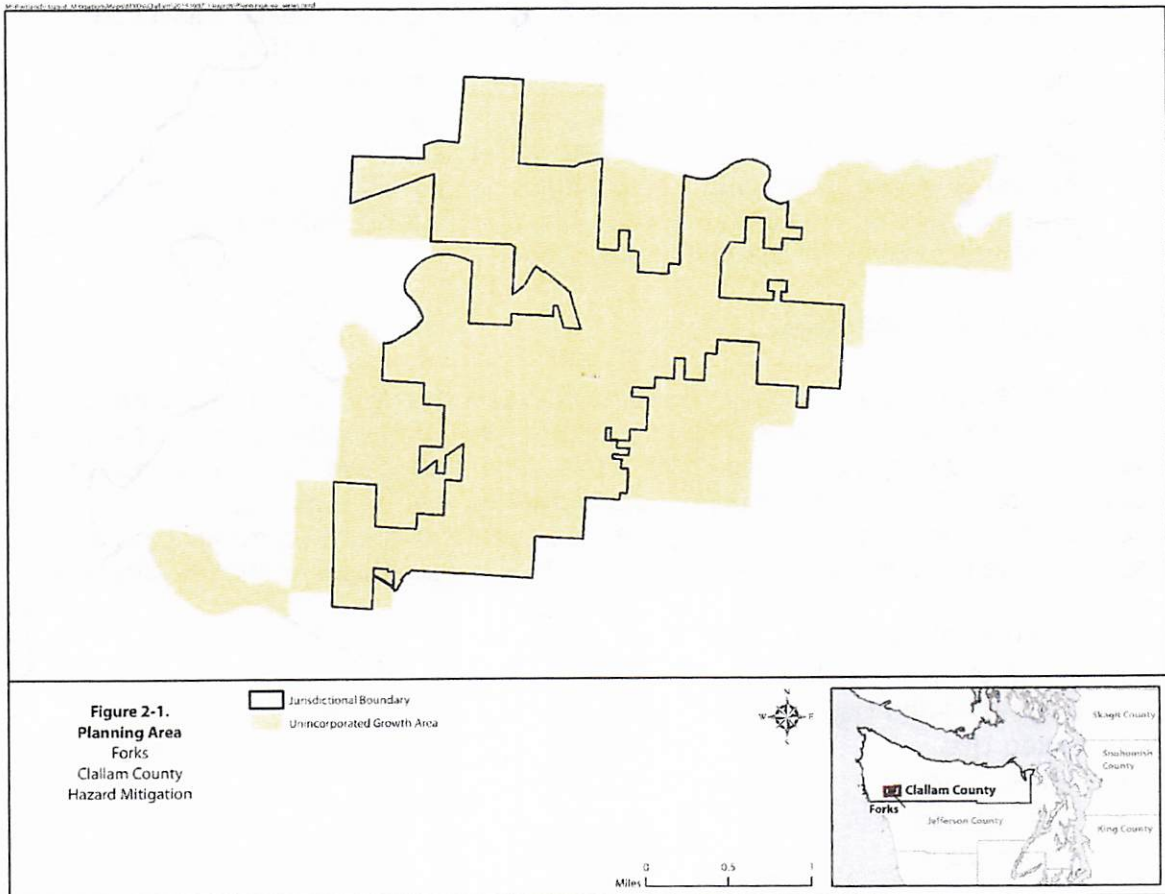




South Forks Avenue within Forks city limits. In 1992, the City had 15.3 miles of roadway, with 2.8 miles classified as arterial streets”.<sup>8</sup>

US-101 is the only regional highway with access directly to the City. SR-110/La Push Road runs from US 101 at the northern end of the City to the Quileute Reservation at La Push and the confluence of the Quillayute River.

### Exhibit 2-2 City of Forks



<sup>8</sup> City of Forks, 2016-2035 Comprehensive Plan, [https://www.ezview.wa.gov/Portals/\\_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf](https://www.ezview.wa.gov/Portals/_1976/Documents/ElementExamples/Forks%20Comprehensive%20Plan.pdf), accessed June 5, 2024.





## Section 3.0: Risk and Vulnerability Assessment

### 3.1 Jurisdiction-Specific Natural Hazard Event History.

Clallam County has encountered several major disaster declarations that have affected the City of Forks. Table 3-1 identifies the disaster declarations since 2018. Additional details are provided in Volume 1, Section 4.17.

**Table 3-1**  
**FEMA Disaster Declarations 2018 - 2024**

DR #	HM Program Declared	Title	Incident Begin Date	Incident End Date
4775	Yes	Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, Mudslides	1/5/2024	1/29/2024
4682	Yes	Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, Mudslides	11/3/2022	11/8/2022
4650	Yes	Severe Winter Storms, Snowstorms, Straight-Line Winds, Flooding	12/26/2021	1/15/2022
4635	Yes	Flooding And Mudslides	11/13/2021	12/2/2021
4593	Yes	Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, Mudslides	12/29/2020	1/16/2021
4481	Yes	Covid-19 Pandemic	1/20/2020	5/11/2023
3427	Yes	Covid-19	1/20/2020	5/11/2023
4418	Yes	Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, Mudslides, Tornado	12/10/2018	12/24/2018

Source: FEMA, *Washington Disaster History, Major Disaster Declarations*, <https://www.fema.gov/data-visualization-disaster-declarations-states-and-counties>, accessed June 12, 2024.

### 3.2 Hazard Risk Ranking

The hazard profiles and vulnerability assessments contained in this chapter represent a considerable amount of work performed by the jurisdictional annex and HMCR Steering Committee. The jurisdictional annex and HMCR Steering Committee members ranked hazards using several key considerations, followed up by activities to validate hazard analysis results and identify specific areas of risk. Table 3-3 below displays the hazards that were identified and ranked by Forks HMCR Steering Committee members.

Hazards were ranked using a Microsoft Excel-based tool by assigning each hazard a ranking based on probability of occurrence and potential impact. These rankings were assigned based on a group discussion, knowledge of past occurrences, and familiarity with City vulnerabilities. Four criteria were used to establish priority:

- Probability (likelihood of occurrence)
- Location (size of potentially affected area)



- Maximum Probable Extent (intensity of damage)
- Secondary impacts (severity of impacts to community)

A value from one to four was assigned for each criterion, where one is the lowest and four is the highest. To enhance collaboration and discussion regarding hazard rankings, the HMCR Steering Committee members for each annex were given a worksheet to individually report thoughts on probability, location, maximum probable extent, and secondary impacts. Rankings were assigned individually based on knowledge of past occurrences and familiarity with each annexes' vulnerabilities. Results were averaged to provide a group score per hazard, utilizing the weighted value (recommended by FEMA and confirmed by the jurisdictional annex and HMCR Steering Committee) based on the importance of the criterion; refer to Table 3-2, Hazard Ranking Methodology.

The hazard rankings were multiplied by weighted factors to obtain a score for each criterion. The final scores were used to determine the prioritization of each hazard based on the following FEMA recommended scale:

- Low Threat: 0 to 12;
- Medium Threat: 12.1 to 42; and
- High Threat: 42.1 to 64.

The results from each annex hazard prioritization worksheet were compiled and presented to the HMCR Steering Committee for further evaluation and discussion. Table 3-3, Hazard Rankings, identifies the final scores and the hazard planning consideration (threat level) for each hazard based on discussions with the HMCR Steering Committee and the prioritization process described above.





**Table 3-2  
Hazard Ranking Methodology**

Probability	Importance	2.0	Secondary Impacts	Importance	0.5
Based on estimated likelihood of occurrence from historical data			Based on estimated secondary impacts to community at large		
<i>Probability</i>		<i>Score</i>	<i>Impact</i>		<i>Score</i>
Unlikely (less than 1% probability in next 100 years or has a recurrence interval of greater than every 100 years)		1	Negligible – no loss of function, downtime, and/or evacuations		1
Somewhat Likely (between 1% and 10% probability in next year or has a recurrence interval of 11 to 100 years)		2	Limited – minimal loss of function, downtime, and/or evacuations		2
Likely (between 10% and 100% probability in next year or has a recurrence interval of 10 years or less)		3	Moderate – some loss of function, downtime, and/or evacuations		3
Highly Likely (near 100% probability in next year or happens every year)		4	High – major loss of function, downtime, and/or evacuations		4
Affected Area	Importance	0.8	Total Score = Probability x Impact, where:		
Based on size of geographical area of community affected by hazard			Probability = (Probability Score x Importance)		
<i>Affected Area</i>		<i>Score</i>	Impact = (Affected Area + Primary Impact + Secondary Impacts), where:		
Isolated		1	Affected Area = Affected Area Score x Importance		
Small		2	Primary Impact = Primary Impact Score x Importance		
Medium		3	Secondary Impacts = Secondary Impacts Score x Importance		
Large		4			
Primary Impact	Importance	0.7	Hazard Planning Consideration		
Based on percentage of damage to typical facility in community			Total Score	Range	Distribution
<i>Impact</i>		<i>Score</i>			Hazard Level
Negligible – less than 10% damage		1	0.0	20.0	2
Limited – between 10% and 25% damage		2	20.1	42.0	4
Critical – between 25% and 50% damage		3	42.1	64.0	1
Catastrophic – more than 50% damage		4			
The probability of each hazard is determined by assigning a level, from unlikely to highly likely, based on the likelihood of occurrence from historical data. The total impact value includes the affected area, primary impact, and secondary impact levels of each hazard. Each level's score is reflected in the matrix. The total score for each hazard is the probability score multiplied by its importance factor times the sum of the impact level scores multiplied by their importance factors. Based on this total score, the hazards are separated into three categories based on the hazard level they pose to the communities: High, Medium, and Low.					





**Table 3-3**  
**Hazard Rankings**

Hazard Type <sup>1</sup>	Probability	Impact			Total Score <sup>2</sup>	Hazard Planning Consideration <sup>3</sup>
		Affected Area	Primary Impact	Secondary Impact		
Human-Caused - Utility Failure/Power Outage	4.00	4.00	2.00	2.00	44.80	High
Wildfire (wildfire smoke)	2.00	4.00	2.00	2.00	22.40	Medium
Drought	2.00	4.00	2.00	2.00	22.40	Medium
Seismic - Cascadia Earthquake	1.00	4.00	4.00	4.00	16.00	Medium
Severe Weather - Windstorm	1.50	2.50	2.50	3.00	15.75	Medium
Severe Weather - Extreme Heat	1.00	4.00	2.00	2.00	11.20	Low
Flood	1.00	3.00	2.50	2.00	10.30	Low
Landslides	1.00	1.00	1.00	2.00	5.00	Low

1. The jurisdictional annexes and HMCR Steering Committee did not rank climate change, due to the interconnected nature with other identified hazards. Climate change is not jurisdiction specific and is discussed in MJHMP Volume 1.  
2. Refer to [Table 3-2](#) for the hazard ranking methodology. The total score is based on an equation that provides a weighted value to each category by importance.  
3. The final scores were used to determine the prioritization of each hazard based on the FEMA recommended scale for low-, medium- and high-threat.

As part of the hazard identification and prioritization process, the jurisdictional annex and HMCR Committee determined that some hazards could be combined for clarity purposes within a larger hazard category; this organizational approach is reflected in MJHMP Volume 1, [Section 4.0](#).

The following hazards are discussed in [Section 3.3](#) below:

- Drought
- Flood
- Human-Caused Hazards – Utility Failure/Power Outage
- Landslides
- Seismic Hazards (Cascadia Subduction Zone Earthquake)
- Severe Weather (Extreme Heat and Windstorms)
- Wildfire (and wildfire smoke)
- Climate Change (integrated into each hazard)

The City of Forks is not vulnerable to dam failure, coastal hazards, tsunami or sea level rise and has affirmatively omitted these hazards in the City of Forks Plan.

### 3.3 Identified Jurisdictional Risk and Vulnerability Differences

#### 3.3.1 Population and Development Jurisdictional Risk and Vulnerability Differences





MJHMP Volume 1, [Section 4.0](#) provides a detailed hazard assessment for each identified hazard as part of this annex, including: hazard description, location/extent, previous occurrences, probability of future occurrences, intersection with climate change and socially vulnerable populations. This section is intended to highlight differences in vulnerability for both mapped and non-mapped hazards, below.

**Table 3-4**  
**City of Forks Vulnerability Assessment**

Hazard	Assets Located within Mapped Hazard Zones		
	Residential Units	Population Estimate	Non-Residential Parcels (Acre)
<b>Flood</b>	53 Units	118 individuals	113 acres
<b>Landslides</b>	8 Units	14 individuals	25 acres
<b>Wildfire</b>	1,138 Units	2,538 individuals	1,693 acres

As the City of Forks is a city located within Clallam County, the number of residential units, population estimates, and non-residential parcels (acres) is a subset of the larger Clallam County vulnerability assessment findings outlined in MJHMP Volume 1, [Section 4.0](#).

For non-mapped hazards identified in this jurisdictional annex (including drought, human-caused hazards, seismic hazards, severe weather, and climate change), this jurisdictional annex considers the entire City of Forks to be vulnerable. This includes the entire City population (estimated 3,380 individuals per 2022 ACS findings) and all residential and non-residential development within the City's jurisdiction.

### 3.3.2 Critical Facilities Jurisdictional Risk and Vulnerability Differences

MJHMP Volume 1, [Section 3.7](#) outlines methodology for identifying critical facilities within the planning area. The City of Forks identified relevant critical facilities for the jurisdiction. As the City of Forks is a jurisdiction within larger Clallam County, there are many facilities critical to both the County and one or more jurisdictional annexes. Critical facility identification is documented in MJHMP Volume 1, [Appendix D-2](#). [Appendix D-2](#) includes all details for each critical facility, including the address/location, asset type, community lifeline type, and replacement value (if applicable) and provides a comprehensive assessment of critical facility vulnerability for all mapped hazards. For non-mapped hazards, all critical facilities are considered vulnerable.

### 3.3.3 Repetitive Loss Properties

The Forks Municipal Code Chapter 14.05, *Flood Hazard Management*, designates the City Building Inspector as the Floodplain Administrator responsible for administering and implementing the provisions of the National Flood Insurance Program (NFIP). All development, including substantial improvement, within designated special flood hazards must be in full compliance with Forks Municipal Code Chapter 14.05. These standards





are applicable both at the time of initial improvement and would be applicable after any flood event that constitutes substantial improvement or substantial damage.

As outlined in the MJHMP Volume 1, Section 5.1.1, FEMA's National Flood Insurance Program, two NFIP-identified repetitive loss structures (residential) are located within the City of Forks; refer to Table 3-5 below.

**Table 3-5**  
**NFIP Severe Repetitive Loss Properties**

Census Block Group	City	Zip Code	Flood Zone	Total Losses	Repetitive Loss	Severe Repetitive Loss
530090024002	FORKS	98331	A	3	✓	✓
530090024001	FORKS	98331	A07	3	✓	

Source: FEMA, *OpenFEMA Dataset: NFIP Multiple Loss Properties - v1*, <https://www.fema.gov/openfema-data-page/nfip-multiple-loss-properties-v1>, accessed August 27, 2024.

### 3.4 Land Use and Development Trends

The City of Forks is currently in the process of updating the Comprehensive Plan to comply with the periodic review requirement outlined in Washington State's Growth Management Act. Changes in land use policy over the past five years include minor zoning code amendments and an accessory dwelling ordinance for those properties with both water and sewer services. These changes in land use and zoning are intended to benefit the development of 'in-fill' residential housing. Since the previous MJHMP was developed, the City has seen a 10.6 percent decrease in population from 3,782 in 2018 to 3,380 in 2022 as reported by the United States Census Bureau.<sup>9</sup> It is believed that this represents a significant undercount of the Latino population within the City of Forks due to the manner in which Census 2020 was conducted at the outset of the Covid-19 pandemic. Additionally, over the last decade Interfor permanently closed its Beaver-Forks Mill operations. Interfor is one of the world's largest high-quality forest products companies with operations across North America. It is reasonable to assume that the closure of the Beaver-Forks Mill contributed to the population decrease of the City.

The City of Forks is an identified Urban Growth Area (UGA) within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature. Growth Management Act population projections for Clallam County show a projected population increase of 5.37 percent from 2022 to 2030. By applying that growth percentage to the Forks population of 3,380 in 2022 as reported by the United States Census Bureau, it is estimated that the City will have a population of 3,562 by 2030. The City continues to explore and pursue means of (re)developing the Forks Industrial Park with the goal of recreating in that area the roughly 80-120 manufacturing and trucking

<sup>9</sup> U.S. Census Bureau, *Forks City, WA*, <https://data.census.gov/table/ACSDP5Y2022.DP05?q=Forks%20city,%20Washington>, accessed June 5, 2024.





jobs associated with the former Interfor mill site. Such a development would potentially contribute to population growth in Forks.

Past population trends indicate that vulnerability may have decreased for the City of Forks since the previously prepared 2019 MJHMP. However, expected population growth, and continued development in the City indicates that vulnerability for each hazard will likely increase as shown in [Table 3-6](#) below.

**Table 3-6**  
**Vulnerability Changes due to Future Growth and Development**

Hazard	Status
Human-Caused - Utility Failure/Power Outage	+
Landslides	+
Wildfire (wildfire smoke)	+
Drought	+
Seismic - Cascadia Earthquake	+
Severe Weather - Windstorm	+
Severe Weather - Extreme Heat	+
Flood	+
Key: + Increased vulnerability - Decreased vulnerability = Unchanged vulnerability	

### 3.5 Socially Vulnerable Populations

The HMCR Steering Committee identified socially vulnerable populations (SVPs) throughout Clallam County including the City of Forks. A detailed analysis of SVPs throughout the planning area is provided in Volume 1, [Section 3.8, \*Socially Vulnerable Populations and Determination\*](#).

The census tract that makes up the City of Forks (Census Tract 3) has a high social vulnerability score as reported by the Center for Disease Control and Prevention (CDC) and Washington State Department of Health. Census Tract 3 is among the highest socially vulnerability scores for census tracts in Clallam County. This census tract generally included concentrations for the following indicators of social vulnerability:

- Persons with income below 150 percent of the poverty rate
- Persons aged 65 and older
- Civilian noninstitutionalized population with a disability
- Persons reporting minority status
- Persons living in mobile homes



Refer to Volume 1, Section 3.8.1, *SVP Research and Methodology* for a detailed analysis of SVPs in the planning area.

Based on the CDC Social Vulnerability Index (SVI) data, the HMCR Steering Committee determined that Census Tract 3 (City of Forks) is formally established as an SVP. However, SVPs are understood to exist throughout the entire county planning area despite the CDC Social Vulnerability Index. The SVP analysis identified the following groups as vulnerable throughout the county planning area despite SVI scores: individuals below the 150-percent poverty rate; aged 65 or older; disabled persons; persons reporting minority status; persons living within a mobile home; populations of the Quileute Tribe, Hoh Tribe, Quinault Tribe, Makah Tribe, Lower Elwha Tribe, the Jamestown S'Klallam Tribe; and tourists, seasonal visitors, and transient populations visiting for special events. These populations exist throughout the County and within the City of Forks. It is acknowledged that regardless of specific location within the county planning area, members of these groups are more likely to experience social vulnerability due a variety of causes as outlined in Volume 1, Section 3.8.

Considerations for SVPs have been incorporated into the City of Forks mitigation strategy in Section 5.0 below. Refer to Table 5-1, *City of Forks Mitigation Objectives*.





## Section 4.0: Capability Assessment

This capabilities assessment is designed to identify personnel, planning tools, policy and programs, technology, and funds that have the capability to support hazard mitigation activities and strategies of the City of Forks. The City reviewed and updated their capabilities through direct coordination with the MJHMP Project Management and Consultant Team. Findings of the capability assessment were reviewed to identify opportunities to expand, initiate or integrate capabilities to further hazard mitigation goals and objectives. Where such opportunities were identified and determined to be feasible, they are included in the action plan. Resources are categorized by the types of mitigation capabilities: Planning and Regulatory Capabilities, Administrative and Technical Capabilities, Financial Capabilities, and Education and Outreach Capabilities.

### 4.1 Planning and Regulatory Capabilities

Table 4-1 describes the legal and regulatory capabilities, including plans, policies, and programs that have integrated hazard mitigation principles into their operations. The capabilities below have been evaluated and identified as having the ability to support hazard mitigation activities and strategies of the City of Forks.

**Table 4-1**  
**Planning and Regulatory Resources Integrated with Hazard Mitigation**

Capability Type	Capability	Capability Description and Mitigation Evaluation	Key Accomplishments Since 2019 MJHMP	Hazard Mitigated
Plans	City of Forks Capital Improvement Plan (2025-2030)	Identifies capital improvement projects to be undertaken by the City over the next seven-year period. Includes water systems, sewer treatment systems, flood management, city structures, parks & recreation, airports, technology center, transit center, collaboration with other agencies.	<ul style="list-style-type: none"> <li>Updated plan for 2025 – 2030, including flood management projects.</li> </ul>	Flooding
	2016 – 2035 Forks Comprehensive Plan	The City's Comprehensive Plan establishes Urban Growth Areas, natural resource lands, rural lands, and public lands.	<ul style="list-style-type: none"> <li>Updated plan for 2016 – 2035</li> <li>Comprehensive Plan update is expected for adoption in June 2025</li> </ul>	All
	Transportation Improvement Plan (Six-Year Street Plan 2023 – 2028)	Lists transportation projects for a six-year period.	<ul style="list-style-type: none"> <li>Updated for 2023 to 2028.</li> </ul>	All
	Forks Comprehensive Flood Management Program	Conducted in tandem with capital improvements planning	<ul style="list-style-type: none"> <li>N/A</li> </ul>	Flooding





**Table 4-1 (continued)**  
**Planning and Regulatory Resources Integrated with Hazard Mitigation**

Capability Type	Capability	Capability Description and Mitigation Evaluation	Key Accomplishments Since 2019 MJHMP	Hazard Mitigated
Policies	Forks Municipal Code	Title 14 and 15 relate to Environment (including flood management) and Buildings and Construction (fire district).	<ul style="list-style-type: none"> <li>Flood Hazard Chapter was completely updated taking effect 15 May 2024 per Ordinance 673.</li> </ul>	Flood, Wildfire
	Zoning Ordinance	Provides land use regulation in the City of Forks – Title 17 of FMC.	<ul style="list-style-type: none"> <li>Current code through Ordinance 634, passed 12 Mar 2018</li> </ul>	All
	National Flood Insurance Program (NFIP)	NFIP aims to reduce the impact of flooding on private and public structures.	<ul style="list-style-type: none"> <li>All participating jurisdictions currently participating in NFIP.</li> <li>Forks adopted a new flood management ordinance in April 2024, with new maps approved to take effect in April 2025.</li> </ul>	Flooding

## 4.2 Administrative and Technical Capabilities

Table 4-2 describes the City's administrative and technical capabilities to engage in and improve mitigation planning and program implementation.

**Table 4-2**  
**Administrative and Technical Resources Integrated with Hazard Mitigation**

Resource	Department	Tasks and Activities Integrated into Mitigation Planning
Public Works Director	Public Works & Utilities	Management of water and sewer infrastructure to include emergency repairs, usage monitoring, etc. Traffic management and roadway repair.
Building Inspector	Buildings & Permits Department	Professionals trained in construction practices relate to buildings and/or infrastructure
City Attorney/Planner	Legal & Planning Department	Ongoing participation in hazard mitigation planning process. Planner with knowledge of land development, land management, and environmental impact analysis.

## 4.3 Financial Resources

The City maintains many fiscal and financial resources to support its mitigation program. Table 4-3 identifies specific resources accessible for use. In addition to these financial resources, the financial resources identified in MJHMP Volume 1, Section 5.5 would potentially be available to the City of Forks and all participating jurisdictions.





**Table 4-3**  
**Accessible Financial Resources**

Financial Resource	Accessible?
Community Development Block Grants	Yes
Capital Improvement Funding	Yes
Insurance	Yes
User Fees for Utility Services	Yes, Water & Sewer inside the Forks Urban Growth Area
Incur Debt	Yes
State Sponsored Grant Programs	Yes

#### 4.4 Education and Outreach Capabilities

Table 4-4 describes the City's education and outreach capabilities that have been evaluated and identified as having the ability to support hazard mitigation activities and strategies of the City of Forks.

**Table 4-4**  
**Education and Outreach Capabilities**

Education/Outreach Resource	Capability Description and Mitigation Evaluation
Clallam County Emergency Management Emergency Preparedness Programs, Outreach and Materials	City of Forks helps to distribute County-produced hazard mitigation and emergency preparedness materials, outreach and programming to constituents.
City of Forks Comprehensive Emergency Management Plan	Use by officials to provide emergency management preceding, during and following disasters; the policies, information, recommendations and guidance necessary for the officials making operational decisions

#### 4.5 National Flood Insurance Program Participation

The City maintains an active NFIP policy which is regulated in the Forks Municipal Code Chapter 14.05, *Flood Hazard Management*. Flood Hazard Management and the requirements of the NFIP is administered by the Public Works Department and the Building Inspector. Development regulations for flood zones and floodways are provided in Municipal Code Chapter 14.05. The City is working with the Quileute Tribe and FEMA to update the FIRM mapping. The City developed a Flood Management Plan in 1996 to assist in the prioritization of flood management projects in tandem with capital improvements planning.





## Section 5.0: Mitigation Strategy

### 5.1 Review of 2019 Hazard Mitigation Actions

As part of the mitigation strategy update, all mitigation actions identified in the 2019 MJHMP were evaluated to determine the status of the action and whether any ongoing or incomplete actions should be included as actions in the 2024 MJHMP update. No mitigation actions for the City of Forks were removed from the previous list of mitigation actions. These updates are reflected in the MJHMP Volume 1, [Section 5.3](#), [Hazard Mitigation Actions](#).

### 5.2 Identification and Analysis of New Mitigation Actions

In order to achieve the mitigation goals identified in the MJHMP, the City has identified a comprehensive series of mitigation objectives and supporting actions that are focused on reducing vulnerability and maximizing loss reduction. Mitigation actions prioritize various goals such as expanding capabilities (planning and regulatory, administrative, financial, education and awareness), infrastructure/capital improvement projects, natural systems and nature-based solutions, and socially vulnerable populations considerations. Mitigation actions that accomplish these priorities are summarized in [Table 5-1](#) below. Some mitigation actions may accomplish multiple objectives.

**Table 5-1**  
**City of Forks Mitigation Objectives**

Mitigation Objective	Related Mitigation Actions
Expanding Planning and Regulatory Capabilities	FR02, FR06
Expanding Administrative and Technical Capabilities	FR07, FR10
Expanding Financial Capabilities	FR10, FR11, FR12
Expanding Education and Awareness	FR07, FR10
Infrastructure/Capital Project	FR01, FR03
Natural System Protection/Nature-Based Solutions	FR09
Socially Vulnerable Populations	FR10, FR12

All mitigation actions identified in the plan are addressed in the mitigation implementation plan provided in [Section 5.3](#) below. The actions include both interim- and long-term strategies for reducing vulnerability to hazard and are characterized as such in the 'timeline' column of the implementation plan.

### 5.3 2024-2029 Mitigation Implementation Plan

The mitigation implementation plan lays the groundwork for how the mitigation plan will be incorporated into planning mechanisms and how the mitigation actions will be prioritized, implemented, and administered by the City. The implementation plan includes





both short-term strategies that focus on planning and assessment activities, and long-term strategies that will result in ongoing capability or structural projects to reduce vulnerability to hazards.

Ongoing, not completed, or partially completed mitigation actions from the previous MJHMP were retained in the 2024 MJHMP mitigation actions. The City of Forks reviewed those previous mitigation actions and updated the timeframe for implementation, priority level, and funding sources as necessary. The City and the HMCR Steering Committee worked together to identify additional mitigation actions and establish the responsible department, priority level and timeline.

Table 5-2, *City of Forks Mitigation Actions*, identifies the mitigation action, hazard(s) addressed, agency and/or department responsible for implementation, potential funding source(s), timeline for implementation, and priority. The timeline for implementation is defined as follows:

- Ongoing: currently in process; or 1-2 years and ongoing thereafter;
- Short-Term: 1 to 2 years;
- Medium-Term: 3 to 4 years; and
- Long-Term: 5+ years.

All mitigation actions considered for the City of Forks were ultimately included in the MJHMP and Table 5-2, *City of Forks Mitigation Actions*. There were no mitigation actions considered but ultimately excluded from the MJHMP other than previous mitigation actions that were completed or otherwise removed as noted in MJHMP Volume 1, Section 5.3, *Hazard Mitigation Actions*.

Appendix F, *Annex Coordination*, documents revisions, comments, and feedback, between the MJHMP Project Management Team, Consultant Team and the City of Forks regarding mitigation actions.





**Table 5-2**  
**City of Forks Mitigation Actions**

Action ID#	Mitigation Action Description	New or Previous Mitigation Action	Jurisdiction/ Lead Department	Timeline	Hazards Addressed	Funding Sources
FR01	City of Forks Culvert Assessment Study/Report	2019 Mitigation Action	Internal: City of Forks Public Works and Planning Departments	Short-term	Flooding	Grant funding, Street Department funding
FR02	Storm-related Roof Damage Mitigation Assessment	2019 Mitigation Action	Internal: City of Forks Planning Department	Medium-term	Flooding, Winter Storms, Windstorms	FEMA Hazard Mitigation Assistance (HMA) program, CDBG, Energy conservation dollars
FR03	Palmer Road Stormwater Detention Pond and Conveyance System	2019 Mitigation Action	Internal: City of Forks Utilities Department	Medium-term	Flooding	City of Forks, Clallam County Public Works, FCAAP (Ecology)
FR04	Participate in the County-wide Community Wildfire Protection Plan as a stakeholder. Utilize technical findings to understand areas of local vulnerability and relevant risk reduction strategies.	New Mitigation Action	Internal: Community Development Department	Short-Term	Wildfire (and wildfire smoke)	Staff time
FR05	Identify and prioritize critical facilities within Forks in need of back-up generators. Establish a procurement plan and seek grant funding.	New Mitigation Action	Internal: Public Works Department	Long-Term	Severe Weather, Seismic, Human-Caused – Utility Failure/Power Outage	FEMA Hazard Mitigation Assistance (HMA) program
FR06	As part of the ongoing Forks Comprehensive Plan update and related climate resilience planning, evaluate policies related to climate change and related hazards. Evaluate housing and other land uses, and consider additional land use/zoning regulations in hazard areas and environmentally sensitive areas. Consider the findings of this MJHMP and the Comprehensive Plan climate resilience planning to develop ongoing policies to mitigate climate impacts. Evaluate land use and critical area requirements in undeveloped areas that are prone to landslides near the Olympic Resources Center.	New Mitigation Action	Internal: Community Development Department	Medium-Term	Wildfire, Drought, Seismic, Severe Weather – Windstorm, Extreme Heat, Flood, Climate Change, Landslides	Staff time, existing budget
FR07	Continue to promote a culture of emergency preparedness and hazard mitigation by distributing and promoting outreach materials/programs produced by Clallam County Emergency Management Department.	New Mitigation Action	Internal: Community Development Department	Ongoing	Wildfire, Drought, Seismic, Severe Weather – Windstorm, Extreme Heat, Flood	Staff time
FR08	Work with the Washington Department of Natural Resources (DNR) to identify and mitigate wildfire and burn risk on permitted timber harvest and debris storage areas on both CNR and private forest land where it is within the City of Forks' UGA or immediately adjacent. Identify opportunities to educate the public on ways to reduce wildfire risk and vulnerability to the City of Forks and Forks Urban Growth Area.	New Mitigation Action	Internal: Community Development Department	Ongoing	Wildfire (and wildfire smoke)	Staff time
FR09	Conduct periodic assessments and maintenance of drainages, ditches and outfalls to ensure adequate drainage capacity for both current and future use.	New Mitigation Action	Internal: Public Works	Ongoing	Flood	Staff time, City General Fund
FR10	Work with local community groups and NGOs to determine adequate locations throughout the City to serve as both warming and cooling centers. Establish a plan to coordinate services, volunteers and other resources required to facilitate warming and cooling centers.	New Mitigation Action	Internal: Community Development Department	Short-Term	Severe Weather	FEMA Hazard Mitigation Assistance (HMA) program
FR11	Evaluate back-up power capacity for the local potable water system; identify any gaps and establish a method to prioritize existing needs. Establish a procurement plan and seek grant funding.	New Mitigation Action	Internal: Public Works	Long-Term	Severe Weather, Seismic, Human-Caused – Utility Failure/Power Outage	FEMA Hazard Mitigation Assistance (HMA) program
FR12	Evaluate microgrid concepts such as solar arrays and battery energy storage systems (BESS) to offer alternative power sources at the Quillayute Airport.	New Mitigation Action	Internal: City of Forks Utilities Department	Long-Term	Severe Weather, Seismic, Human-Caused – Utility Failure/Power Outage	FEMA Hazard Mitigation Assistance (HMA) program
FR 13	Quillayute Airport Utility System Upgrade to include new water main from well house, electrical system upgrade, installation of on-site commercial septic system, and development of a site specific energy generating and storage microgrid system.	New Mitigation Action	Internal: City of Forks Planning Department External: Coordination with CC Fire District 6	Medium-Term	Severe Weather, Coastal Hazards, Wildfire, Earthquake	Potential FAA BIL or AIP, Hazard Mitigation Assistance (HMA) Program, other sources.
Adopt the 2024 MJHMP	Adopt the MJHMP after approval.	New Mitigation Action	All Participating Jurisdictions	Short-term	All hazards	N/A





## Section 6.0: Plan Monitoring and Evaluation

This section summarizes the formal process that ensures the MJHMP remains an active and relevant document for the City of Forks. The MJHMP maintenance process includes a schedule for monitoring and evaluating the Plan annually and producing an update every five years (to ensure the County and participating jurisdictions maintain eligibility for hazard mitigation funding). This section also describes how Forks will integrate public participation throughout Plan maintenance and implementation process. Finally, this section describes how the City intends to incorporate the mitigation actions outlined in this Plan into existing planning mechanisms and programs.

Volume 1, Section 6.0, Plan Maintenance includes additional maintenance procedures related to Clallam County and all participating jurisdictions including the City of Forks. Specific information related to Forks is summarized in the section below.

### 6.1 Plan Maintenance Responsibility and Authority

Under the direction of the MJHMP Project Management Team (comprised of representatives from (Clallam County Emergency Management) CCEM and (Community Development Department) DCD, the HMCR Steering Committee will be responsible for the on-going maintenance of the MJHMP. Representatives from Forks are responsible for participating in the HMCR Steering Committee throughout the Plan update process.

At a minimum, the ongoing annual HMCR Steering Committee meeting will evaluate the progress of the MJHMP and incorporate the actions into other relevant planning documents. The Forks City Planner is responsible for coordinating annual review of the Forks annex and making appropriate revisions. On an annual basis, the HMCR Steering Committee including representatives from Forks will be convened to conduct a comprehensive review of the plan to ensure that all information is current. The review and update processes are outlined below:

The HMCR Steering Committee will meet to consider:

- Progress made on plan recommendations during the previous 12 months;
- Mitigation accomplishments in projects, programs, and policies;
- Actual losses avoided by implementation of mitigation actions;
- Emerging disaster damage trends and repetitive losses;
- Identification of new mitigation needs;
- Cancellation of planned initiatives, and the justification for doing so; and
- Changes in membership to the HMCR Steering Committee.

The HMCR Steering Committee will request input from other City departments and outside entities on issues listed above. A special effort will be made to gather information





on non-capital projects important to mitigation and programs and considerations for socially vulnerable populations.

## **6.2 Method and Schedule for Updating the Plan within Five Years**

Section 201.6.(d)(3) of Title 44 of the Code of Federal Regulations requires that hazard mitigation plans be reviewed, revised if appropriate, and resubmitted for approval to remain eligible for benefits awarded under the DMA. The County and all participating jurisdictions intend to update the MJHMP on a five-year cycle from the date of its adoption. It is anticipated that this update process will occur one year prior to expiration of the existing Plan. Representatives from Forks are responsible for participating in the five-year MJHMP update.

The process for updating the MJHMP, including Forks HMCR Steering Committee members' role, is outlined in Volume 1, Section 6.2.1.

## **6.3 Local Adoption**

Washington Emergency Management Division (EMD) and FEMA are responsible for initial review and approval of the MJHMP. The Forks City Council is responsible for local adoption by resolution of the MJHMP. This formal adoption process should take place every five years.

## **6.4 Implementation**

The effectiveness of the MJHMP depends on the implementation and incorporation of the outlined mitigation action items into existing City plans, policies, and programs. The MJHMP includes a range of action items that, if implemented, would reduce loss from hazard events impacting the City of Forks. Together, the mitigation actions in the MJHMP provide the framework for activities that the City may choose to implement over the next five years. Forks HMCR Steering Committee members prioritized the Plan's goals and identified actions that will be implemented (resources permitting) through existing plans, policies, and programs.

Participating Forks HMCR Steering Committee members are responsible for overseeing the MJHMP implementation and maintenance through existing planning mechanisms. By adopting a resolution to approve this MJHMP, the City of Forks agree to reference and incorporate the document into planning documents, programs, decisions, processes, and regulations.

## **6.5 Continued Public Involvement**

The City is dedicated to involving the public in review and updates to the MJHMP throughout the 5-year planning period. The public, including socially vulnerable



populations, will continue to be informed of the MJHMP actions through regular updates throughout the five-year planning period. Upon initiation of the MJHMP update process, a new public involvement strategy will be developed based on guidance from the MJHMP Project Management Team and HMCR Steering Committee.



## References

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# City of Port Angeles

## Section 1.0: Introduction

### 1.1 City of Port Angeles Hazard Mitigation Program

The City of Port Angeles (referred to herein as 'City' or 'Port Angeles') participated in the 2019 Clallam County Multi-Jurisdictional Hazard Mitigation Plan and is a participating jurisdiction in this updated Clallam County Multi-Jurisdictional Hazard Mitigation Plan (the "MJHMP" or "Plan").

The following representatives from the City of Port Angeles served on the Hazard Mitigation and Climate Resilience (HMCR) Steering Committee and were present at multiple HMCR Steering Committee meetings:

- Will Habel, Environmental Planner
- Derrell Sharp, City of Port Angeles Fire Chief

In addition, the HMCR Steering Committee included representatives from external stakeholders (nonprofits, NGOs, organizations serving socially vulnerable populations) and neighboring jurisdictions, who participated on behalf of all jurisdictional annexes including the City of Port Angeles. Refer to Volume 1, [Section 2.0](#) of the MJHMP for additional details on the planning process, including HMCR Steering Committee participation and coordination with the City of Port Angeles. Coordination between representatives of City of Port Angeles and the MJHMP Project Management and Consultant Teams is documented in Volume 1, [Appendix F, Annex Coordination](#).

Representatives from the City coordinated with the MJHMP Project Management Team and Consultant Team to develop updated content for this jurisdictional annex. This was accomplished through meetings and via email; data requests and instructional worksheets were provided for review, update and discussion.

#### 1.1.2 Public Outreach

All jurisdictions, including City of Port Angeles, collaborated to facilitate one MJHMP public outreach process to develop their individual annex. Each jurisdiction had the opportunity to provide feedback on its public outreach approach, including methods and mechanisms to be utilized as part of this process. Each jurisdiction also had the opportunity to review and provide feedback on community outreach deliverables before distribution to the public. The City was also responsible for distributing components of the Port Angeles public outreach campaign, including the community survey link and invitation for the HMCR Workshop. This distribution was to ensure members of the public within the Port



## Caryn Depew

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**From:** Kim Weissenfels  
**Sent:** Tuesday, August 12, 2025 11:32 AM  
**To:** Tim Fletcher; Rod Fleck; Caryn Depew; Nick Dias  
**Subject:** FW: Help Forks

**From:** john worthington <worthingtonjw2u@hotmail.com>  
**Sent:** Friday, August 8, 2025 9:19 AM  
**To:** Kim Weissenfels <admin.assistant@forkswashington.org>; Tim Fletcher <timf@forkswashington.org>; armisteadg@forkswashington.org; Joe Soha <joes@forkswashington.org>; Joe Soha <joes@forkswashington.org>; Clint Wood <clintw@forkswashington.org>; Villesh Patel <villeshp@forkswashington.org>; Tim Fletcher <timf@forkswashington.org>  
**Subject:** Help Forks

Hello,

Anybody eating breakfast 900 yards from Lyle Schier give him a shoutout and tell Critchfield good morning.

I have a vision of the Forks West End core services roster and where their funds would come from.

For your lifetime, revenue from Forks should be coming from the timber that has grown wild since I was 18. Just clearing the power lines and the perimeter of a community would bring in enough revenue if it were spent wisely. Then crews could be hired to manage the U.S. Forest Land.

The President has done his part. He has declared an emergency and has set up a grant program for counties and cities. While our leaders are at the corner with swastika signs fighting to keep Forks and timber conditions in general a tinder box, they would rather 1000 acres burn right up to Lake Crescent, where trees aren't needed and are beneficial when they are burned up?( Its bad for the environment when you cut a tree by a lake but it can burn right to a lake and be wonderful..)

They are right about wholesaling clear cuts, but they are wrong about leaving a tinderbox. Forks has the potential to be Santa Anta on steroids. Windy and hot mean blow torch. There has already been one Forks fire from years of undergrowth and encroaching timber...They are being irresponsible allowing another.

Forks needs a mode shift from international environmentalist to local logger and manufacturer.

The answer is not to return to the reckless clear-cuts of the past, but to find a balanced approach—one that values stewardship, local jobs, and practical wildfire prevention. Forks can't rely on outside experts or big-city activists to understand its needs. We know this land. Our families have worked it for generations. We need to reclaim the narrative and manage our forests with both environmental sense and economic smarts. A community-driven timber board could oversee sustainable harvests, ensuring that revenue supports schools,

roads, and emergency services. Local sawmills could be revived, providing year-round employment. With timber back in the mix, the West End would see more than just jobs—it would see pride restored. And with regular thinning, controlled burns, and brush clearing, we'd finally put an end to the cycle of catastrophic fires. It's time for Forks to write its own future—one rooted in tradition, responsibility, and prosperity. We won't wait for another disaster to force change. The opportunity is here, and the decision belongs to us.

John Worthington



**West Waste & Recycling, Inc.**

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272 Lapush Rd.  
Forks, WA 98331  
Phone: (360) 374-5020

August 6, 2025

Mr. Jeff Killip  
Executive Director/Secretary  
Attn: Records Section  
Washington Utilities and Transportation Commission  
621 Woodland Square Loop SE  
Lacey, WA 98503

Mr. Killip,

Re: West Waste & Recycling, Inc. G-251– Tariff Revision - General Rate Filing

Attached please find Revised Tariff No. 3, as well as supporting documentation for a general rate filing and price adjustment.

With this filing, West Waste & Recycling, Inc. (the Company) respectfully requests the Commission approve a general rate increase to recover higher general operating costs including labor, fuel, commercial insurance and employee benefits, as well as investments made in operating assets. The Company requests this rate increase to become effective October 1, 2025.

The Company's last rate increase became effective April 1, 2019.

If approved by the Commission, this filing will result in an overall increase of approximately \$644,000 or 41.02%. This increase impacts approximately 638 residential, 1,640 commercial, and 110 drop box customers.

Please refer to the "Notes" tab within the ".West Waste GRC Workbook-8.6.25 (C).xlsx" file for additional information about the Company and this filing, including disclosure of affiliated interest transactions.

To protect certain proprietary non-regulated information, the Company is submitting this filing as confidential pursuant to WAC 480-07-160.

The Company will mail a rate increase notification letter to all customers affected by these proposed changes no later than August 15, 2025.

A copy of this letter was sent to the representing parties and Councils of Clallam and Jefferson County.

If you should have any questions, please contact me at 360-903-6333 or Heather.Garland@PacFinancial.Net

Thank you,

*Heather Garland, CPA*

Owner, Pacific Financial Consulting Services, LLC





272 LA PUSH ROAD • FORKS, WA 98331  
(360) 374-5020 • FAX 360-374-9831

August 7, 2025

To Whom it May Concern:

The enclosed letter and filing were submitted to the Washington Utilities and Transportation Commission (WUTC), on August 6, 2025. If you have any questions or concerns, please let us know.

Thank you,

A handwritten signature in black ink, appearing to read "Brent Gagnon", is written over a light blue horizontal line.

Brent Gagnon

