



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): Roger Bell, Mayor

Mailing Address: 115 W. Naches Avenue

City: Selah WA Zip Code: 98942 County: Yakima

Phone #: (509) 698-7332 email address: roger.bell@selahwa.gov

Name and title of head of transportation-related services: Rocky Wallace, Public Works Director

Mailing Address: 222 South Rushmore Road

City: Selah WA Zip Code: 98942 County: Yakima

Phone #: (509) 698-7368 email address: rocky.wallace@selahwa.gov

Name and title of designated Title VI coordinator*: Michelle Damron, Human Resources/Community Outreach

Mailing Address: 115 W. Naches Avenue

City: Selah WA Zip Code: 98942 County: Yakima

Phone #: (509) 698-7384 email address: michelle.damron@selahwa.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

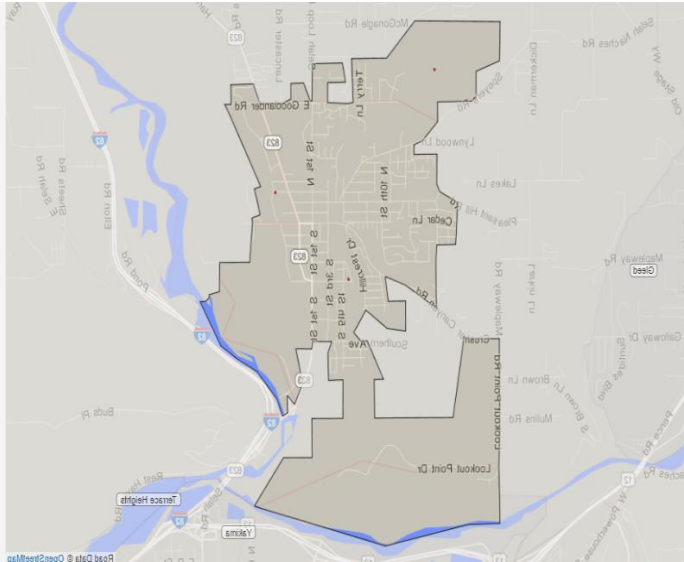
Yes, there have been changes to the approved Title VI Plan that have not been reported. Staffing changes have taken place since the Title VI plan has been approved.

The Mayor, Roger Bell, began his term January 1, 2024. Title VI Coordinator, Michelle Damron whose current position is Human Resources/Community Outreach, was hired June 3, 2024. City Administrator, Rich Huebner, was hired December 1, 2023.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

| TITLE VI TRANSPORTATION-RELATED STAFF | | | |
|---------------------------------------|-----------------------------------------------|--------|-----------|
| NAME | TITLE | GENDER | RACE |
| Roger Bell | Mayor | M | Caucasian |
| Rich Huebner | City Administrator | M | Caucasian |
| Rocky Wallace | Public Works Director | M | Caucasian |
| Kimberly Grimm | Finance Director | F | Caucasian |
| Michelle Damron | HR/Community Outreach Title VI Coordinator | F | Caucasian |
| Ty Jones | Public Works Supervisor | M | Caucasian |
| Bruce Forenpohar | Public Works Foreman | M | Caucasian |
| Erin Hamilton | Code & Stormwater | F | Caucasian |
| Jeff Fortner | Building Inspector | M | Caucasian |
| Matt Taylor | Engineering Tech | M | Caucasian |
| Caprise Groo-Korpi | Public Works Admin. Assistant | F | Caucasian |
| Jennifer Leslie | Planning Admin. Assistant | F | Caucasian |
| Michael Costello | Councilmember | M | N/A |
| Jared Iverson | Councilmember | M | N/A |
| William Longmire | Councilmember | M | N/A |
| Elizabeth Marquis | Councilmember | F | N/A |
| David Monaghan | Councilmember | M | N/A |
| Clifford Peterson | Councilmember | M | N/A |
| Kevin Wickenhagen | Councilmember | M | N/A |

3. Community Demographics – Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.



The City of Selah is located in the central region of the state in Yakima County, Washington. The most recent estimated population of Selah is 8,706. Selah has a population density of 1,898 people per square mile. Out of the total population, 45.36% are male, 54.64% are female. The following list shows a further break down of city demographics.

POPULATION

- Population: 8,706
- Population white: 65.34%
- Population Hispanic: 27.55% (Of any Race)
- Population Asian: 1.9%
- Population 65 or older: 11.4%
- Median household income: \$66,483
- Population with a high school graduate degree or higher (Age 25+): 85.82%
- Population with a bachelor's degree or higher (Age 25+): 24.84%
- Poverty status: 6.86%

HOUSING

- Total housing units: 3,669
- Rental housing units: 45%
- Owner-occupied housing units: 55%
- Persons per household: 2.4

English is the primary language spoken in the City of Selah, with 72.24% of residents claiming it as the only language spoken in their house. Conversely, 27.76% of members state they speak other languages. The largest group of non-English language spoken is Spanish, which is spoken by 26.24% of the population. Other languages include Indo-European and Asian and Pacific Island.

According to the [World Population Review](#), 87.13% of Selah residents were born in the United States, with 64.67% having been born in Washington, while 6.72% of residents are not US citizens. Of those not born

in the United States, the largest percentage are from Latin America.

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

There were no Title VI complaints during the reporting period.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

The City’s Local Road Safety Plan was developed and implemented during this reporting period. This plan was submitted to WSDOT for review and met all necessary criteria for adoption. The plan was put together by monitoring traffic data and proposing suggestions to address potential safety concerns. In addition to the Local Road Safety Plan, the City’s Transportation Improvement Plan (TIP) was adopted and submitted to WSDOT. A public hearing was held for the TIP at City Council prior to its adoption. A notice was placed in the Yakima Herald as well as posted at City Hall that the TIP was available for review at the Selah Public Works Office.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

There were no right-of-way actions during the reporting period.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

There were no right-of-way appraisers during the reporting period.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

Selah Transit Development Plan 2024-2029 and the 2023 Annual Report

Each year, the Washington State Department of Transportation requires the City to publish its Transit Report and update its Six-year Transit Development Plan. After holding a public hearing on August 13th, the City Council approved adoption of the plan, which includes future plans to work towards greater efficiency and improve the quality of the on-demand transportation services with efficient routes and studies for investment in micro-transit services for local and outlying businesses. The updated plan also includes having the contractor continue to work closely with the City to promote Selah Transit and local businesses, use of innovative software to streamline operations and efficiencies, and improve Micro

Transit transport to residents on fixed-route connections.

This plan was completed during the reporting period and is now active.

Local Road Safety Plan

City staff has developed the City's Local Road Safety Plan (LRSP). The LRSP is a self-assessment of the City's roadway traffic and crash data used to identify areas where roadway safety can be improved. This is a new plan will allow the City to apply for funding that requires a LRSP.

This plan was completed during the reporting period and is now active.

Transportation Improvement Plan

City staff has developed the City's annual Transportation Improvement Plan which gives a six-year lookahead into potential projects alongside the estimated cost of the project. The project list includes upcoming construction projects as well as planning projects that the City desires to complete in the next six years.

This plan was completed during the reporting period and is now active.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

2023 Crack Seal Project

The City crack sealed multiple locations throughout Selah. These areas included City streets, the Public Works facility, the Police Station parking lot, and Carlon Park parking lot and interior pathway. The Public Works parking lot, as well as the parking lot and interior pathway at Carlon Park, were seal coated and restriped.

Valleyview/3rd Street/Southern Ave Improvement Project

The project consisted of reconstruction of the roadway, new storm drainage, curb, gutter, sidewalk, and new sewer mains. The project replaced 2,600 linear feet of 60-year-old 8-inch sewer mains in Valleyview Avenue, South Third Street, and Southern Avenue with 700 linear feet of new 12-inch and 1,900 linear feet of new 8-inch PVC sewer main. Also included, were new side sewer services, new manholes, and surface repair.

Fremont Grind and Overlay Project 16th to 10th

This project included the resurfacing of the two travel lanes on West Fremont Avenue from 16th Avenue to 10th Avenue. The asphalt was grinded 2" down and new asphalt was then overlaid in the areas where the grinding occurred. In addition to the grind and overlay, the ADA ramps in this area were reconstructed to ensure they met ADA standards.

Naches Ave and City Hall Sidewalk Project

Sidewalk improvements on the north side of West Naches Avenue from 1st Street, to the westerly edge of the City Hall frontage (approximately 230 feet total length) and on the south side of West Naches

Avenue from the alley west of 1st Street to 2nd Street (approximately 140 feet total length). The project replaced the curb, gutter, and sidewalk and includes HMA repair in front of the curb and within a portion of the parking lane. The project also includes replacement of the stairs, ramp, and handrail leading to the entry of City Hall.

Fremont Sewer Improvements Project

The City installed 1,920 linear feet of 12-inch sewer main in Fremont Avenue to redirect sewer flows out of sewer mains running through back yards just north of Fremont Avenue. This project included a four-foot-wide trench with six-foot-wide roadway resurfacing, seven manholes, grind and HMA overlay of the turn lane, utility adjustments, and pavement markings.

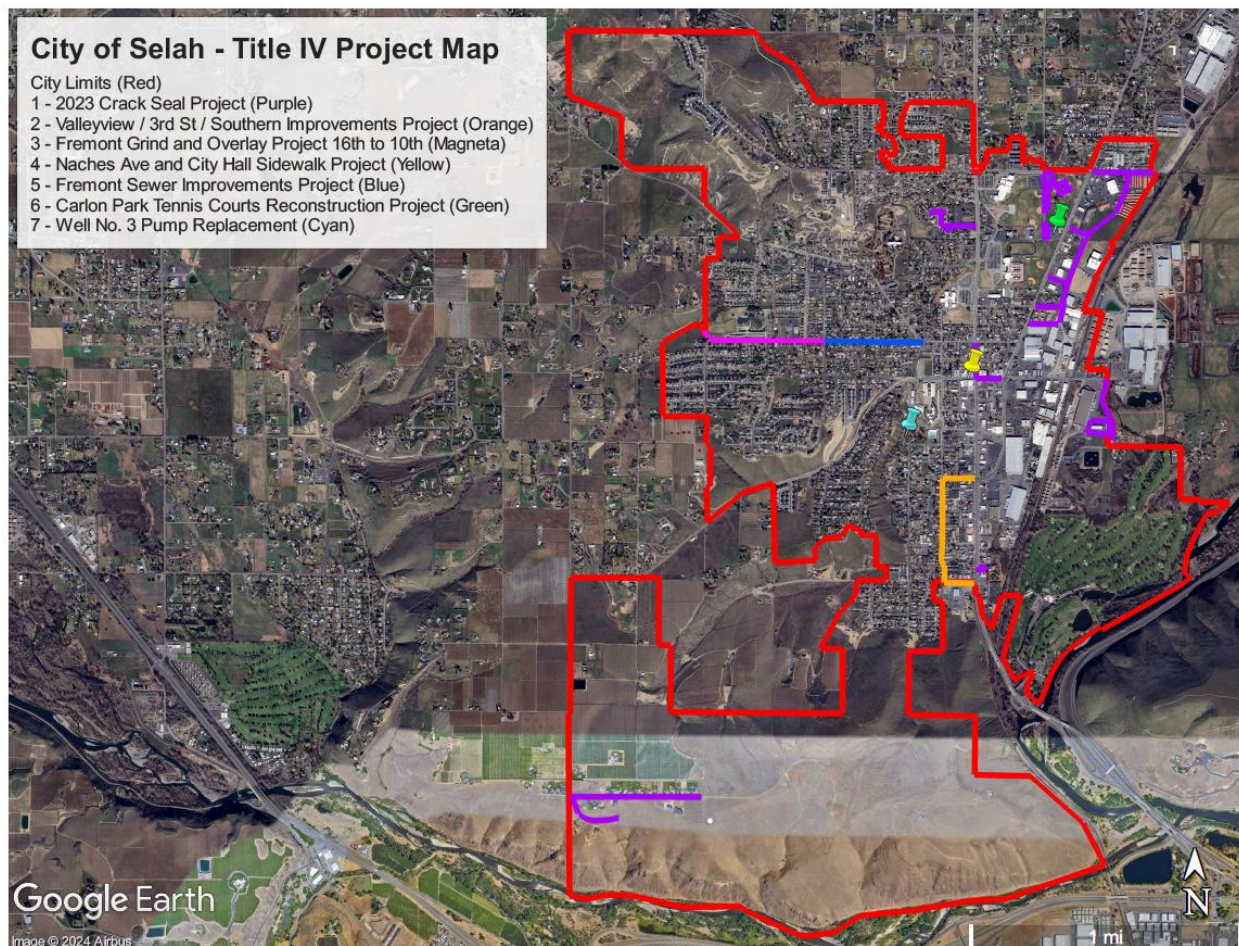
Carlton Park Tennis Courts Reconstruction Project

The City reconstructed and repaired the tennis courts located at the south end of Carlton Park. The north half of the courts were completely redone, including the demolition and reconstruction of the courts. The reconstruction consisted of new asphalt as well as a new coating and paint markings for the courts. The south courts were repaired to address faded paint and markings, as well as repairing large cracks.

Well No. 3 Pump Replacement

In August 2022, the pump for water well number three (Well No. 3) began experiencing performance problems. After initial diagnosis of the electrical system and motor, it was determined the vertical pump needed to be removed so that further diagnosis could occur. The further diagnosis found the old pump was oversized for the capacity of the well and needed substantial repairs to serve as a reliable emergency source. The old vertical turbine well pump was replaced with a new submersible pump and motor.

Project Map



10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

City Council meetings are held on the second and fourth Tuesday of the month at 5:30 p.m. at the Selah City Hall Council Chambers. City Council meetings are announced on the City's website and in the Yakima Herald Republic. City Council packets are available to view on the City's website. The public is encouraged to attend. The public can submit a written public comment form to provide a comment to be read at a City Council meeting. The written public comment form can be found on the City's website. The public in attendance can provide comment during the public comment section of the agenda.

Planning Commission meetings are held on the first and third Tuesday of the month at 5:30 p.m. at Selah City Hall Council Chambers when commission business is pending. The public is encouraged to attend. Planning Commission agenda and supporting documents are available on the City's website.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin.

The City of Selah does not have a transportation planning and/or advisory group. Public Works Director, Rocky Wallace, oversees transportation planning and project development.

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

Demographic information is not collected from transportation-related public meetings.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

No language assistance services requested to translate documents.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

The City's consultants handled the advertisement and awarding process for all projects this reporting period. The construction projects were available to view on the consultant's website during the advertisement process as well as posted in the Yakima Herald Republic. The bid openings were handled by the City's consultant, where they checked that all required paperwork was in each sealed bid after opening them. The bids were opened in order received and the contracts were then awarded to the lowest qualified bidder.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g., what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

The City of Selah ensures all solicitation and contract documents contain the required language.

Equity and Diversity

To directly address supplier diversity, the City encourages Minority/Women-Owned and Disadvantaged Small Businesses (M/WBE) to apply. Prime contractors are strongly encouraged to have a documented M/WBE inclusion plan. The City intends to provide opportunities for increased participation by M/WBE owned and controlled businesses, as long as such businesses are underrepresented, and to ensure that City contracting practices do not support discrimination when the City procures goods and services from the private sector.

Title VI Statement Notice to Public

The City of Selah, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Often, contracts are reviewed for indications of a Disadvantaged Business Enterprise (DBE). Further, all contracts include a section that allow applicants the opportunity to indicate if they are a DBE. As part of a continuous effort the City works to provide support for disadvantaged businesses in each project. Further, in support of our town, the City also works to buy local products throughout each project.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

| Projects Completed October 2023 – September 2024 | | | |
|------------------------------------------------------------------------|--------------------------------------------------------|----------------|-----------------------------------------------------------|
| Project Name | Funding Source & Amount | Date Completed | Contractor |
| 2023 Crack Seal Project | County ARPA and Local \$92,532.69 | 10/24/2023 | Northwest Striping & Sealing, LLC |
| Valleyview/3 rd Street/Southern Ave Improvement Project | STP, TIB and Local \$2,656,931.46 | 01/09/2024 | Midway Underground, LLC Northwest Striping & Sealing, LLC |
| Fremont Grind and Overlay Project 16 th to 10 th | TIB and Local \$496,336.00 | 02/13/2024 | Selland Construction, Inc. |
| Fremont Sewer Improvements Project | ARPA and Local \$600,374.59 | 02/13/2024 | Selland Construction, Inc. |
| Carlson Park Tennis Courts Reconstruction Project | County ARPA, Selah School District, Local \$324,969.81 | 03/12/2024 | Ascent Foundation & More, LLC |

| | | | |
|-------------------------------------------|-----------------------------------------------------|------------|-------------------------------|
| Well No. 3 Pump Replacement | Local \$55,693.28 | 03/26/2024 | Picatti Brothers, Inc. |
| Naches Ave and City Hall Sidewalk Project | City Funds and \$25,000 from AWC Grant \$204,326.66 | 05/14/2024 | Ascent Foundation & More, LLC |

| Ongoing Projects | |
|--------------------------------------------------------------|--------------------------------------------------|
| Project Name | Funding & Estimated Cost |
| Water Service Meter Improvements | Funding: Public Works Board (PWB) \$1,600,000.00 |
| East Orchard Sidewalk Improvements | Local \$133,230.00 |
| East Goodlander/Lancaster Traffic Signal Project | TIB \$534,000.00 |
| 2024 Crack Seal Project | County ARPA and Local \$39,584.00 |
| Lyle Avenue Watermain Improvements | Local Funds \$259,836.00 |
| Wixson Park Pathway Project | County ARPA \$135,700.00 |
| Wastewater Treatment Plant Improvements (Design Engineering) | State, Ecology, Local \$4,686,505.69 |

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

No Title VI education and trainings have been attended during this reporting period.

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Title VI goals for the upcoming year include:

- Title VI Coordinator will seek opportunities to participate in training and education in the upcoming year.

- Title VI information including the plan, annual report, assurance, and letter of intent will be posted on the City of Selah's website. Instructions how to file a complaint and complaint form will be added to the City of Selah's website.
- The City of Selah will be converting the website over to a new platform. The new platform will adhere to stricter ADA compliance regulations. The new website will improve user experience.
- The City of Selah will utilize social media to communicate with the public and ensure consistent dissemination of information.