

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
August 25, 2025 7:30 p.m.

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:01 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:24 **ROLL CALL**

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

MODIFICATIONS/APPROVAL OF AGENDA

0:35 Mayor Fletcher introduced Charlotte Archer, Special Legal Counsel to the City Council and present via Zoom, who asked that consideration of a request from Appellant Dave Ferguson to change the date of his closed-record appeal be added to the agenda as Action Item 7.

2:43 **Motion** to approve the agenda as modified by Gingell, second Wood, motion carried.

PUBLIC COMMENT

3:25 Sarah Huling said she hopes the City will work with Friends of Forks Animals on improvements to the animal shelter indicated in the draft Comprehensive Improvement Plan. She also asked for a quick response to e-mails she sends to the general City e-mail account so she knows they were received.

5:34 Corey Pearson commented on, and asked a number of questions about, short-term rentals and their impact on City infrastructure.

8:38 Phoeme McCracken asked if the City has any recourse if the chip-seal project does not turn out as expected.

9:48 Lissy Andros, Director, Forks Chamber of Commerce, noted the upcoming FTF Festival and said volunteers are always welcome. As a resident of the City, she commented on the speeding on Calawah Way, and asked Council if there is anything they can do to slow drivers down.

11:57 John Witherspoon said he would like the deaf child sign on Trillium to be replaced, and the speed limit on that street reduced. He also said he is concerned about water runoff after the chip-seal project is complete.

13:39 Lissy Andros added to her previous comment, informing Council that people seem to be so pleased about reaching an actual human being when they call the Visitor Information Center.

14:01 **ACTION ITEMS**

14:09 **1. Minutes of Regular Meeting held August 11, 2025**

Motion to approve minutes of the Regular Meeting held August 11, 2025 by Wood, second Coleman, motion carried.

2. Expenditures

14:32 **Motion** to approve payroll checks 44737 through 44752 in the amount of \$87,064.43, and claim checks 44753 through 44786 and EFTs as included in the total amount of \$57,040.26 by Patel, second Gingell, motion carried.

3. Decker Annexation Public Hearing

15:31 **Motion** to set the public hearing on the Decker annexation for September 22, 2025 by Wood, second Patel, motion carried.

4. Resolution No. 528: EFT Policy and Procedures Adoption

16:03 Clerk/Treasurer DePew introduced the proposed EFT Policy and Procedures and the reason behind it.

16:15 **Motion** to adopt Resolution No. 528, EFT Policy and Procedures, by Wood, second Gingell, motion carried.

5. Capital Improvement Plan 2026–2031 Public Hearing

16:49 **Motion** to set the public hearing on the proposed Capital Improvement Plan 2026–2031 for September 22, 2025 by Gingell, second Coleman, motion carried.

6. Industrial Park Lease—Riverside—Exhibit D

17:29 Attorney/Planner Fleck introduced and explained changes to Exhibit D in the proposed lease with Riverside Forest Products USA.

19:44 **Motion** to authorize the Mayor and staff to adopt the changes indicated, or equivalent wording, for the proposed lease agreement with Riverside Forest Products USA for Industrial Park properties by Soha, second Patel, motion carried.

20:24 **7. Consideration of a Request from Appellant Ferguson to Move the Closed-record Appeal**

20:53 Charlotte Archer, Special Legal Counsel to the City Council, provided legal context for the Appellant's request, and said she is available to answer any questions Council may have as they consider the request.

24:31 Mayor Fletcher invited the Appellant to speak to his request.

Neither the Appellant nor a representative was present to speak to the request.

- 25:32 Mayor Fletcher invited discussion of, or a motion on, Appellant Ferguson's request.
- 25:37 Gingell asked for an explanation of the appeal process. Ms. Archer provided a thorough response. Additional discussion ensued.
- 29:44 Mayor Fletcher invited the Applicant's representative, Meridee Pabst, to speak to the request to change the date of the closed-record appeal.
- 29:54 Meridee Pabst, representing Vertical Bridge, asked that Council proceed with this matter as quickly as possible, and noted that Vertical Bridge is asking Council to dismiss the appeal due to a late filing.
- 31:02 Ms. Archer responded to Ms. Pabst's question.
- [~30:06] [Appellant Ferguson joined the meeting via Zoom.]
- 31:40 Mayor Fletcher invited discussion of, or a motion on, Appellant Ferguson's request.
- 31:49 Appellant Ferguson interrupted discussion of his request to ask for the opportunity to speak, which Mayor Fletcher granted.
- 32:25 Appellant Ferguson explained his request to change the date of his closed-record appeal.
- 33:25 **Motion** to move the date of Dave Ferguson's closed-record appeal of the Special Use Permit, granted and upheld by the Planning Commission, from September 8 to September 22, 2025 by Soha, second Gingell, motion carried.

DISCUSSION ITEMS

- 34:30 **1. Proclamation Designating August 31, 025 as International Overdose Awareness Day**
Mayor Fletcher introduced the proclamation he will be issuing.
- 35:32 **2. Transmittal of Ferguson Appeal of Planning Commission Decision**
Attorney/Planner Fleck read Dave Ferguson's appeal of the Special Use Permit granted and upheld by the Planning Commission, which will now be heard on September 22, 2025, into the record.
- 36:33 **3. Forks Avenue Speed Limit Update**
Attorney/Planner Fleck reported his progress on having WSDOT conduct a traffic study as part of an inquiry on reducing speed limits at the edges of town.
- 38:05 **4. Clallam County/Forks Multi-Jurisdictional Hazard Mitigation Plan**
Attorney/Planner Fleck introduced relevant portions of Clallam County's Multi-Jurisdictional Hazard Mitigation Plan, which has satisfied FEMA's planning requirements, and informed Council of next steps in the adoption of the MJHMP.

40:57 Gingell initiated discussion of identifying and prioritizing critical facilities in need of back-up generators, establishing a procurement plan, and seeking grant funding, as well as FEMA's Hazard Mitigation Assistance Program as a funding source. This led to additional discussion of power outages.

5. Council Member Reports

45:40 **Council Member Patel** thanked Lissy Andros for recommending him for the Olympic Peninsula Visitor Bureau Board of Directors, to which he has been appointed to represent Forks.

48:23 **Council Member Coleman** said he was first on the scene to a search and rescue call for a missing mushroom picker who did make her way back to her car. He then said he would like to form a group of volunteers to pick up garbage along the roads, and asked if the City could put out caution signs for them.

6. Staff Reports

49:48 **Public Works Director Hampton** said he could have road work signs put out. He then responded to questions raised during public comment, saying that roads are being correctly crowned with the chip-seal project, but that the amount of water runoff will be the same as it has always been because the area of the roads is not being changed; water and sewer use, as well as connections to those services, are well monitored; and he specifically asked to have the chip-seal surface fog sealed to help avoid issues down the road. He also noted that the chip-seal project is the result of a \$1.8-million grant from the Transportation Improvement Board, and anyone with concerns about the chip-seal should contact the TIB directly.

53:55 **Police Chief Rowley** reported that a business owner had complained about dust from the chip-seal project, and that the City had since closed the portion of road causing the problem. He then asked people to drive slower. He also reported on the successful efforts of his officers to stop speeders; motorcycles riding on the roads; and a chase that was abandoned after another car was forced to go in the ditch.

58:29 **Attorney/Planner Fleck** reported having attended a Community Wildfire Prevention Plan meeting where various potential wildfire prevention projects, including one related to Bonneville power lines and the tree buffer along them, and grant funding for those projects were discussed. He also said a public hearing on the City's Growth Management Act Comprehensive Plan will be held at the Planning Commission meeting on September 17.

7. Mayor's Report

1:03:44 Mayor Fletcher asked that people take any concerns regarding the chip-seal project to City staff or himself.

8. ADJOURNMENT

1:04:34 **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:35 p.m.

Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer

DRAFT

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
September 8, 2025 7:30 p.m.

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:05 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:56 **ROLL CALL**

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

MODIFICATIONS/APPROVAL OF AGENDA

[0:31] Mayor Fletcher asked that his Patriot Week Proclamation be added to the agenda as Discussion Item 2.

1:20 **Motion** to approve the agenda as modified by Patel, second Coleman, motion carried.

PUBLIC COMMENT

1:49 Chip Keen provided an update on the Emergency Management Conex box at the Quillayute Airport, and asked permission to remove a tree that is an obstacle to getting electricity to the box.

3:53 Rob Nelson, President, West End Thunder thanked the Council and City staff for their help with a successful year of racing.

4:16 Sarah Huling said that calls to dispatch are not answered after hours. Rather, people must call 911. She also asked that a time for public response/comment be added to the end of Council meeting agendas. She then presented a petition asking the Clallam County Board of Commissioners to modify or to vote against the current resolution that would add an additional fee to property tax bills to fund the Clallam Conservation District.

7:06 Lissy Andros, Director, Forks Chamber of Commerce reported on visitor activity, and reminded Council the Forever Twilight in Forks Festival will be held over the coming weekend.

ACTION ITEMS

1. Expenditures

7:53 **Motion** to approve manual check 44787 and EFTs as included in the total amount of \$10,127.29, payroll checks 44788 through 44805 in the amount of \$138,304.85,

and claim checks 44809 through 44833 and EFTs as included in the total amount of \$63,431.24 by Patel, second Soha, motion carried.

2. Set Comprehensive Hazard Mitigation Plan Public Hearing

- 8:45 **Motion** to set the public hearing on the Comprehensive Hazard Mitigation Plan for October 13, 2025 by Soha, second Patel, motion carried.

DISCUSSION ITEMS

- 9:05 **1. Proclamation Designating October 2025 as Resilience Awareness Month in Forks**

Mayor Fletcher read the proclamation he will be issuing.

- 11:19 **2. Proclamation Designating September 8–14, 2025 as Patriotism Week in Forks**

Mayor Fletcher read the proclamation he will be issuing in conjunction with the Benevolent and Protective Order of Elks Lodge #2524.

- 13:07 **3. Park Board Minutes**

Mayor Fletcher directed Council to minutes from the Tillicum Park Board meeting of August 14, 2025 contained in their notebooks.

- 13:19 **4. Capital Improvement Plan 2026-2031**

- 13:35 Attorney/Planner Fleck reminded Council that any questions regarding the proposed Plan should be asked sooner rather than later, that the public hearing on the Capital Improvement Plan 2026-2031 was set for September 22, and that there will be additions from the Quillayute Airport Master Plan.

5. Council Member Reports

- 15:03 **Council Member Soha** reported the licensing office in Forks was abruptly closed due to the person running it accepting a job at the prison, and that the position will be coming up for bid soon.

6. Staff Reports

- 16:08 Mayor Fletcher informed Council that Deputy Clerk Ginger Simons will be filling in for Clerk/Treasurer DePew at the next meeting.

- 16:23 **Public Works Director Hampton** reported the chip-seal project is complete except for a few final details.

- 16:44 **Attorney/Planner Fleck** informed Council of the public hearing on the GMA Comprehensive Plan at the next meeting of the Planning Commission, and that two seats on the Planning Commission will soon be vacant. He also said he's been in discussion with the FAA regarding grant funding for runway and hangar improvements, and dealing with the Discovery Trail extension to Tillicum.

- 18:27 **7. Mayor's Report**

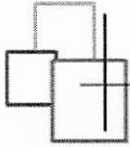
Mayor Fletcher reported the birth of another grandson.

8. ADJOURNMENT

18:52 **Motion** to adjourn by Soha, second Coleman, motion carried. Meeting adjourned at 7:49 p.m.

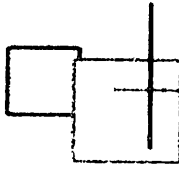
Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer



Register

Number	Name	Fiscal Description	Amount
<u>44834</u>	AFLAC Remittance Processing	2025 - September - Second Council Date	\$21.00
<u>44835</u>	AWC Employee Benefit Trust	2025 - September - Second Council Date	\$350.00
<u>44836</u>	AWC Life Ins - Supplemental	2025 - September - Second Council Date	\$36.20
<u>44837</u>	Department of Employment Security	2025 - September - Second Council Date	\$153.60
<u>44838</u>	Dept of Labor & Industry	2025 - September - Second Council Date	\$2,045.50
<u>44839</u>	Dept of Retirement - Def Comp	2025 - September - Second Council Date	\$625.62
<u>44840</u>	Dept of Retirement - Def Comp - Roth	2025 - September - Second Council Date	\$56.55
<u>44841</u>	Dept of Retirement Systems-LEOFF	2025 - September - Second Council Date	\$2,172.97
<u>44842</u>	Dept of Retirement Systems-PERS 2	2025 - September - Second Council Date	\$4,081.93
<u>44843</u>	Dept of Retirement Systems-PERS 3	2025 - September - Second Council Date	\$569.98
<u>44844</u>	Dept of Retirement Systems-PSERS	2025 - September - Second Council Date	\$2,422.04
<u>44845</u>	EFTPS	2025 - September - Second Council Date	\$18,087.46
<u>44846</u>	Employment Security Dept - PFML	2025 - September - Second Council Date	\$505.16
<u>44847</u>	Teamsters Local 589	2025 - September - Second Council Date	\$277.00
<u>44848</u>	United Way	2025 - September - Second Council Date	\$37.00
<u>44849</u>	WA Cares	2025 - September - Second Council Date	\$322.20
<u>Direct Deposit Run - 9/19/2025</u>	Payroll Vendor	2025 - September - Second Council Date	\$57,046.57
			\$88,810.78



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - September - Second Council Date

001	General Fund	\$51,345.10
101	Street	\$5,417.37
140	Lodging Tax Fund	\$471.55
150	Transit Center Fund	\$405.71
400	Water	\$18,968.17
402	Sewer	\$7,773.34
410	Airport/Industrial Park	\$4,429.54
	Count: 7	\$88,810.78

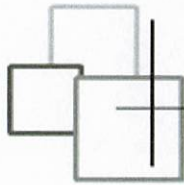
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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 - September

Council Date: : 2025 - September - Second Council Date

Vendor	Number	Reference	Account Number	Description	Amount
Angeles Millwork, Inc.					
	44850			2025 - September - Second Council Date	
		2580			
			Transit Floor		
			150-000-000-547-10-48-00	Repair And Maintenance	\$591.26
		Total 2580			\$591.26
	Total 44850				\$591.26
Total Angeles Millwork, Inc.					\$591.26
AWC Employee Benefit					
	44851			2025 - September - Second Council Date	
		092025/AWC Leoff			
			Leoff 1-Rice		
			001-000-000-521-20-41-15	Rice	\$856.10
		Total 092025/AWC Leoff			\$856.10
	Total 44851				\$856.10
Total AWC Employee Benefit					\$856.10
B & P Auto Repair, Inc.					
	44852			2025 - September - Second Council Date	
		I016697			
			Oil Change		
			402-000-000-535-80-48-64	2020 Toyota Tacoma 71021D - JC	\$113.13
		Total I016697			\$113.13
	Total 44852				\$113.13

Vendor	Number	Reference	Account Number	Description	Amount
Total B & P Auto Repair, Inc.					\$113.13
Canon Fin Serv Inc	44853	2025 - September - Second Council Date			
		092025/Canon			
			Copier Lease		
			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
			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
		Total 092025/Canon			\$157.84
	Total 44853				\$157.84
Total Canon Fin Serv Inc					\$157.84
Carradine, Tim	44854	2025 - September - Second Council Date			
		7433			
			IT Services		
			001-000-000-514-23-31-00	Operating Supplies	\$170.06
			400-000-000-534-80-31-00	Operating Supplies	\$277.14
			400-000-000-534-80-48-41	Computer Repair	\$30.55
			402-000-000-535-80-31-00	Operating Supplies	\$94.48
			402-000-000-535-80-48-01	Computer Repair	\$190.05
			402-000-000-535-80-48-01	Computer Repair	\$10.19
			410-000-000-546-10-31-00	Operating Supplies	\$88.18
			410-000-000-552-10-48-02	Computer Repair	\$407.25
		Total 7433			\$1,267.90
		7434			
			IT Services		
			001-000-000-521-20-48-28	Computer Repair	\$251.14
			001-000-000-523-61-48-17	Computer Repair	\$251.14
		Total 7434			\$502.28

Vendor	Number	Reference	Account Number	Description	Amount
	Total 44854				\$1,770.18
Total Carradine, Tim					\$1,770.18
Centurylink					
	44855			2025 - September - Second Council Date	
		092025/Centurylink			
			Telephones		
			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
		Total 092025/Centurylink			\$732.73
	Total 44855				\$732.73
Total Centurylink					\$732.73
CenturyLink Business Services					
	44856			2025 - September - Second Council Date	
		752398138			
			Broadband		
			001-000-000-514-23-42-00	Communications	\$43.94
			400-000-000-534-80-42-00	Communication	\$69.05
			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	\$470.84
		Total 752398138			\$627.77
	Total 44856				\$627.77
Total CenturyLink Business Services					\$627.77
Chinook Pharmacy Inc					
	44857			2025 - September - Second Council Date	
		092025/Chinook			
			Inmate Medication		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-41-07	Inmate - Prescriptions	\$11.95
				Black out info-HIPAA	
		Total 092025/Chinook			\$11.95
	Total 44857				\$11.95
Total Chinook Pharmacy Inc					\$11.95
Cummins Sales & Service					
	44858			2025 - September - Second Council Date	
		01-250860110			
			Generator Maint.		
			400-000-000-534-80-48-00	Repair & Maintenance	\$2,800.18
		Total 01-250860110			\$2,800.18
	Total 44858				\$2,800.18
Total Cummins Sales & Service					\$2,800.18
Decker City Hardware Inc					
	44859			2025 - September - Second Council Date	
		092025/CIT001			
			Supplies		
			001-000-000-511-61-31-00	Operating Supplies	\$84.43
			001-000-000-521-20-31-27	Ammunition, Targets	\$195.41
			001-000-000-523-61-49-00	Misc	\$21.14
			101-000-000-542-31-31-00	Operating Supplies	\$24.28
			101-000-000-542-31-31-00	Operating Supplies	\$26.04
			101-000-000-542-31-31-00	Operating Supplies	\$1.73
			101-000-000-542-31-31-00	Operating Supplies	\$40.28
			101-000-000-542-31-31-00	Operating Supplies	\$28.88
			150-000-000-547-10-31-00	Operating Supplies	\$33.42
			150-000-000-547-10-48-00	Repair And Maintenance	\$509.94
			400-000-000-534-80-31-00	Operating Supplies	\$10.20
			400-000-000-534-80-31-00	Operating Supplies	\$80.56
			400-000-000-534-80-31-00	Operating Supplies	\$108.59
			400-000-000-534-80-31-00	Operating Supplies	\$40.28
			400-000-000-534-80-31-00	Operating Supplies	\$72.20

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$36.67
			400-000-000-534-80-31-00	Operating Supplies	\$13.02
			400-000-000-534-80-31-00	Operating Supplies	\$38.69
			400-000-000-534-80-31-00	Operating Supplies	\$4.34
			400-000-000-534-80-31-00	Operating Supplies	\$6.67
			400-000-000-534-80-31-00	Operating Supplies	\$24.09
			400-000-000-534-80-31-00	Operating Supplies	\$22.78
			400-000-000-534-80-31-00	Operating Supplies	\$17.77
			400-000-000-534-80-31-00	Operating Supplies	(\$1.50)
			400-000-000-534-80-31-00	Operating Supplies	\$4.13
			400-000-000-534-80-31-00	Operating Supplies	\$5.74
			400-000-000-534-80-31-00	Operating Supplies	\$66.46
			400-000-000-534-80-31-00	Operating Supplies	\$79.38
			402-000-000-535-80-31-00	Operating Supplies	\$0.47
			402-000-000-535-80-31-00	Operating Supplies	\$15.40
			402-000-000-535-80-31-00	Operating Supplies	\$11.06
			402-000-000-535-80-31-00	Operating Supplies	(\$0.22)
			402-000-000-535-80-31-00	Operating Supplies	\$30.49
			402-000-000-535-80-31-00	Operating Supplies	\$12.31
			402-000-000-535-80-31-00	Operating Supplies	\$19.07
			402-000-000-535-80-31-00	Operating Supplies	\$57.66
			402-000-000-535-80-31-00	Operating Supplies	\$11.94
			410-000-000-546-10-31-00	Operating Supplies	\$26.04
			410-000-000-552-50-31-00	Operating Supplies	\$7.03
		Total 092025/CIT001			\$1,786.87
	Total 44859				\$1,786.87
Total Decker City Hardware Inc					\$1,786.87

Depew, Caryn

44860

2025 - September - Second Council Date

092025/Reimburesment

Reimburesment-Supplies

001-000-000-514-23-31-00	Operating Supplies	\$7.65
400-000-000-534-80-31-00	Operating Supplies	\$12.45

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-31-00	Operating Supplies	\$4.24
			410-000-000-546-10-31-00	Operating Supplies	\$3.96
		Total 092025/Reimburesment			\$28.30
	Total 44860				\$28.30
Total Depew, Caryn					\$28.30
Dressel, Joel					
	44861			2025 - September - Second Council Date	
		INV0032			
			Plan Review-Woodland Hotel		
			001-000-000-558-50-41-02	Plan Reviews	\$508.66
		Total INV0032			\$508.66
	Total 44861				\$508.66
Total Dressel, Joel					\$508.66
Enterprise FM Trust					
	092022025/Enterprise EFT			2025 - September - Second Council Date	
		574757A-090425			
			Vehicle Leases		
			001-000-000-594-14-66-03	2020 Nissan Rogue	\$112.36
			101-000-000-594-42-66-06	2020 Ford F550	\$141.45
			101-000-000-594-42-66-06	2020 Ford F550	\$327.80
			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

Vendor	Number	Reference	Account Number	Description	Amount
		Total 574757A-090425			\$4,058.13
		Total 092022025/Enterprise EFT			\$4,058.13
Total Enterprise FM Trust					\$4,058.13
Ferguson Enterprises, Inc.					
	44862		2025 - September - Second Council Date		
		0092433			
			Meter Setters		
			400-000-000-534-80-34-10	Water Meters	\$4,533.18
		Total 0092433			\$4,533.18
	Total 44862				\$4,533.18
Total Ferguson Enterprises, Inc.					\$4,533.18
Fire Chief Equipment Co. Inc.					
	44863		2025 - September - Second Council Date		
		0929451			
			Indust. Park Fire System Inspection		
			410-000-000-552-10-41-00	Professional Services	\$420.83
		Total 0929451			\$420.83
	Total 44863				\$420.83
Total Fire Chief Equipment Co. Inc.					\$420.83
Forks Outfitters, Inc					
	44864		2025 - September - Second Council Date		
		092025/Outfitters			
			Supplies-Acct. #16		
			001-000-000-511-61-31-00	Operating Supplies	\$304.98
			101-000-000-542-31-31-00	Operating Supplies	\$14.74
			101-000-000-542-31-31-00	Operating Supplies	\$5.42
			101-000-000-542-31-31-00	Operating Supplies	\$83.59
			101-000-000-542-31-31-00	Operating Supplies	\$10.84
			150-000-000-547-10-31-00	Operating Supplies	\$120.71
			150-000-000-547-10-48-00	Repair And Maintenance	\$977.63
			400-000-000-534-80-31-00	Operating Supplies	\$31.47

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$87.04
			400-000-000-534-80-31-00	Operating Supplies	\$42.34
			400-000-000-534-80-31-00	Operating Supplies	\$1.08
			400-000-000-534-80-31-00	Operating Supplies	\$16.28
			400-000-000-534-80-31-00	Operating Supplies	\$55.02
			400-000-000-534-80-31-00	Operating Supplies	\$125.52
			400-000-000-534-80-31-00	Operating Supplies	\$5.84
			400-000-000-534-80-31-00	Operating Supplies	\$4.33
			400-000-000-534-80-31-00	Operating Supplies	\$8.67
			400-000-000-534-80-31-00	Operating Supplies	\$27.14
			400-000-000-534-80-31-00	Operating Supplies	\$293.21
			400-000-000-534-80-31-00	Operating Supplies	\$6.52
			400-000-000-534-80-31-00	Operating Supplies	\$139.77
			400-000-000-534-80-31-00	Operating Supplies	(\$293.21)
			400-000-000-534-80-31-00	Operating Supplies	\$4.25
			400-000-000-534-80-31-00	Operating Supplies	\$6.51
			400-000-000-534-80-31-41	Tools	\$111.37
			402-000-000-535-80-31-00	Operating Supplies	\$44.47
			402-000-000-535-80-31-00	Operating Supplies	\$29.30
			402-000-000-535-80-31-00	Operating Supplies	\$0.64
			402-000-000-535-80-31-00	Operating Supplies	\$8.67
			402-000-000-535-80-31-00	Operating Supplies	\$69.48
			410-000-000-552-50-31-00	Operating Supplies	\$25.41
		Total 092025/Outfitters			\$2,369.03
	Total 44864				\$2,369.03
Total Forks Outfitters, Inc					\$2,369.03
Jackson Civil Engineering, LLC					
	44865			2025 - September - Second Council Date	
		0032-06-04			
			2025 Chip Seal Engineering		
			301-000-000-595-30-00-09	TIB Red Town Initiative	\$89,609.40
		Total 0032-06-04			\$89,609.40
Total 44865					\$89,609.40

Vendor	Number	Reference	Account Number	Description	Amount
Total Jackson Civil Engineering, LLC					\$89,609.40
Jerry's Small Engines					
	44866		2025 - September - Second Council Date		
		092025/Jerry's			
			Supplies		
			101-000-000-542-31-35-00	Mach & Equipment	\$629.87
			150-000-000-547-10-48-00	Repair And Maintenance	\$771.06
			150-000-000-547-10-48-00	Repair And Maintenance	\$178.02
			400-000-000-534-80-31-00	Operating Supplies	\$271.39
			400-000-000-534-80-31-00	Operating Supplies	\$432.01
			400-000-000-534-80-31-00	Operating Supplies	\$141.13
			400-000-000-534-80-31-00	Operating Supplies	\$9.72
			400-000-000-534-80-31-00	Operating Supplies	\$19.44
			400-000-000-534-80-31-00	Operating Supplies	\$58.54
			400-000-000-534-80-31-00	Operating Supplies	\$205.04
			402-000-000-535-80-31-00	Operating Supplies	\$21.67
		Total 092025/Jerry's	\$2,737.89		
	Total 44866				\$2,737.89
Total Jerry's Small Engines					\$2,737.89
Lemay Mobile Shredding					
	44867		2025 - September - Second Council Date		
		4900173S185			
			Shredding		
			001-000-000-521-20-47-18	Refuse	\$20.48
			400-000-000-534-80-47-18	Refuse	\$20.48
		Total 4900173S185	\$40.96		
	Total 44867				\$40.96
Total Lemay Mobile Shredding					\$40.96
Olympic Electric Co., Inc.					
	44868		2025 - September - Second Council Date		
		61700			

Vendor	Number	Reference	Account Number	Description	Amount
			Airator Repair		
			402-000-000-535-80-48-00	Repair & Maintenance	\$8,414.85
		Total 61700			\$8,414.85
	Total 44868				\$8,414.85
Total Olympic Electric Co., Inc.					\$8,414.85
Olympic Springs Inc.					
	44869			2025 - September - Second Council Date	
		092025/Oly. Springs			
			Water		
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$10.81
		Total 092025/Oly. Springs			\$10.81
	Total 44869				\$10.81
Total Olympic Springs Inc.					\$10.81
Pacific Office Equipment Inc.					
	44870			2025 - September - Second Council Date	
		1165152			
			Copiers		
			001-000-000-515-31-31-00	Operating Supplies	\$57.05
			001-000-000-558-61-31-00	Operating Supplies	\$57.05
			101-000-000-542-31-31-00	Operating Supplies	\$57.06
			400-000-000-534-80-31-00	Operating Supplies	\$171.15
			402-000-000-535-80-31-00	Operating Supplies	\$114.10
			410-000-000-552-10-31-00	Operating Supplies	\$114.10
		Total 1165152			\$570.51
		1165153			
			Copiers		
			001-000-000-523-61-31-00	Operating Supplies	\$54.20
		Total 1165153			\$54.20
		1165154			
			Copiers		
			001-000-000-521-20-31-00	Operating Supplies	\$46.74
		Total 1165154			\$46.74

Vendor	Number	Reference	Account Number	Description	Amount
	Total 44870				\$671.45
Total Pacific Office Equipment Inc.					\$671.45
PetroCard					
	44871			2025 - September - Second Council Date	
		C833363			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$756.29
		Total C833363			\$756.29
	Total 44871				\$756.29
Total PetroCard					\$756.29
Postmaster - Trust Acct					
	44872			2025 - September - Second Council Date	
		092025/Postmaster			
			Postage		
			400-000-000-534-80-42-41	Postage	\$450.00
			402-000-000-535-80-42-51	Postage	\$150.00
		Total 092025/Postmaster			\$600.00
	Total 44872				\$600.00
Total Postmaster - Trust Acct					\$600.00
Precision Approach Engineering					
	44873			2025 - September - Second Council Date	
		6944			
			Quillayute Airport Design		
			412-000-000-546-10-41-00	Professional Services	\$3,500.00
		Total 6944			\$3,500.00
	Total 44873				\$3,500.00
Total Precision Approach Engineering					\$3,500.00
Quadient Finance USA, Inc					
	44874			2025 - September - Second Council Date	
		092025/Quadient			

Vendor	Number	Reference	Account Number	Description	Amount
			Postage		
			001-000-000-515-31-42-00	Communications	\$11.47
			001-000-000-521-20-42-41	Postage	\$13.40
			001-000-000-558-61-42-41	Postage	\$118.40
			400-000-000-534-80-42-41	Postage	\$202.30
		Total 092025/Quadient			\$345.57
	Total 44874				\$345.57
Total Quadient Finance USA, Inc					\$345.57
Quadient Leasing USA, Inc.					
	44875			2025 - September - Second Council Date	
		Q20246			
			Q3 Postage Machine Lease		
			001-000-000-514-23-42-00	Communications	\$111.59
			400-000-000-534-80-42-00	Communication	\$181.85
			402-000-000-535-80-42-00	Communication	\$61.99
			410-000-000-546-10-42-00	Communication	\$57.86
		Total Q20246			\$413.29
	Total 44875				\$413.29
Total Quadient Leasing USA, Inc.					\$413.29
Rusty Gate Nursery					
	44876			2025 - September - Second Council Date	
		751			
			Transit Plants		
			150-000-000-547-10-49-01	Misc	\$195.48
		Total 751			\$195.48
		825			
			Transit Bench		
			150-000-000-547-10-48-00	Repair And Maintenance	\$77.54
		Total 825			\$77.54
		826			
			Stop Sign Post		
			101-000-000-542-31-31-67	Street Signs	\$28.24

Vendor	Number	Reference	Account Number	Description	Amount
		Total 826			\$28.24
	Total 44876				\$301.26
Total Rusty Gate Nursery					\$301.26
SHKS Architects PS Inc.					
	44877			2025 - September - Second Council Date	
		24915			
			Quillute Hanger Rehab.		
			412-000-000-546-10-41-00	Professional Services	\$7,043.09
		Total 24915			\$7,043.09
	Total 44877				\$7,043.09
Total SHKS Architects PS Inc.					\$7,043.09
Sound Publishing, Inc					
	44878			2025 - September - Second Council Date	
		8176306			
			Advertising		
			001-000-000-558-61-41-01	Advertising	\$701.32
			140-000-000-557-30-41-01	Advertising	\$169.13
		Total 8176306			\$870.45
		8176541			
			Job Posting		
			101-000-000-542-31-41-01	Advertising	\$14.07
			400-000-000-534-80-44-00	Advertising	\$4.68
		Total 8176541			\$18.75
	Total 44878				\$889.20
Total Sound Publishing, Inc					\$889.20
Unum					
	44879			2025 - September - Second Council Date	
		092025/Unum			
			Leoff 1 LTC Insurance		
			001-000-000-521-20-41-15	Rice	\$188.70
		Total 092025/Unum			\$188.70

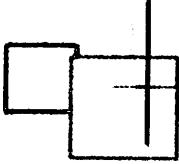
Vendor	Number	Reference	Account Number	Description	Amount
	Total 44879				\$188.70
Total Unum					\$188.70
USDA					
	09242025/USDA EFT			2025 - September - Second Council Date	
		092025/USDA			
			Loan Payment		
			400-000-000-591-34-70-01	USDA Water Tank Loan Principal	\$2,681.41
			400-000-000-592-34-80-01	USDA Water Tank Loan Interest	\$3,118.59
		Total 092025/USDA			\$5,800.00
	Total 09242025/USDA EFT				\$5,800.00
Total USDA					\$5,800.00
Utilities Underground Location Center					
	44880			2025 - September - Second Council Date	
		5080160			
			Locates		
			400-000-000-534-80-41-00	Professional Services	\$14.40
		Total 5080160			\$14.40
	Total 44880				\$14.40
Total Utilities Underground Location Center					\$14.40
Verizon Wireless, Bellevue					
	44881			2025 - September - Second Council Date	
		6122830425			
			Cellular Service		
			001-000-000-511-61-42-00	Communication	\$39.23
			001-000-000-521-20-42-00	Communication	\$178.76
			001-000-000-523-61-42-00	Communication	\$39.23
			400-000-000-534-80-42-00	Communication	\$433.69
			402-000-000-535-80-42-00	Communication	\$39.23
		Total 6122830425			\$730.14
	Total 44881				\$730.14
Total Verizon Wireless, Bellevue					\$730.14

Vendor	Number	Reference	Account Number	Description	Amount
WA Department Of Ecology	44882			2025 - September - Second Council Date	
		092025/WWTPO1			
			WWTPO1-Cowles		
			402-000-000-535-80-41-00	Professional Services	\$75.00
		Total 092025/WWTPO1			\$75.00
	Total 44882				\$75.00
Total WA Department Of Ecology					\$75.00
WA Department Of Transportation	44883			2025 - September - Second Council Date	
		FB91000002261			
			Fuel		
			001-000-000-511-61-32-00	Unleaded	\$46.41
			001-000-000-558-50-32-00	Fuel/oil	\$30.55
			001-000-000-576-80-32-00	Fuel	\$49.10
			101-000-000-542-31-32-00	Fuel	\$393.38
			150-000-000-547-11-32-00	Fuel	\$18.37
			400-000-000-534-80-32-00	Fuel	\$963.41
			402-000-000-535-80-32-00	Fuel	\$344.24
			410-000-000-546-10-32-00	Fuel	\$25.61
			410-000-000-552-50-32-00	Fuel	\$3.87
		Total FB91000002261			\$1,874.94
		FB91000102261			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$825.62
		Total FB91000102261			\$825.62
	Total 44883				\$2,700.56
Total WA Department Of Transportation					\$2,700.56
WA Dept of Transportation	44884			2025 - September - Second Council Date	
		RE-313-ARB20919108			

Vendor	Number	Reference	Account Number	Description	Amount
			2023 Striping		
			101-000-000-542-31-41-05	Street Striping	\$5,841.71
		Total RE-313-ARB20919108			\$5,841.71
		RE-313-ATB20815088			
			2022 Striping		
			101-000-000-542-31-41-05	Street Striping	\$1,995.22
		Total RE-313-ATB20815088			\$1,995.22
		RE-313-ATB30918107			
			2022 Striping		
			101-000-000-542-31-41-05	Street Striping	\$2,217.61
		Total RE-313-ATB30918107			\$2,217.61
	Total 44884				\$10,054.54
Total WA Dept of Transportation					\$10,054.54
WA State Auditor's Office					
44885			2025 - September - Second Council Date		
	L170299				
			2024 Fed. Fund Compliance Audit		
			101-000-000-542-31-41-00	Professional Services	\$201.70
			400-000-000-534-80-41-51	State Audit	\$201.70
			402-000-000-535-80-41-51	State Audit	\$1,411.85
			412-000-000-546-10-41-00	Professional Services	\$201.70
	Total L170299				\$2,016.95
	Total 44885				\$2,016.95
Total WA State Auditor's Office					\$2,016.95
West					
44886			2025 - September - Second Council Date		
	852442221				
			Subscription		
			001-000-000-515-31-31-01	Books, Subscriptions	\$88.53
			001-000-000-558-61-31-01	Books, Subscriptions	\$88.53
			400-000-000-534-80-31-00	Operating Supplies	\$177.00
			410-000-000-552-10-31-00	Operating Supplies	\$177.00

Vendor	Number	Reference	Account Number	Description	Amount
		Total 852442221			\$531.06
	Total 44886				\$531.06
Total West					\$531.06
West End Motors, Inc					
	44887			2025 - September - Second Council Date	
		1222			
			F150 Repair		
			101-000-000-542-31-48-75	01 Ford Truck 20348D/R. Anderson	\$331.48
		Total 1222			\$331.48
		1563			
			Tires		
			400-000-000-534-80-48-53	2020 Toyota Tacoma 71023D - M. Hutch	\$1,542.12
		Total 1563			\$1,542.12
	Total 44887				\$1,873.60
Total West End Motors, Inc					\$1,873.60
Whidden, Melissa					
	44888			2025 - September - Second Council Date	
		092025/Whidden Refund			
			RAC Deposit Refund		
			410-000-000-582-10-03-00	RAC - Security Deposits	\$500.00
		Total 092025/Whidden Refund			\$500.00
	Total 44888				\$500.00
Total Whidden, Melissa					\$500.00
Whitehead's Auto Parts					
	44889			2025 - September - Second Council Date	
		092025/Whitehead's			
			Parts & Supplies		
			400-000-000-534-80-31-00	Operating Supplies	\$29.30
			400-000-000-534-80-31-00	Operating Supplies	\$0.83
			410-000-000-546-10-48-68	Batwing Mower (both airports)	\$4.90
			410-000-000-546-10-48-68	Batwing Mower (both airports)	\$17.45

Vendor	Number	Reference	Account Number	Description	Amount
		Total 092025/Whitehead's			\$52.48
	Total 44889				\$52.48
Total Whitehead's Auto Parts					\$52.48
Grand Total		Vendor Count	42		\$161,237.63



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - September - Second Council Date

001	General Fund	\$6,597.30
101	Street	\$12,487.75
140	Lodging Tax Fund	\$169.13
150	Transit Center Fund	\$3,473.43
301	Street Projects	\$89,609.40
400	Water	\$22,755.26
402	Sewer	\$12,758.88
410	Airport/Industrial Park	\$2,641.69
412	Quillayute Airport	\$10,744.79
	Count: 9	\$161,237.63

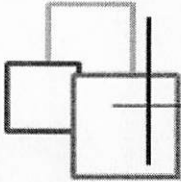
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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

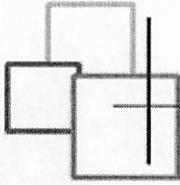


Voucher Directory

Fiscal: : 2025 - July

Council Date: : 2025 - July - Manuals Second Council

Vendor	Number	Reference	Account Number	Description	Amount
WA Dept Lic Bus Prof Div					
	07282025/CPLEFT			2025 - July - Manuals Second Council	
		08282025/CPL EFT			
			CPL Fee		
			650-000-000-589-30-00-50	State Share Gun Permit/FP Fees	\$18.00
		Total 08282025/CPL EFT			\$18.00
	Total 07282025/CPLEFT				\$18.00
Total WA Dept Lic Bus Prof Div					\$18.00
Grand Total		Vendor Count	1		\$18.00



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - July - Manuals Second Council

Fund Number	Description	Amount
650	State Collections	\$18.00
	Count: 1	\$18.00

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

✓ Notice of Public Hearing
Forks City Council
September 22, 2025
7:30 P.M.
Forks City Council Chambers
500 East Division Street

Notice is hereby given that on September 22, 2025 at 7:30 p.m. the Forks City Council will hold a public hearing to obtain input regarding the City of Forks Capital Improvement Plan 2026-2031. This Plan was prepared to address capital improvement needs for City facilities for the period of January 1, 2026 through December 31, 2031.

Written comments will be accepted until 4:00 p.m. on September 22, 2025. Please address all comments to the Forks City Council. The Plan can be found on the City's website www.forkswashington.org under Documents>City Reports or copies may be obtained at City Hall. If you have any questions regarding the City of Forks Capital Improvement Plan 2026-2031, please contact Rod Fleck, Attorney/Planner at 360-374-5412.

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			
* Estimates are	Subtotal	365,000	1,053,000	2,436,500	515,000	994,000	

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	4, 6	25,000	10,000				
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	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				20,000
Sub-Totals – costs/in-kind donation		332,000/10,000	172,000	107,000	40,000	25,000	65,000

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 specific 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. Street Light Replacement. Identify and replace streetlight poles, decorative or primary, as needed along Forks Avenue/SR 101 and elsewhere within the City.
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	15,000	15,000	15,000	15,000		
10. Tillicum Park Improvement & Upgrade Plan	1, 6, & 9	80,000					
11. Arena Improvements	1 & 6	15,000	20,000	20,000			
12. 10 Spot Shay Train Fencing and Repainting	1 & 6	25,000					
Sub-Totals - costs/in-kind donation		345,000/ 5,000	224,000/ 14,000	224,000/ 23,000	55,000	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 4th 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 3rd 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 Improvement and Upgrade Plan. Develop with the assistance of an architect familiar with park and recreational facilities an improvement and upgrade plan noting what items need to be repaired, improved, or replaced within the Tillicum Park. Document would provide both a prioritization of projects and provide preliminary budget estimates for the identified projects and improvements. Effort would be taken with the objective of modernizing and enhance the park's infrastructure and amenities in a manner that ensures the Park's sustainability, inclusivity, and multi-generational public spaces.
11. Arena Improvements. Assess and design a replacement for the current viewing stand that would result in a multi-use structure allowing for outdoor concerts and other such uses in addition to the need for a viewing stand for the annual Demo Derby.
12. 10 Spot Shay Train Fencing and Repainting. Extend the black security fencing upwards (~8') after repainting the historic Rayonier train.

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			300,000	270,000		
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					
12. FIP – Insulation Repair	4,8	125,000					
Sub-Totals		1,675,000	585,000	330,000	270,000	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 1st or 2nd 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.
12. FIP – Insulation Repair – Repair missing fiberglass insulation with applied foam insulation. Work to be done in late 2025, but could occur in early 2026.

	2026	2027	2028	2029	2030	2031	
Overall Annual totals	2,987,000	2,363,000	3,525,500	2,355,000	1,149,000	145,000	Grand Totals
Non-grant contingent totals	2,972,000	2,349,000	3,502,500	2,355,000	1,149,000	145,000	City of Forks
Grant contingent totals	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						
3. Fire Hall Replacement Forks Fire District	4,6,7,8	2m						
4. Affordable Housing Peninsula Housing Authority	6, 8, 9	3.6m						
5. Forks Middle School Quillayute Valley School District	4,6,7,8	TBD						
Sub-Totals		7.7m						

RESOLUTION No. 529

A resolution adopting the 2026–2031 Capital Facilities Improvement Plan

WHEREAS, the City is in need, as part of the budgeting process, to review and adopt a Capital Facilities Improvement Plan (CFIP);

WHEREAS, the purpose of that CFIP is to annually review projects within specific areas that could be pursued with funds from the City, or a combination of City and grant funded projects;

WHEREAS, the City undertook a review of the proposed Capital Facilities Improvement Plan during its public workshops with that being advertised as part of the agenda;

WHEREAS, Council determined that it could proceed with the adoption of the CFIP;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FORKS RESOLVES THAT:

- Section 1. The CFIP is hereby adopted as the guiding document for the City's capital improvements in the period identified; and
- Section 2. City staff are directed to utilize the CFIP in the development of future planning, budgeting, and implementing efforts.
- Section 3. City staff are directed in the development of future plans to continue to reach out to other governmental agencies to determine if additional projects and information can be ascertained as to their want for the City to partner with those agencies in the future.

Passed this 22nd day of September 2025 by the City Council of Forks

Mayor Tim Fletcher

Attested to:

Caryn DePew, Clerk/Treasurer

Approved as to Form:

William R. Fleck, Attorney/Planner

**Notice of Receipt of 60% Annexation Petition
and
Public Hearing**

**Decker Annexation
1930 Calawah Way**

**City Council
Monday, 22 Sep 2025
7:30 P.M.
City Council Chambers**

On 14 May 2025, the City a 60% Annexation Petition from Dean and Sarah Decker seeking to annex their property into the City of Forks. Their property at 1930 Calawah Way and the portion of Calawah Way immediately west of their property are the subject of this proposed annexation. The matter was forwarded to the Clallam County Boundary Review Board, which on 18 August determined that it did not need to review the matter. The City Council set a public hearing for 22 September 2025 to hear comments on this requested annexation.

The legal description for this annexation request is as follows:

A tract of land situated in the Northwest Quarter of the Southwest Quarter of Section 2, Township 28 North, Range 13 West, W.M., Clallam County, Washington, being more particularly described as follows:

Beginning at the Southwest corner of said Northwest Quarter of the Southwest Quarter;

Thence East, a distance of 259 feet;

Thence North along the meander line of the creek, a distance of 180 feet to a concrete monument;

Thence West 270 feet to a point on the West Line of said Northwest Quarter of the Southwest Quarter;

Thence South along said West line, a distance of 178 feet to the Point of Beginning;

Including the County Road right-of-way:

Including that portion conveyed to Clallam County Road Department by deed recorded February 25, 2004, under Auditor's File No. 2004 1128410 being a correction of deed recorded December 18, 2003 under Auditor's File No. 2003 1124677, records of Clallam County, Washington

Situate in the County of Clallam, State of Washington.

Being approximately 1.18 acres in total between the Decker parcel (~1 acre) and the associated portion of Calawah Way (~0.18 acres).

On 22 September 2025, the City Council will hold a public hearing on this request, and also decide whether or not to annex the property described above via City ordinance. The public is invited to attend and provide public comment prior to the Council's consideration of whether to annex the property into the City or not pursuant to adoption of an annexation ordinance.

Individuals with questions should contact Rod Fleck, City Attorney/Planner, at 360/374-5412, ext. 111 or rodf@forkswashington.org. Individuals requiring special needs in order to participate in the public hearing should contact Mr. Fleck prior to the meeting.

Ordinance No. 685

An ordinance annexing property into the City of Forks.

Decker Annexation

WHEREAS, following the Council's discussion regarding the receipt of a 10% Annexation Petition, on 14 May 2025, the City received a 60% Annexation Petition from Dean and Sarah Decker seeking to annex their property into the City of Forks. Their property at 1930 Calawah Way and the portion of Calawah Way immediately west of their property are the subject of this proposed annexation.

WHEREAS, the matter was forwarded to the Clallam County Boundary Review Board whether it would undertake review of the proposed annexation;

WHEREAS, in a letter from the Boundary Review Board dated 18 August 2025, the Boundary Review Board determined that there was no need for a review of the proposed annexation; and

WHEREAS, the City Council set a hearing to occur on Monday, 22 September 2025 and notice of that hearing was published and mailed to those property owners of record within 500' of the proposed annexation boundary.

WHEREAS, the purpose of the hearing was to determine if the annexation would be in the best interest of the community and if the annexation should take place;

WHEREAS, the City Council held a public hearing on the petition during its scheduled meeting of 22 September 2025, and determined that tax revenues would be increased by the annexation and that the annexation should take place;

BASED UPON THESE FINDINGS, The City Council of the City of Forks do ordain as follows:

Section 1. The following described real property contiguous to the current limits of the City of Forks shall be annexed to and become a part of the City of Forks:

The legal description for this annexation request is as follows:

A tract of land situated in the Northwest Quarter of the Southwest Quarter of Section 2, Township 28 North, Range 13 West, W.M., Clallam County, Washington, being more particularly described as follows:

Beginning at the Southwest corner of said Northwest Quarter of the Southwest Quarter;

Thence East, a distance of 259 feet;

Thence North along the meander line of the creek, a distance of 180 feet to a concrete monument;

Thence West 270 feet to a point on the West Line of said Northwest Quarter of the Southwest Quarter;

Thence South along said West line, a distance of 178 feet to the Point of Beginning;

Including the County Road right-of-way:

Including that portion conveyed to Clallam County Road Department by deed recorded February 25, 2004, under Auditor's File No. 2004 1128410 being a correction of deed recorded December 18, 2003 under Auditor's File No. 2003 1124677, records of Clallam County, Washington

Situate in the County of Clallam, State of Washington.

Clallam County Tax Identification No. 132802320150

Being approximately 1.18 acres in total between the Decker parcel (~1 acre) and the associated portion of Calawah Way (~0.18 acres).

Section 2. Assumption of Indebtedness. The property described in Section 1 and annexed into the City of Forks shall not be required to assume any past indebtedness of the City of Forks.

Section 3. Assumption of Forks Urban Growth Area Zoning Code. The property described in Section 1 shall be zoned in the manner noted within the Forks Zoning Code and the map that accompanies said code for the unincorporated areas of the Forks Urban Growth Area.

Section 4. Corrections. The City Attorney, City Clerk and the codifiers of this ordinance are authorized to make any necessary corrections to this ordinance to include such things as scrivener's/clerical errors, references, ordinance number, section/subsection numbers, etc. Any such corrections cannot alter or impair the purposes and objectives associated with the adoption of this ordinance by the City Council.

Section 5. Effective Date. This ordinance shall take effect five days after the publication of this ordinance within the Forks Forum.

Passed by the City Council on this 22nd day of September 2025

Tim Fletcher, Mayor

AUTHENTICATED AND ATTESTED TO:

APPROVED AS TO FORM:

Caryn DePew, Clerk/Treasurer

William R. Fleck, Attorney/Planner

CITY OF FORKS
TREASURER'S REPORT
July 2025

FUND	PREV BAL CASH	PREV BAL INVESTMENT	PREV BAL CASH/INV	2025 July RECEIPTS*	2024 July RECEIPTS*	2025 July DISBURSE	2024 July DISBURSE*	INVESTMENT PURCHASED	ENDING CASH	END BAL CASH/INV	2024 July END BAL*
GENERAL	-831,577.97	2,435,800.00	1,604,222.03	292,913.34	287,104.43	198,789.36 ⁹	155,172.80	2,435,800.00	-737,453.99	1,698,346.01	1,824,745.63
STREET	174,625.54	0.00	174,625.54	6,336.96 ¹	10,781.19	37,600.70 ¹⁰	25,319.35	0.00	143,361.80	143,361.80	205,657.59
LODGING TAX	463,469.48	939,200.00	1,402,669.48	85,636.39 ²	73,254.10	30,112.54 ¹¹	7,294.39	939,200.00	518,993.33	1,458,193.33	1,083,660.91
AP/IND PARK/RAC/ICN	194,299.77	0.00	194,299.77	7,977.72 ³	22,913.30	30,672.71 ¹²	19,973.13	0.00	171,604.78	171,604.78	473,560.16
WATER	814,836.18	0.00	814,836.18	118,655.22	111,251.11	89,814.65	92,591.46	0.00	843,676.75	843,676.75	622,779.77
SEWER	652,842.72	0.00	652,842.72	41,683.83	39,069.24	110,373.52 ¹³	61,218.52	0.00	584,153.03	584,153.03	815,977.72
PETTY CASH	850.00	0.00	850.00	0.00	0.00	450.00	0.00	0.00	400.00	400.00	850.00
TRAVEL	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
IND PARK DEVELOPMENT	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
CAPITAL IMPROVEMENTS	97,983.80	0.00	97,983.80	14,196.32 ⁴	69,990.36	11,718.50 ¹⁴	29,715.99	0.00	100,461.62	100,461.62	119,256.94
INFRASTRUCTURE PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INMATE CUSTODIAL FUND	1,574.12	0.00	1,574.12	1,505.00	3,050.00	1,319.73	3,018.21	0.00	1,759.39	1,759.39	2,411.00
QUILLAYUTE AP	238,771.02	0.00	238,771.02	350.00 ⁵	3,365.43	2,355.61 ¹⁵	271.12	0.00	236,765.41	236,765.41	249,892.96
TRANSIT CENTER	2,876.50	0.00	2,876.50	2,994.28 ⁶	10,045.43	1,484.68 ¹⁶	1,660.31	0.00	4,386.10	4,386.10	6,427.78
SEIZED PROPERTY	3,128.96	0.00	3,128.96	0.00	0.00	0.00	0.00	0.00	3,128.96	3,128.96	3,128.96
DONATIONS	102,404.53	0.00	102,404.53	83.35	0.00	0.00	0.00	0.00	102,487.88	102,487.88	52,389.53
GRANT/CONSTRUCTION	106,128.99	0.00	106,128.99	0.00 ⁷	14,048.21	0.00	0.00	0.00	106,128.99	106,128.99	106,128.99
SEARCH & RESCUE	3,876.00	0.00	3,876.00	0.00	0.00	0.00	0.00	0.00	3,876.00	3,876.00	3,876.00
STREET PROJECTS	-7,723.96	0.00	-7,723.96	8,573.81 ⁸	3,070.50	16,996.65 ¹⁷	0.00	0.00	-16,146.80	-16,146.80	0.83
STATE COLLECTIONS	2,358.93	0.00	2,358.93	2,663.85	3,043.47	3,785.57	6,088.00	0.00	1,237.21	1,237.21	6,940.76
TOTAL	2,028,724.61	3,375,000.00	5,403,724.61	583,570.07	650,986.77	535,474.22	402,323.28	3,375,000.00	2,076,820.46	5,451,820.46	5,585,685.53

*For comparison purposes.

10% or more on for various report

July 2025 Treasurer's Report Variance Notes

	July	2025	July	2024	Variance	
1 Street Fund Receipts	\$	6,336.96	\$	10,781.19	\$ (4,444.23)	-70.13%
<i>2024 FEMA reimbursement</i>						
2 Lodging Tax Fund Receipts	\$	85,636.39	\$	73,254.10	\$ 12,382.29	14.46%
<i>2025 increase in revenue</i>						
3 AP/IP/RAC/ICN Fund Receipts	\$	7,977.72	\$	22,913.30	\$ (14,935.58)	-187.22%
<i>2024 FEMA reimbursement</i>						
4 Capital Improvement Fund Receipts	\$	14,196.32	\$	69,990.36	\$ (55,794.04)	-393.02%
<i>2024 QVSD RCO grant receipts</i>						
<i>2024 RCO grant ballfield restroom expenses</i>						
5 Quillayute Airport Fund Receipts	\$	350.00	\$	3,365.43	\$ (3,015.43)	-861.55%
<i>Lease pmt timing</i>						
6 Transit Center Fund Receipts	\$	2,994.28	\$	10,045.43	\$ (7,051.15)	-235.49%
<i>2024 CTS reimbursement</i>						
7 Grant/Construction Fund Receipts	\$	-	\$	14,048.21	\$ (14,048.21)	100.00%
<i>2024 Olycap mortgage payoff</i>						
8 Street Project Fund Receipts	\$	8,573.81	\$	3,070.50	\$ 5,503.31	64.19%
<i>2025 TIB E Street reimbursement</i>						
9 General Fund Disbursements	\$	198,789.36	\$	155,172.80	\$ 43,616.56	21.94%
<i>2025 GMA grant expenses</i>						
<i>2025 increase in staffing</i>						
10 Street Fund Disbursements	\$	37,600.70	\$	25,319.35	\$ 12,281.35	32.66%
<i>2025 increase in expenses</i>						
11 Lodging Tax Fund Disbursements	\$	30,112.54	\$	7,294.39	\$ 22,818.15	75.78%
<i>2025 Reimbursement timing</i>						
12 AP/IP/RAC/ICN Fund Disbursements	\$	30,672.71	\$	19,973.13	\$ 10,699.58	34.88%
<i>2025 potential lease expenses</i>						
<i>2025 mower repairs</i>						
13 Sewer Fund Disbursements	\$	110,373.52	\$	61,218.52	\$ 49,155.00	44.54%
<i>2025 WWTP construction</i>						
14 Capital Improvements Disbursements	\$	11,718.50	\$	29,715.99	\$ (17,997.49)	-154%
<i>2024 QVSD RCO Grant expenses</i>						
<i>2024 RCO grant ballfield restroom expenses</i>						
15 Quillayute Airport Fund Disbursements	\$	2,355.61	\$	271.12	\$ 2,084.49	88.49%
<i>2025 mower repairs</i>						
16 Transit Center Fund Disbursements	\$	1,484.68	\$	1,660.31	\$ (175.63)	-11.83%
<i>2024 increase in expenses</i>						
17 Street Project Fund Disbursements	\$	16,996.65	\$	-	\$ 16,996.65	100.00%
<i>2025 TIB Chip Seal Project</i>						



City of Forks Asset Management Plan

Rural Community
Assistance Corporation



Created by:
Kim Anderson
September 4, 2025

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Executive Summary

The City of Forks, Washington operates a wastewater collection and treatment system that serves a population of 3,433 as of the 2020 census. The Rural Community Assistance Corporation was invited to assist the community in developing an asset inventory and management plan.

The City of Forks wastewater collection and treatment system was originally constructed in 1986. The system was installed to address widespread failure of septic systems that had previously been the sole mechanism for handling sewage waste. The collection system currently serves only a portion of the city, with the remainder continuing to rely on individual septic systems. The Forks sewer system has not been significantly expanded or improved since its original construction and many of the system components are significantly degraded and decades beyond their useful life.

Planned replacement and rehabilitation of critical system components is generally a more cost-effective tactic for wastewater systems than emergency repairs that occur as a result of operation to the point of failure. The Asset Management Plan (AMP) provides information necessary for planning the timing and funding for replacement and rehabilitation of assets. It also contains information that is integral to the completion of a cost-of-service analysis for development of wastewater rates. The AMP model provides recommendations for capital reserves in relation to rehabilitation and replacement of existing assets.

The asset management model can also be used to assess impacts of potential projects on reserves requirements, which would provide the city with critical information related to service affordability. Several future projects are included in the recommendations for capital reserves.

1 Introduction

Founded in 1978, RCAC provides training, technical, and financial resources, and advocacy so rural communities can achieve their goals. Since 1978, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

RCAC's work includes environmental infrastructure (wastewater, wastewater, and solid waste facilities); affordable housing development; economic and leadership development; and community development finance. These services are available to communities with populations of fewer than 50,000, other nonprofit groups, Tribal organizations, farmworkers, colonias and other specific populations. Headquartered in West Sacramento, California, RCAC's employees serve rural communities in 13 western states and the Pacific islands.

Asset Management Plan (AMP)

This Asset Management Plan (AMP) will assist the City of Forks in upholding its responsibility to protect public health and continue to sustain community vitality and property values for city residents. This AMP is intended to inform council decision making related to system technical, managerial, and financial sustainability as the system ages and to provide a framework for ongoing review of the overall condition of the wastewater collection and treatment system. This AMP may also serve as a tool that can be implemented to demonstrate to potential funding agencies that the City of Forks can maintain the required levels of service at the lowest life cycle cost.

Council Responsibilities

The Forks City Council is charged with managing the wastewater system in a sustainable and financially responsible manner. The council must ensure the system complies with all applicable Federal, State and Local regulations and other laws protecting the health of its customers and the environment.

Disclaimer

The findings, recommendations, and conclusions contained in this report are based on asset information provided to RCAC by the City of Forks. Although reasonable care was given to assure the reliability of this information, no warranty is expressed or implied as to the correctness, accuracy or completeness of the information contained herein. Any action taken based on such findings, recommendations, or conclusions is undertaken at the discretion of the City of Forks. In no event will RCAC or its partners, employees, or agents be liable for any decision made or action taken in reliance on the information contained in this analysis.

2 Asset Inventory, Condition & Performance

2.1 Asset Inventory

The initial asset inventory captures information about the assets possessed by the city that are necessary for operation of the wastewater system including the age, lifespan, and condition of those assets. Useful life indicates the industry standard timeframe that a particular asset is expected to function at acceptable levels. The standard remaining life shows where the asset is in relation to its industry standard useful life, while the estimated remaining life represents the number of years it is estimated that the asset can remain in service, taking into consideration the current condition of the asset, its age, and the level of maintenance that will be required to keep that asset in operational condition.

Asset condition was assessed based on the criteria shown in the table below. Performance maintenance levels refer to the minimum level of maintenance required as of the date of the AMP report for the system asset to operate at the current level of performance.

Asset Condition Assessment		
Rating	Description	Performance Maintenance Levels
Excellent	New/Excellent Condition	Normal Preventative Maintenance (PM)
Good	Minor Defects Only	Normal PM, Minor Contract Maintenance (CM)
Fair	Moderate Deterioration	Normal PM, Major CM
Poor	Significant Deterioration	Major repair, Rehabilitation
Very Poor	Unserviceable/Nearly So	Replace

Asset Inventory

Assets	Install Date	Useful Life	Current Condition	Standard Remaining Life	Planned Replacement	Estimated Remaining Life	Expected Replacement
Headworks	2006	20	Fair	1	2026	15	2040
Mechanical Fine screen	2017	25	Good	17	2042	17	2042
Flow Meter	2019	20	Poor	14	2039	14	2039
Composite Sampler Effluent	2019	20	Fair	14	2039	15	2040
Aeration Basin	1986	40	Very Poor	1	2026	1	2026
Floating surface aerator	1986	10	Good	-29	1996	1	2026
Floating mixer	1986	20	Fair	-19	2006	1	2026
Secondary Clarifier	1986	20	Poor	-19	2006	15	2040
RAS System	1986	25	Fair	-14	2011	10	2035
RAS PS wet pit chopper	2023	12	Good	10	2035	8	2033
Waste sludge pump	2020	10	Fair	5	2030	5	2030
Composite Sampler Influent	2019	20	Fair	14	2039	15	2040
Screw Press System	2003	20	Poor	-2	2023	1	2026
Lime Mixing Tank	2003	50	Good	28	2053	28	2053
Lime Conveyor System	2003	10	Fair	-12	2013	2	2027
Sludge Feed tank	2003	50	Good	28	2053	28	2053
Polymer Storage tank	2003	50	Good	28	2053	28	2053
Boiler	2003	30	Very Poor	8	2033	1	2026
Screw Press	2003	10	Poor	-12	2013	1	2026
Pump transfer/mixing P3	2003	15	Poor	-7	2018	8	2033
Pump transfer/mixing P4	2003	15	Poor	-7	2018	8	2033
Pump Polymer	2024	5	Good	4	2029	4	2029
Pump Biosolids	2024	5	Good	4	2029	4	2029
In-Plant Pumping Station Structural	1986	50	Fair	11	2036	11	2036
In-Plant PS submersible pump	1986	25	Poor	-14	2011	2	2027
Infiltration basin 1	1986	60	Fair	21	2046	21	2046
Infiltration basin 2	1986	60	Fair	21	2046	21	2046
Infiltration basin 3	1986	60	Fair	21	2046	21	2046
Infiltration basin 4	1986	60	Good	21	2046	21	2046
Infiltration basin 5	1986	60	Good	21	2046	21	2046
Infiltration basin 6	1986	60	Good	21	2046	21	2046
Infiltration basin 7	1986	60	Good	21	2046	21	2046
Infiltration basin 8	1986	60	Good	21	2046	21	2046
Lab building	1986	100	Good	61	2086	40	2065
VWR Incubator	2022	15	Good	12	2037	13	2038
Mill Creek PS structures & Wet well	1986	50	Fair	11	2036	8	2033
Mill Creek PS pump 1	1986	25	Poor	-14	2011	5	2030
Mill Creek PS pump 2	1986	25	Poor	-14	2011	5	2030
Mill Creek PS 6-inch force main DI	1986	80	Fair	41	2066	35	2060
PVC gravity sewer 6-inch	1986	80	Fair	41	2066	60	2085
PVC Gravity sewer 8-inch	1986	80	Fair	41	2066	60	2085
PVC gravity sewer 10-inch	1986	80	Fair	41	2066	60	2085
PVC gravity sewer 12-inch	1986	80	Fair	41	2066	60	2085
PVC gravity sewer 15-inch	1986	80	Fair	41	2066	60	2085
Precast concrete Manholes	1986	80	Poor	41	2066	35	2060
Toyota Tacoma	2020	20	Good	15	2040	20	2045
Toyota Tacoma	2022	20	Good	17	2042	20	2045
Forklift	1980	10	Fair	-35	1990	5	2030
John Deer Mower	2005	15	Poor	-5	2020	1	2026
Chevy dump truck	1998	20	Poor	-7	2018	1	2026
Mill Creek Generator	1980	20	Fair	-25	2000	1	2026
Generator	1980	20	Very Poor	-25	2000	5	2030
Spartan Sewer Camera	2018	10	Fair	3	2028	6	2031
WAS System	1986	25	Fair	-14	2011	15	2040

2.2 Criticality and Prioritization of Assets

The model quantifies a criticality rating for each asset using the criteria established in the charts below. The criticality rating is the product of the equation: $PoF \times CoF \times Redundancy = Criticality$. The level of service is assumed to be equivalent to the level of service delivered by the asset under current conditions.

The criticality rating does not indicate whether a particular asset is more or less critical to the functional operation of the system, but rather the level of criticality in planning for its replacement. An individual structural component may be extremely critical to the wastewater treatment process, but due to recent installation or the presence of a redundant component, for example, it may not receive as high a criticality rating as a mechanical component with a shorter useful life or no redundancy.

The higher the numerical ranking, up to 25, the more critical replacement of the asset is. Results in the criticality chart are presented in descending order from most critical to least.

Probability of Failure (POF)		
Rating	Description	Performance Maintenance Levels
1	Rare	The risk/hazard event may occur, only in exceptional circumstances
2	Unlikely	The risk/hazard event could occur at some time
3	Possible	The risk/hazard event should occur at some time
4	Likely	The risk/hazard event will probably occur in most circumstances
5	Almost Certain	The risk/hazard event is expected to occur in most circumstances

Consequences of Failure (COF)		
Rating	Description	Performance Maintenance Levels
1	Insignificant	Impact not expected to compromise established Level of Service (LOS)*
2	Minor	Minor impact on LOS: easily dealt with through course of normal operation
3	Moderate	Some LOS objectives affected: can continue to provide required level of service with minor controls executed (e.g. repair of hydrants, valves, billing system adjustments).
4	Significant	Some of the major LOS objectives cannot be achieved. Business can still be delivered, but not to expected level (e.g. excessive leaks affecting service reliability).
5	Major	Most LOS cannot be achieved. The utility system would essentially shut down if this component fails. This asset has no backup and is so important that an emergency plan must be in place, as well as funding to replace it (e.g. single well pump failure).

Criticality Rating Key	
Rating	Description
1-8	Not considered critical
9-16	Important but not critical
>16	Critical

Criticality Rating

Assets	Install Date	Probability of Failure (PoF)	Consequence of Failure (CoF)	Redundancy Multiplier	Criticality (Risk) (PoFxCoF)
Aeration Basin	1986	5	4	1	20
Secondary Clarifier	1986	4	5	1	20
Flow Meter	2019	4	4	1	16
Screw Press System	2003	4	4	1	16
Boiler	2003	4	4	1	16
Screw Press	2003	4	4	1	16
Pump transfer/mixing P3	2003	4	4	1	16
Pump transfer/mixing P4	2003	4	4	1	16
Mill Creek PS pump 1	1986	4	4	1	16
Mill Creek PS pump 2	1986	4	4	1	16
Waste sludge pump	2020	3	5	1	15
Generator	1980	5	5	0.5	12.5
Pump Biosolids	2024	3	4	1	12
Composite Sampler Effluent	2019	3	3	1	9
Lime Conveyor System	2003	3	3	1	9
Mill Creek PS structures & Wet well	1986	3	3	1	9
Headworks	2006	2	4	1	8
RAS System	1986	2	4	1	8
RAS PS wet pit chopper	2023	2	4	1	8
Lime Mixing Tank	2003	2	4	1	8
Sludge Feed tank	2003	2	4	1	8
Polymer Storage tank	2003	2	4	1	8
In-Plant Pumping Station Structural	1986	2	4	1	8
WAS System	1986	2	4	1	8
Floating mixer	1986	4	3	0.5	6
In-Plant PS submersible pump	1986	4	3	0.5	6
VWR incubator	2022	2	3	1	6
Mill Creek Generator	1980	3	4	0.5	6
Mechanical Fine screen	2017	2	3	0.5	3
Composite Sampler Influent	2019	2	3	0.5	3
Lab building	1986	1	4	0.5	2
Mill Creek PS 6-inch force main DI	1986	1	2	1	2
PVC gravity sewer 10-inch	1986	2	2	0.5	2
PVC gravity sewer 12-inch	1986	2	2	0.5	2
PVC gravity sewer 15-inch	1986	2	2	0.5	2
Precast concrete Manholes	1986	2	2	0.5	2
Chevy dump truck	1998	4	3	0.1	1.2
PVC gravity sewer 6-inch	1986	2	1	0.5	1
PVC Gravity sewer 8-inch	1986	2	1	0.5	1
Spartan Sewer Camera	2018	1	1	1	1
Pump Polymer	2024	2	4	0.1	0.8
Floating surface aerator	1986	2	3	0.1	0.6
Forklift	1980	3	2	0.1	0.6
John Deer Mower	2005	4	1	0.1	0.4
Infiltration basin 1	1986	1	1	0.1	0.1
Infiltration basin 2	1986	1	1	0.1	0.1
Infiltration basin 3	1986	1	1	0.1	0.1
Infiltration basin 4	1986	1	1	0.1	0.1
Infiltration basin 5	1986	1	1	0.1	0.1
Infiltration basin 6	1986	1	1	0.1	0.1
Infiltration basin 7	1986	1	1	0.1	0.1
Infiltration basin 8	1986	1	1	0.1	0.1
Toyota Tacoma	2020	1	1	0.1	0.1
Toyota Tacoma	2022	1	1	0.1	0.1

2.3 Prioritization of Assets

Effective management of assets involves establishing prioritization of assets for replacement. This prioritization may be used to inform council decisions regarding establishing time frames for replacement of an asset or to determine if interim maintenance or refurbishment should be considered in lieu of replacement. Prioritization scoring takes into consideration the criticality scoring, asset condition, and estimated remaining useful life.

The following additional factors were applied to differentiate the ranking of multiple assets that received the same or similar priority scores.

1. **Impact on Public Health:** If multiple assets are due for replacement simultaneously, public health becomes the primary consideration. Two assets were identified as being both in critical need of replacement (Criticality score of over 16) and posing a threat to public health in the event of failure.
2. **Remaining useful life:** Assets which have reached, or are reaching the end of their useful life, are prioritized second. Forks has multiple assets that are at or beyond their standard useful life. However, staff have assessed that they may remain in service for a limited number of additional years while the plan for replacement or refurbishment is implemented.

Planning for replacement or rehabilitation of major assets often requires applying for funding with federal or state agencies. If the City of Forks intends to seek outside funding for major repairs, rehabilitation, or asset replacement having completed an AMP strengthens an application.

It does this by demonstrating that:

- The proposed project is integral to system integrity
- A quantifiable process was used to come to that determination
- The financial requirements for implementation have been evaluated
- A plan is in place to maintain assets and plan for replacement at the end of useful life

It is equally important that if Forks is unable, or chooses not to pursue outside funding, limited internal resources are targeted to address issues that are most critical to operations.

The scoring indicates the replacement of the aeration basin, and the secondary clarifier should be the highest priority for the city. Failure of these assets would render the wastewater treatment system unable to meet discharge requirements. The city is already addressing one of those items with the project to construct an additional secondary clarifier already underway.

Priority Score Ranking

Asset	Remaining Useful Life	Criticality	Redundancy	Public Health	Priority Score
Aeration Basin	1	20	No	Yes	1
Secondary Clarifier	15	20	No	Yes	1
Boiler	1	16	No	Yes	3
Screw Press	1	16	No	Yes	3
Screw Press System	1	16	No	Yes	3
Mill Creek PS pump 1	5	16	No	No	3
Mill Creek PS pump 2	5	16	No	No	3
Pump transfer/mixing P3	8	16	No	No	3
Pump transfer/mixing P4	8	16	No	No	3
Flow Meter	14	16	No	No	3
Waste sludge pump	5	15	No	Yes	11
Generator	5	12.5	Partial	No	12
Pump Biosolids	4	12	No	Yes	13
Lime Conveyor System	2	9	No	Yes	14
Mill Creek PS structures & wet well	8	9	No	No	14
Composite Sampler Effluent	15	9	No	No	14
RAS PS wet pit chopper	8	8	No	Yes	17
RAS System	10	8	No	Yes	17
In-Plant Pumping Station Structural	11	8	No	Yes	17
Headworks	15	8	No	Yes	17
WAS System	15	8	No	Yes	17
Lime Mixing Tank	28	8	No	Yes	17
Sludge Feed tank	28	8	No	Yes	17
Polymer Storage tank	28	8	No	Yes	17
Floating mixer	1	6	Partial	Yes	25
In-Plant PS submersible pump	2	6	Partial	Yes	25
Mill Creek Generator	1	6	Partial	No	25
VWR Incubator	13	6	No	No	25
Composite Sampler Influent	15	3	Partial	No	29
Mechanical Fine screen	17	3	Partial	No	29
Mill Creek PS 6-inch force main DI	35	2	No	Yes	31
PVC gravity sewer 10-inch	60	2	Partial	Yes	31
PVC gravity sewer 12-inch	60	2	Partial	Yes	31
PVC gravity sewer 15-inch	60	2	Partial	Yes	31
Precast concrete Manholes	35	2	Partial	No	31
Lab building	40	2	Partial	No	31
Chevy dump truck	1	1.2	Yes	No	37
Spartan Sewer Camera	6	1	No	No	38
PVC gravity sewer 6-inch	60	1	Partial	No	38
PVC Gravity sewer 8-inch	60	1	Partial	No	38
Pump Polymer	4	0.8	Yes	Yes	41
Floating surface aerator	1	0.6	Yes	Yes	42
Forklift	5	0.6	Yes	No	42
John Deer Mower	1	0.4	Yes	No	44
Toyota Tacoma	20	0.1	Yes	No	45
Toyota Tacoma	20	0.1	Yes	No	45
Infiltration basin 1	21	0.1	Yes	No	45
Infiltration basin 2	21	0.1	Yes	No	45
Infiltration basin 3	21	0.1	Yes	No	45
Infiltration basin 4	21	0.1	Yes	No	45
Infiltration basin 5	21	0.1	Yes	No	45
Infiltration basin 6	21	0.1	Yes	No	45
Infiltration basin 7	21	0.1	Yes	No	45
Infiltration basin 8	21	0.1	Yes	No	45

3 Evaluation of Wastewater and Energy Conservation Efforts

The following options to increase water or energy conservation in city operations could be considered when asset replacement or rehabilitation projects are undertaken:

1. Solar power could be contemplated when replacement or rehabilitation of facilities, pump stations, or pumps are undertaken. In addition to reducing the demand for purchased energy, solar power also reduces dependence on the power grid, which coincidentally increases emergency preparedness.
2. The installation of variable frequency drives at the time of rehabilitation and/or replacement of pumps has the potential to deliver gains in energy efficiency.
3. Encouraging water conservation reduces demand on the system and, consequently, lowers energy use for wastewater treatment and pumping.

4 Asset Management & Fiscal Planning

4.1 Plan for Replacement, Rehabilitation, and Installation of Project Assets

One of the functions of an asset management plan is to assist in prioritizing asset replacements and identifying the anticipated funding sources for implementing the plan.

In addition to existing assets, the plan includes information on new assets that are currently under construction or fully funded for construction, along with new capital asset projects that have been identified as being necessary for system operation within five years. Including these additional categories of assets ensures that the City of Forks is given a fuller picture of the funding required to build, rehabilitate, and maintain a functional wastewater system that meets community needs.

As with all models that calculate projections, multiple assumptions were used. Original acquisition costs were provided by city personnel. Where historic acquisition costs were unavailable, estimates of current replacement costs were used. The total replacement costs were calculated based on projected inflation rates. Forecasting the amount available from expected funding sources is based on current funding levels and trends in awards from federal and state grant and loan programs typically used for infrastructure projects.

Funding Plan

Existing Assets

Asset	Total Replacement Cost	Expected Grant	Expected Loan	Internal Funding
Aeration Basin	\$4,471,224	\$1,117,806	\$3,129,857	\$223,561
Secondary Clarifier	\$3,838,580	\$959,645	\$2,687,006	\$191,929
Boiler	\$10,290	\$0	\$0	\$10,290
Screw Press	\$720,300	\$180,075	\$504,210	\$36,015
Screw Press System	\$4,713,893	\$1,178,473	\$3,299,725	\$235,695
Mill Creek PS pump 1	\$299,951	\$149,975	\$74,988	\$74,988
Mill Creek PS pump 2	\$299,951	\$149,975	\$74,988	\$74,988
Pump transfer/mixing P3	\$15,084	\$0	\$0	\$15,084
Pump transfer/mixing P4	\$15,084	\$0	\$0	\$15,084
Flow Meter	\$7,461	\$0	\$0	\$7,461
Waste sludge pump	\$9,229	\$0	\$0	\$9,229
Generator	\$323,024	\$161,512	\$80,756	\$80,756
Pump Biosolids	\$8,969	\$0	\$0	\$8,969
Lime Conveyor System	\$31,765	\$23,824	\$0	\$7,941
Mill Creek PS structures & Wet well	\$179,746	\$89,873	\$44,936	\$44,936
Composite Sampler Effluent	\$16,890	\$0	\$0	\$16,890

RAS PS wet pit chopper	\$3,931	\$0	\$0	\$3,931
RAS System	\$598,670	\$149,668	\$419,069	\$29,934
In-Plant Pumping Station Structural	\$308,016	\$154,008	\$77,004	\$77,004
Headworks	\$460,554	\$230,277	\$115,139	\$115,139
WAS System	\$307,086	\$153,543	\$76,772	\$76,772
Lime Mixing Tank	\$44,531	\$33,398	\$0	\$11,133
Sludge Feed tank	\$44,531	\$33,398	\$0	\$11,133
Polymer Storage tank	\$4,453	\$0	\$0	\$4,453
Floating mixer	\$17,493	\$0	\$0	\$17,493
In-Plant PS submersible pump	\$381,026	\$190,513	\$95,257	\$95,257
Mill Creek Generator	\$51,450	\$38,588	\$0	\$12,863
VWR Incubator	\$9,426	\$0	\$0	\$9,426
Composite Sampler Influent	\$16,890	\$0	\$0	\$16,890
Mechanical Fine screen	\$76,794	\$57,596	\$0	\$19,199
Mill Creek PS 6-inch force main DI	\$156,107	\$78,054	\$39,027	\$39,027
PVC gravity sewer 10-inch	\$5,448,007	\$1,362,002	\$3,813,605	\$272,400
PVC gravity sewer 12-inch	\$16,421,727	\$4,105,432	\$11,987,861	\$328,435
PVC gravity sewer 15-inch	\$18,069,072	\$4,517,268	\$13,190,423	\$361,381
Precast concrete Manholes	\$2,203,044	\$550,761	\$1,542,131	\$110,152
Lab building	\$470,659	\$235,329	\$117,665	\$117,665
Chevy dump truck	\$77,175	\$57,881	\$0	\$19,294
Spartan Sewer Camera	\$11,871	\$0	\$0	\$11,871
PVC gravity sewer 6-inch	\$7,666,775	\$1,916,694	\$5,366,742	\$383,339
PVC Gravity sewer 8-inch	\$26,590,002	\$6,647,501	\$19,410,702	\$531,800
Pump Polymer	\$8,969	\$0	\$0	\$8,969
Floating surface aerator	\$34,986	\$26,240	\$0	\$8,747
Forklift	\$34,610	\$25,957	\$0	\$8,652
John Deer Mower	\$15,435	\$0	\$0	\$15,435
Toyota Tacoma	\$70,855	\$53,141	\$0	\$17,714
Toyota Tacoma	\$70,855	\$53,141	\$0	\$17,714
Infiltration basin 1	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 2	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 3	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 4	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 5	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 6	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 7	\$182,273	\$91,137	\$45,568	\$45,568
Infiltration basin 8	\$182,273	\$91,137	\$45,568	\$45,568

Funded Project Assets

Secondary Clarifier No. 2	\$6,523,452	\$1,630,863	\$4,566,417	\$326,173
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Additional Assets

250 kW on-site generator	\$348,655	\$174,328	\$87,164	\$87,164
Air gap non-potable system	\$105,884	\$52,942	\$26,471	\$26,471
Aerated lagoon floating mixer	\$15,000	\$0	\$0	\$15,000

4.2 Developing Internal Funding

Asset management activities require funding from loans, external, and internal funding sources. The following funding recommendations are based on cash-needs basis. The estimated annual reserves value excludes costs for assets that fall below the value threshold to be considered capital assets. Those items should be funded as part of the operations and maintenance budget. This AMP calculates the necessary reserve amount based on the assumption that the expected grant and loan revenues in the AMP will be realized. To fully fund this AMP based on the forecast funding assumptions, the system would need to collect approximately \$765,547 per year in reserves to fund replacement of existing assets and an additional \$72,659 per year for new projects, for a total of \$838,207 reserves to be collected each year.

The proposed reserves are based on the anticipated cost of replacement or full rehabilitation of existing assets, not maintenance or minor refurbishment. Where improved maintenance or refurbishment can prolong the life of an asset, the lower cost for those efforts may defer the need for full cost of replacement to a future date. It is a best practice that operations and maintenance budgets should provide adequate funding to maintain assets according to manufacturer's specifications and the operations and maintenance plan in order to extend the useful life of assets to the maximum extent possible.

Internal Funding and Reserves Planning

Asset	Total Replacement Cost	Internal Funding	Annual Reserve
Aeration Basin	\$4,471,224	\$223,561	\$223,561
Secondary Clarifier	\$3,838,580	\$191,929	\$12,353
Boiler	\$10,290	\$10,290	\$10,290
Screw Press	\$720,300.00	\$36,015	\$36,015
Screw Press System	\$4,713,893	\$235,695	\$235,695
Mill Creek PS pump 1	\$299,951	\$74,988	\$14,848
Mill Creek PS pump 2	\$299,951	\$74,988	\$14,848
Pump transfer/mixing P3	\$15,084	\$15,084	\$1,853
Pump transfer/mixing P4	\$15,084	\$15,084	\$1,853
Flow Meter	\$7,461	\$7,461	\$516
Waste sludge pump	\$9,229	\$9,229	\$1,827
Generator	\$323,024	\$80,756	\$15,990
Pump Biosolids	\$8,969	\$8,969	\$2,226
Lime Conveyor System	\$31,765	\$7,941	\$3,961
Mill Creek PS structures & Wet well	\$179,746	\$44,936	\$5,519
Composite Sampler Effluent	\$16,890	\$16,890	\$1,087
RAS PS wet pit chopper	\$3,931	\$3,931	Not Cap.
RAS System	\$598,670	\$29,934	\$2,927
In-Plant Pumping Station Structural	\$308,016	\$77,004	\$6,827
Headworks	\$460,554	\$115,139	\$7,411
WAS System	\$307,086	\$76,772	\$4,941
Lime Mixing Tank	\$44,531	\$11,133	\$371
Sludge Feed tank	\$44,531	\$11,133	\$371
Polymer Storage tank	\$4,453	\$4,453	Not Cap.
Floating mixer	\$17,493	\$17,493	\$17,493
In-Plant PS submersible pump	\$381,026	\$95,257	\$47,509
Mill Creek Generator	\$51,450	\$12,863	\$12,863
VWR Incubator	\$9,426	\$9,426	\$704
Composite Sampler Influent	\$16,890	\$16,890	\$1,087
Mechanical Fine screen	\$76,794	\$19,199	\$1,085

Mill Creek PS 6-inch force main DI	\$156,107	\$39,027	\$1,023
PVC gravity sewer 10-inch	\$5,448,007	\$272,400	\$3,904
PVC gravity sewer 12-inch	\$16,421,727	\$328,435	\$4,707
PVC gravity sewer 15-inch	\$18,069,072	\$361,381	\$5,180
Precast concrete Manholes	\$2,203,044	\$110,152	\$2,888
Lab building	\$470,659	\$117,665	\$2,665
Chevy dump truck	\$77,175	\$19,294	\$19,294
Spartan Sewer Camera	\$11,871	\$11,871	\$1,954
PVC gravity sewer 6-inch	\$7,666,775	\$383,339	\$5,494
PVC Gravity sewer 8-inch	\$26,590,002	\$531,800	\$7,622
Pump Polymer	\$8,969	\$8,969	\$2,226
Floating surface aerator	\$34,986	\$8,747	\$8,747
Forklift	\$34,610	\$8,652	\$1,713
John Deer Mower	\$15,435	\$15,435	\$15,435
Toyota Tacoma	\$70,855	\$17,714	\$844
Toyota Tacoma	\$70,855	\$17,714	\$844
Infiltration basin 1	\$182,273	\$45,568	\$2,063
Infiltration basin 2	\$182,273	\$45,568	\$2,063
Infiltration basin 3	\$182,273	\$45,568	\$2,063
Infiltration basin 4	\$182,273	\$45,568	\$2,063
Infiltration basin 5	\$182,273	\$45,568	\$2,063
Infiltration basin 6	\$182,273	\$45,568	\$2,063
Infiltration basin 7	\$182,273	\$45,568	\$2,063
Infiltration basin 8	\$182,273	\$45,568	\$2,063

Funded Project Assets

Secondary Clarifier No. 2	\$6,523,452	\$3,261,726	\$15,547
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Additional Capital Assets

Assets	Planned Install Date	Estimated Future Cost	Internal Funding	Annual Reserves
250 kW on-site generator	2028	\$348,655	\$87,164	\$28,910
Air gap non-potable system	2027	\$105,884	\$26,471	\$13,203
Aerated lagoon floating mixer	2026	\$15,000	\$15,000	\$15,000

4.3 Reserves for New Assets

It is pertinent to take note of the four projects listed on the reserves inventory that are presented in different schedules. These items don't fit on the primary inventory schedule as the clock has not yet started on their useful life. Reserves shown for Additional Capital Assets are calculated in anticipation of funding the construction of the assets. The asset shown as a Funded Project Asset has an assumed construction date, but that could change, so the project is held in a separate schedule until the asset is in operation. Once these assets are constructed and operational, they should be moved from the separate schedule to the main schedule in the asset management model. Once moved to the regular asset schedule, a new reserve amount will be calculated in anticipation of replacement of that asset at the end of its useful life.

5 Use of the Asset Management Plan Model

The City of Forks will receive an Asset Management Plan Model in addition to this report. RCAC encourages entities that have completed an Asset Management Plan to download the AMP and normalize updating the plan as part of standard operations. The AMP can be used to support operational project planning and organizational decision making across business functions, such as:

- Asset Management
- Preservation of Institutional and Legacy Knowledge
- Financial Planning
- Emergency Response Planning

Asset Management

The model provides sections to capture asset information that will assist the city in managing their assets on an ongoing basis.

The Asset Management work sheet includes “recommended fields” where information specific to the assets recorded in the asset inventory can be compiled. Collecting this detailed information is useful in multiple ways. For instance, recording the make and model of pumps that are in place allows for accessing accurate information about pump capacities, applicable pump curves, and optimal conditions for operation. Having that information on hand simplifies procurement of parts for repairs or replacement and can reduce response time during emergencies.

The Reserves worksheet includes a location to record planned refurbishment of assets in the inventory. Utilizing this section of the AMP assists with planning task and project sequencing and allocation of fiscal and personnel resources. Once planned work recorded in the AMP refurbishment schedule is completed, the entry would be removed and an adjustment increasing the estimated remaining life of the asset would be made. Increasing the estimated life of an asset would typically reduce the annual reserves required in relation to that asset.

The Reserves for Additional Capital Assets section is a good location to include information on projects that will be completed in the future. Including future projects in this area will increase the reserves calculation in anticipation of having cash on hand to finance the construction of the project. Once the asset is installed, the entry would be moved up to the existing assets section and the model would calculate reserves necessary to plan for replacement of that asset at the end of its useful life, providing the maximum time frame for collecting that funding.

Preservation of Institutional and Legacy Knowledge

Personnel changes are inevitable in all organizations. When legacy operators depart an organization for whatever reason, it is common that they take with them intimate knowledge of a system and its assets that is not formally recorded. Preserving information regarding the type, location, and condition of assets in a single location is useful in preserving institutional knowledge that can be easily lost due to the departure of personnel. Onboarding operations staff and familiarizing them with system components may also be improved by consolidating this information in a single, accessible location.

Emergency Response Planning

The Washington Administrative Code requires wastewater systems to develop an Operations & Maintenance Manual that includes emergency response plans. The information on assets, condition, probability of failure, redundancy, criticality, and consequences of failure contained in the AMP translates readily to the completion of the risk and resiliency assessment. Emergency response plans should be updated every three years, so maintaining a current AMP will simplify both the initial development and updates of these documents.

Financial Planning

An AMP regularly maintained as part of standard operational procedures will provide information needed to inform development of a comprehensive budget. Costs for replacement or refurbishment of non-capital assets should be reflected in the operations and maintenance budget. Projected costs and the timing of construction of new assets or refurbishment of existing assets are available in the plan, as well as the anticipated draw on reserves and cash, or new loans required for the projects.

A primary function of the AMP is the development of projected reserve requirements. Reserves are an essential element in cost-of-service studies. Maintenance of a current AMP will make it easier for the city to conduct regular reviews of rates, a major contributor to improved financial performance of the city over time.

Scenario Development

Several assumptions are used in the development of the AMP. These assumptions could change due to a variety of factors. The city is strongly encouraged to download and save a master copy of the AMP. Copies of the AMP can be used to test how changes to assumptions would impact the reserves required for full funding of the AMP. For instance, a Master Plan may include various options for replacement of current wastewater treatment technology. A scenario for each of those options could be developed. Some other variables that could change include inflation rates, loan interest rates, extension of asset life, removal of assets from service, addition of assets to the system not included in the current AMP, and changes to funding availability.

6 Appendix

A. Detailed Asset List

Replacement of Existing Capital Assets																	
Headworks	2006	260,000	H	100%	\$260,000	20	19	385,889	1	17	15	460,554	25%	50%	25%	0	7,411
Mechanical Fine screen	2017	40,000	H	100%	\$40,000	23	8	47,230	17	25	17	76,794	25%	75%	0%	0	1,085
Flow Meter	2019	5,000	C	100%	\$4,402	20	6	5,000	14	3	14	7,461	100%	0%	0%	0	516
Composite Sampler Effluent	2019	11,000	C	100%	\$9,685	20	6	11,000	14	14	15	16,890	100%	0%	0%	0	1,087
Aeration Basin 12 ft deep 87 mg	1986	966,000	H	100%	\$1,932,000	40	39	4,345,213	1	1	1	4,471,224	5%	25%	70%	0	223,561
Floating surface aerator 25 hp	1986	17,000	C	100%	\$14,869	10	38	34,000	29	42	1	34,986	25%	75%	0%	0	8,747
Floating mixer 20 hp	1986	17,000	C	100%	\$7,430	20	38	17,000	19	25	1	17,493	100%	0%	0%	0	17,493
Secondary Clarifier	1986	2,500,000	C	100%	\$1,082,610	20	39	2,600,000	19	37	15	3,838,590	5%	25%	70%	0	12,353
RAS System	1986	200,000	H	100%	\$200,000	25	30	449,915	14	17	10	598,670	5%	25%	70%	0	2,907
RAS Pump station 5 hp 325 gpm wet pit chopper	2023	3,000	H	100%	\$3,000	12	2	3,127	10	17	8	3,931	100%	0%	0%	0	Not Cap
Waste sludge pump 25 hp 300 gpm manual control	2020	8,000	C	100%	\$7,155	10	5	8,000	5	11	5	9,229	100%	0%	0%	0	1,827
Composite Sampler Influent	2019	11,000	C	100%	\$9,685	20	6	11,000	14	29	15	16,890	100%	0%	0%	0	1,087
Screw Press System	2003	2,900,000	H	100%	\$2,900,000	29	22	4,581,043	2	3	1	4,713,693	5%	25%	70%	0	235,695
Lime Mixing Tank 6843 gallons	2003	20,000	C	100%	\$12,539	55	22	20,000	28	17	28	44,531	25%	75%	0%	0	371
Lime Conveyor System	2003	30,000	C	100%	\$18,808	10	22	30,000	12	14	2	31,765	25%	75%	0%	0	3,961
Sludge Feed tank 6483 gal	2003	20,000	C	100%	\$12,539	55	22	20,000	28	17	28	44,531	25%	75%	0%	0	371
Polymer Storage tank 370 gal	2003	2,000	C	100%	\$1,264	50	22	2,000	28	17	28	4,453	100%	0%	0%	0	Not Cap
Boiler	2003	10,000	C	100%	\$6,269	20	22	10,000	8	3	1	10,290	100%	0%	0%	0	10,290
Screw Press 1 hp, 1800 rpm, 35.4 lbs/hr	2003	700,000	C	100%	\$438,851	10	22	700,000	12	3	1	720,300	5%	25%	70%	0	36,015
Pump transferring PI	2003	12,000	C	100%	\$7,523	15	22	12,000	7	3	5	15,084	100%	0%	0%	0	1,853
Pump transferring PI	2003	12,000	C	100%	\$7,523	15	22	12,000	7	3	5	15,084	100%	0%	0%	0	1,853
Pump Polymer	2024	8,000	C	100%	\$7,832	5	1	8,000	4	41	4	8,969	100%	0%	0%	0	2,226
Pump Biosolids	2024	8,000	C	100%	\$7,832	5	1	8,000	4	13	4	8,969	100%	0%	0%	0	2,226
In-Plant Pumping Station Structural	1986	100,000	H	100%	\$100,000	50	38	224,968	11	17	11	308,016	25%	50%	25%	0	6,827
In-Plant Pump station 3 hp 225 gpm submersible	1986	80,000	H	100%	\$160,000	24	38	339,850	14	24	2	381,026	25%	50%	25%	0	47,509
Infiltration basin 1 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 2 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 3 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 4 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 5 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 6 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 7 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Infiltration basin 8 44 Acre 4-ft depth	1986	100,000	C	100%	\$43,704	60	38	100,000	21	45	21	182,273	25%	50%	25%	0	2,063
Lab building	1986	150,000	C	100%	\$66,557	100	35	150,000	61	31	40	470,659	25%	50%	25%	0	2,665
VWR Incubator	2022	6,500	C	100%	\$6,039	15	3	6,500	12	25	13	9,426	100%	0%	0%	0	704
Mill Creek Pump Station structures & Wet well	1986	143,000	C	100%	\$62,457	50	38	143,000	11	14	8	179,746	25%	50%	25%	0	5,519
Mill Creek Pump Station pump 1.5 HP 350 gpm	1986	260,000	C	100%	\$113,631	25	38	260,000	14	3	5	299,951	25%	50%	25%	0	14,848
Mill Creek Pump Station pump 2.5 HP 350 gpm	1986	260,000	C	100%	\$113,631	25	38	260,000	14	3	5	299,951	25%	50%	25%	0	14,848
Mill Creek pump station 6-inch force main DI	1986	160	H	100%	\$37,120	80	38	87,486	41	31	35	227,065	25%	50%	25%	0	1,488
PVC gravity sewer 6-inch \$110 per 14 foot length	1986	8	C	100%	\$43,022	80	38	58,438	41	38	60	547,129	5%	25%	70%	0	392
PVC Gravity sewer 8-inch \$169 per 14 foot length	1986	12	C	100%	\$149,328	80	39	341,678	41	38	60	1,859,061	5%	25%	70%	0	1,361
PVC gravity sewer 10-inch \$263 per 14 foot length	1986	19	C	100%	\$30,050	80	39	69,993	41	31	60	389,025	25%	50%	25%	0	1,394
PVC gravity sewer 12-inch \$556 per 14 foot length	1986	40	C	100%	\$582,225	80	39	211,019	41	31	60	1,172,854	5%	25%	70%	0	841
PVC gravity sewer 15-inch \$617 per 14 foot length	1986	44	C	100%	\$101,322	80	39	231,836	41	31	60	1,288,556	5%	25%	70%	0	923
Precast concrete Manholes \$5000 per manhole	1986	5000	C	100%	\$354,005	80	38	810,000	41	31	35	2,263,044	5%	25%	70%	0	2,888
Toyota Tacoma	2020	40,000	C	100%	\$35,973	20	5	40,000	15	45	20	70,855	25%	75%	0%	0	844
Toyota Tacoma	2022	40,000	C	100%	\$37,533	20	3	40,000	17	45	20	70,855	25%	75%	0%	0	844
Forklift	1980	30,000	C	100%	\$11,544	10	45	30,000	35	44	5	34,610	25%	75%	0%	0	1,713
John Deere Mower	2005	15,000	C	100%	\$9,912	15	20	15,000	6	42	1	15,435	100%	0%	0%	0	15,435
Chevy dumptruck	1998	75,000	C	100%	\$42,086	20	27	75,000	7	37	1	77,175	25%	75%	0%	0	19,294
Mill Creek Generator	1980	50,000	C	100%	\$19,238	20	45	50,000	25	25	1	51,450	25%	75%	0%	0	12,863
Generator	1980	280,000	C	100%	\$107,741	20	45	280,000	25	12	5	323,024	25%	50%	25%	0	15,990
Spartan Sewer Camera	2018	10,000	C	100%	\$8,619	10	7	10,000	3	28	6	11,871	100%	0%	0%	0	1,954
WAS System	1986	200,000	C	100%	\$87,408	25	38	200,000	14	17	15	307,086	25%	50%	25%	0	4,941
Subtotal Replacement of Existing Capital Assets					\$9,140,653			18,011,933				27,266,625	10%	31%	60%	0	765,547

License for Use of City Property

This license is hereby granted by the City of Forks (Grantor) to Riverside Forest Products USA Inc., a Washington corporation, (Grantee), in anticipation of a long term lease agreement which has been the subject of negotiations for some months, for the specific purpose of utilizing all of Lots 11, 13, and 14, and those portions of Lot 12 not associated with an existing license to SC Salvage/Steve Castellano of ITT Rayonier Inc., Forks Industrial Park Plat located at 143 Sitkum-Solduc Road in Forks, Washington for the purpose of equipment layout, inventory, preliminary design and construction of a future saw mill on the property once a lease agreement is concluded.

1. Premises for which license is given. This license is being given to the Grantee on all of Lots 11, 13, and 14, and those portions of Lot 12 not associated with an existing license to SC Salvage/Steve Castellano of ITT Rayonier Inc., Forks Industrial Park Plat located at 143 Sitkum-Solduc Road in Forks. Grantor will provide access to the Sitkum-Solduc gate which will be the sole means of Grantee's, their officers, employees, agents, and contractor access to the licensed premises. Grantee has permission to only enter into the property noted herein.
2. Term. This license shall be granted for, as a continuation of a July license, the month of August and the first 15 days of September.
3. Fee for use. As noted in the license associated with the later portion of July, any subsequent license would have a fee equal to the initial monthly lease rate associated with the still being finalized proposed lease between the parties. As such, the rate for the August use of the property is \$6619.28, and the rate for the 15 days of September associated with the remainder of this license is \$3309.50 for a total of \$9,928.78 inclusive of Washington State leasehold excise taxes.
4. Warranty. The City of Forks makes no warranty, express or implied, as to the suitability of the licensed premises for the grantee's intended uses or purposes and expressly disclaims any such warranty and any implied warrant of merchantability or usability. The City provides the premises as is and the grantee accepts the premises as is. Further, the grantee understands that the premises are unsecured at certain times and that the City provides no security to the premises. The Grantee willingly and knowingly assumes all risks associated with leaving the grantee's property in an unsecured location.
5. Grantee will follow all laws. Grantee covenants and agrees to use the premises in accordance with all applicable federal, state and local laws, regulations, ordinances and administrative and judicial orders and other requirements, including rules established from time to time by the City of Forks.

6. **Access.** Grantee shall have access to the premises as noted above. Grantee further agrees to utilize the licensed premises in a manner that is reasonable. Further, the Grantee agrees that the license can be terminated in the case of a national emergency or act of God.
7. **Insurance.** Grantee has already obtained, at its own cost and expense, and will maintain during the entire term of this license and any renewals or extension of such term a broad form comprehensive coverage policy of public liability insurance issued by an insurance company which has a Bests rating of A or better. This policy shall name the City as an additional insured against loss or liability caused by or connected with Grantee's occupation and use of the premises under this lease in amounts not less than:

- (a) \$2,000,000 (One Million Dollars) for injury to or death of one person and, subject to such limitation for the injury or death of one person, of not less than \$1,000,000 (One Million Dollars) for injury to or death of two or more persons as a result of any one accident or incident; and
- (b) \$2,000,000 (One Million Dollars) for damage to or destruction of any property of others.

The City has named as an additional insured under the policy, and the Grantee has delivered to the City a Certificate of Insurance reflecting this coverage binder prior to the effective date of the lease.

8. **Hold Harmless Agreement.** In exchange for the granting of this license, grantee, his heirs, employees, and agents, shall indemnify, hold harmless and defend the City of Forks, its officers, agents, and/or employees from all suits and actions to include reasonable attorneys' fees; all costs of litigation; and, any judgment or settlement amount that were to arise against the City of Forks as a result of loss, damage or injury to persons or property arising out of the grantee's use of the premises.
9. **Risk of Loss.** Grantee shall bear all risk of loss for property placed or to be placed in the licensed premises in the event such property is damaged or destroyed, in whole or in part.
10. **Limit on City's Liability to Grantee.** The City of Forks shall not be liable for indirect, special, consequential or incidental damages under this license or damages of any kind related to the Grantee's activities or operations in or about the licensed premises, including, but not limited to, loss of property, life, profits or revenues. In no event shall the City of Forks' liability under this license exceed \$100, which the grantee willfully and knowingly acknowledges and accepts.
11. **Miscellaneous.** This Agreement shall not be amended or modified except by means of a writing signed by both parties. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each term and provision hereof shall be valid and enforced to the fullest extent permitted by law. No delay or omission by either party to exercise any right or power is to be construed as a waiver. This Agreement shall be construed in accordance with and governed by the

laws of the State of Washington. If either party to this Agreement initiates any legal proceeding to construe or enforce any of the terms and conditions herein, or to obtain damages or relief hereunder, then the prevailing party shall be entitled to its reasonable attorney's fees, expenses and court costs incurred in connection with such legal proceedings.

12. This is the entire agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein. There are no representations, understandings or agreements which are not fully expressed in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of 28th


day of August, 2025.

By: 
(signature)

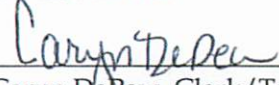
Rob Sohi

Title: President,
Riverside Forest Products USA Inc.


THE CITY OF FORKS

By: 
(signature)
Tim Fletcher, Mayor

ATTESTED TO:


Caryn DePew, Clerk/Treasurer

Approved as to Form


William R. Fleck, Attorney/Planner



MIKE FRENCH, District 3, Chair
RANDY JOHNSON, District 2
MARK OZIAS, District 1

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

TODD MIELKE, County Administrator

September 9, 2025

The Honorable Dave Upthegrove
Commissioner of Public Lands
MS 47001
Olympia, WA 98504-7001

Dear Commissioner Upthegrove,

Thank you for your recent decision to allow most of the timber sales in Clallam County that had been "paused" to move forward. As you know, the revenue attached to these sales is vital to the residents of our county:

- Approximately \$300,000 to Olympic Medical Center, where every dollar is important as this rural hospital struggles to keep its doors open;
- Nearly \$1 million to Fire Districts across the county, all of which are struggling to keep up with increased workload and rising expenses;
- Approximately \$300,000 to the North Olympic Library System, which is working to expand access even as federal funding is reduced or eliminated;
- Approximately \$750,000 to the Clallam County Road Fund, which is the only dedicated source of funding available to address both maintenance of the county road system and to fund improvement projects on the majority of county roads;
- Approximately \$650,000 to the Clallam County General Fund, while we are staring a \$3 million deficit for next year in the face.

We support moving ahead with all "paused" sales in Clallam County. They comply with the Washington Forest Practices Act, the 1997 State Lands' Habitat Conservation Plan, and with the DNR's own policies regarding old growth protection, riparian protection and sustainable harvest as well as having undergone SEPA review. It is also vital that the fiduciary obligations of the trust be realized.

Please also consider the vital role that the DNR timber harvest plays in ensuring that the existing mill infrastructure on the North Olympic Peninsula remains intact. A dependable, reliable public timber harvest provides stability for these mills – especially in times of broad economic uncertainty. Not only is the existence of these mills important, the jobs they create and foster are also crucial as the forest products industry pays the highest wages of any economic sector in this county and their existence helps to ensure that working timberland is not lost to conversion.

While we deeply appreciate the work that your regional team has done to try to identify and move forward alternative sales to help make up for lost or delayed revenue, the reality is that most of these alternative sales have been located in the west end of the county which means that east county junior taxing districts will not realize the revenue they would have otherwise.

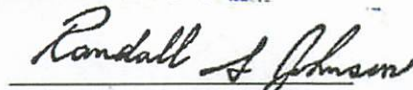
Moving forward, we remain confident that the DNR will continue to meet its fiduciary obligations as well as those related to carbon sequestration, habitat protection, recreation and fire management. We support the agency's efforts to continually improve and to be responsive to new concerns and information. Moving forward, we encourage you to remain in regular communication with all timber counties as you consider additional actions or strategies related to state-managed timberlands.

Thank you again for allowing some of these sales to move forward and we look forward to working with you in partnership as decisions are made regarding future timber sales in our county.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS


Mike French, Chair


Randy Johnson


Mark Ozias

Caryn Depew

From: Kim Weissenfels
Sent: Tuesday, September 9, 2025 11:39 AM
To: Caryn Depew
Subject: FW: 9.8.25 Forks City Council Public Comment for the Capital Improvement Plan 2026–2031: Animal Shelter Prioritization Request

From: Sarah <triplesconsultants2025@gmail.com>
Sent: Sunday, September 7, 2025 5:18 PM
To: Kim Weissenfels <admin.assistant@forkswashington.org>
Cc: shyspetcare@yahoo.com
Subject: 9.8.25 Forks City Council Public Comment for the Capital Improvement Plan 2026–2031: Animal Shelter Prioritization Request

Mayor and Council,

Thank you for your continued work on the City of Forks Capital Improvement Plan. I'm here simply to offer support and a practical next step on one small but meaningful piece: the animal shelter improvements listed on the 8.25.25. board packet PDF page 38.

At the last meeting, I asked that the City consider working directly with Friends of Forks Animals (FOFA). FOFA's volunteers are a quiet success story in our community. They show up, fill gaps, and keep animals and people safe. I believe a closer City–FOFA partnership can stretch limited dollars further and make sure improvements match on-the-ground needs.

With that spirit, here's the current quick list of one of FOFA's most active members, shared (thank you, Shyliah), of priority items that would immediately improve safety and function:

- Repair gutters
- Add a bathroom with a lock
- Fix tub plumbing/faucet
- Install a secure, fenced outdoor kennel area (~20'×20') with a padlock
- Remove old indoor kennels
- Seal small openings where rodents enter (and where kittens can escape)
- Replace or install a clear, visible exterior sign
- Address a leak near the office window/cat room door (puddles shift with rainfall)

These are not “nice to haves”, they're practical fixes that protect volunteers, animals, and city assets. I see the CIP as a great vehicle to coordinate this work alongside routine maintenance and small capital projects.

Thank you again for the opportunity to comment and for the steady, behind-the-scenes work it takes to deliver these improvements.

Kindly,

Dr. Sarah Huling, EdD, MBA

Triple S Consultants, LLC

Resilience Month 2025 Event Schedule

Come together at events that help to "tip the scale" towards positive outcomes for children, families, & community

Heritage Days Screening of "Cuts"

NLS-Clallam Bay- in-person
10-7:30 pm

Jefferson County Humanities Poetry

Jefferson County Library- in-person
10-8:30 pm

See Dokee Brothers

Field Arts and Events Hall
10-8:30pm- in-person

Yarn Circle

NLS- Sequim- in-person
10-11:00 am

Fire Rescue Fest

Station One Port Townsend
10am-2:00pm

How to Break the Cycle

10: Port Townsend Farmer's Market
10: Chimacum Farmer's Market

Heritage Day Screens of "Cuts"

NLS-Forks- in-person
10-7:30 pm

Yarn Circle

NLS- Sequim in-person
10-11:00 am

Quilt Contest

NLS-Port Angeles- in-person
10:30am - 12:30 pm

Impartiendo Esperanza /

Sharing Hope- in-person

NLS- Forks- 3:00-5:00 pm

Light at the Cafe

Recovery Cafe- in-person
10-6:00 pm

OCT 12

Free Jazz Sunday

Field Arts and Events Hall- in person
12:00-1:30pm

OCT 13

Indigenous Peoples Day Poetry

Ṗaṭk'wustəṭəṭáwtx'w House of Learning
Peninsula College Longhouse
5:30-7:30 pm- in person & online

OCT 15

Teen Mindfulness

Jefferson County Library
3:00-4:0 pm- in-person

OCT 16

TANF Fair

Akalat Center, La Push in-person
10:00am-2:00 pm

OCT 16

The Things Around Us

Field Arts and Events Hall- in-person
7:00-9:00 pm

OCT 18

Yarn Circle

NOLS Sequim- in person
9:30-11:00 am

OCT 18

Autumn Arts

Rainforest Arts Center- in-person
Distributing Resiliency Kits
10:00 am-12:00 pm

OCT 18

Celebration of Shadows Fall Festival

Webster Woods, PAFAC- in-person
Distributing Resiliency Kits
5:00-8:30 pm

OCT 21

Domestic Violence Awareness Walk

Klallam Heritage Center
1:30pm- in-person
Silhouettes on display all week

OCT 22

How can I help a friend in an

abusive relationship? 1:00-2:00 pm
Jefferson County Library- in-person

OCT 23

PURPLE DAY: To raise awareness
about domestic violence & show
support for survivors of abuse

OCT 23

Arts & Music Meditation for Adults
Jefferson County Library-in-person
10:15-11:15 am

OCT 23

KEYNOTE: Creating Common Ground

with Carmen Watson-Charles
Peninsula College's Studium Generale
12:35pm- in-person & online

OCT 23

Caregiver Connect

NOLS- Clallam Bay 12-1 pm
NOLS- Forks 3-4 pm- in-person

OCT 24

Brain Injury and Domestic Violence

Online 9:00 am -12:00 pm

OCT 25

Yarn Circle

NOLS- Sequim- in-person
9:30-11:00 am

Proclamations

Elected Officials Declare Resilience Month

SEP 08

FORKS CITY COUNCIL

SEP 22

SEQUIM CITY COUNCIL

SEP 30

CLALLAM COUNTY COMMISSIONERS

OCT 06

JEFFERSON COUNTY COMMISSIONERS

OCT 21

PORT ANGELES CITY COUNCIL



FOR MORE D
SUBJECT TO
www.clallamresilience.org
Email ?s to clallamresil

Thank you to Resilience
sponsors and partners!
We are grateful for

