

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
September 22, 2025 7:30 p.m.

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

0:04 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

1:06 **ROLL CALL**

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

MODIFICATIONS/APPROVAL OF AGENDA

1:29 **Motion** to approve the agenda as presented by Soha, second Gingell, motion carried.

FERGUSON APPEAL

1:41 Mayor Fletcher provided a general summary of proceedings to follow and introduced Charlotte Archer, Special Legal Counsel to the City Council.

2:34 Ms. Archer explained quasi-judicial procedures, conflict of interest and appearance of fairness disclosures, and the Council's role in a closed-record appeal of the Planning Commission's decision of July 18, 2025.

5:06 As a matter of public record, Ms. Archer noted that all Council members have had contact with the City Clerk and City staff regarding meeting materials and scheduling. She also stated that all Council members have received public comment pertaining to this matter at previous meetings, noting that public comments are available on the City's website and communications between the City Clerk and City staff have been provided to the Appellant and his representative.

5:48 Ms. Archer explained a series of questions she would be asking the Mayor and City Council to address elements of the Appearance of Fairness Doctrine and how responses to the questions would be handled.

6:30 Ms. Archer began her questions. The Mayor and Council satisfied the elements of the Appearance of Fairness Doctrine.

7:30 Ms. Archer asked the public if anyone present wished to challenge any Council Member's disclosures or participation in the hearing on an appearance of fairness grounds. There were no challenges.

- 8:09 Ms. Archer explained the scope of the hearing and the procedures to be followed pursuant to Forks Municipal Code 17.90.050, RCW 36.70B.050, and WAC 365-196-845 (11) .
- 3:13 Ms. Archer explained the process for preliminary motions associated with this matter.
- 14:35 Ms. Archer asked if there were any preliminary requests from either party.
- 15:48 Vertical Bridge representative Meridee Pabst asked for a dismissal for the untimeliness of the appeal per Forks Municipal Code 17.90.
- 17:32 Mr. Ferguson's representative Sarah Ferguson said their remote location was the reason for the delay.
- 18:11 In her rebuttal, Ms. Pabst said the Appellant was aware his appeal was denied on July 1, leaving sufficient time to file his appeal to the City Council prior to the written decision.
- 18:54 Ms. Pabst asked permission to use a short plat map already in the record to which she had added some details in her presentation.
- 20:24 Ms. Ferguson said the map Ms. Pabst presented is not the current map she and the Appellant received when they purchased their property two years ago.
- 20:50 In her rebuttal, Ms. Pabst said the short-plat map was previously in the record for review and was prepared in 2023, so may differ from what the Fergusons received when they purchased the property.

Closed Session

- 20:23 Council entered into Closed Session for 10 minutes to deliberate Appellant Ferguson's appeal at 7:55 p.m. to end at 8:05 p.m. Only the Mayor, City Council and Deputy Clerk Simons remained in chambers for the deliberation.

Part II

- 1:32 Ms. Archer reconvened the meeting at 8:05 p.m.
- 1:44 Ms. Archer asked Council if they would like to take any motion on the Applicant's request for a dismissal of the action on the basis of timeliness, or take the matter under advisement for later deliberation.
- 2:01 Gingell said they would like to take the matter under advisement for later deliberation. Council agreed.
- 2:13 Ms. Archer asked Council if they would like to take any motion on the Applicant's request for the admission of illustrative exhibits, or take the matter under advisement for later deliberation.

2:31 Soha said they would like to take the matter under advisement for later deliberation. Council agreed.

2:37 Ms. Archer said this item is challenging to take under advisement as the exhibit is for use in the hearing.

2:45 **Motion** to admit the Applicant's illustrative exhibits into the record by Gingell, second Soha, motion carried.

3:08 Ms. Archer confirmed there were no additional preliminary matters to be heard from either party.

4:22 Sarah Ferguson presented the Appellant's case to the Council, quoting from or referencing Article 1, Section 3 of the Washington State Constitution, RCW 42.36, RCW 36.70C.130, and RCW 7.48.010, and asking Council to 1) overturn the Planning Commission's approval, 2) prohibit misuse of the utility easement, 3) require a new, accurate SEPA review and consider less harmful sites, and 4) correct the conflict of interest in the process.

13:10 Ms. Pabst, representing the Applicant Vertical Bridge, presented their response to Appellant Ferguson's statement and case, referencing Forks Municipal Code 17.90 and various property maps to address each of the Appellant's arguments, and asking Council to deny the appeal.

22:25 Mayor Fletcher asked the Appellant if they had a rebuttal to the Applicant's statement. Ms. Ferguson declined.

Closed Session

23:08 Council entered into Closed Session for 15 minutes to deliberate Appellant Ferguson's appeal at 8:34 p.m. to end at 8:49 p.m. Only Mayor Fletcher, the City Council, and Deputy Clerk Simons remained in chambers for the deliberation.

Part III

00:10 Mayor Fletcher reconvened the Regular Meeting at 8:49 p.m.

00:32 **Motion** to affirm the Planning Commission's decision of July 18, 2025 by Wood, second Coleman, motion carried 3-0 with Soha and Coleman abstaining.

1:23 **Motion** to authorize the Mayor to execute decision documents by Soha, second Patel, motion carried.

PUBLIC COMMENT

2:20 Lissy Andros, Director Forks Chamber of Commerce, thanked the City employees and everyone involved in the FTF Festival for their help with the event, reminded Council that it is now Hickory Shirt/Heritage Days, and reported a slower, but still busy Visitor Information Center.

ACTION ITEMS

- 4:44 **1. Minutes of Regular Meeting held August 25, 2025**
Motion to approve minutes of the Regular Meeting held August 25, 2025 by Wood, second Patel, motion carried.
- 5:09 **2. Minutes of Regular Meeting held September 8, 2025**
Motion to approve minutes of the Regular Meeting held September 8, 2025 by Patel, second Coleman, motion carried 4–0 with Wood abstaining.
- 5:31 **3. Expenditures**
Motion to approve payroll checks 44834 through 44849 in the amount of \$88,810.78, claim checks 44850 through 44889 and EFTs as included in the total amount of \$161,237.63, and manual EFT in the amount of \$18.00 by Wood, second Gingell, motion carried.
- 6:15 **4. Capital Improvement Plan 2026–2031**
A. Public Hearing
- 6:20 Mayor Fletcher opened the public hearing at 8:57 p.m.
- 6:43 Lissy Andros said she would like to see more money directed toward the ICN building.
- 7:59 Mayor Fletcher closed the public hearing at 8:58 p.m.
- 8:10 **B. Resolution No. 529**
- 8:21 **Motion** to approve Resolution No. 529 Capital Facilities Improvement Plan 2026–2031 by Wood, second Coleman, motion carried.
- 8:41 **5. Decker Annexation**
A. Public Hearing
- 8:53 Mayor Fletcher opened the public hearing at 8:59 p.m.
- There were no comments.
- 9:30 Mayor Fletcher closed the public hearing at 9:00 p.m.
- 9:38 **B. Ordinance No. 685**
- 9:41 **Motion** to approve Ordinance No. 685 Decker Annexation by Gingell, second Patel, motion carried.
- 10:00 **6. July 2025 Treasurer's Report**
- 10:25 **Motion** to approve the July 2025 Treasurer's Report by Wood, second Coleman, motion carried.

DISCUSSION ITEMS

10:47 1. Sewer Rate Study Asset Management Plan

Council reviewed and discussed the City's Asset Management Plan for the wastewater collection and treatment system prepared by the Rural Community Assistance Corporation.

2. Council Member Reports

13:02 **Council Member Wood** reported attending the Clallam Transit Board meeting the previous week, and that a firm has been hired to find a new General Manager for Clallam Transit System. He also said InterLink use on the West End has skyrocketed, and while it isn't enough to require a second vehicle yet, they are keeping an eye on it.

13:41 Mayor Fletcher asked whether a shuttle to the rainforest had been discussed. Wood said it has been discussed, but won't be happening any time soon.

14:30 **Council Member Soha** said the old radio station tower has been removed, and that the Lions Club had more trucks than ever before and more non-members than members helping with firewood delivery with 80 cords of firewood delivered in 2 hrs. and 10 min.

16:09 **Council Member Gingell** said a Clallam Transit shuttle to Rialto Beach is in the works and should be running within a year or so.

3. Staff Reports

18:14 **Police Chief Rowley** suggested people take preemptive measures with their vehicle maintenance in advance of the rain soon to come.

18:59 **Attorney/Planner Fleck** reported that the Opportunity Fund has approved the grant/loan for improvements at the Industrial Park, contingent on a signed list. He also said three seats will be opening up on the Planning Commission, and he thanked his staff for all of their assistance with a variety of matters over the past couple of weeks.

5. Mayor's Report

20:58 Mayor Fletcher thanked Attorney/Planner Fleck and his staff, as well as Charlotte Archer, for their help with the Ferguson appeal.

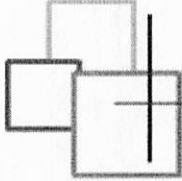
6. ADJOURNMENT

21:39 **Motion** to adjourn by Soha, second Coleman, motion carried. Meeting adjourned at 9:12 p.m.

Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer

DRAFT



Voucher Directory

Fiscal: : 2025 - September

Council Date: : 2025 - September - Manuals Second Council

Vendor	Number	Reference	Account Number	Description	Amount
Clallam County PUD	44890			2025 - September - Manuals Second Council	
		092025/PUD			
			PUD		
			001-000-000-512-52-47-00	PUD Services	\$302.73
			001-000-000-514-23-47-00	PUD Services	\$213.69
			001-000-000-521-20-47-00	PUD Services	\$356.15
			001-000-000-523-61-47-00	PUD Services	\$409.57
			001-000-000-576-80-47-00	PUD Services	\$55.75
			001-000-000-576-80-47-00	PUD Services	\$82.52
			001-000-000-576-80-47-71	PUD Services	\$79.73
			001-000-000-576-80-47-72	PUD Services	\$93.24
			001-000-000-576-80-47-73	PUD Services	\$102.61
			101-000-000-542-31-47-00	PUD Services	\$195.58
			101-000-000-542-31-47-00	PUD Services	\$68.75
			101-000-000-542-31-47-00	PUD Services	\$695.54
			101-000-000-542-31-47-00	PUD Services	\$68.04
			150-000-000-547-10-47-01	PUD Services	\$187.57
			400-000-000-534-80-47-00	PUD Services	\$57.94
			400-000-000-534-80-47-00	PUD Services	\$249.31
			400-000-000-534-80-47-00	PUD Services	\$489.21
			400-000-000-534-80-47-41	PUD Services	\$595.87
			400-000-000-534-80-47-42	PUD Services	\$1,150.57
			400-000-000-534-80-47-44	PUD Services	\$82.60
			400-000-000-534-80-47-46	PUD Services	\$107.63
			402-000-000-535-80-47-00	PUD Services	\$89.04

402-000-000-535-80-47-50	PUD-Biosolids Bldg	\$1,093.04
402-000-000-535-80-47-51	PUD-Pump Station	\$117.30
402-000-000-535-80-47-52	PUD-Lab	\$1,691.19
410-000-000-546-10-47-00	PUD Services	\$106.63
410-000-000-552-10-47-00	PUD Services	\$160.27
410-000-000-552-50-47-00	PUD Services	\$213.93
410-000-000-575-50-47-00	PUD Services	\$392.13
412-000-000-546-10-47-00	PUD Services	\$53.73
412-000-000-546-10-47-00	PUD Services	\$112.59
412-000-000-546-10-47-00	PUD Services	\$58.19

Total 092025/PUD	\$9,732.64
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Total 44890	\$9,732.64
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Total Clallam County PUD	\$9,732.64
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WA Dept Lic Bus Prof Div

09262025/CPL EFT

2025 - September - Manuals Second Council

09262025/CPL

CPL Fees

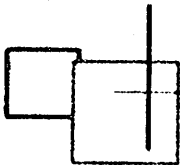
650-000-000-589-30-00-50	State Share Gun Permit/FP Fees	\$144.00
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Total 09262025/CPL	\$144.00
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Total 09262025/CPL EFT	\$144.00
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Total WA Dept Lic Bus Prof Div	\$144.00
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Grand Total	Vendor Count	2	\$9,876.64
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Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - September - Manuals Second Council

001	General Fund	\$1,695.99
101	Street	\$1,027.91
150	Transit Center Fund	\$187.57
400	Water	\$2,733.13
402	Sewer	\$2,990.57
410	Airport/Industrial Park	\$872.96
412	Quillayute Airport	\$224.51
650	State Collections	\$144.00
	Count: 8	\$9,876.64

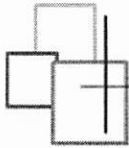
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a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

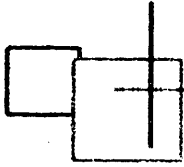
Audited and ordered paid by Forks City Council:

Auditing Committee



Register

Number	Name	Fiscal Description	Amount
<u>44891</u>	AFLAC Remittance Processing	2025 - October - First Council Date	\$21.00
<u>44892</u>	AWC Employee Benefit Trust	2025 - October - First Council Date	\$49,187.25
<u>44893</u>	AWC Life Ins - Supplemental	2025 - October - First Council Date	\$36.20
<u>44894</u>	Department of Employment Security	2025 - October - First Council Date	\$142.34
<u>44895</u>	Dept of Labor & Industry	2025 - October - First Council Date	\$2,072.85
<u>44896</u>	Dept of Retirement - Def Comp	2025 - October - First Council Date	\$582.58
<u>44897</u>	Dept of Retirement - Def Comp - Roth	2025 - October - First Council Date	\$56.55
<u>44898</u>	Dept of Retirement Systems-LEOFF	2025 - October - First Council Date	\$1,893.38
<u>44899</u>	Dept of Retirement Systems-PERS 2	2025 - October - First Council Date	\$4,015.56
<u>44900</u>	Dept of Retirement Systems-PERS 3	2025 - October - First Council Date	\$569.98
<u>44901</u>	Dept of Retirement Systems-PSERS	2025 - October - First Council Date	\$2,108.87
<u>44902</u>	EFTPS	2025 - October - First Council Date	\$16,430.70
<u>44903</u>	Employment Security Dept - PFML	2025 - October - First Council Date	\$468.17
<u>44904</u>	HRA Veba Trust	2025 - October - First Council Date	\$1,062.65
<u>44905</u>	Northwest Administrators	2025 - October - First Council Date	\$3,362.10
<u>44906</u>	Teamsters Local 589	2025 - October - First Council Date	\$274.00
<u>44907</u>	United Way	2025 - October - First Council Date	\$37.00
<u>44908</u>	WA Cares	2025 - October - First Council Date	\$292.82
<u>Direct Deposit Run -</u> <u>10/3/2025</u>	Payroll Vendor	2025 - October - First Council Date	\$53,126.35
			\$135,740.35



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2025 - October - First Council Date

001	General Fund	\$73,780.77
101	Street	\$7,953.75
140	Lodging Tax Fund	\$522.69
150	Transit Center Fund	\$628.14
400	Water	\$31,328.03
402	Sewer	\$13,901.31
410	Airport/Industrial Park	\$7,625.66
	Count: 7	\$135,740.35

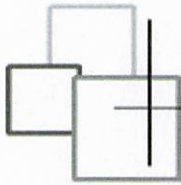
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a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

Council Date: : 2025 - October - First Council Date

Vendor	Number	Reference	Account Number	Description	Amount
Angeles Millwork, Inc.					
	44909		2025 - October - First Council Date		
		2690			
			Jail Floor Prep Materials		
			001-000-000-523-61-48-00	Repair & Maintenance	\$264.56
		Total 2690			\$264.56
		2694			
			Jail Floor Machine Rental		
			001-000-000-523-61-45-00	Rentals	\$435.60
		Total 2694			\$435.60
	Total 44909				\$700.16
Total Angeles Millwork, Inc.					\$700.16
Axon Enterprise, Inc					
	44910		2025 - October - First Council Date		
		INUS383110			
			Annual Subscription		
			001-000-000-521-20-41-00	Professional Services	\$6,844.78
		Total INUS383110			\$6,844.78
		INUS384029			
			Body Cams/Docs		
			001-000-000-594-21-62-01	Police Equipment	\$6,745.81
		Total INUS384029			\$6,745.81
	Total 44910				\$13,590.59
Total Axon Enterprise, Inc					\$13,590.59

Vendor	Number	Reference	Account Number	Description	Amount
C C District Court II					
	44911		2025 - October - First Council Date		
		102025/CCDC2			
			Cases Filed		
			001-000-000-512-52-41-02	Cases Filed	\$1,283.00
		Total 102025/CCDC2			\$1,283.00
	Total 44911				\$1,283.00
Total C C District Court II					\$1,283.00
C.C. Dept Of Health & Human Service					
	44912		2025 - October - First Council Date		
		25-0469			
			Testing		
			400-000-000-534-80-41-42	Testing	\$126.00
		Total 25-0469			\$126.00
	Total 44912				\$126.00
Total C.C. Dept Of Health & Human Service					\$126.00
Carradine, Tim					
	44913		2025 - October - First Council Date		
		7482			
			IT Services		
			001-000-000-511-61-41-00	Professional Services	\$39.10
			001-000-000-514-23-31-00	Operating Supplies	\$236.04
			101-000-000-542-31-48-41	Computer Repair	\$40.73
			150-000-000-547-10-41-00	Professional Services	\$15.48
			400-000-000-534-80-31-00	Operating Supplies	\$384.90
			400-000-000-534-80-48-41	Computer Repair	\$40.42
			400-000-000-534-80-48-41	Computer Repair	\$17.92
			402-000-000-535-80-31-00	Operating Supplies	\$131.16
			402-000-000-535-80-48-01	Computer Repair	\$5.70
			410-000-000-546-10-31-00	Operating Supplies	\$122.42
			410-000-000-552-50-48-02	Computer Repair	\$3.26
			410-000-000-575-50-41-00	Professional Services	\$81.45
		Total 7482			\$1,118.58

Vendor	Number	Reference	Account Number	Description	Amount
		7483			
			IT Services		
			001-000-000-521-20-48-28	Computer Repair	\$393.68
			001-000-000-523-61-48-17	Computer Repair	\$393.67
		Total 7483			\$787.35
	Total 44913				\$1,905.93
Total Carradine, Tim					\$1,905.93
City of Forks - Water					
	44914			2025 - October - First Council Date	
		102025/Water			
			Water		
			001-000-000-512-52-47-01	Water Services	\$86.67
			001-000-000-514-23-47-01	Water	\$61.18
			001-000-000-521-20-47-01	Water	\$101.96
			001-000-000-523-61-47-01	Water	\$89.37
			001-000-000-523-61-47-01	Water	\$117.26
			001-000-000-554-31-47-00	Water	\$38.27
			001-000-000-576-80-47-01	Water	\$113.53
			001-000-000-576-80-47-01	Water	\$89.37
			001-000-000-576-80-47-01	Water	\$357.22
			101-000-000-542-31-47-01	Water	\$4.47
			140-000-000-557-30-47-01	VIC/Museum Water	\$73.30
			150-000-000-547-10-47-00	Water	\$102.05
			400-000-000-534-80-47-01	Water	\$84.90
			400-000-000-534-80-47-01	Water	\$71.37
			402-000-000-535-80-47-01	Water	\$4,709.74
			402-000-000-535-80-47-01	Water	\$25.49
			410-000-000-552-10-47-01	Water	\$45.89
			410-000-000-552-50-47-01	Water	\$89.37
			410-000-000-575-50-47-01	Water	\$273.72
		Total 102025/Water			\$6,535.13
	Total 44914				\$6,535.13
Total City of Forks - Water					\$6,535.13

Vendor	Number	Reference	Account Number	Description	Amount
Clallam County Sheriff Dept.	44915			2025 - October - First Council Date	
		C25-035			
			Inmate Expenses		
			001-000-000-523-61-49-01	County Jail Expenses	\$120.00
		Total C25-035			\$120.00
	Total 44915				\$120.00
Total Clallam County Sheriff Dept.					\$120.00
Clallam Public Defender	44916			2025 - October - First Council Date	
		102025/Public Defender			
			Public Defender Services		
			001-000-000-512-52-41-00	Public Defender	\$2,833.33
		Total 102025/Public Defender			\$2,833.33
	Total 44916				\$2,833.33
Total Clallam Public Defender					\$2,833.33
Clearlyfly Communications	44917			2025 - October - First Council Date	
		INV754208			
			VOIP Telephone Service		
			001-000-000-514-23-42-00	Communications	\$74.23
			001-000-000-521-20-42-00	Communication	\$37.39
			001-000-000-523-61-42-00	Communication	\$37.39
			400-000-000-534-80-42-00	Communication	\$114.00
			402-000-000-535-80-42-00	Communication	\$39.77
			410-000-000-546-10-42-00	Communication	\$37.10
		Total INV754208			\$339.88
	Total 44917				\$339.88
Total Clearlyfly Communications					\$339.88
Decker City Hardware Inc	44918			2025 - October - First Council Date	
		102025/CIT001			
			Supplies		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-31-27	Ammunition, Targets	\$11.94
			001-000-000-521-20-31-27	Ammunition, Targets	\$16.28
			001-000-000-521-20-31-27	Ammunition, Targets	\$18.86
			001-000-000-523-61-48-12	Building Maintenance	\$52.20
			001-000-000-523-61-48-12	Building Maintenance	\$565.51
			001-000-000-523-61-48-12	Building Maintenance	\$37.02
			001-000-000-523-61-48-12	Building Maintenance	\$63.09
			001-000-000-523-61-48-12	Building Maintenance	\$15.75
			001-000-000-523-61-48-12	Building Maintenance	\$76.07
			001-000-000-523-61-48-12	Building Maintenance	\$318.61
			001-000-000-523-61-48-12	Building Maintenance	(\$54.39)
			001-000-000-523-61-48-12	Building Maintenance	\$19.53
			001-000-000-558-61-31-00	Operating Supplies	\$10.50
			001-000-000-576-80-31-00	Operating Supplies	\$37.99
			001-000-000-576-80-31-00	Operating Supplies	\$18.45
			001-000-000-576-80-31-00	Operating Supplies	\$37.99
			001-000-000-576-80-31-00	Operating Supplies	\$32.51
			101-000-000-542-31-31-00	Operating Supplies	\$73.97
			101-000-000-542-31-32-64	Propane	\$28.88
			400-000-000-534-80-31-00	Operating Supplies	\$16.28
			400-000-000-534-80-31-00	Operating Supplies	\$21.17
			400-000-000-534-80-31-00	Operating Supplies	\$3.57
			400-000-000-534-80-31-00	Operating Supplies	\$10.90
			400-000-000-534-80-31-00	Operating Supplies	\$27.25
			400-000-000-534-80-31-00	Operating Supplies	\$16.80
			400-000-000-534-80-31-00	Operating Supplies	(\$10.90)
			400-000-000-534-80-31-00	Operating Supplies	\$29.93
			400-000-000-534-80-31-00	Operating Supplies	\$7.62
			400-000-000-534-80-31-00	Operating Supplies	\$23.88
			400-000-000-534-80-31-00	Operating Supplies	\$27.25
			400-000-000-534-80-31-00	Operating Supplies	\$6.93
			400-000-000-534-80-31-00	Operating Supplies	\$12.48
			400-000-000-534-80-31-00	Operating Supplies	\$7.70
			400-000-000-534-80-31-00	Operating Supplies	\$8.24

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-31-00	Operating Supplies	\$23.34
			402-000-000-535-80-31-00	Operating Supplies	\$4.33
			402-000-000-535-80-31-00	Operating Supplies	\$44.90
			402-000-000-535-80-31-00	Operating Supplies	\$90.18
			402-000-000-535-80-31-00	Operating Supplies	\$2.16
			410-000-000-575-50-31-00	Operating Supplies	\$29.96
			410-000-000-575-50-31-00	Operating Supplies	\$84.11
			410-000-000-575-50-31-00	Operating Supplies	\$56.21
		Total 102025/CIT001			\$1,925.05
	Total 44918				\$1,925.05
Total Decker City Hardware Inc					\$1,925.05
Eagle Auto Repair and Tow, LLC					
44919				2025 - October - First Council Date	
	1293				
		Oil Change			
		001-000-000-521-20-48-35	2018 Explorer 63457D/Rakoz		\$161.38
	Total 1293				\$161.38
	1368				
		Tire Repair			
		001-000-000-521-20-48-35	2018 Explorer 63457D/Rakoz		\$48.87
	Total 1368				\$48.87
	Total 44919				\$210.25
Total Eagle Auto Repair and Tow, LLC					\$210.25
Ferguson Enterprises, Inc.					
44920				2025 - October - First Council Date	
	0095354				
		Parts for E Street			
		400-000-000-534-80-63-00	Other Improvements		\$37,713.74
	Total 0095354				\$37,713.74
	Total 44920				\$37,713.74
Total Ferguson Enterprises, Inc.					\$37,713.74
First Responders Outfitters Inc					

Vendor	Number	Reference	Account Number	Description	Amount
	44921		2025 - October - First Council Date		
		22164-3			
			Jumpsuit-A1		
			001-000-000-521-20-14-01	Uniforms- P7 Rowley	\$575.21
		Total 22164-3			\$575.21
	Total 44921				\$575.21
Total First Responders Outfitters Inc					\$575.21
Graymont Western US Inc					
	44922		2025 - October - First Council Date		
		4-446998			
			Biosolida Lime		
			402-000-000-535-80-31-02	Biosolids-Chemicals	\$2,562.96
		Total 4-446998			\$2,562.96
	Total 44922				\$2,562.96
Total Graymont Western US Inc					\$2,562.96
Hugo Maquibar Lucas Perez					
	44923		2025 - October - First Council Date		
		069			
			Interpreter Services		
			001-000-000-512-52-41-03	Interpreter	\$65.00
		Total 069			\$65.00
	Total 44923				\$65.00
Total Hugo Maquibar Lucas Perez					\$65.00
Jackson Civil Engineering, LLC					
	44924		2025 - October - First Council Date		
		0032-07-02			
			E St. Water Main Replacement Proj.		
			400-000-000-534-80-41-00	Professional Services	\$29,162.50
		Total 0032-07-02			\$29,162.50
	Total 44924				\$29,162.50
Total Jackson Civil Engineering, LLC					\$29,162.50

Vendor	Number	Reference	Account Number	Description	Amount
Lemay Mobile Shredding					
	44925			2025 - October - First Council Date	
		490356S185			
			Shredding		
			001-000-000-521-20-47-18	Refuse	\$19.97
			400-000-000-534-80-47-18	Refuse	\$19.97
		Total 490356S185			\$39.94
	Total 44925				\$39.94
Total Lemay Mobile Shredding					\$39.94
Olson, Kenneth					
	44926			2025 - October - First Council Date	
		102025/Olson Refund			
			Water Refund-Overpayment		
			400-000-000-534-80-49-02	Water Utilities Refund Acc	\$500.00
		Total 102025/Olson Refund			\$500.00
	Total 44926				\$500.00
Total Olson, Kenneth					\$500.00
Pacific Office Equipment Inc.					
	44927			2025 - October - First Council Date	
		1166745			
			Copier		
			001-000-000-521-20-31-00	Operating Supplies	\$34.60
		Total 1166745			\$34.60
		1166746			
			Copier		
			001-000-000-515-31-31-00	Operating Supplies	\$112.11
			001-000-000-558-61-31-00	Operating Supplies	\$112.11
			101-000-000-542-31-31-00	Operating Supplies	\$112.12
			400-000-000-534-80-31-00	Operating Supplies	\$336.35
			402-000-000-535-80-31-00	Operating Supplies	\$224.23
			410-000-000-552-10-31-00	Operating Supplies	\$224.23

Vendor	Number	Reference	Account Number	Description	Amount
		Total 1166746			\$1,121.15
		1166747			
			Copier		
			001-000-000-523-61-31-00	Operating Supplies	\$26.14
		Total 1166747			\$26.14
	Total 44927				\$1,181.89
Total Pacific Office Equipment Inc.					\$1,181.89
Parametrix					
	44928			2025 - October - First Council Date	
		71145			
			WWTP Engineering		
			402-000-000-594-61-63-01	WWTF - Engineering/Admin	\$15,307.38
		Total 71145			\$15,307.38
	Total 44928				\$15,307.38
Total Parametrix					\$15,307.38
PetroCard					
	44929			2025 - October - First Council Date	
		0565515-IN			
			Grease		
			402-000-000-535-80-32-53	Oil/grease	\$76.02
		Total 0565515-IN			\$76.02
		0569466-IN			
			Oil		
			402-000-000-535-80-32-53	Oil/grease	\$293.89
		Total 0569466-IN			\$293.89
		C858956			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$225.26
		Total C858956			\$225.26
		C858957			
			Fuel-Rogue		
			001-000-000-514-23-32-00	Fuel	\$1.44

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-514-23-32-00	Fuel	\$7.02
			001-000-000-523-61-32-00	Fuel/oil	\$3.58
			400-000-000-534-80-32-00	Fuel	\$11.42
			400-000-000-534-80-32-00	Fuel	\$47.22
			402-000-000-535-80-32-00	Fuel	\$3.89
			402-000-000-535-80-32-00	Fuel	\$15.74
			410-000-000-546-10-32-00	Fuel	\$3.58
			410-000-000-546-10-32-00	Fuel	\$3.63
		Total C858957			\$97.52
	Total 44929				\$692.69
Total PetroCard					\$692.69
Plumley, William L.					
	44930			2025 - October - First Council Date	
		835533			
			Interpreter Services		
			001-000-000-521-20-41-11	Interpreter	\$195.00
		Total 835533			\$195.00
	Total 44930				\$195.00
Total Plumley, William L.					\$195.00
Public Safety Testing Inc.					
	44931			2025 - October - First Council Date	
		PST25-1094			
			3Q Recruiting Assistance		
			001-000-000-521-20-41-00	Professional Services	\$140.00
			001-000-000-523-61-41-00	Professional Services	\$56.00
		Total PST25-1094			\$196.00
	Total 44931				\$196.00
Total Public Safety Testing Inc.					\$196.00
Quadient Leasing USA, Inc.					
	44932			2025 - October - First Council Date	
		Q2022988			

Vendor	Number	Reference	Account Number	Description	Amount
			Annual Postage Machine Lease-Jail		
			001-000-000-523-61-41-00	Professional Services	\$664.50
		Total Q2022988			\$664.50
	Total 44932				\$664.50
Total Quadient Leasing USA, Inc.					\$664.50
RC Anderson Enterprises LLC					
	44933		2025 - October - First Council Date		
		1478			
			Dump Truck Repair		
			101-000-000-542-31-48-81	95 Eight YD Dump 39132D	\$1,971.09
			400-000-000-534-80-35-00	Mach & Equipment	\$1,971.09
		Total 1478			\$3,942.18
	Total 44933				\$3,942.18
Total RC Anderson Enterprises LLC					\$3,942.18
Rice, Granville					
	44934		2025 - October - First Council Date		
		102025/Rice			
			MC Premium		
			001-000-000-521-20-41-15	Rice	\$185.00
		Total 102025/Rice			\$185.00
	Total 44934				\$185.00
Total Rice, Granville					\$185.00
SHKS Architects PS Inc.					
	44935		2025 - October - First Council Date		
		24719			
			Quill. Airport Rehab.		
			412-000-000-546-10-41-00	Professional Services	\$1,921.25
		Total 24719			\$1,921.25
		24785			
			Quill. Airport Rehab.		
			410-000-000-546-10-41-00	Professional Services	\$1,980.00

Vendor	Number	Reference	Account Number	Description	Amount
		Total 24785			\$1,980.00
	Total 44935				\$3,901.25
Total SHKS Architects PS Inc.					\$3,901.25
US Bank					
	44936			2025 - October - First Council Date	
		102025/US Bank			
			Credit Cards		
			001-000-000-511-61-31-00	Operating Supplies	\$5.41
			001-000-000-514-23-31-00	Operating Supplies	\$33.26
			001-000-000-514-23-31-00	Operating Supplies	\$1.90
			001-000-000-514-23-31-00	Operating Supplies	\$1.14
			001-000-000-514-23-31-00	Operating Supplies	\$3.74
			001-000-000-514-23-31-00	Operating Supplies	\$6.74
			001-000-000-514-23-41-00	Professional Services	\$49.41
			001-000-000-514-23-41-00	Professional Services	\$21.45
			001-000-000-514-23-43-00	Travel	\$1.48
			001-000-000-514-23-43-11	Training	\$54.00
			001-000-000-515-31-41-00	Professional Services	\$1.00
			001-000-000-515-31-49-02	Registrations	\$364.00
			001-000-000-521-20-31-00	Operating Supplies	\$168.78
			001-000-000-521-20-31-00	Operating Supplies	\$37.10
			001-000-000-521-20-31-00	Operating Supplies	\$1.27
			001-000-000-521-20-31-00	Operating Supplies	\$78.76
			001-000-000-521-20-31-00	Operating Supplies	\$2.12
			001-000-000-521-20-41-00	Professional Services	\$55.11
			001-000-000-521-20-41-00	Professional Services	\$23.93
			001-000-000-523-61-31-00	Operating Supplies	\$1.98
			001-000-000-523-61-31-00	Operating Supplies	\$1.20
			001-000-000-523-61-31-00	Operating Supplies	\$369.22
			001-000-000-523-61-31-00	Operating Supplies	\$34.54
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$85.92
			001-000-000-523-61-31-05	Inmate Welfare & Concessions	\$485.10
			001-000-000-523-61-41-00	Professional Services	\$22.28

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-523-61-41-00	Professional Services	\$51.32
			001-000-000-523-61-48-12	Building Maintenance	\$1,272.59
			001-000-000-523-61-48-12	Building Maintenance	\$335.37
			001-000-000-558-61-43-00	Travel	\$29.36
			001-000-000-558-61-43-00	Travel	\$27.14
			001-000-000-558-61-43-11	RECOMPETE Travel	\$27.14
			001-000-000-576-80-31-00	Operating Supplies	\$147.69
			001-000-000-576-80-31-00	Operating Supplies	\$582.09
			101-000-000-542-31-31-00	Operating Supplies	\$0.35
			101-000-000-542-31-31-00	Operating Supplies	\$10.24
			101-000-000-542-31-31-00	Operating Supplies	\$91.13
			101-000-000-542-31-31-00	Operating Supplies	\$26.75
			101-000-000-542-31-31-00	Operating Supplies	\$0.59
			101-000-000-542-31-31-66	Street Lights	\$186.87
			101-000-000-542-31-41-00	Professional Services	\$6.60
			101-000-000-542-31-41-00	Professional Services	\$15.20
			140-000-000-557-30-43-00	Travel	\$27.15
			400-000-000-534-80-31-00	Operating Supplies	\$6.10
			400-000-000-534-80-31-00	Operating Supplies	\$4.76
			400-000-000-534-80-31-00	Operating Supplies	\$231.27
			400-000-000-534-80-31-00	Operating Supplies	\$358.35
			400-000-000-534-80-31-00	Operating Supplies	\$83.16
			400-000-000-534-80-31-00	Operating Supplies	\$10.99
			400-000-000-534-80-31-00	Operating Supplies	\$208.99
			400-000-000-534-80-31-00	Operating Supplies	\$2.86
			400-000-000-534-80-41-00	Professional Services	\$123.53
			400-000-000-534-80-41-00	Professional Services	\$53.63
			400-000-000-534-80-41-43	Training	\$88.00
			400-000-000-534-80-43-00	Travel	\$2.42
			400-000-000-534-80-48-40	2011 Deere 35D Excavator	\$205.09
			402-000-000-535-80-31-00	Operating Supplies	\$31.35
			402-000-000-535-80-31-00	Operating Supplies	\$3.75
			402-000-000-535-80-31-00	Operating Supplies	\$490.50
			402-000-000-535-80-31-00	Operating Supplies	\$31.99

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-80-31-00	Operating Supplies	\$856.33
			402-000-000-535-80-31-00	Operating Supplies	\$1.83
			402-000-000-535-80-31-00	Operating Supplies	\$1.10
			402-000-000-535-80-31-00	Operating Supplies	\$2.08
			402-000-000-535-80-35-01	Biosolids - Mach & Eqmpt	\$662.52
			402-000-000-535-80-35-01	Biosolids - Mach & Eqmpt	(\$490.50)
			402-000-000-535-80-41-00	Professional Services	\$20.63
			402-000-000-535-80-41-00	Professional Services	\$165.00
			402-000-000-535-80-41-00	Professional Services	\$47.51
			402-000-000-535-80-41-53	Training	\$30.00
			402-000-000-535-80-43-00	Travel	\$0.82
			410-000-000-546-10-31-00	Operating Supplies	\$0.88
			410-000-000-546-10-31-00	Operating Supplies	\$1.94
			410-000-000-546-10-31-00	Operating Supplies	\$1.47
			410-000-000-546-10-31-00	Operating Supplies	\$3.50
			410-000-000-546-10-31-00	Operating Supplies	\$25.59
			410-000-000-546-10-41-00	Professional Services	\$38.01
			410-000-000-546-10-41-00	Professional Services	\$16.50
			410-000-000-546-10-43-00	Travel	\$27.14
			410-000-000-546-10-43-00	Travel	\$0.76
			410-000-000-546-10-43-11	Training	\$28.00
			410-000-000-575-50-31-00	Operating Supplies	\$113.56
			410-000-000-575-50-31-00	Operating Supplies	\$54.58
			410-000-000-575-50-31-00	Operating Supplies	\$27.29
			410-000-000-575-50-31-00	Operating Supplies	\$56.46
			410-000-000-575-50-31-00	Operating Supplies	\$10.85
		Total 102025/US Bank			\$8,389.01
	Total 44936				\$8,389.01
Total US Bank					\$8,389.01

Utilities Underground Location Center

44937

5090161

2025 - October - First Council Date

Locates

Vendor	Number	Reference	Account Number	Description	Amount
			400-000-000-534-80-41-00	Professional Services	\$20.80
		Total 5090161			\$20.80
	Total 44937				\$20.80
Total Utilities Underground Location Center					\$20.80
WA Dept Labor & Industries (Boiler)					
44938			2025 - October - First Council Date		
		393112			
			Boiler Inspections		
			001-000-000-514-23-31-00	Operating Supplies	\$18.25
			400-000-000-534-80-31-00	Operating Supplies	\$29.74
			402-000-000-535-80-31-00	Operating Supplies	\$10.14
			410-000-000-546-10-31-00	Operating Supplies	\$9.47
			410-000-000-575-50-41-00	Professional Services	\$33.80
		Total 393112			\$101.40
		393153			
			Boiler Inspection		
			402-000-000-535-80-41-00	Professional Services	\$67.60
		Total 393153			\$67.60
	Total 44938				\$169.00
Total WA Dept Labor & Industries (Boiler)					\$169.00
WA Dept Natural Resources					
44939			2025 - October - First Council Date		
		9185931			
			FFPA 2025 Forest Land Assess.		
			101-000-000-542-31-49-00	Misc.	\$143.95
			412-000-000-546-10-49-00	Misc	\$93.56
		Total 9185931			\$237.51
	Total 44939				\$237.51
Total WA Dept Natural Resources					\$237.51
WA Dept of Transportation					
44940			2025 - October - First Council Date		

Vendor	Number	Reference	Account Number	Description	Amount
		FB91000003261			
			Fuel		
			001-000-000-511-61-32-00	Unleaded	\$53.46
			001-000-000-558-50-32-00	Fuel/oil	\$21.95
			001-000-000-558-61-32-00	Fuel	\$27.84
			001-000-000-576-80-32-00	Fuel	\$18.82
			101-000-000-542-31-32-00	Fuel	\$415.85
			150-000-000-547-11-32-00	Fuel	\$21.16
			400-000-000-534-80-32-00	Fuel	\$914.78
			402-000-000-535-80-32-00	Fuel	\$154.57
			410-000-000-546-10-32-00	Fuel	\$11.36
			410-000-000-552-50-32-00	Fuel	\$4.45
		Total FB91000003261			\$1,644.24
		FB91000103261			
			Fuel		
			001-000-000-521-20-32-00	Fuel/oil	\$914.39
		Total FB91000103261			\$914.39
	Total 44940				\$2,558.63
Total WA Dept of Transportation					\$2,558.63
WA Dept Rev Excise Tax					
	102025/Excise Tax EFT		2025 - October - First Council Date		
	102025/Excise				
		Excise Tax			
		001-000-000-523-61-31-05		Inmate Welfare & Concessions	\$41.72
		101-000-000-542-31-31-66		Street Lights	\$16.07
		400-000-000-534-80-31-00		Operating Supplies	\$17.97
		400-000-000-534-80-47-43		Excise Tax	\$6,466.76
		400-000-000-534-80-48-40		2011 Deere 35D Excavator	\$17.64
		402-000-000-535-80-47-53		Excise Tax	\$1,751.54
		650-000-000-589-30-00-39		Sales Tax	\$6.09
		650-000-000-589-30-00-80		Excise Tax - Water	\$388.01
		650-000-000-589-30-00-90		Excise Tax - Sewer	\$102.93
		Total 102025/Excise			\$8,808.73

Vendor	Number	Reference	Account Number	Description	Amount
Total 102025/Excise Tax EFT					\$8,808.73
Total WA Dept Rev Excise Tax					\$8,808.73
WA State Patrol					
	44941		2025 - October - First Council Date		
		00185700			
			Q3 2025 Access		
			001-000-000-521-20-42-12	Access	\$300.00
			001-000-000-523-61-42-12	Access	\$300.00
		Total 00185700			\$600.00
		I2601432			
			CPL Fingerprints		
			650-000-000-589-30-00-50	State Share Gun Permit/FP Fees	\$36.00
		Total I2601432			\$36.00
	Total 44941				\$636.00
Total WA State Patrol					\$636.00
WA State Treasurer					
	44942		2025 - October - First Council Date		
		Q32025/Building Permits			
			3Q Building Permits		
			650-000-000-589-30-00-60	State Share Building Permit Fees	\$255.00
		Total Q32025/Building Permits			\$255.00
	Total 44942				\$255.00
Total WA State Treasurer					\$255.00
Walter E. Nelson Co.					
	44943		2025 - October - First Council Date		
		1085956			
			Supplies		
			001-000-000-511-61-31-00	Operating Supplies	\$131.40
			150-000-000-547-10-31-00	Operating Supplies	\$51.99
			400-000-000-534-80-31-00	Operating Supplies	\$60.20
			402-000-000-535-80-31-00	Operating Supplies	\$19.15

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-552-50-31-00	Operating Supplies	\$10.94
		Total 1085956			\$273.68
		1085957/1073442			
			Supplies		
			001-000-000-514-23-31-45	Janitorial Supplies	\$141.63
			001-000-000-521-20-31-45	Janitorial Supplies	\$157.93
			001-000-000-576-80-31-75	Janitorial Cleaning Supplies	\$43.62
			150-000-000-547-10-31-45	Janitorial Cleaning Supplies	\$166.22
			400-000-000-534-80-31-45	Janitorial Cleaning Supplies	\$356.30
			402-000-000-535-80-31-55	Janitorial Cleaning Supplies	\$136.12
			410-000-000-552-50-31-45	Janitorial Supplies	\$118.25
			410-000-000-575-50-31-45	Janitorial Supplies	\$450.69
			410-000-000-575-50-31-45	Janitorial Supplies	\$8.56
		Total 1085957/1073442			\$1,579.32
		Total 44943			\$1,853.00
Total Walter E. Nelson Co.					\$1,853.00

West

44944

2025 - October - First Council Date

852590971

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

Total 852590971

\$531.06

852668485

Subscription

001-000-000-515-31-31-01	Books, Subscriptions	\$427.79
001-000-000-558-61-31-01	Books, Subscriptions	\$427.79
400-000-000-534-80-31-00	Operating Supplies	\$855.32
410-000-000-552-10-31-00	Operating Supplies	\$855.31

Total 852668485

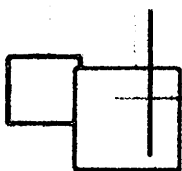
\$2,566.21

Total 44944

\$3,097.27

Vendor	Number	Reference	Account Number	Description	Amount
Total West					\$3,097.27
West Coast Mechanical Solutions					
	44945			2025 - October - First Council Date	
		19997			
			Quad Room A/C Repair		
			001-000-000-521-20-48-00	Repair & Maintenance	\$1,514.97
		Total 19997			\$1,514.97
	Total 44945				\$1,514.97
Total West Coast Mechanical Solutions					\$1,514.97
West End Motors, Inc					
	44946			2025 - October - First Council Date	
		1245			
			Repairs		
			001-000-000-521-20-48-33	2018 Explorer 63456D/Verplank	\$321.55
		Total 1245			\$321.55
		1591			
			Tires		
			001-000-000-521-20-48-34	2018 Explorer 65516D/Lenz	\$1,238.04
		Total 1591			\$1,238.04
	Total 44946				\$1,559.59
Total West End Motors, Inc					\$1,559.59
West Waste & Recycling					
	44947			2025 - October - First Council Date	
		365932			
			Refuse		
			001-000-000-521-20-47-18	Refuse	\$117.16
			001-000-000-523-61-47-18	Refuse	\$117.16
			001-000-000-554-31-47-18	Refuse	\$38.09
			101-000-000-542-31-47-18	Refuse	\$301.32
			400-000-000-534-80-47-18	Refuse	\$376.28
			402-000-000-535-80-47-18	Refuse	\$108.32

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-546-10-49-00	Misc.	\$248.57
			410-000-000-552-50-47-18	Refuse	\$76.17
			410-000-000-575-50-47-18	Refuse	\$76.17
		Total 365932			\$1,459.24
	Total 44947				\$1,459.24
Total West Waste & Recycling					\$1,459.24
West Waste Sanitation					
44948			2025 - October - First Council Date		
		368280			
			Sanicans		
			140-000-000-557-30-49-02	Fourth Of July	\$120.00
			140-000-000-557-30-49-02	Fourth Of July	(\$240.00)
			150-000-000-547-10-49-01	Misc	\$680.00
			410-000-000-546-10-47-18	Sanitation	\$120.00
			412-000-000-546-10-47-18	Sanitation	\$50.00
		Total 368280			\$730.00
	Total 44948				\$730.00
Total West Waste Sanitation					\$730.00
Whitehead's Auto Parts					
44949			2025 - October - First Council Date		
		102025/Whitehead's			
			Parts & Supplies		
			101-000-000-542-31-31-00	Operating Supplies	\$106.74
			400-000-000-534-80-31-00	Operating Supplies	\$19.30
			400-000-000-534-80-31-00	Operating Supplies	\$32.88
		Total 102025/Whitehead's			\$158.92
	Total 44949				\$158.92
Total Whitehead's Auto Parts					\$158.92
Grand Total		Vendor Count	42		\$157,902.23



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - October - First Council Date

001	General Fund	\$35,638.67
101	Street	\$3,552.92
140	Lodging Tax Fund	(\$19.55)
150	Transit Center Fund	\$1,036.90
400	Water	\$81,558.36
402	Sewer	\$27,639.89
410	Airport/Industrial Park	\$5,642.20
412	Quillayute Airport	\$2,064.81
650	State Collections	\$788.03
	Count: 9	\$157,902.23

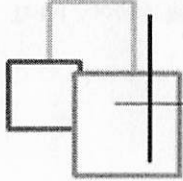
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a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

Council Date: : 2025 - September - Travel Checks

Vendor	Number	Reference	Account Number	Description	Amount
Depew, Caryn					
	3758			2025 - September - Travel Checks	
		09222025/DePew Travel			
			WFOA Conference-Bellevue, WA		
			001-000-000-514-23-43-00	Travel	\$54.27
			400-000-000-534-80-43-00	Travel	\$88.44
			402-000-000-535-80-43-00	Travel	\$30.15
			410-000-000-546-10-43-00	Travel	\$28.14
		Total 09222025/DePew Travel			\$201.00
	Total 3758				\$201.00
	3762			2025 - September - Travel Checks	
		09292025/DePew Travel			
			MRSC Budgeting-Lacey, WA		
			001-000-000-514-23-31-00	Operating Supplies	\$85.69
			400-000-000-534-80-31-00	Operating Supplies	\$139.65
			402-000-000-535-80-31-00	Operating Supplies	\$47.63
			410-000-000-546-10-31-00	Operating Supplies	\$44.43
		Total 09292025/DePew Travel			\$317.40
	Total 3762				\$317.40
Total Depew, Caryn					\$518.40

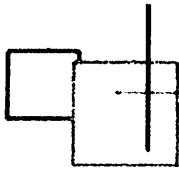
Dias, Nick

3761

2025 - September - Travel Checks

09182025/Dias Travel

Vendor	Number	Reference	Account Number	Description	Amount
			MRSC Procurement-Lacey, WA		
			001-000-000-558-61-43-00	Travel	\$72.25
			001-000-000-558-61-43-11	RECOMPETE Travel	\$72.25
			140-000-000-557-30-43-00	Travel	\$72.25
			410-000-000-552-10-43-00	Travel	\$72.25
		Total 09182025/Dias Travel			\$289.00
	Total 3761				\$289.00
Total Dias, Nick					\$289.00
Jacoby, Maddie					
	3759		2025 - September - Travel Checks		
		09222025/Jacoby Travel			
			WFOA Conference-Bellevue, WA		
			001-000-000-514-23-43-00	Travel	\$4.02
			001-000-000-523-61-43-00	Travel	\$10.05
			400-000-000-534-80-43-00	Travel	\$132.66
			402-000-000-535-80-43-00	Travel	\$44.22
			410-000-000-546-10-43-00	Travel	\$10.05
		Total 09222025/Jacoby Travel			\$201.00
	Total 3759				\$201.00
	3760		2025 - September - Travel Checks		
		09282025/Jacoby Travel			
			Vision MS Conference -Lake Chelan, WA		
			001-000-000-514-23-43-00	Travel	\$3.68
			001-000-000-523-61-43-00	Travel	\$9.20
			400-000-000-534-80-43-00	Travel	\$121.44
			402-000-000-535-80-43-00	Travel	\$40.48
			410-000-000-546-10-43-00	Travel	\$9.20
		Total 09282025/Jacoby Travel			\$184.00
	Total 3760				\$184.00
Total Jacoby, Maddie					\$385.00
Grand Total		Vendor Count	3		\$1,192.40



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - September - Travel Checks

001	General Fund	\$311.41
140	Lodging Tax Fund	\$72.25
400	Water	\$482.19
402	Sewer	\$162.48
410	Airport/Industrial Park	\$164.07
	Count: 5	\$1,192.40

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

Comprehensive Hazard Mitigation Plan City Council

**Monday, 13 October 2025
7:30 P.M.
City Council Chambers**

On 13 October 2025, the City Council will hold a hearing on the proposed Multi-Jurisdictional Hazard Mitigation Plan for Clallam County (HMP) that includes as a separate chapter the City of Forks' Comprehensive Hazard Mitigation Plan. The City Council may adopt the HMP by resolution following this public hearing, or at a subsequent council that would adopt the HMP.

The HMP assesses natural and human-caused hazards that pose threats to Forks and other communities in the County. The HMP indicates a risk associated with the identified hazard and identifies potential means to mitigate the hazard through proactive and cost-effective strategies. Such strategies could include projects, programs, policies, educational outreach, and collaborative partnerships to undertake such activities. The priority and object of the HMP is to:

“protect lives, preserve property, protect the environment, lessen economic hardship, address social inequity and break the repetitive damage cycle.” *HMP 1-1*

The City participated in the HMP development process to replace the 2019 HMP update of the 2009 HMP. The proposed plan was submitted to the Federal Emergency Management Agency (FEMA) for review and approval, which was recently obtained. As such, Clallam County and all of the participating jurisdictions in the HMP are required to adopt the HMP.

Within the HMP, the City of Forks' proposed local hazard mitigation plan is included. Within the HMP's 'City of Forks Annex,' there are specific hazards identified and discussed with proposed strategies to aid in mitigating potential future impacts from such hazards. These identified hazards include drought, flood, human caused hazards (utility failure/power outage), landslides, seismic hazards, severe weather (extreme heat and windstorms), wildfire (and wildfire smoke), and climate change. Climate related issues were integrated into each of these hazards. The City's annex/plan specifically ruled out and omitted hazards that would directly impact the City to include dam failure, coastal hazards, tsunami or sea level rise. However, the City is aware that the City would have a role in responding to coastal hazards, tsunami or sea level rise events.

The two volume HMP is available via the Clallam County website at the following link:

<https://www.clallamcountywa.gov/1822/Hazard-Mitigation-Plan-Update>

The City's plan/annex can be found at the start of Volume 2 of the HMP. Individuals needing help to obtain a copy of the City's plan/annex, or who have questions should contact Rod Fleck, City Attorney/Planner, at 360/374-5412, ext. 111 or rod@forkswashington.org. Individuals requiring special needs in order to participate in the public hearing should contact Mr. Fleck prior to the meeting.

RESOLUTION No. 530



ADOPTING THE MULTI-JURISDICTIONAL HAZARD
MITIGATION PLAN UPDATE (2024) AND THE CITY OF
FORKS' ANNEXED HAZARD MITIGATION PLAN

WHEREAS, the City of Forks recognizes that its exposure to natural and human caused hazards increases risks to public health, property, critical infrastructure, the environment and the economy; and

WHEREAS, pro-active mitigation of known hazards can reduce those risks; and

WHEREAS, a hazard mitigation plan approved by the Federal Emergency Management Agency (FEMA) and adopted by the local jurisdiction is required as a condition for the City of Forks to be eligible for federal hazard mitigation grant funds under the Robert T. Stafford Disaster Relief and Emergency Act, as amended by the Disaster Mitigation Act of 2000; and

WHEREAS, the previous Multi-Jurisdictional Hazard Mitigation Plan expired on January 25, 2025; and

WHEREAS, the City of Forks participated in Clallam County's multi-jurisdictional hazard mitigation plan update process which began in August 2023 and continued throughout 2024. Clallam County staff lead the planning effort, together with a consultant team, and a constituted Hazard Mitigation and Climate Resilience Steering Committee comprised of individuals from government, including the City of Forks, Tribal, business, environmental and social service entities from Clallam County and its neighboring County, Jefferson County; and

WHEREAS, the update process included input from multiple jurisdictions and other Clallam County stakeholders, and from the public based upon: two public surveys, a County wide website that updated the progress of the work and sought public comment, advertised public events held throughout Clallam County, including one in the City of Forks, and a public comment period in December 2024; and

WHEREAS, the completed and revised Multi-Jurisdictional Hazard Mitigation Plan, including the City of Forks Annexed Hazard Mitigation Plan, was submitted on January 23, 2025, to the Washington State Department of Emergency Management and FEMA Region X simultaneously for their review and approval; and

WHEREAS, FEMA approved Clallam County's Multi-Jurisdictional Hazard Mitigation Plan Update (2024), including the Annexed Plan of the City of Forks, on July 14, 2025, subject to an adoption resolution by the participating jurisdiction; and

WHEREAS, on September 30, 2025, the Clallam County Board of Commissioners adopted the Multi-Jurisdictional Hazard Mitigation Plan Update (2024) consisting of the Base Plan and attached Appendices that is available to read on the Clallam County website:

<https://www.clallamcountywa.gov/1822/Hazard-Mitigation-Plan-Update>, under the link named [Clallam County Multi-Jurisdictional Hazard Mitigation Plan - Volume 1.pdf](#);

WHEREAS, the Annexed Hazard Mitigation Plan of the City of Forks, along with the Annexed Plans of other plan participants was contained in Volume 2 of the Clallam County Multi-Jurisdictional Hazard Mitigation Plan, available to read on the Clallam County website: <https://www.clallamcountywa.gov/1822/Hazard-Mitigation-Plan-Update>, under the link named [Clallam County Multi-Jurisdictional Hazard Mitigation Plan - Volume 2.pdf](#);

WHEREAS, on 13 October 2025, the City of Forks held a public hearing on the Annexed Plan in anticipation of the consideration of this resolution and _____

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

1. The City of Forks hereby adopts the Multi-Jurisdictional Hazard Mitigation Plan Update (2024) together with the City of Forks' Annexed Hazard Mitigation Plan (2024), superseding previous hazard mitigation plans adopted by the City.

PASSED AND ADOPTED this _____ day of _____ 2025

Tim Fletcher, Mayor

Authenticated and Attested to:

Caryn DePew
Clerk/Treasurer

Approved as to Form

William R. Fleck
Attorney/Planner



RESOLUTION 71, 2025

1d
SEP 30 2025

ADOPTING THE MULTI-JURISDICTIONAL HAZARD MITIGATION
PLAN UPDATE (2024)

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Exposure to natural and human-caused hazards increases risks to public health, property, critical infrastructure, the environment and the economy.
2. Pro-active mitigation of known hazards can reduce those risks.
3. A hazard mitigation plan approved by the Federal Emergency Management Agency (FEMA) and adopted by the local jurisdiction is required as a condition for Clallam County to be eligible for federal hazard mitigation grant funds under the Robert T. Stafford Disaster Relief and Emergency Act, as amended by the Disaster Mitigation Act of 2000.
4. The most recent Multi-Jurisdictional Hazard Mitigation Plan adopted by Clallam County in January 2020 expired on January 25, 2025.
5. Work to revise and update a multi-jurisdictional hazard mitigation plan began in August 2023 and continued throughout 2024. Clallam County staff lead the effort, together with a consultant team, and a constituted Hazard Mitigation and Climate Resilience Steering Committee comprised of individuals from government, Tribal, business, environmental and social service entities from Clallam County and its neighboring County, Jefferson County.
6. The revision process included input from multiple jurisdictions and other Clallam County stakeholders, and from the public based upon: two public surveys, a County website that updated the progress of the work and sought public comment, advertised public events held throughout Clallam County and a public comment period in December 2024.
7. The completed and revised plan was submitted on January 23, 2025 to the Washington State Department of Emergency Management and FEMA Region X simultaneously for their review and approval.
8. FEMA approved Clallam County's Multi-Jurisdictional Hazard Mitigation Plan Update (2024) on July 14, 2025 subject to an adoption resolution by Clallam County.
9. The Multi-Jurisdictional Hazard Mitigation Plan Update (2024) consists of the Base Plan and attached Appendices that is available to read on the Clallam County website: <https://www.clallamcountywa.gov/1822/Hazard-Mitigation-Plan-Update>, under the link named [Clallam County Multi-Jurisdictional Hazard Mitigation Plan - Volume 1.pdf](#).

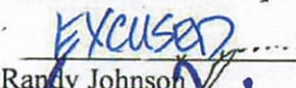
NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

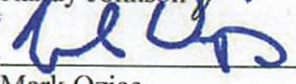
1. Clallam County's Multi-Jurisdictional Hazard Mitigation Plan Update (2024) is hereby adopted.

PASSED AND ADOPTED this 30 day of Sept. 2025

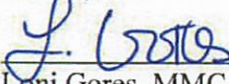
BOARD OF CLALLAM COUNTY COMMISSIONERS


Mike French, Chair


Randy Johnson


Mark Ozias

ATTEST:


Loni Gores, MMC, Clerk of the Board



NOTA Site: P401
NOTA Representative(s):
Hall
NOTA Region: NW



EarthScope
Consortium

Contact Name: Tim Fletcher
Mayor - City of Forks
Mailing Address:
500 E Division St
Forks, WA 98331
Phone: 360-374-5412
Alt Phone:
Email: timf@forkswashington.org

Geodetic Monitoring Station Land Use Lease Agreement

THIS Geodetic Monitoring Station Land Use Lease Agreement (hereinafter "Lease"), is entered into as of June 3, 2025, by and between City of Forks, together with its successors and assigns (hereinafter "Lessor"), and **EarthScope Consortium, Inc., a Delaware Nonprofit Nonstock Corporation, together with its successors, assigns, and scientific collaborators** (hereinafter "Lessee" or "EarthScope"), for the purpose to install, operate, maintain, and service Global Navigation Satellite System (GNSS) monuments, Global Positioning System (GPS) monuments, and other related earth monitoring instrumentation which measure ground shifts caused by earthquakes and slow fault slip between earthquakes at the location specified below and in attached images and maps (if required):

County: Clallam	City: Forks	State: WA	Address: Quillayute Airport south of the runway
Latitude: 47.937188	Longitude: -124.557019	Description: GPS Station	

IT IS HEREBY AGREED AS FOLLOWS:

1. This Lease is valid for a period of 10 years, commencing on the 15th of August, 2025, and shall expire on the 31st of August, 2035. If Lessee is in good standing with Lessor at the expiration of the initial lease period and the Lease has not been terminated, Lessee shall have the option to renew the Lease for two consecutive five (5) year terms. The Lessor reserves the right to terminate this Lease at any time, with or without cause, upon submitting written notice to the Lessee. The termination will take effect thirty (30) days from the date Lessee receives the written notice from Lessor. In the event Lessor terminates this Lease, Lessee will have sixty (60) days from the termination date, or ninety (90) days from the day Lessor submits written notice to Lessee, to remove all of Lessee's equipment from Lessor's property.
2. Lessee shall give Lessor a sixty (60) day written notice prior to any assignment of this Lease. Lessee shall also provide Lessor with a copy of any such assignment.
3. The Lessee will notify the Lessor or Lessor's agent at least seven (7) days prior to the day of installation of any mutually agreed upon equipment additions. The Lessee will give the Lessor or Lessor's agent reasonable notification, as specified in additional stipulations, prior to entry for any maintenance visits, if such visits are required.
4. The Lessee accepts the premises in an "as is" condition and, upon completion of the Lease, Lessee agrees to restore the premises as reasonably as possible to the condition at the start of the Lease.
5. The Lessee agrees to maintain the premises in a safe manner.
6. The Lessee shall install and maintain the GNSS/GPS monument, instruments, and ancillary equipment on the lands of the Lessor with reasonable diligence and precaution to avoid damage to the land, property, or personnel.
7. Each Party shall indemnify, defend, hold harmless, and release the other Party from any liability, action, claim, suit, loss, property damage, or personal injury of whatever kind relating to or arising from any act of commission or omission by itself, its agents, employees, or authorized representatives, or related to or arising from the exercise of the rights or privileges granted by this Lease. The Lessor will not be held responsible for loss of, or damage to, any of Lessee's equipment on the property.
8. The Lessor has the right and authority to enter into this Lease.

9. The Lessor shall give reasonable notice to Lessee of any intent to sell the property, or portion thereof, where the GPS monument is located.

10. The Lessor may call 1-866-381-7507 or 303-381-7559 for any questions, comments, concerns, or inquiries related to this Lease.

11. The laws of the State of Washington shall govern any action arising out of or relating to this Lease.

12. This Lease constitutes the entire agreement between Lessor and Lessee. No oral agreements, leases, warranties, representations, licenses, permits, or promises have been entered into, and all modifications or notices shall be in writing and mutually agreed upon to be valid. This Lease voids and replaces any and all prior written agreements between Lessor and Lessee. These Terms may be severable and the invalidity, illegality or unenforceability in whole or in part of any provision does not affect the validity of other provisions.

13. Additional Stipulations (handwritten stipulations must be initialed by authorized representatives of both parties):

This Amendment, and its contents, are confidential in nature and shall not be discussed with, or disclosed to, any Party outside of the Parties signing below.

EARTHSCOPE:

LESSOR:

Signature Date

James Downing
Sr. Contracts and Permitting Manager

Signature Date

Name: _____
Title: _____

PBO site # 401

PBO Representative: Katrin Hafner



Revocable Permit and Non-Recorded Easement Agreement for a Plate Boundary Observatory/UNAVCO, Inc. GPS Monitoring Station

The undersigned City of Forks, WA (hereinafter called the PERMITTER) hereby grants the **Plate Boundary Observatory/UNAVCO, Inc., 6350 Nautilus Drive, Boulder CO 80301 (303)381-7559** (hereinafter called the PERMITTEE) permission to install, operate, maintain and service a Global Positioning System (GPS) monument which measures ground shifts caused by earthquakes and slow fault slip between earthquakes at the location specified below and in attached images and maps (if required):

County: _____ City: _____ State: _____ Address/Description: _____

The permit is given without charge in consideration of the above and the following:

1. This permit is for the period beginning the 10/1/2004 and continuing for 15 years. The Permitter may terminate this agreement at any time with or without cause upon 15-day notice in writing to the Permittee. Permittee would like the option to renew this permit at the end of the stipulated time period.
2. As consideration for the use of space, the Permittee shall assist the Permitter to obtain access to GPS data gathered by this and other GPS stations in PBO, and products created by PBO researchers.
3. The Permittee will notify the Permitter or Permitter's agent prior to the day of installation of the equipment. The Permittee will notify the Permitter or agent prior to entry for any maintenance visits if required.
4. The Permittee accepts the premises in an "as is" condition and upon completion of the permit, agrees to restore the premises as nearly as possible to the condition at the start of the permit.
5. The Permittee agrees to maintain the premises in a safe manner.
6. The Permitter will not be held responsible for loss of, or damage to, equipment on the property.
7. The Permittee agrees that the installation and maintenance of the GPS monument and equipment on the lands of the Permitter on which they are installed shall be effected with all reasonable diligence and precaution to avoid damage to the land, property or personnel.
8. The Permitter has the right and authority to grant this non-recorded easement on this land.
9. The Permittee requests that Permitter inform them of any intent to sell the property, or portion thereof, where the GPS monument is located.
10. The Permitter may call 1-866-381-7507 for any questions related to this Permit/non-recorded easement.

11. Additional Stipulations: Device may need a light on this. SEE
WWW.SOLARAIRPORTLIGHTS.COM AS AN OPTION.

Permitter name, title, signature and date:

Nedra P Reed
Mayor - City of Forks
X Nedra Reed
9-14-04

Permittee Designee, title, signature and date:

X Kyle Bohnert
Kyle Bohnert
X Permit Coordinator
9/12/04



U.S. Department
of Transportation

**Federal Aviation
Administration**

Seattle Airports District Office
1601 Lind Avenue, S. W. , Ste 250
Renton, Washington 98055-4056

November 18, 2004

Mr. Kyle R. Bohnenstiehl
UNACO/Plate Boundary Observatory
6350 Nautilus Drive
Boulder, CO 80301

Dear Mr. Bohnenstiehl:

Quillayute Airport, Quillayute, WA
Airspace Determination for Proposed Construction or Alteration
Aeronautical Study Number 2004-ANM-555-NRA

The Federal Aviation Administration (FAA) has completed its review of the installation of GPS monitoring station at Quillayute Airport, Quillayute, Washington as shown on the sketch attached to your *Notice of Proposed Construction or Alteration* (FAA Form 7460-1) dated September 28, 2004.

It has been determined that the proposal would not exceed the standards of Federal Aviation Regulation (FAR) Part 77. Therefore, we have no objection to its installation. We request that this facility be shown on the next revision of the airport layout plan (ALP).

If you have any questions please contact me at (425) 227-1662.

Sincerely,

Trang D. Tran
Civil Engineer, OR/ID Section



Notice of Proposed Construction or Alteration

Aeronautical Study Number

FAA Form 7460-1 (2-99) Supersedes Previous Edition

CITY OF FORKS
2026 BUDGET CALENDAR

<u>Date</u>	<u>Budget Preparation</u>
July August	Review and Update Capital Facilities Plan
August 21, 2025	Advertise Lodging Tax Funding Availability- <i>Clerk/Treasurer</i>
September 8, 2025	Request Budget Estimate from Department Heads - <i>Clerk/Treasurer</i>
September 22, 2025	Receive Lodging Tax Applications/Misc. Budget Requests - <i>Clerk/Treasurer</i>
September 22, 2025	File 2026 Budget Estimate with Clerk - <i>Department Heads</i>
October 1, 2025	Present Dept Head Budget Estimates to Mayor - <i>Clerk/Treasurer</i>
October 6, 2025	Present CY Revenue Estimates & Preliminary Budget to Council - <i>Mayor</i> (including estimates for consideration of setting prop tax levy)
October 27, 2025	Set Budget Hearing Schedule - <i>Council</i>
November 2, 2025	File Preliminary Budget with Budget message with Council and Clerk - <i>Mayor</i>
November 6 & 13, 2025	Publish Notice of Budget Hearings & Meetings - <i>Clerk/Treasurer</i>
November 10, 2025 5:30/7:30 pm	Hold Budget Workshop and Revenue Sources/Property Tax Hearing & Pass 2026 Property Tax Resolution - <i>Clerk/Treasurer</i>
November 21, 2025	Budget Available to Public - <i>Clerk/Treasurer</i>
November 24, 2025 5:30/7:30 pm	Hold Budget Workshop and Hearing (Review Lodging Tax Applications)
November 30, 2025	Send Certified Budget/Levy Request to County Assessor - <i>Clerk/Treasurer</i>
December 1, 2025 7:30 pm	Hold Final Budget Workshop and Hearing
December 8, 2025 7:30 pm	Adopt 2026 Budget Ordinance / 2025 Budget Amendment (potential) (deadline 12/31/2025)
After Adoption	Transmit Final Budget to State Auditor and MRSC - <i>Clerk/Treasurer</i>



PROCLAMATION

WHEREAS, substance abuse involving alcohol and drugs has reached epidemic proportions at all levels in this nation;

WHEREAS, unified prevention education efforts by community leaders, educators, and citizens should be further supported and developed to combat this rising epidemic;

WHEREAS, programs such as the National Red Ribbon Campaign, as well as such efforts as the Quillayute Valley School District's Prevention Program associated with the Community Anti-Drug Coalitions of America, are means for community members to actively engage and show their support for a drug-free lifestyle;

WHEREAS, the National Red Ribbon Campaign is celebrated during the last week of October during RED RIBBON WEEK;

WHEREAS, the City of Forks encourages all of its community members to demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying red ribbons during these last few days of October;

NOW, THEREFORE, BE IT RESOLVED, that I do hereby proclaim October 23rd through October 31st RED RIBBON WEEK and encourage the community to support and engage in activities, conversations and efforts that reflect our community's strong commitment to developing a drug-free Forks;

FURTHER, as part of this proclamation, I encourage the community to utilize the RED RIBBON CAMPAIGN as a means of showing support for a drug-free lifestyle and the community it can create during this week and throughout the year ahead.

On this date _____ of the month _____, 2025

Mayor, Tim Fletcher

**AGREEMENT AND AUTHORIZATION FOR
ENGINEERING CONSULTING SERVICES**



By this Agreement, effective October 6, 2025, **City of Forks** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Agreement, the *ENGINEERING CONSULTING TERMS AND CONDITIONS*, and the following additional attachments:

Exhibit A: Scope of Work

Exhibit B: Fee Summary Spreadsheet

Exhibit C: FAA Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

Project: Quillayute Airport Runway, Taxiway, and Apron Rehabilitation - Phase 1 Design

Project No.: 35024.002.01

Scope of Services: The scope of services for the "Runway, Taxiway, and Apron Rehabilitation - Phase 1 Design" project is as detailed in the attached Exhibit A "Scope of Work."

Opinion of Probable Cost:

\$262,994.72

Lump Sum

Personnel labor fees are detailed in the attached Fee Summary Spreadsheet (Exhibit B).

City of Forks

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By: mm

Title: President

Date: 10/3/2025

ENGINEERING CONSULTING ♦ TERMS AND CONDITIONS

1. SERVICES: Engineer agrees to perform the Scope of Services (Services) under the following terms and conditions. Additional Services will be provided only by written amendment to this Agreement.

2. TIMES OF PAYMENTS: Engineer will submit invoices on a monthly basis for the unbilled portion of Services actually completed. Client will pay the invoice within 30 days of the invoice date. Accounts remaining unpaid after said 30 days will be considered delinquent and assessed a late payment charge (currently at the rate of 1 1/2% per month) calculated each month from the date of the invoice. Engineer reserves the right to suspend all Services until account delinquencies have been remedied.

3. OPINIONS OF COST: Because Engineer has no control over the cost of labor, materials, equipment or Services furnished by others, or over contractors' methods of determining prices, or other competitive bidding or market conditions, any cost estimates provided by Engineer will be made on the basis of experience and judgment. Engineer cannot and does not guarantee that proposals, bids or actual Project construction costs will not vary from opinions of probable costs prepared by Engineer.

4. CLIENT-PROVIDED INFORMATION: Client will make available to Engineer, all information readily available to Client regarding existing and proposed conditions of the site which will aid Engineer in its performance of Services. Engineer shall be entitled to rely, without further inquiry or investigation, on all information furnished to Engineer by Client. Client agrees to advise Engineer of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment, or equipment. Client will immediately transmit to Engineer any new information which becomes available to Client which may have a bearing on Engineer's performance of Services or which relates to information Engineer has requested from Client. If any hazards, not disclosed to Engineer, are discovered after the Services are undertaken, Client and Engineer agree that the Scope of Services, time schedule and rate schedule shall be modified accordingly.

5. STANDARD OF PERFORMANCE: Engineer represents that Services will be performed within the limits prescribed by Client, and that its findings, recommendations, specifications and/or professional advice provided hereunder will be prepared and presented in a manner consistent with the level of care and skill ordinarily exercised by other professionals under similar circumstances at the time the Services are performed.

6. ACCESS, APPROVALS, PERMITS: Client shall arrange for access to and make all provisions for Engineer to enter onto public and private property as required for Engineer to perform the Services. Unless otherwise agreed, Client will be solely responsible for applying for and obtaining such permits and approvals as may be necessary for Engineer to perform the Services.

7. REUSE OF DOCUMENTS: All documents, including computer files, drawings and specifications, prepared by Engineer pursuant to this Agreement shall remain the property of Engineer and are instruments of service with respect to the Project. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Services provided for the Project under this Agreement or on

any other project. Any reuse without written authorization, certification or adaptation by Engineer for the specific purpose intended will be at Client's sole risk and without liability to Engineer.

8. ASBESTOS/PCBs: All asbestos/PCB related Services are excluded from Engineer's Scope of Services. Client shall notify Engineer at the start of the Project if the presence of asbestos/PCBs on the project is suspected. If asbestos/PCBs are suspected or encountered, Engineer will stop its own work to permit proper testing and evaluation. If requested as an additional Service, Engineer will assist Client in contacting regulatory agencies and/or identifying appropriate testing laboratories.

9. SUBMITTAL REVIEW: Review by Engineer of submittals by contractor is only for general conformance with the design concept of the Project and general compliance with the information given in the Contract Documents. The review does not affect the contractor's responsibility to perform all contract requirements with no change in contract price or time. Any action taken by the Engineer is subject to the requirements of the plans, specifications and other Contract Documents. Client shall indemnify Engineer against any claim by any contractor based on the review.

10. ENGINEER AT CONSTRUCTION SITE: The presence or duties of Engineer's personnel at the construction site, whether as on-site representatives or otherwise, do not make Engineer or its personnel in any way responsible for those duties that belong to the Owner and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties and responsibilities, including but not limited to, all construction methods, means, techniques, sequences and procedures necessary for coordinating and completing all portions of the construction work in accordance with the Contract Documents and any health or safety precautions required by such construction work. Engineer and its personnel have no authority to exercise control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except Engineer's own personnel.

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
June 9, 2025 7:30 p.m.

Part 1 **PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

0:02 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:32 **ROLL CALL**

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

MODIFICATIONS/APPROVAL OF AGENDA

0:47 Mayor Fletcher pointed out there will be an executive session at the end of the meeting.

1:09 **Motion** to approve the agenda as [presented] by Gingell, second Soha, motion carried.

PUBLIC COMMENT

1:50 Mark Soderlind said Ben Majors, Environmental Planner at Washington State Department of Health Office of Drinking Water, will be present at the next Council Meeting to discuss his perspective on drinking water.

3:24 Corey Pearson spoke against the 5G tower planned for Campbell's Pit.

7:10 Sarah Johnson spoke against the 5G tower planned for Campbell's Pit.

8:12 Janice Barrera spoke against the 5G tower planned for Campbell's Pit.

9:07 Christine Wasankari spoke about EMFs and against the 5G tower planned for Campbell's Pit.

10:09 Heather Gaddy spoke against the 5G tower planned for Campbell's Pit, and asked that the matter be better publicized.

10:55 De Ann Horton asked why the 5G tower planned for Campbell's Pit wasn't located at the Industrial Park or some other non-residential City property, and said town looks neglected with unmowed lawns and weeds.

14:59 Lissy Andros spoke on the latest visitor statistics and commented on the bad behavior shown by locals to tourists.

Dave Ferguson spoke (via Zoom) against the 5G tower planned for Campbell's Pit,
16:04 and presented his perspective on his own property rights.

ACTION ITEMS

1. Oath of Office for Newly Appointed Council Member

19:42 District Court II Judge Bruce Hannify administered the oath of office for newly appointed City Council Position 5 appointee, Armistead Coleman.

21:17 **2. Motion** to approve minutes of the Regular Meeting held May 12, 2025 by Gingell, second Soha, motion carried.

21:51 **3. Motion** to approve manual check 44478 in the amount of \$11,345.27, payroll checks 44479 through 44497 in the amount of \$144,690.38, claim checks 44498 through 44532 and EFTs as included in the total amount of \$132,898.49, and travel checks 3751 through 3753 in the amount of \$988.42 by Gingell, second Soha, motion carried.

4. 2025 Red Town Initiative Bid Award

23:03 Devin Jackson of Jackson Civil explained the request for bids for the chip-seal project, which will utilize a grant from the Transportation Improvement Board, associated with the 2025 Red Town Initiative.

26:00 Attorney/Planner Fleck confirmed a public town hall will be held on June 30 to inform the community of the upcoming project. The event will be announced in the Forks Forum.

26:47 **Motion** to award the project to Sierra Santa Fe Corp., the lowest responsible bidder, and authorize the Mayor and staff to enter into the necessary agreements, by Gingell, second Soha, motion carried.

5. April 2025 Treasurer's Report

27:23 Council reviewed the April 2025 Treasurer's Report.

28:04 **Motion** to approve the April 2025 Treasurer's Report by Soha, second Gingell, motion carried.

6. Quillayute Airport On-Call Engineer Authorization

28:27 Attorney/Planner Fleck reviewed the City's selection and recommendation of Century West Engineering Corporation to fill the role of on-call engineer for the Quillayute Airport.

29:12 **Motion** to authorize the Mayor and staff to enter into a contract that satisfies the FAA's requirements with Century West to be the City's on-call engineer for the next five years by Gingell, second Soha, motion carried.

29:53 Attorney/Planner Fleck followed up with a request to discuss and take action on a \$315,000 grant available from the FAA at the next meeting. Gingell responded favorably.

7. Forks Industrial Park EDC Grant Agreement Authorization

33:18 Attorney/Planner Fleck explained the \$400,000 RECOMPETE grant, managed by the Clallam County Economic Development Council, for engineering services at the Forks Industrial Park and the payment agreement with Clallam County for the required 20% match.

35:02 **Motion** to authorize the Mayor and staff to enter into the Clallam County Opportunity Fund Program Grant Award Agreement with Clallam County by Gingell, second Soha, motion carried.

DISCUSSION ITEMS

1. Park Board Minutes

35:20 Gingell asked whether there were any developments with regard to the Allen Trust. Mayor Fletcher said a five-year plan has been created for projects to be paid for by funds received from the Allen Trust.

2. Council Member Reports

36:30 **Council Member Soha** asked about the green paint on the sidewalk at the stop light. Public Works Director Hampton said it would be gone soon. Soha also reported having attended the Homelessness Task Force Meeting.

Council Member Gingell said he's happy to see members of the community at Council meetings.

3. Staff Reports

37:17 **Public Works Director Hampton** thanked the Lions Club for putting a new roof over the Scorpion and taking moss off the Ben Dome at Tillicum Park. He also reported on all the water, street, and wastewater treatment plan projects his crew has been working on, as well as the lack of trustees to perform the regular mowing and weeding. [46:54] He then explained the green sidewalks as having been the work of a WSDOT employee, and that he would try to have them repainted by the 4th of July.

41:31 **Police Chief Rowley** said he's happy to see so many attending the Council meetings, and encouraged them to keep coming so they will have all the information when the next big conversation comes up. He then talked about the low jail population in Forks and throughout the State. He also said he is working on the junk vehicles, but the cost to his department is quite high and expanded on the legal and human aspects of removing someone's only vehicle and sometimes even their home. He emphasized the fact that he wants his department to work with the community rather than being purely punitive.

47:40 **Attorney/Planner Fleck** said the City used to record approximately 4,400–5,400 hours of community service by jail inmates, and that the number is now in the hundreds. He then reported having attended a very Port Angeles-oriented RECOMPETE meeting with Clallam and Jefferson Counties, spent a lot of time working with the FAA and on issues associated with the Industrial Park, and a Housing Solutions Committee meeting last Friday where participants are starting to realize the impact of the State's new building and energy code regulations.

4. Mayor's Report

52:07 Mayor Fletcher responded to Dave Ferguson's letter to the Council dated May 22, 2025 and regarding a conflict of interest in dealings with Vertical Bridge REIT, LLC. The Mayor said he asked Chairman Beck to reopen the Planning Commission's hearing on the Special Use Permit for the Vertical Bridge wireless communication tower, and that the City has contracted outside legal council to provide legal support and advice to the Planning Commission. He then reported having attended the West End Business and Professional Association's meeting where a representative from Outdoor Canvas presented plans for a camping/glamping facility on the Sol Duc River. The Mayor said he asked them to source their purchases from the Forks side of Fairholme. Finally, he thanked the Lions Club for their work at Tillicum Park.

5. Executive Session

At 8:24 p.m., Council recessed for five minutes before entering into Executive Session for 20 minutes to consider current or potential litigation and the minimum price for a lease of City property at 8:29 p.m. to end at 8:49 p.m.

54:06 Mayor Fletcher reconvened the Regular Meeting at 8:49 p.m. No action was taken.

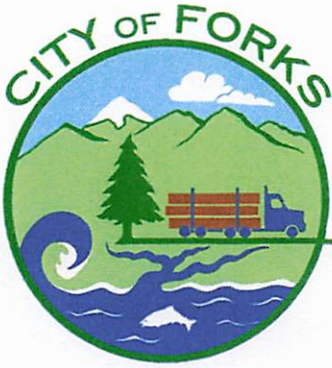
6. ADJOURNMENT

Part II **Motion** to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at
0:01 8:50 p.m.

0:07

Tim Fletcher, Mayor

Caryn DePew, Clerk/Treasurer



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

(360) 374-5412 • Fax: (360) 374-9430 • TTY: (360) 374-2696
forkswashington.org

Chairwoman Darlene Hollum
2269 Lower Hoh Road
PO Box 2196
Forks, Washington 98331

9 October 2025

Good morning, Chairwoman Hollum,

First, thank you for the meeting we had here at City Hall last month with Vice Chairwoman Lopez and Executive Director Keith MacGeagh. My staff and I look forward to further strengthening the working relationships we have in place and exploring new opportunities to pursue together.

Second, this letter is my formal authorization, following up on the conversation staff had on Monday onsite, for the Hoh Tribe to extend a conduit and associated electrical connection between the Hoh Tribe's administrative support building at 71 South Forks Avenue and an electronic vehicle (EV) charging station being constructed on the vacant lot that is northwest of the intersection of Spartan Avenue and A Street. As there was some confusion between all involved as to whether this electrical extension associated with the contracted work would be a Clallam County PUD undertaking. It was agreed that each side of the installed conduit would be marked with signage warning any observant party that there is an electrical conduit running beneath the cut and repaired alley in this location.

We will work with you and your staff to determine the best way to ensure other entities area aware of this electrical line and to develop any necessary government-to-government easement that may also serve as a means of providing notice of the existence of this buried electrical EV charging station infrastructure.

Most sincerely,

Tim Fletcher
Mayor

Cc: Forks City Council
Keith MacGeagh, Hoh Tribe Executive Director
Melissa Hoban, Hoh Tribe Accounting Manager
Hannah Tennant, Hoh Tribe Climate Change Specialist
Paul Hampton, Public Works Director
Rod Fleck, Attorney/Planner



NOTICE OF DECISION
on an Appeal to the Forks City Council
of the Forks Planning Commission's Affirmation of the
Special Use Permit issued to Vertical Bridge

DAVE FERGUSON, Appellant
VERTICAL BRIDGE, Permittee/Respondent

Appellant: Dave Ferguson
284 West Division Street
Forks, WA 98331

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

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

Proposed Project: Permitting the installation of a 152-foot telecommunications monopole tower that would be used by T-Mobile and up to three other providers on property that was a former gravel pit. Project was reviewed by the Federal Aviation Administration (FAA) and adjusted to meet FAA requirements. Further, the local fire chief provided a height waiver for this telecommunications infrastructure. The use requires a special use permit which triggered the need for the State Environmental Policy Act (SEPA) review.

Appeal Hearing Date: 7:30 PM, Monday, 22 September 2025

Appeal Hearing Location: Forks City Council Chamber, Forks, WA 98331

FINDINGS, CONCLUSION AND DECISION

COMES NOW the City Council of the City of Forks in adjudication of an appeal filed by Appellant Dave Ferguson ("Appellant") and enters the following findings, conclusions, and decision on this matter.

I. FINDINGS AND CONCLUSIONS.

1. On 20 February 2025, the City of Forks (City) received an application for a special use permit from Respondent VB BTS III, LLC (Respondent). The requested permit was for the construction and installation of a 152' tall monopole telecommunications tower that would be used by T-Mobile and up to three other providers on City owned property. The proposed pole would be installed between the southern edge of a well-head protection area and the northern edge of an existing easement. The property was the site of a former gravel pit, rock washing, and concrete operation.
2. On 4 April 2025, the City issued a special use permit to Vertical Bridge REIT, LLC, hereinafter Vertical Bridge. Vertical Bridge REIT, LLC changed its operation name associated with this project to VB BTS III, LLC with the City's permission. The City has used Vertical Bridge interchangeable, and the SUP was issued for the project with VB BTS III, LLC being the correct and ultimate entity responsible for the Project. The Project was reviewed by the Federal Aviation Administration (FAA) and the monopole's height was adjusted to meet FAA requirements. Further, the local fire chief provided a height waiver for this telecommunications infrastructure.
3. On 17 April 2025, Appellant appealed the granting of the SUP to the Forks Planning Commission, pursuant to Forks Municipal Code 17.90.040.
4. The Forks Planning Commission heard the appeal in an open public hearing, pursuant to FMC 17.90.050, on 21 May 2025. During the hearing Mr. Ferguson raised additional appeal issues and submitted additional issues by email the day following the hearing. The Forks Planning Commission initially affirmed the SUP at the 21 May 2025, hearing. However, the Mayor requested the Commission reopen the appeal hearing to address the additional issues raised by the Appellant.
5. On 1 July 2025, the Forks Planning Commission held a second phase of the appeal hearing to address the issues raised after the first hearing. At the conclusion of the reopened appeal hearing, the Commission affirmed the issuance of the SUP with the conditions that the City or the applicant consult with the Quileute Tribe and Washington State Department of Fish and Wildlife. The Planning Commission's Decision was executed by the Chairman of the Planning Commission, Milton Beck, on 18 July 2025.
6. The Planning Commission's Decision was emailed to the Appellant and the Respondent by City Planner Rod Fleck on 18 July 2025.
7. Via email on 18 July 2025, the Appellant requested a copy of the Planning Commission's Decision from Mr. Fleck. Mr. Fleck sent an email to Appellant noting that the Planning Commission's Decision had been emailed to him earlier in the day on 18 July 2025. Via email on 22 July 2025, Appellant told Mr. Fleck he had not received the email of 18 July 2025. On 23 July 2025, Mr. Fleck sent another email transmitting the Planning Commission's Decision document and also providing a link to the document in an accessible Dropbox.com file.

8. Also on 22 July 2025, a copy of the Planning Commission's Decision was mailed to the Appellant, Respondent, and to property owners of record located within five hundred feet of the parcel, based on a list provided by the Clallam County Tax Assessor's public record.
9. On 7 August 2025, by hand delivery, the City received a document signed by Appellant titled "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit." The "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" cited the following issues on appeal:
 - A. "Easement Overreach and Misrepresentation of Public Right-of-Way." Appellant appeals the decision of the Planning Commission to affirm the administrative issuance of the appeal on the basis that the "Applicant submitted [a] survey [that] inaccurately labels a portion of land across [Appellant's] property as a "public right-of-way."
 - B. "Conflict of Interest and Denial of Due Process." Appellant appeals the decision of the Planning Commission to affirm the administrative issuance of the appeal on the basis that "[t]he appeals process before the Planning Commission was compromised by a conflict of interest involving City Attorney Rod Fleck, who previously negotiated and signed the lease agreement with Vertical Bridge."
 - C. "List of Parties with Financial Ownership Interests in Properties within 300 feet of Subject Project." Appellant appeals the decision of the Planning Commission to affirm the administrative issuance of the appeal on the basis that notice of the issued permit was not provided to the correct list of homeowners and cites a list he obtained from the University of Washington's GIS portal for the City of Forks.
10. Consistent with FMC 17.90.050 and Chapter 17.135, a hearing on the "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" was scheduled for the City Council's regular meeting on September 8, 2025. Mr. Fleck prepared a Notice of Consideration of Appeal and provided a copy of both documents by email to the Appellant, Respondent, City Council, and Mayor on August 22, 2025.
11. On 25 August 2025, Nerissa Davis sent a copy of the "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" and the Notice of Consideration of Appeal by email to City of Forks Planning Commission, while Mr. Fleck provided a copy to the City of Forks Building Official, with a copy by email by Mr. Fleck to the Appellant and Respondent.
12. On 25 August 2025, Mrs. Davis mailed a copy of the "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" and the Notice of Consideration of Appeal to all property owners of record located within 500' of the property associated with the permit being appealed.
13. Notice of the appeal and hearing was published in the Forks Forum newspaper on 28 August 2025.

14. At the regular City Council meeting of 25 August 2025, the City Council received a report from Mr. Fleck regarding the receipt of the “Formal Appeal – Request to Overturn Planning Commission’s Final Decision on Vertical Bridge Special Use Permit”, his preparation of the Notice of Consideration of Appeal, setting the hearing for September 8, 2025, and dissemination of these documents as required by the FMC.
15. Appellant appeared for the regular City Council meeting of 25 August 2025 and requested to move the date of the hearing from September 8, 2025, due to his need for additional time to secure legal counsel. The City Council considered the request and, by consensus, moved the hearing at Appellant’s request to the regular City Council meeting on 22 September 2025.
16. On 25 August 2025, Charlotte Archer, Inslee Best, pro tem City Attorney to the City Council for the purposes of this appeal, emailed notice of the rescheduled hearing to the Appellant and Respondent.
17. On 27 August 2025, Mrs. Davis emailed notice of the rescheduled hearing to the Planning Commission and Building Official and mailed copies to all property owners of record located within 500’ of the property associated with the permit being appealed. Mrs. Davis also mailed notice of the appeal and rescheduled hearing to all homeowners listed in the “Formal Appeal – Request to Overturn Planning Commission’s Final Decision on Vertical Bridge Special Use Permit.”
18. On 2 September 2025, Mr. Fleck transmitted the record and decision from the Planning Commission’s 21 May 2025, and 1 July 2025 hearings via email and Dropbox link to the Appellant and Respondent. The record, as transmitted, included the following:
 - A. Video / Audio Recording of 21 May 2025 Planning Commission Hearing
 - B. Video / Audio Recording of 1 July 2025 Planning Commission Hearing
 - C. Special Use Permit (as issued)
 - D. SEPA MDNS
 - E. Ferguson Appeal to the Planning Commission
 - F. Appeal Hearing Notice for Appeal to the Planning Commission
 - G. Revised Notice of Appeal to the Planning Commission
 - H. VB Memo Submitted prior to Appeal
 - I. Staff Report
 - J. Materials Handed Out/Submitted by Parties at Appeal Hearing
 - K. Letter From Ferguson Received After Appeal Hearing
 - L. Mayor's Letter to Milton Beck of Planning Commissioner
 - M. Ferguson's Formal Complaint to City Council
 - N. Email of Notice of Reopened Appeal Hearing
 - O. Email of Statement Mayor Read to Council on 9 June 2025
 - P. Email of Staff Report on 19 May to Parties in Appeal Hearing
 - Q. Email regarding City Access Title Reports and resent email

- R. Email of Materials (Staff Report, VB memo) for Reopened Hearing
- S. Notice of Reopened Planning Commission Hearing
- T. June Planning Commission Agenda - Announcement of Reopened Appeals
- U. Notice of Affirmation of Special Use Permit
- V. Note re: Mailing of Affirmation
- W. Email re: City's Communications to Quileute Tribe and WDFW
- X. Email of Decision on D. Ferguson Appeal - Notice of Affirmation
- Y. Email of Notice of Affirmation of Special Use Permit
- Z. Transmittal of Appeal of Planning Commission to City Council
- AA. Transmittal of Appeal To City Council with Appeal
- BB. Email of Notice of Consideration of Appeal
- CC. Email of Notice of Consideration of Appeal w Notice
- DD. Email Requesting Rescheduling of Appeal Hearing
- EE. Notice of Consideration (RESCHEDULED)

19. Notice of the appeal and the rescheduled hearing was published in the 4 September 2025 edition of the Forks Forum newspaper.
20. On 12 September 2025, notice of the appeal and the rescheduled hearing was posted on the City Hall bulletin board and on the property associated with the permit being appealed.
21. On 18 September 2025, City Clerk/Treasurer Caryn DePew provided the Mayor and City Council the record and decision from the Planning Commission's 21 May 2025, and 1 July 2025 hearings via email and Dropbox link. Hard copies of the appeal "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" and Planning Commission's Decision were provided to the Mayor and City Council in their 'Council Notebooks' at City Hall on 18 September 2025.
22. Also on 18 September 2025, Mr. Fleck provided a "Administrative Staff Report – Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit" identifying the transmittal of the above-referenced documents and the above-referenced timeline and provided a copy of that memo to the Mayor and City Council in the packet for the meeting. This was also emailed to the Appellant and Respondent, as well as published on the City's website in advance of the meeting.
23. On 22 September 2025, the City Council held a Closed Record hearing, pursuant to Forks Municipal Code 17.90.050, RCW 36.70B.050 and WAC 365-196-845(11), to hear Appellant's appeal. The hearing was called to order by the Forks Mayor at 7:33PM. Present for the hearing were the following:
 - A. Appellant's wife and representative, Sarah Ferguson, appeared via ZOOM on behalf of the Appellant. Ms. Ferguson stated her husband, Dave Ferguson, was unable to attend the hearing due to a medical emergency but that she wanted to proceed with the hearing on his behalf.
 - B. Respondent Meridee Pabst, counsel of behalf of VB BTS III, LLC formerly known as Vertical Bridge REIT, LLC, appeared via ZOOM.

24. The Mayor stated the purpose of the closed record hearing was to hear the appeal filed by Dave Ferguson as a Quasi-Judicial hearing based on the record created by the Planning Commission during the 21 May 2025 and 1 July 2025 open record hearings.
25. Charlotte Archer, Special Legal Counsel to the City Council, addressed the Appellant's representative, Respondent, Mayor and City Council to review of the rules for a Quasi-Judicial proceeding, the appearance of fairness doctrine and the method for disclosure of any ex parte communications regarding this matter. Ms. Archer asked the Mayor and City Council a series of questions to address the elements of the appearance of fairness as follows:
- A. Ms. Archer asked: "Do you have a financial or personal interest in this real property or application?" The Mayor and Council members all responded "no" to this question.
 - B. Ms. Archer asked: "Do you stand to gain or lose financially from the Council's decision on this application?" The Mayor and Council members all responded "no" to this question.
 - C. Ms. Archer asked: "Do you have any reason to believe that you cannot hear and consider this matter in a fair and objective manner due to actual or potential bias?" The Mayor and Council members all responded "no" to this question.
 - D. Ms. Archer asked: "Have you had any contact with the Appellant, the Applicant, their legal representatives, or any other person about this application?" The Mayor and Council members all responded "no" to this question.
26. Ms. Archer then asked Appellant's representative, Respondent, and all members of the public present whether anyone present wished to state a challenge to any City Council member's disclosures or participation in the hearing on appearance of fairness grounds. No one present challenged the responses of the Mayor or Council members, or their participation in the hearing.
27. Ms. Archer advised the Appellant's representative, Respondent, and City Council as to the scope of the closed record hearing as follows:
- A. Pursuant to Forks Municipal Code 17.90.050, RCW 36.70B.050 and WAC 365-196-845(11), the City Council is conducting a Closed Record Appeal proceeding.
 - B. The scope of this closed record appeal proceeding is for the City Council to consider an appeal of the Planning Commission's decision that affirmed an administrative "Notice of Approval", dated 4 April 2025 for a Special Use Permit issued to Applicant Vertical Bridge to construct a 152-foot monopole tower on public land owned by the City of Forks, Tax Parcel No. 132809220000.
 - C. The underlying administrative decision was based upon Forks Municipal Code Section 17.15.060, and Chapter 17.90. This administrative decision was appealed by Mr. Ferguson to the Forks Planning Commission, pursuant to Forks Municipal Code Section 17.90.050(2).
 - D. The Planning Commission held a hearing on the appeal on 21 May 21 2025 and 1 July 2025 and a decision on appeal was rendered at the 1 July 2025 Planning Commission meeting, followed by the issuance of a written opinion signed by the Chair on 18 July 2025.

- E. Mr. Ferguson filed an appeal of the Planning Commission's affirmation of the issued Special Use Permit, pursuant to Forks Municipal Code Section 17.90.050(3). The bases for Mr. Ferguson's appeal is set out in the document filed with the City on 7 August 2025.
- F. Because this is a closed record appeal hearing, the discussion this evening will be limited to the issues in Mr. Ferguson's appeal document, pursuant to the authorities previously cited. The evidentiary record associated with this appeal is limited to the record established at the Hearing Commission's hearings on 21 May 2025 and 1 July 2025.
- G. To confirm, this means the City Council may only review the appeal based on the record as established by the Planning Commission. In practical terms, this means the parties may only refer to testimony / argument made to the Planning Commission. No new witnesses, testimony, or documents will be admissible. No public comment shall be permitted. Public comments provided during the Planning Commissions' hearings are included in the record, which was provided to the City Council.
- H. The City Council's evaluation of this appeal is proscribed by Forks Municipal Code 17.90.050(4), which provides: In a second appeal, the City Council shall only affirm or reverse the decision of the Forks planning commission.

28. The City Council then offered the Appellant's representative and Respondent the opportunity to raise any preliminary motions associated with the hearing.

- A. Respondent made a motion to dismiss the hearing. The parties were allotted five minutes each to argue this motion.
 - i. Respondent argued the appeal deadline as 2 August 2025, based on FMC 17.90.050(3), which provides "the decision of the Forks planning commission may be appealed by either the planning director or the appealing party within 15 days from the date of decision." Respondent stated the appeal was filed on 7 August 2025, which was more than 15 days from the date of the decision.
 - ii. Appellant's representative responded to the motion by stating she and her husband knew they missed the deadline for the appeal, but they had limited access to internet at their current location in Alaska. She stated they worked as quickly as possible to prepare and submit the appeal from their remote location.
- B. Respondent made a motion to utilize a highlighted map as an illustrative slide during her oral argument in the hearing. The parties were allotted five minutes each to argue this motion.
 - i. Respondent argued the map on slide 4 of her illustrative slides was a zoomed-in image from the Campbell Pit Short Plat, 2024-1465539, V36 P070, 15 November 2024, a document that was in the record from the Planning Commission's hearing and thus part of the existing record. Respondent argued that the highlighting and labeling on the slide was offered for illustrative purposes and not evidence.
 - ii. Appellant's representative responded to the motion by stating she objected to the use of the map because it did not match the map that they were given. Appellant's representative argued that only the documents in the record should be used.

- C. Respondent confirmed she had no additional preliminary motions. Appellant's representative confirmed she had no preliminary motions.
 - D. The City Council then announced that the Council would enter a brief closed session pursuant to RCW 42.30.140(2), for 10 minutes, to deliberate on the parties' motions in this quasi-judicial proceeding, with action to follow.
 - i. The City Council entered the closed session at 7:55 p.m. The hearing resumed, ten minutes later, at 8:05 p.m.
 - E. Upon returning to the hearing, the City Council, by consensus, decided to take Respondent's request to dismiss the hearing under advisement, pending conclusion of the hearing. Councilmember Gingell made a motion to approve of the use of the illustrative slide for their argument, with a second from Councilmember Coleman, and the motion passed unanimously.
29. The Mayor then stated City Staff had submitted an administrative staff report regarding the notices that were published and sent for this hearing, and that the report had been submitted to the Council and a copy has been provided to the parties.
30. The Mayor then called upon the Appellant's representative to present argument on her appeal. She was allocated fifteen minutes and invited to reserve time for rebuttal. Appellant's representative began her presentation on the appeal of Planning Commission's affirmation of the administrative permit.
- A. She stated that the comment by a Planning Commission member that "our hands are tied" indicates the decision was already made before the hearing occurred. She argued this statement indicates the Washington Const. Art. 1, Sec. 3 and Chapter 4.26 RCW, the appearance of fairness, had been violated because the decision was predetermined. She argued this showed a lack of due process in the proceeding.
 - B. She questioned Respondent's claim that they could access the property by open right of way. She stated this was false, and that the open right of way claimed by Respondent was merely a utility easement that only allows for sewer, storm and power to utilize the easement for their purposes.
 - C. She noted that the claimed right of way leaves an unresolved property issue and it would be error to grant the permit without resolving this issue. She said the city has claimed the gravel road in the easement is theirs, but there is uncertainty as to the truth of that statement. She said she and her husband claim ownership to the portion of the gravel road on their property, and they maintain that segment of the road. She concluded this section of her argument by stating approving the permit based on disputed land status would be in error.

- D. She then expressed concerns about the accuracy of the SEPA Checklist. She stated the responses to the wildlife issues and other questions on the checklist were incorrect, and that this means the checklist is misleading.
 - E. She then quoted RCW 7.48.010, which provides: “whatever is injurious to health or indecent or offensive to the senses, or an obstruction to the free use of property, so as to essentially interfere with the comfortable enjoyment of the life and property, is a nuisance and the subject of an action for damages and other and further relief.” She then argued the proposed tower would be a nuisance because it would interfere with her and her husband’s comfortable enjoyment of their life and property.
 - F. She noted she was not asserting error due to issues involving radio frequencies and associated health risks and acknowledged that federal law prevented the city from acting due to RF issues. She stated that, however, federal law did not prevent the City from regulating the tower in other ways because federal law preserved local laws.
 - G. She concluded by reiterating that the appeal was about due process and fairness, and requested the City Council: 1) overturn the permit; 2) prohibit the use of the utility easement impacting her property; 3) issue a new SEPA determination, based on a revised checklist; and 4) correct a conflict of interest that impacted these proceedings.
31. The Mayor then asked the City Council if they had any questions for the Appellant’s representative, and no questions were posed.
32. The Mayor then called upon the Respondent to present argument in response to the appeal. Respondent was allocated fifteen minutes. Respondent utilized a slide presentation, which she had submitted to the city and Appellant in advance, and the screen in chambers displayed her slides.
- A. She noted that she had prepared to address the issues identified in the “Formal Appeal – Request to Overturn Planning Commission’s Final Decision on Vertical Bridge Special Use Permit,” but that additional arguments had been raised by the Appellant’s representative during her presentation. She argued that the City Council should not consider new issues on appeal beyond those set out in the “Formal Appeal – Request to Overturn Planning Commission’s Final Decision on Vertical Bridge Special Use Permit.” She noted she was prepared to address them.
 - B. Respondent stated the Appellant has conceded that the project meets the City’s special use permit criteria, since this is not among the issues on appeal. She argued the federal standard regarding evidence for this proceeding should apply.
 - C. She noted that the Appellant was incorrect about the project allegedly encroaching onto Appellant’s property. She referred to the Cambell Short Plat from 2024, which shows a distance from the centerline of West Division Street to the North property line of the Appellant’s property. She then referred to a 1977 county quarter section map, which also shows West Division Street as right of way to the north of Appellant’s property, not

encroaching on it. She then displayed the legal descriptions for the Appellant's property and noted the starting point is set at 25' feet south from the monuments that establish the southern boundary of West Division Street.

- D. She responded to an assertion that a title report for Appellant's property did not show West Division Street encroaching on their property by noting that an off-site roadway would not be listed on that title report because it is off-site, and the title report focuses on encumbrances on the property at issue in the report.
- E. She noted that the Respondent had legal access to the project site in two different locations, she noted the project site could be accessed via unopened right of way extending from Holly Avenue, or through West Division Street. She noted that even if there is no legal right of way in West Division Street, the site is likely subject to a prescriptive easement, since the road has been used for decades by the City and others for access.
- F. She addressed the argument that there was a conflict of interest issue with the Planning Commission's process, and noted that any potential issue had been remedied. At the Appellant's request, the Planning Commission held a second, full public hearing on 1 July 2025, and during that hearing the Planning Commission had separate legal counsel from the City Attorney. She asserted this had not only cured any potential conflict of interest, but afforded Appellant extra due process beyond what is typically provided. She also noted that there was no evidence the City Attorney had a personal financial interest in the project.
- G. She noted that the comment by a Planning Commissioner that his "hands were tied" in rendering a decision on the application was being taken out of context by the Appellant. She noted this comment was made by Chair Milton Beck, and that Chair Beck was specifically referring to the issue raised by the Appellant in that proceeding regarding the potential health impacts of radio frequencies emitted by the proposed structure. She commented that Chair Beck expressed frustration over that issue and the federal preemption that prevented the City from denying the permit based on the RF issue when the project complied with federal regulations. She noted Chair Beck "struggled" with that issue, as was evident in his comments. She concluded that his comment was not a reflection of any conflict of interest or tied in any way to an alleged lack of due process.
- H. She stated she would also like to address what she deemed new arguments made by the Appellant's representative during her presentation. She noted the arguments regarding inaccuracies in the SEPA checklist were raised by Appellant's representative for the first time, that it was not an identified assignment of error in the "Formal Appeal – Request to Overturn Planning Commission's Final Decision on Vertical Bridge Special Use Permit", and that no appeal was filed of the SEPA MDNS pursuant to FMC 14.10.200. She asserted that because of this, this issue was not properly before the City Council.
- I. She stated that the allegation that the proposed project would create a public nuisance under Chapter 7.48 RCW was another new issue that was not an identified assignment

of error and should be rejected. She asserted the project did not constitute a public nuisance based on the statutory criteria.

J. She concluded by requesting the City Council deny the appeal and approve the proposed tower.

33. The Mayor then asked the City Council if they had any questions for the Respondent, and no questions were posed. The Mayor then asked the Appellant's representative if she would like to provide a rebuttal and she declined.

34. The Mayor announced the City Council would enter a closed session pursuant to RCW 42.30.140(2), for 15 minutes, to deliberate on the matter, with potential action to follow.

A. The City Council entered the closed session at 8:34 p.m. The hearing resumed, fifteen minutes later, at 8:49 p.m.

35. The Mayor called the hearing back to order and stated the City Council had completed its deliberations on this closed record appeal, and that, per Forks Municipal Code 17.90.050(4), the City Council shall only affirm or reverse the decision of the Forks Planning Commission. The Mayor called for any motions from Council on the matter.

36. Councilmember Wood made a motion to affirm the decision of the Forks Planning Commission, with a second from Councilmember Coleman. The motion passed with three votes in the affirmative, and two abstentions.

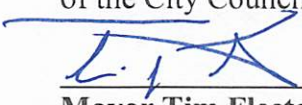
37. Councilmember Soha made a motion to authorize the Mayor to sign the findings and decision prepared by legal counsel consistent with the affirmation, seconded by Councilmember Patel. The motion passed unanimously.

38. The Mayor announced the conclusion of the hearing and the resumption of the regular meeting.

II. DECISION.

Based upon the above findings and conclusions, the City Council affirmed the decision of the Forks Planning Commission to affirm the administrative issuance of the permit issued to the Respondent.

Signed on 8th October 2025, and in so signing I certify that the above accurately reflects the findings of the City Council in this matter.



Mayor Tim Fletcher
City of Forks

Dissemination of Notice of Decision and Appeal:

Pursuant to Forks Municipal Code Chapters 17.135 and 17.90, this decision is issued in writing within 20 days following the conclusion of the hearing and recites the Council's findings in support thereof. Copies of this decision shall be delivered to the Applicant and Appellant, to the City Building Inspector, and one copy shall be filed with the City Council as a permanent record.

This decision is final, and subject to the procedures and deadlines for an appeal of a land use decision pursuant to the Land Use Petition Act, Chapter 36.70C RCW.



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: City of Forks

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Report on compliance with Coronavirus State and Local Fiscal Recovery Funds program requirements for January 1, 2024 through December 31, 2024 – see draft report.

Audit Highlights

We appreciate the City's prompt responses, flexibility and dedication to completing the audit quickly. Their positive attitude toward the audit process and friendly demeanor makes the audit run smoothly.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at [Sign Up for News & Alerts | Office of the Washington State Auditor](#).

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$9,000 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in fall 2025 and will cover the following general areas:

- Accountability for public resources – fiscal years 2023 and 2024
- Financial statement – fiscal years 2023 and 2024

The estimated cost for the next audit based on current rates is \$32,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Tina Watkins, CPA, Director of Local Audit, (360) 260-6411, Tina.Watkins@sao.wa.gov

Wendy Choy, Assistant Director of Local Audit, (425) 502-7067, Wendy.Choy@sao.wa.gov

Melinda Seibert, CPA, Audit Manager, (360) 845-1485, Melinda.Seibert@sao.wa.gov

Cheryl Friesen, Assistant Audit Manager, (360) 845-1491, Cheryl.Friesen@sao.wa.gov

Sam Luker, Audit Lead, (360) 845-7102, Sam.Luker@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

Report on Compliance with Coronavirus State and Local Fiscal Recovery Funds Program Requirements

City of Forks

For the period January 1, 2024 through December 31, 2024

Published (inserted by OS)

Report No. 1038275



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**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Mayor and City Council
City of Forks
Forks, Washington

**Report on Compliance with Coronavirus State and Local Fiscal
Recovery Funds Program Requirements**

As part of the American Rescue Plan Act of 2021, the U.S. Department of Treasury provided Coronavirus State and Local Fiscal Recovery Funds (Assistance Listing Number 21.027) to the State and all cities and counties in Washington to provide aid for various purposes in response to the public health emergency.

These funds are federal assistance, subject to audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. In order to provide for more timely and focused audits, the Office of Management and Budget, in the 2024 Compliance Supplement, authorized entities meeting specific criteria to receive a compliance examination engagement in lieu of a regular federal grant audit. Accordingly, the City has elected to demonstrate accountability for these funds through a compliance examination.

Please find attached our report on the City's compliance with federal requirements.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

INDEPENDENT ACCOUNTANT'S REPORT

City of Forks January 1, 2024 through December 31, 2024

Mayor and City Council
City of Forks
Forks, Washington

We have examined the City of Forks compliance with the compliance requirements “activities allowed or unallowed” and “allowable cost/cost principles” (the specified requirements) as described in Part IV “Requirements for an Alternative Compliance Examination Engagement for Recipients that would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds” of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) section of the 2024 OMB *Compliance Supplement* (referred to herein as “Requirements for an Alternative CSLFRF Compliance Examination Engagement”) during the year ended December 31, 2024.

Management of the City is responsible for the City’s compliance with the specified requirements. Our responsibility is to express an opinion on the City’s compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the “Requirements for an Alternative CSLFRF Compliance Examination Engagement.” Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above.

An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the City and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our engagement.

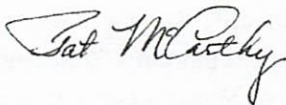
Our examination does not provide a legal determination on the City’s compliance with specified requirements.

In our opinion, the City of Forks complied, in all material respects, with the aforementioned requirements during the period January 1, 2024 to December 31, 2024.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; and fraud or noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on compliance with the specified requirements. We are also required to obtain and report the views of management concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over compliance and other matters; accordingly, we express no such opinions.

Our examination disclosed no issues that are required to be reported under *Government Auditing Standards*.

A handwritten signature in cursive script that reads "Pat McCarthy".

Pat McCarthy, State Auditor

Olympia, WA

October 6, 2025

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

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- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov

LETTER OF REPRESENTATION TO BE TYPED ON CLIENT LETTERHEAD

October 6, 2025

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your examination of City of Forks's compliance with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance for the period January 1, 2024 through December 31, 2024. Representations are in relation to matters existing during or subsequent to the examination period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your examination. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the examination and the corrective action taken to address significant findings and recommendations.
 - c. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the examination, including communications received between the end of the period examined and the date of your report.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge and understand our responsibility for complying with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of our compliance with the SLFRF federal financial assistance program.

5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
7. We acknowledge and understand our responsibility for establishing and maintaining effective internal control over compliance with allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance.
8. We have performed an evaluation of our compliance with the allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance; and have not identified any known noncompliance during or subsequent to the period examined.
9. We have not identified any compliance requirements that have varying interpretations.
10. We have no known deficiencies in internal control relevant to the City's compliance and any events subsequent to the compliance period that would have a material effect on the City's compliance.
11. We have no knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others related to compliance with the allowable activities and cost principles requirements for expenditures of SLFRF federal financial assistance.
12. We acknowledge our responsibility for compliance with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance.
13. We have complied with allowable activities and cost principles requirements for expenditures of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, ALN 21.027) federal financial assistance for the period January 1, 2024 through December 31, 2024.

(Signature)

Tim Fletcher
Mayor

(Signature)

Caryn DePew
Clerk/Treasurer

Exit Conference

City of Forks

Cheryl Friesen
Audit Supervisor

Sam Luker
Audit Lead

October 6, 2025



Office of the
Washington
State Auditor
Pat McCarthy

Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of those materials may be requested by contacting the presenters listed or by emailing PublicRecords@sao.wa.gov.

Results that Matter



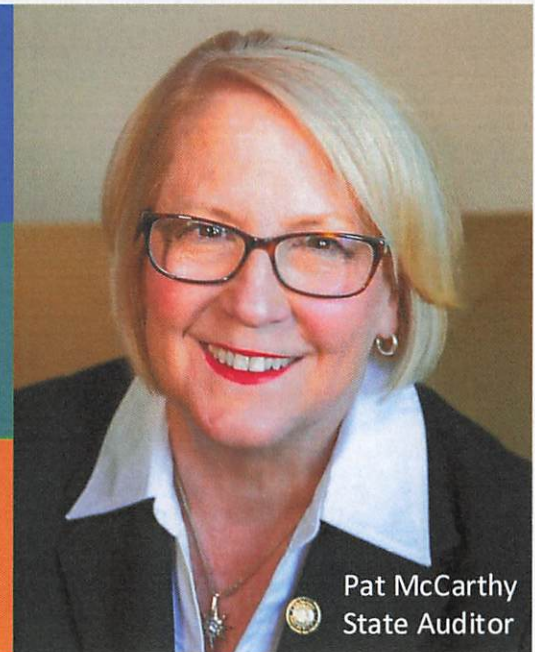
Increased trust in government



Independent, transparent examinations



Improved efficiency and effectiveness of government



Pat McCarthy
State Auditor

Alternative CSLFRF Compliance Examination

January 1, 2024 through December 31, 2024



Compliance Examination

- City complied, in all material respects, with compliance requirements described in Part IV of the 2024 OMB *Compliance Supplement*
- Audit conducted in accordance with *Government Auditing Standards* and the Uniform Guidance

Thank You!



- We thank City officials and staff for timely communications throughout the audit process.
- In particular, we would like to thank Caryn DePew for her commitment to the audit process.

Closing Remarks

- Audit costs for the examination are in alignment with our original estimate
- Next audit: Fall 2025
 - Accountability for public resources
 - Financial statement

An estimated cost for the next audit has been provided in our exit packet



Report Publication

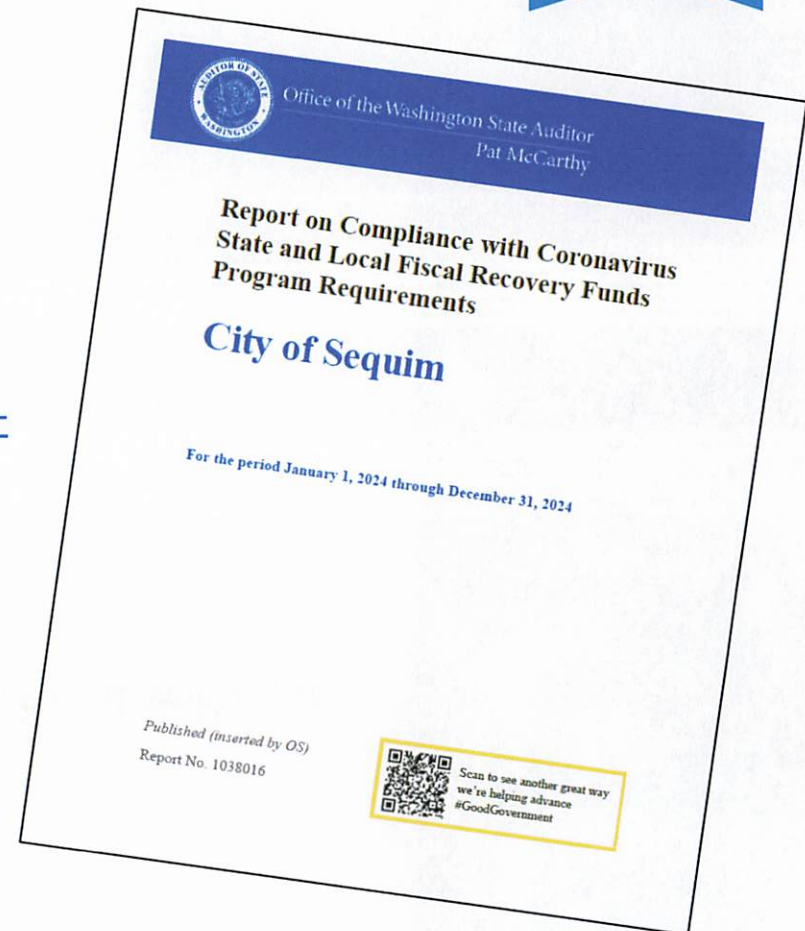
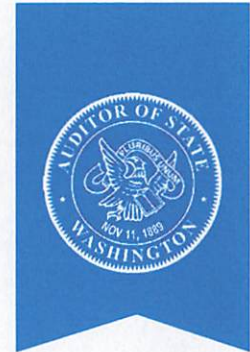
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<https://sao.wa.gov/about-sao/sign-news-alerts>

Audit Survey

When your report is released, you will receive an audit survey from us.

We value your opinions on our audit services and hope you provide feedback.



Questions?



Contact Melinda Seibert, CPA, Audit
Manager

Melinda.Seibert@sao.wa.gov

(360) 845-1485