



# City of Longview

1525 Broadway  
Longview, WA 98632  
www.ci.longview.wa.us

## Agenda

### City Council

*Mayor Spencer Boudreau  
Mayor Pro Tem Kalei LaFave  
Council Member Ruth Kendall  
Council Member Angie Wean  
Council Member MaryAlice Wallis  
Council Member Keith Young  
Council Member Erik Halvorson*

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Thursday, April 24, 2025

6:00 PM

2nd Floor, City Hall

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The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Office at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting. Please note - virtual attendees may comment verbally during public hearings only by contacting the Clerk's Office to register prior to the hearing date. Virtual attendees may also submit written comments to the Clerk's Office with the heading, "Public Comment for disbursement to the City Council".

<https://us02web.zoom.us/j/82394132374>

Telephone options (dial any of the following numbers):

1-253-215-8782  
1-346-248-7799  
1-408-638-0968  
1-669-900-6833  
1-301-715-8592  
1-312-626-6799  
1-646-876-9923

Webinar ID: 823 9413 2374

1. CALL TO ORDER
2. INVOCATION\*/FLAG SALUTE  
25-00336 COLE PRUITT, VALLEY VIEW CHURCH
3. ROLL CALL
4. WORKSHOP
5. APPROVAL OF MINUTES

**25-001186 APRIL 10, 2024 REGULAR MEETING**

6. **CHANGES TO THE AGENDA**
7. **CONSTITUENTS' COMMENTS (Thirty Minutes)**
8. **EXECUTIVE SESSION**
9. **PRESENTATIONS & AWARDS**

**25-00408 HIGHLANDS ALLEY ADDRESS SIGNS**

10. **PUBLIC HEARINGS**

**25-00379 FISCAL YEAR 2024 & 25 HOME INVESTMENT PARTNERSHIP PROGRAM ALLOCATIONS****RECOMMENDED ACTION:**

- 1). HOLD A PUBLIC HEARING FOR FY 2024 & 2025 HOME PROGRAM GRANT ALLOCATIONS.
- 2). MOTION TO ALLOCATE HOME GRANT FUNDING AS FOLLOWS:

- FROM FISCAL YEAR 2024 ALLOCATE \$41,935 TO COMMUNITY HOUSE ON BROADWAY FOR TENANT BASED RENTAL ASSISTANCE. \$150,000 TO FOUNDATION FOR THE CHALLENGED XIV SUPPORTIVE HOUSING.
- FROM FISCAL YEAR 2025: 5% OF ENTITLEMENT TO LOWER COLUMBIA CAP FOR COMMUNITY HOUSING DEVELOPMENT ORGANIZATION OPERATING FUNDS. THE REMAINING BALANCE TO HOSWWA FOR 5317 OCEAN BEACH HIGHWAY AFFORDABLE HOUSING PROJECT.

**25-00388 FISCAL YEAR 2025 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS****RECOMMENDED ACTION:**

- 1). HOLD A PUBLIC HEARING FOR FY 2025 CDBG PROGRAM GRANT ALLOCATIONS.
- 2). MOTION TO ALLOCATE CDBG GRANT FUNDING AS FOLLOWS:

- \$115,000 TO LOWER COLUMBIA CAP TO REPLACE WINDOWS AT SOUNDVIEW APARTMENTS.
- \$60,000 TO COMMUNITY HOUSE ON BROADWAY RESTROOM REMODEL.
- \$35,000 TO LONGVIEW PARKS AND RECREATION FOR SUPER SUMMERS PROGRAM.

11. **BOARD & COMMISSION RECOMMENDATIONS**
12. **ORDINANCES & RESOLUTIONS**
13. **MAYOR'S REPORT**
14. **COUNCILMEMBERS' REPORTS**
15. **CONSENT CALENDAR**

**25-001187 APPROVAL OF CLAIMS**



- 25-00381 RESOLUTION NO. 2554 - ACCEPTING THE 2024 ANNUAL REPORT FROM THE PDA TO COUNCIL

**RECOMMENDED ACTION:**  
MOTION TO ADOPT RESOLUTION NO. 2554

- 25-00383 RESOLUTION NO. 2552 - FIFTH AMENDMENT TO INTERLOCAL AGREEMENT WITH COWLITZ COUNTY PUBLIC FACILITIES DISTRICT REGARDING COLUMBIA THEATRE

**RECOMMENDED ACTION:**  
MOTION TO ADOPT RESOLUTION NO. 2552

- 25-00392 SECOND AMENDMENT OF LEASE WITH COWLITZ COUNTY PUBLIC FACILITIES DISTRICT REGARDING COLUMBIA THEATRE

**RECOMMENDED ACTION:**  
MOTION TO APPROVE THE SECOND AMENDMENT OF LEASE

- 25-00391 AMENDMENT TO REVISED AND RESTATED AGREEMENT FOR OPERATION AND MANAGEMENT OF THE COLUMBIA THEATRE FOR THE PERFORMING ARTS

**RECOMMENDED ACTION:**  
MOTION TO APPROVE THE AMENDMENT TO CTPA OPERATING AGREEMENT

- 25-00382 ORDINANCE NO. 3558 - UPDATES TO LMC 19.12 - APPEAL BOARD OF ADJUSTMENT

**RECOMMENDED ACTION:**  
MOTION TO ADOPT ORDINANCE NO. 3558

- 25-00371 RESOLUTION NO. 2551 - SURPLUS CITY PROPERTY/EQUIPMENT

**RECOMMENDED ACTION:**  
MOTION TO ADOPT RESOLUTION NO. 2551

- 25-00397 RESOLUTION NO. 2553 - INTERLOCAL AGREEMENT WITH THE PORT OF LONGVIEW FOR WATERLINE RELOCATION ASSOCIATED WITH THE INDUSTRIAL RAIL CORRIDOR EXPANSION (IRCE) PROJECT

**RECOMMENDED ACTION:**  
MOTION TO APPROVE RESOLUTION NO. 2553

- 25-00389 BID REVIEW – CLONEY PARK STORM PIPE REPLACEMENT

**RECOMMENDED ACTION:**  
MOTION TO ACCEPT THE LOW BID AND AWARD TO SWOFFORD EXCAVATING IN THE AMOUNT OF \$1,288,665.51

- 25-00390 BID REVIEW – FISHER’S LANE 12” DISCHARGE PIPE ABANDONMENT

**RECOMMENDED ACTION:**  
MOTION TO ACCEPT THE LOW BID AND AWARD TO HALME EXCAVATING, INC IN THE AMOUNT OF \$93,722.70

16. **CITY MANAGER'S REPORT**

- 25-00370 APPOINTMENT OF CHRISTOPHER ORTIZ TO THE APPEAL BOARD OF ADJUSTMENT

**25-00386 REVIEW - REQUEST FOR PROPOSALS - OPERATION OF HOPE VILLAGE MICRO HOME COMMUNITY**

**RECOMMENDED ACTION:**

**MOTION TO DIRECT STAFF TO PUBLISH THE REQUEST FOR PROPOSALS FOR THE OPERATION OF HOPE VILLAGE**

**25-00387 COUNCIL RETREAT DISCUSSION**

**17. MISCELLANEOUS**

**18. ADJOURNMENT**

**\* Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

**NEXT REGULAR COUNCIL MEETINGS:**

**THURSDAY, MAY 8, 2025 – 6:00 P.M.**

**THURSDAY, MAY 22, 2025 – 6:00 P.M.**



# City of Longview

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## Minutes

### City Council

*Mayor Spencer Boudreau  
Mayor Pro Tem Kalei LaFave  
Council Member Ruth Kendall  
Council Member Angie Wean  
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Webinar ID: 823 9413 2374

1. **CALL TO ORDER**

*Mayor Boudreau called the meeting to order at 6:03 p.m.*

2. **INVOCATION\*/FLAG SALUTE**

*The flag salute was recited.*

3. **ROLL CALL**

***Present:** Mayor Boudreau, Mayor Pro Tem LaFave, Councilmember Kendall, Councilmember Wean, Councilmember Wallis (On-Line), Councilmember Young, Councilmember Halvorson*

***Staff Present:** City Manager Jennifer Wills, Interim City Attorney Charlotte Archer, City Clerk Tiffany Ostreim, City Engineer Sam Barham, Community & Economic Development Director Nick Little,*

*Recreation Manager Justin Brown, Police Captain John Reeves, Fire Chief Brad Hannig, Information Technology Director Mike Sullivan, Finance Director Lisa Wolff*

4. **WORKSHOP**

5. **APPROVAL OF MINUTES**

*A motion was made by Councilmember Halvorson, seconded by Councilmember Wean, to approve the March 27, 2025 Special Workshop - Downtown Parking Minutes and the March 27, 2025 Regular Meeting Minutes. The motion carried unanimously.*

**25-00185 MARCH 27, 2025 SPECIAL WORKSHOP - DOWNTOWN PARKING**

**25-001184 MARCH 27, 2025 REGULAR MEETING**

6. **CHANGES TO THE AGENDA**

7. **PRESENTATIONS & AWARDS**

**25-00319 PROCLAMATION - APRIL 2025 AS CHILD ABUSE PREVENTION MONTH; RECIPIENT: KARI-ANN BOTERO, EXECUTIVE DIRECTOR, CHILDREN'S JUSTICE AND ADVOCACY CENTER**

*Mayor Boudreau and Councilmember LaFave presented the proclamation to Kari-Ann Botero, who accepted on behalf of Children's Justice and Advocacy Center.*

*Mayor Boudreau requested council concurrence, allowing City Manager Wills to give an update prior to Constituents' Comments.  
Council concurred.*

*Community Development Director Nick Little gave an update on the Highlands issues and code compliance. Moving forward to resolve the situation with the tents.*

*Councilmember LaFave followed-up with owner's of the rental properties; action is being taken.*

8. **CONSTITUENTS' COMMENTS (Thirty Minutes)**

*Marvin Kallwick provided public comment.*

*Jason Still provided public comment.*

*Karen Jones provided public comment.*

*Jon Erik Hegstad provided public comment.*

*Derek Fine provided public comment.*

9. **PUBLIC HEARINGS**

**25-00326 ORDINANCE NO. 3558 - UPDATES TO LMC 19.12 - APPEAL BOARD OF ADJUSTMENT**

**RECOMMENDED ACTION:**

**HOLD THE PUBLIC HEARING AND MOTION TO APPROVE ORDINANCE NO. 3558.**

*Community Development Director Nick Little presented the updates to LMC 19.12.*

*Council discussed the presentation.*

*The public hearing was opened at 6:36 p.m.  
Jason Still requested clarification.  
The public hearing was closed at 6:39 p.m.*

***A motion was made by Councilmember Kendall, seconded by Councilmember Wallis, to approve Ordinance No. 3558 with the addendum of placing the Appeal Bond of \$1,500 into the Master Fee Schedule.***

***An amendment was made by Councilmember Halvorson, seconded by Councilmember Kendall, to set the item over to the April 24 Council meeting.  
The motion carried by the following vote:  
Ayes: Councilmember Halvorson, Councilmember Kendall, Councilmember Young,  
Councilmember LaFave, Councilmember Wean, Mayor Boudreau  
Nays: Councilmember Wallis***

**10. BOARD & COMMISSION RECOMMENDATIONS**

**11. ORDINANCES & RESOLUTIONS**

**12. MAYOR'S REPORT**

*Mayor Boudreau provided a verbal report.  
Council requested an internal audit of Hope Village operations, audit of contraband, current procedure and, if anything arises, an external audit, the State HMIS report, and an after-action report.*

***A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to allow public comment on the Mayor's Report.***

***The motion carried by the following vote:***

***Ayes: Councilmember Halvorson, Councilmember LaFave, Councilmember Young***

***Abstain: Councilmember Wallis, Mayor Boudreau***

***Nays: Councilmember Wean, Councilmember Kendall***

*Jason still spoke on the subject.*

*City Manager Jennifer Wills spoke on the current RFP process. Will do a comprehensive overview of what is currently happening. Will allow for a stronger future contract. Will have an update April 24, 2025.*

*A citizen, name unstated, spoke on the subject.*

**13. COUNCILMEMBERS' REPORTS**

*Councilmember LaFave provided a verbal report.*

*Councilmember Halvorson provided a verbal report.*

*Councilmember Wallis provided a verbal report.*

*Councilmember Wean provided a verbal report.*

**25-00343 APPOINTMENT OF DAVID FUTCHER TO THE PUBLIC DEVELOPMENT AUTHORITY**

*Councilmember Wallis requested council concurrence for the appointment of David Futcher.*

*City Manager Jennifer Wills clarified the PDA Board recommends new members to the board.*

*Council concurred.*

**14. CONSENT CALENDAR**

***A motion was made by Councilmember Halvorson, seconded by Councilmember Young, to approve the Consent Calendar as presented. The motion carried unanimously.***

**25-001185 APPROVAL OF CLAIMS**

**25-00197 PROJECT COMPLETION – WASHINGTON WAY**

**RECOMMENDED ACTION:****MOTION TO ACCEPT AS COMPLETE THE WASHINGTON WAY PROJECT****25-00345 LEASE AGREEMENT – 254 OREGON WAY TO PARATRANSIT SERVICES.****RECOMMENDED ACTION:****STAFF RECOMMENDS THAT THE CITY COUNCIL APPROVE THE LEASE AGREEMENT BETWEEN THE CITY OF LONGVIEW AND PARATRANSIT SERVICES FOR THE SPECIFIED TERM AND AMOUNT.****25-00346 2025 AMENDMENT TO PARATRANSIT SERVICE CONTRACT****RECOMMENDED ACTION:****APPROVAL OF THE CONTRACT AMENDMENT TO MAINTAIN ESSENTIAL PARATRANSIT SERVICES AND COMPLIANCE WITH FEDERAL TRANSIT REGULATIONS.****25-00348 PUBLIC HEARING – AMENDMENTS TO MULTIPLE SECTIONS WITHIN CHAPTERS 16, 17, 18 & 19 OF LMC & TRANSFER FEES TO COMMUNITY DEVELOPMENT FEE SCHEDULE; HEARING SET FOR MAY 8, 2025****RECOMMENDED ACTION:****MOTION TO SET A PUBLIC HEARING MAY 8, 2025****15. CITY MANAGER'S REPORT**

*City Manager Jennifer Wills presented the Certificate of Municipal Leadership from AWC to Mayor Boudreau. City Manager Jennifer Wills gave a verbal report. Stakeholder Summit is scheduled April 15 from 6-8 pm at the McClelland Arts Center.*

**25-00344 POTENTIAL SEASONAL CLOSURE OF BROADWAY ST. (1500 block) FROM MARCH TO OCTOBER****RECOMMENDED ACTION:****DIRECTION TO STAFF**

*City Manager Jennifer Wills explained the potential seasonal closure of Broadway Street for community events. Canvassed the businesses affected. The Post Office would most likely move mailboxes. The Election Department said the street must be open during election season. Feedback from local businesses related to traffic and parking. Council discussed different options.*

*Laurie Kochis, Farmers Market Manager, spoke in support of the seasonal closure. Farmer's Market is committed to Tuesday market on Broadway. Need access to parking lot on 15th. Council discussed options for using RA Long Park, civic circle, and parking lot on 15th.*

*Omar Mares, owner of Mi Familia Swapmeet, spoke in support of the seasonal closure of Broadway, in support of utilizing RA Long Park and partnering with Farmers Market. Council discussed options for picnic tables.*

*Anna Meadows, Social Media Manager for Farmer's Market, cited Barcelona Super Squares. Will increase foot traffic and business in the area.*

*City Manager Jennifer Wills spoke on LTAC funds and opportunity to solicit our community for events. Staff will pursue costs associated with parking and signage.*

*Arlene Hubble spoke on the potential seasonal closure.  
Jason Still spoke on the potential seasonal closure.*

16. **MISCELLANEOUS**

17. **EXECUTIVE SESSION**

18. **ADJOURNMENT**

*The meeting was adjourned at 7:44 p.m.*

*Tiffany Ostreim  
City Clerk*

*Approved: \_\_\_\_\_  
Mayor*

**NEXT REGULAR COUNCIL MEETINGS:**

THURSDAY, APRIL 24, 2025 – 6:00 P.M.

THURSDAY, MAY 8, 2025 – 6:00 P.M.

# Highlands Alley Address Signs

Kenny Robinson  
Program Coordination Specialist  
City of Longview



# Project Background

Council approved funding for ADA curb cuts. Due to CDBG timeliness spending issues.

The installation of curb cuts was lower than estimated.

Code enforcement issues pertaining to rear of property addressing.

Difficulty locating addresses in the alley for EMS response.

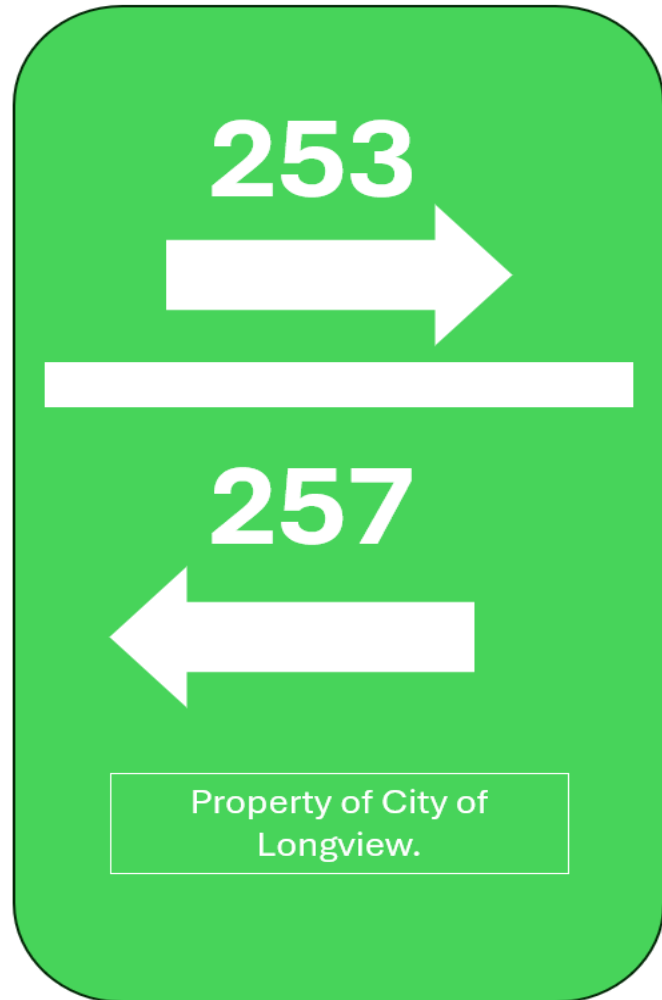
# Pilot Program Proposal

- Install 10" x 18" address sign in the alleys behind residences on shared side & rear property lines in the city right of way.

## Benefits

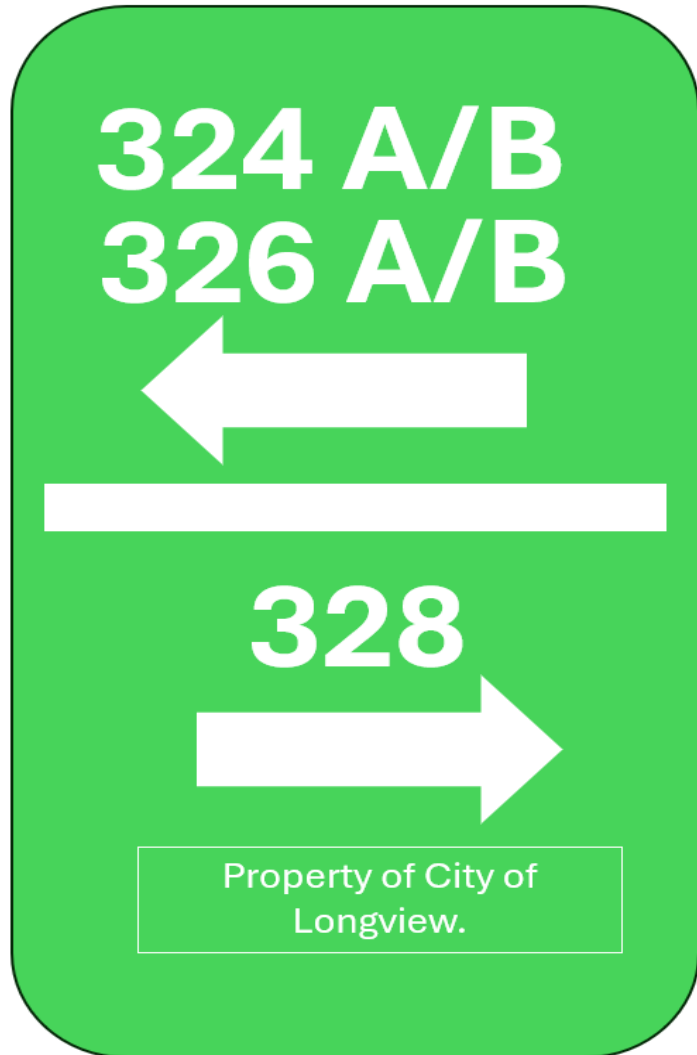
- Continues towards resolving CDBG timeliness issues.
- Addressing of unaddressed vacant parcels in the Highlands neighborhood.
- Solve code enforcement issues, preventing fines and code enforcement staff time.
- Improved EMS response time to service calls in the alleys.
- Provides information for citizens making calls to EMS services.

# Sign Examples-Properties on 17<sup>th</sup> Ave.





# Sign Examples-Properties on 20<sup>th</sup> Ave.





# Coverage Map



# Project Budget & Next Steps

| Highlands Alley Address Signs Budget |             |
|--------------------------------------|-------------|
| Sign Cost (455 signs at \$16.30)     | \$7,412.36  |
| Signposts (455 posts at \$7.98)      | \$3,630.90  |
| Installation (455 at \$30)           | \$13,650.00 |
| Project Total                        | \$24,693.26 |

## Next Steps

- Address the seven unaddressed parcels in the Highlands.
- Finalize proofs with our sign vendor.
- Place orders for materials with City Council approval.
- Determine success of the pilot program after installation.
  - After installation check for remaining signs after one year. Our goal is 80% retention.
  - Discuss with Longview Police and Longview Fire to determine if service was improved.
  - Expand the program to the remaining portions of the neighborhood if the program was deemed successful.

# Questions





# City of Longview

## Agenda Summary

### FISCAL YEAR 2024 & 25 HOME INVESTMENT PARTNERSHIP PROGRAM ALLOCATIONS

#### **RECOMMENDED ACTION:**

- 1). HOLD A PUBLIC HEARING FOR FY 2024 & 2025 HOME PROGRAM GRANT ALLOCATIONS.
- 2). MOTION TO ALLOCATE HOME GRANT FUNDING AS FOLLOWS:

- FROM FISCAL YEAR 2024 ALLOCATE \$41,935 TO COMMUNITY HOUSE ON BROADWAY FOR TENANT BASED RENTAL ASSISTANCE. \$150,000 TO FOUNDATION FOR THE CHALLENGED XIV SUPPORTIVE HOUSING.
- FROM FISCAL YEAR 2025: 5% OF ENTITLEMENT TO LOWER COLUMBIA CAP FOR COMMUNITY HOUSING DEVELOPMENT ORGANIZATION OPERATING FUNDS. THE REMAINING BALANCE TO HOSWWA FOR 5317 OCEAN BEACH HIGHWAY AFFORDABLE HOUSING PROJECT.

#### **COUNCIL INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

Fiscal Year 2024 funding: \$191,395

Fiscal Year 2025 funding (estimate): \$159,375

#### **2025 Applications**

- Community House on Broadway Tenant Based Rental Assistance: \$40,000
- Foundation for the Challenged XIV: \$150,000
- Housing Opportunities of Southwest Washington 5317 Ocean Beach Hwy: \$350,770
- Lower Columbia CAP Letter requesting 5% of entitlement for operating funds.

Applications can be viewed at: [https://mylongview-my.sharepoint.com/:f/g/personal/kennyr\\_ci\\_longview\\_wa\\_us/EjrElpXA-EdGghVlelaL85cB1D4KbFH7fc8y-7psiD1T1A?e=uP4R8b](https://mylongview-my.sharepoint.com/:f/g/personal/kennyr_ci_longview_wa_us/EjrElpXA-EdGghVlelaL85cB1D4KbFH7fc8y-7psiD1T1A?e=uP4R8b)

#### **FINANCIAL SUMMARY:**

N/A

#### **STAFF CONTACT:**

Kenny Robinson, Program Coordination Specialist

Attachments: None





# City of Longview

## Agenda Summary

### FISCAL YEAR 2025 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATIONS

#### **RECOMMENDED ACTION:**

- 1). HOLD A PUBLIC HEARING FOR FY 2025 CDBG PROGRAM GRANT ALLOCATIONS.
- 2). MOTION TO ALLOCATE CDBG GRANT FUNDING AS FOLLOWS:

- \$115,000 TO LOWER COLUMBIA CAP TO REPLACE WINDOWS AT SOUNDVIEW APARTMENTS.
- \$60,000 TO COMMUNITY HOUSE ON BROADWAY RESTROOM REMODEL.
- \$35,000 TO LONGVIEW PARKS AND RECREATION FOR SUPER SUMMERS PROGRAM.

#### **COUNCIL INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

2025 CDBG program applications:

- Main Entitlement Projects (estimate) \$162,500 / Funding requested: \$312,022
  1. Lower Columbia CAP Soundview Apartments Window Replacement: \$115,000.
  2. Community House on Broadway Bathroom Upgrades: \$120,000.
  3. Salvation Army Dining Room Remodel: \$77,022.
- Public Service Projects (estimate) \$ 37,500 / Funding requested: \$35,000
  1. Longview Parks and Recreation Super Summers: \$35,000

Applications can be viewed at: [https://mylongview-my.sharepoint.com/:f/g/personal/kennyr\\_ci\\_longview\\_wa\\_us/EjMu7ibTIL5Nu8YU4JHALgIB7ODoXebjicCzoZtSB5pwHQ?e=UHL7D3](https://mylongview-my.sharepoint.com/:f/g/personal/kennyr_ci_longview_wa_us/EjMu7ibTIL5Nu8YU4JHALgIB7ODoXebjicCzoZtSB5pwHQ?e=UHL7D3)

#### **FINANCIAL SUMMARY:**

N/A

#### **STAFF CONTACT:**

Kenny Robinson, Program Coordination Specialist

Attachments: None



# City of Longview

## Agenda Summary

### **APPROVAL OF CLAIMS**

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

**FIRST HALF APRIL 2025 ACCOUNTS PAYABLE: \$1,862,883.98**

### **FIRST HALF APRIL 2025 PAYROLL:**

\$12,142.27, checks  
\$1,026,222.11, direct deposits  
\$670,920.10, wire transfers  
\$1,709,284.48 Total

### **STAFF CONTACT:**

Lindy Kennedy, Accountant  
Dana Beck, Payroll Specialist

Attachments: None



# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2554 - ACCEPTING THE 2024 ANNUAL REPORT FROM THE PDA TO COUNCIL**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2554**

**DATE:** April 24, 2025

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Strengthen economic conditions & create new opportunities

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

LMC 2.71.220 provides that the Public Development Authority (PDA) shall file an annual report with the City Clerk and the City Council detailing its assets and liabilities, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year. The PDA has drafted and approved the attached annual report.

#### **RECOMMENDED ACTION:**

Motion to adopt Resolution No. 2554.

#### **STAFF CONTACT:**

Brian Magnuson, PDA Chairman

#### **Attachments:**

1. Resolution No. 2554 Accepting the 2024 Annual Report from PDA to Council (002)
2. 2024 Longview Public Development Authority Report to Council - signed

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**A RESOLUTION ACCEPTING THE LONGVIEW PUBLIC DEVELOPMENT  
AUTHORITY'S 2024 ANNUAL REPORT TO THE CITY COUNCIL**

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WHEREAS, the City of Longview has created the Longview Public Development Authority (PDA) for the purpose of economic development and focus on implementation of the Cowlitz County Event Center Master Plan; and

WHEREAS, LMC 2.71.220 provides that the PDA shall file an annual report with the city clerk and the city council detailing its assets and liabilities, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

**Section 1.** The City Council accepts the 2024 annual report of the Longview Public Development Authority, attached to this Resolution as Exhibit A and incorporated by this reference.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this 24<sup>th</sup> day of April, 2025.

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Mayor

ATTEST:

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City Clerk

# **2024 Longview Public Development Authority**

## **Annual Report to the Longview City Council**

In accordance with LMC 2.71.220, the Longview Public Development Authority makes this annual report to the Longview City Council for the year 2024.

### **Statement of assets and liabilities:**

See attached balance sheet

### **Income and expenditures:**

See attached balance sheet

### **Changes in financial position during the previous year:**

See attached Income Statement

### **Summary of significant accomplishments:**

We continue to work with the hotel developer on the planned 100 room hotel on the 1.8 acres east of the Conference Center.

The plans and site plan are out to two general contractors with good hotel experience, one of them is currently working on a dual brand Hawthorn/La Quinta in Leavenworth.

### **List of depositories used:**

Heritage Bank, Longview, Washington

### **Projected operating budget for the current fiscal year:**

See attached

### **A summary of the projects and activities to be undertaken during the current year:**

With two Public Development Authority board members also on the Public Facilities District board, we continue to support the Public Facilities District with updating the 2010 Master Plan for the 48 acres at the fairgrounds.

The PFD completed and adopted in April, 2024, the Cowlitz County Event Center (CCEC) Master Plan and is working on implementing Phase 1 and 2. They are moving forward with a progressive design build project delivery. The PFD also received a \$500K Rural Economic Development Grant from Cowlitz County to develop a new gateway entrance off Washington Street at 5th Avenue for the Conference Center to be completed by November 2025. An interlocal and license agreement for this gateway entrance was entered into between the City of Longview and the PFD for the improvements in the City of Longview Right Of Way established for the hotel project. Other master plan improvements underway include upgrades and expansion to the existing RV park on the southern end of the CCEC.



The strategic goal of the CCEC Master Plan is to create a facility that would make our community a destination and increase room nights, meals, etc.

There are many folks from Cowlitz County that travel to venues around Washington and Oregon and our time has come to create that here in our community.

**A list of authority officials and a list of officials bonded:**

Board members:

Brian Magnuson, Chair

Holly McShane, Secretary

Bob Gregory

George Raiter

Dave Andrew

Executive Director: n/a

Presented this 24th Day of April, 2025



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Brian Magnuson, Chairman

*Longview Public Development Authority*

**BALANCE SHEET**

As of December 31, 2024

|                                    | 2024      | 2023 |
|------------------------------------|-----------|------|
| Assets:                            |           |      |
| Cash                               | \$ 11,763 | \$ - |
| Receivables (net)                  |           |      |
| Due from other governments         | -         | -    |
| Total assets                       | 11,763    | -    |
| Liabilities and fund balance       |           |      |
| Liabilities:                       |           |      |
| Accounts payable                   | -         | -    |
| Total liabilities                  | -         | -    |
| Fund balance:                      |           |      |
| Unreserved                         | 11,763    | -    |
| Total fund balance                 | 11,763    | -    |
| Total liabilities and fund balance | \$ 11,763 | \$ - |

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE**

For the year ended December 31, 2024

|                                                                                                                         | 2024             | 2023          |
|-------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| Revenues:                                                                                                               |                  |               |
| Intergovernmental                                                                                                       | \$ -             | \$ 1,559      |
| Miscellaneous:                                                                                                          |                  |               |
| Interest earnings                                                                                                       | 1                | -             |
| Other miscellaneous                                                                                                     | 12,600           | -             |
| Total revenues                                                                                                          | <u>12,601</u>    | <u>1,559</u>  |
| Expenditures:                                                                                                           |                  |               |
| Current:                                                                                                                |                  |               |
| Economic environment                                                                                                    | 838              | 2,961         |
| Capital outlays                                                                                                         | -                | -             |
| Total expenditures                                                                                                      | <u>838</u>       | <u>2,961</u>  |
| Excess (deficiency) of revenues<br>over (under) expenditures                                                            | 11,763           | (1,402)       |
| Other financing sources (uses):                                                                                         |                  |               |
| Proceeds of general fixed assets                                                                                        | -                | -             |
| Operating transfers in                                                                                                  | -                | -             |
| Operating transfers out                                                                                                 | -                | -             |
| Total other financing sources (uses)                                                                                    | <u>-</u>         | <u>-</u>      |
| Excess (deficiency) of revenues<br>and other financing sources<br>over (under) expenditures<br>and other financing uses | 11,763           | (1,402)       |
| Fund balance, January 1                                                                                                 | -                | 1,769         |
| Fund balance, December 31                                                                                               | <u>\$ 11,763</u> | <u>\$ 367</u> |

## PUBLIC DEVELOPMENT AUTHORITY FUND BALANCE

Date: 12/31/24

|                                       |             |
|---------------------------------------|-------------|
| <b>BEGINNING BALANCE - 12/31/2024</b> | <b>0.00</b> |
|---------------------------------------|-------------|

| <u>Date:</u> | <u>Payee:</u>                        | <u>Amount</u> |
|--------------|--------------------------------------|---------------|
| 4/17/2024    | Brian Magnuson (new account deposit) | 100.00        |
| 6/14/2024    | Devon Kumar (earnest money release)  | 12,500.00     |
| 6/30/2024    | Heritage bank (credit interest)      | 0.12          |
| 7/31/2024    | Heritage bank (credit interest)      | 0.21          |
| 8/31/2024    | Heritage bank (credit interest)      | 0.20          |
| 9/30/2024    | Heritage bank (credit interest)      | 0.19          |
| 10/31/2024   | Heritage bank (credit interest)      | 0.20          |
| 11/30/2024   | Heritage bank (credit interest)      | 0.19          |
| 12/31/2024   | Heritage bank (credit interest)      | 0.20          |

|                           |                  |
|---------------------------|------------------|
| <b>Total Receipts....</b> | <b>12,601.31</b> |
|---------------------------|------------------|

| <u>Date:</u> | <u>Check No:</u> | <u>Vendor:</u>                      | <u>Amount</u> |
|--------------|------------------|-------------------------------------|---------------|
| 7/29/2024    | 101              | Walker Insurance                    | 822.93        |
| 7/31/2024    |                  | Heritage Bank (paper statement fee) | 5.00          |
| 8/31/2024    |                  | Heritage Bank (paper statement fee) | 5.00          |
| 9/30/2024    |                  | Heritage Bank (paper statement fee) | 5.00          |

|                                |               |
|--------------------------------|---------------|
| <b>Total Disbursements....</b> | <b>837.93</b> |
|--------------------------------|---------------|

|                      |                  |
|----------------------|------------------|
| <b>PDA BALANCE -</b> | <b>11,763.38</b> |
|----------------------|------------------|

RESOLUTION NO. 25-001

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A Resolution adopting the Longview Public Development Authority's budget for calendar year 2025; providing for an effective date of January 1, 2025.

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The Board of the Longview Public Development Authority do resolve as follows:

Section 1. That the Longview Public Development Authority budget for the current calendar year of 2025, as the same now appears on file with the Secretary of the Board, and the same is hereby, in all respects, adopted and approved.

Section 2. That the following are the separate totals for revenues anticipated for the calendar year 2025:

|                            |             |
|----------------------------|-------------|
| <u>Revenues</u>            | <u>2025</u> |
| Intergovernmental Revenues | \$25,000.00 |

Section 3. That the following are the separate totals for the total dollar appropriation for the calendar year 2025:

|                      |             |
|----------------------|-------------|
| <u>Appropriation</u> | <u>2025</u> |
| Supplies & Services  | \$25,000.00 |

Section 4. That the Board Secretary be, and is hereby authorized and directed to transmit to the Washington State Auditor's Office a copy of the budget, as adopted.

Section 5. This Resolution shall be in full force and effect upon approval by the Board.

Approved by the Board this 15<sup>th</sup> day of April, 2025.

Approved by the Board President this 15<sup>th</sup> day of April, 2025.

Brian Magnuson  
PRESIDENT

ATTEST:

William J. McShane  
SECRETARY

APPROVED AS TO FORM:

\_\_\_\_\_  
Board Attorney





# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2552 - FIFTH AMENDMENT TO INTERLOCAL AGREEMENT WITH COWLITZ COUNTY PUBLIC FACILITIES DISTRICT REGARDING COLUMBIA THEATRE**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2552**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues  
Continue effective financial management

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The City entered into an interlocal agreement with the Cowlitz County Public Facilities District (PFD) to benefit from RCW 82.14.485, providing retained sales tax revenue for the Columbia Theatre. A major renovation and upgrade of the Theatre, as well as several other projects, have been funded by the PFD using the retained sales tax. The PFD and Columbia Theatre Association for the Performing Arts are beginning a project to rehabilitate the Theatre parking lots, and discovered the legal description included in the interlocal agreement, did not include the parking lot south of the alley (Lot 1, Block 82, Plat of Longview No. 2), even though that parking lot is included in the statutory warranty deed for the Theatre, and it incorrectly referred to Plat of Longview No. 10 rather than Plat of Longview No. 2. In order for the PFD to spend retained sales tax revenue on improvements to and maintenance of that parking lot, the legal description must be revised to include the parking lot and refer to the correct plat. This amendment to the interlocal agreement revises the legal description to include those changes.

#### **STAFF CONTACT:**

Chris Collins, Assistant City Manager/Public Works Director

#### **Attachments:**

1. Res 2552 Amendment 5 ILA City PFD
2. Amendment 5 ILA City PFD - Final 04.14.25

RESOLUTION 2552

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, WASHINGTON, APPROVING THE FIFTH AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF LONGVIEW AND THE COWLITZ COUNTY PUBLIC FACILITIES DISTRICT REGARDING THE COLUMBIA THEATRE FACILITIES.**

WHEREAS, the City of Longview and the Cowlitz County Public Facilities District ("PFD") entered into an Interlocal Agreement dated July 27, 2007, for the purpose of defining the responsibilities and authorities related to the Columbia Theatre facilities; and

WHEREAS, the Interlocal Agreement has previously been amended four times to address various operational and administrative matters related to the Columbia Theatre; and

WHEREAS, during preparation for repairs and upgrades to the Columbia Theatre facilities, it was determined that the legal description contained in the existing Interlocal Agreement and its amendments is incomplete and contains a clerical error, specifically omitting Lot 1 and referencing the incorrect plat number; and

WHEREAS, Lot 1, which contains a parking area used in connection with the Columbia Theatre, must be included to fully and accurately reflect the area under the control of the PFD, and the plat reference must be corrected from "Plat of Longview No. 10" to "Plat of Longview No. 2"; and

WHEREAS, the Fifth Amendment to the Interlocal Agreement replaces Exhibit "2" with a revised legal description that includes all applicable parcels and corrects the plat reference, thereby ensuring that the PFD has the full authority to operate, maintain, repair, and improve the Columbia Theatre facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW:

Section 1. The City Council hereby approves the Fifth Amendment to the Interlocal Agreement between the City of Longview and the Cowlitz County Public Facilities District, a copy of which is attached hereto as Exhibit A and incorporated by this reference.

Section 2. The City Manager is hereby authorized to execute the Fifth Amendment on behalf of the City and to take all actions necessary to carry out the terms of the amendment.

Section 3. This resolution shall become effective immediately upon passage.

ADOPTED by the City Council of the City of Longview, Washington, this \_\_\_\_ day of \_\_\_\_\_, 2025.

City Clerk

**APPROVED AS TO FORM:**

City Attorney

---

M A Y O R

ATTEST:

---

City Clerk

FIFTH AMENDMENT TO  
INTERLOCAL AGREEMENT BETWEEN  
COWLITZ COUNTY PUBLIC FACILITIES DISTRICT  
AND THE CITY OF LONGVIEW

This Fifth Amendment to the Interlocal Agreement is dated \_\_\_\_\_, 2025 by and between the Cowlitz County Public Facilities District, a municipal corporation duly organized and existing under the laws of the State of Washington, hereinafter “PFD”, and the City of Longview, a political subdivision of and duly organized and existing under the laws of the State of Washington, hereinafter “City”.

WITNESSETH

WHEREAS, the PFD and the City entered into the Interlocal Agreement dated July 27, 2007, which agreement was recorded under Cowlitz County Auditor’s No. 3345642; and

WHEREAS, the Interlocal Agreement was previously amended four times by the PFD and the City as follows: Amendment 1 dated November 12, 2008; Amendment 2 dated February 14, 2009; Amendment 3 dated June 12, 2014; and Amendment 4 dated December 11, 2017; and

WHEREAS, while preparing for repairs and upgrades to the Columbia Theatre facilities, staff determined the legal description included in the Interlocal Agreement and its amendments does not fully describe the areas and facilities utilized by and under the control of the PFD in that it omits Lot 1 from the description and incorrectly refers to Plat of Longview No. 10 rather than Plat of Longview No. 2; and

WHEREAS, the legal description must be revised to fully describe the Columbia Theatre facilities to include Lot 1 which is a parking area and to ensure PFD has authority to operate, maintain, repair, and improve the Columbia Theatre facilities.

NOW, THEREFORE, the Interlocal Agreement is amended as follows:

1. Exhibit “2”: Legal Description of Site is replaced with the following:

Exhibit "2": Description of Site

Real property situated in Cowlitz County, Washington, Tax Parcels No. 00494, 00504, and 00505, and further described as follows:

Lots 1, 15, 16, 17, 18, & 19, Block 82, Plat of Longview No. 2 as recorded in Volume 5 of Plats, Page 15, records of Cowlitz County, Washington, subject to the 2010 Amended Lease dated December 9, 2010, between the City of Longview and the Longview Housing Authority, which Amended Lease was assigned to PFD and recorded under Cowlitz Auditor's No. 3431151.

The foregoing is the full and complete extent of this Fifth Amendment to the Interlocal Agreement and its prior amendments between the parties, which Interlocal Agreement and prior amendments remain in full force and effect except as specifically modified herein. The Interlocal Agreement and amendments may be modified only in writing signed by both parties.

IN WITNESS WHEREOF, the PFD and the City have executed this amendment effective on the date set forth above.

City of Longview

Cowlitz County Public Facilities District

By: \_\_\_\_\_  
Jennifer Wills, City Manager

By: \_\_\_\_\_  
Joan Landau, President

Approved As To Form:

Approved As To Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
E. Bronson Potter, PFD Attorney



# City of Longview

## Agenda Summary

### **SECOND AMENDMENT OF LEASE WITH COWLITZ COUNTY PUBLIC FACILITIES DISTRICT REGARDING COLUMBIA THEATRE**

#### **RECOMMENDED ACTION:**

**MOTION TO APPROVE THE SECOND AMENDMENT OF LEASE**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues

Continue effective financial management

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The City entered into a lease with the Cowlitz County Public Facilities District (PFD) to benefit from RCW 82.14.485, providing retained sales tax revenue for the Columbia Theatre. A major renovation and upgrade of the Theatre, as well as several other projects, have been funded by the PFD using the retained sales tax. The PFD and Columbia Theatre Association for the Performing Arts are beginning a project to rehabilitate the Theatre parking lots, and discovered the legal description included in the lease, does not include the parking lot south of the alley (Lot 1, Block 82, Plat of Longview No. 2), even though that parking lot is included in the statutory warranty deed for the Theatre, and it incorrectly referred to Plat of Longview No. 10 rather than Plat of Longview No. 2. In order for the PFD to spend retained sales tax revenue on improvements to and maintenance of that parking lot, the legal description must be revised to include the parking lot and refer to the correct plat. This amendment to the lease revises the legal description to include those changes.

#### **STAFF CONTACT:**

Chris Collins, Assistant City Manager/Public Works Director

#### **Attachments:**

1. Amendment 2 Lease City PFD - Final 04.14.25

After recording return to:  
City Clerk  
City of Longview  
PO Box 128  
Longview, WA 98632

## SECOND AMENDMENT OF LEASE

Cowlitz County Tax Parcels No. 00494, 00504, 00505

This Second Amendment of Lease is between the City of Longview, herein “the City”, and the Cowlitz County Public Facilities District, herein “the PFD”.

WHEREAS, the City and the PFD entered into a Commercial Lease on July 27, 2007 (“Lease”), which Lease was recorded under Cowlitz County Auditor’s No. 3345643; and

WHEREAS, the City and the PFD executed an Amendment of Lease on May 11, 2023 (“Amendment”), which Amendment was recorded under Cowlitz County Auditor’s No. 3734373; and

WHEREAS, while preparing for repairs and upgrades to the Columbia Theatre facilities, staff determined the legal description included in the Commercial Lease and Amendment does not fully describe the areas and facilities identified by tax parcel in the Amendment and utilized by and under the control of the PFD in that it omits Lot 1 from the description and incorrectly refers to Plat of Longview No. 10 rather than Plat of Longview No. 2; and

WHEREAS, the legal description must be revised to fully describe the Columbia Theatre facilities to include Lot 1 which is a parking area and to ensure PFD has authority to operate, maintain, repair, and improve the Columbia Theatre facilities, consistent with the Fifth Amendment to Interlocal Agreement between the City and the PFD;

NOW, THEREFORE, the Lease is amended as follows:

1. Exhibit “A”: Description of Site, is deleted in its entirety and replaced with the following:

Exhibit “A”: Description of Site

Real property situated in Cowlitz County, Washington, Tax Parcels No. 00494, 00504, and 00505, and further described as follows:

Lots 1, 15, 16, 17, 18, & 19, Block 82, Plat of Longview No. 2 as recorded in Volume 5 of Plats, Page 15, records of Cowlitz County, Washington, subject to the 2010 Amended Lease dated December 9, 2010, between the City of Longview and the Longview Housing Authority, which Amended Lease was assigned to LESSEE and recorded under Cowlitz County Auditor's No. 3431151.

The foregoing states the full and complete amendment of the Lease and Amendment between the parties, which Lease and Amendment remain in full force and effect except as specifically modified herein. The Lease, Amendment, and this Second Amendment of Lease, may be modified only in writing signed by both parties.

IN WITNESS WHEREOF, the PFD and the City have executed this instrument on the on the dates set forth below.

LESSOR

LESSEE

City of Longview

Cowlitz County Public Facilities District

By: \_\_\_\_\_  
Jennifer Wills, City Manager

By: \_\_\_\_\_  
Joan Landau, President

Approved As To Form:

Approved As To Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
E. Bronson Potter, PFD Attorney



STATE OF WASHINGTON )

:ss.

County of Cowlitz )

I certify that I know or have satisfactory evidence that Jennifer Wills signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as the City Manager of the City of Longview, to be the free and voluntary act and deed and for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_, 2025

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Notary Public in and for Washington

My Commission Expires: \_\_\_\_\_

STATE OF WASHINGTON )

:ss.

County of Cowlitz )

I certify that I know or have satisfactory evidence that Joan Landau signed this instrument, on oath stated that they were authorized to execute the instrument and acknowledged it as the Chairperson and Secretary of the Cowlitz County Public Facilities District, to be the free and voluntary act and deed and for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_, 2025

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Notary Public in and for Washington

My Commission Expires: \_\_\_\_\_



# City of Longview

## Agenda Summary

### **AMENDMENT TO REVISED AND RESTATED AGREEMENT FOR OPERATION AND MANAGEMENT OF THE COLUMBIA THEATRE FOR THE PERFORMING ARTS**

#### **RECOMMENDED ACTION:**

#### **MOTION TO APPROVE THE AMENDMENT TO CTPA OPERATING AGREEMENT**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Address quality of place issues  
Continue effective financial management

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The City entered into a Revised and Restated Agreement for Operation and Management of the Columbia Theatre with the Cowlitz County Public Facilities District (PFD) and the Columbia Theatre Association for the Performing Arts (CTPA). The CTPA operates and maintains the Theatre on behalf of the City, which owns the Theatre, and the PFD, which leases the Theatre. The PFD and CTPA are beginning a project to rehabilitate the Theatre parking lots, and discovered the legal description included in the lease, does not include the parking lot south of the alley (Lot 1, Block 82, Plat of Longview No. 2), even though that parking lot is included in the statutory warranty deed for the Theatre, and it incorrectly referred to Plat of Longview No. 10 rather than Plat of Longview No. 2. In order for the PFD to spend retained sales tax revenue on improvements to and maintenance of that parking lot, the legal description must be revised to include the parking lot and refer to the correct plat. This amendment to the Revised and Restated Agreement revises the legal description to include those changes.

#### **STAFF CONTACT:**

Chris Collins, Assistant City Manager/Public Works Director

#### **Attachments:**

1. Amendment CTPA Restated Operating Agr - Final 04.14.25

**AMENDMENT TO REVISED AND RESTATED  
AGREEMENT FOR OPERATION AND MANAGEMENT  
OF  
THE COLUMBIA THEATRE FOR THE PERFORMING ARTS**

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between THE CITY OF LONGVIEW, WASHINGTON, a municipal corporation duly organized and existing under the laws of the State of Washington, hereinafter referred to as “City”; the Cowlitz County Public Facilities District, a municipal corporation duly organized and existing under the laws of the State of Washington, hereinafter referred to as “PFD”; and THE COLUMBIA THEATRE ASSOCIATION FOR THE PERFORMING ARTS, a Washington non-profit corporation, hereinafter referred to as "Facility Manager"; collectively referred to as the “Parties”.

WITNESSETH:

WHEREAS, the Parties entered into the Revised and Restated Agreement for Operation and Management of the Columbia Theatre For The Performing Arts (“Agreement”) on May 23, 2024; and

WHEREAS, while preparing for repairs and upgrades to the Columbia Theatre Facility, staff determined the legal description included in the Agreement does not fully describe the areas and facilities utilized by and under the control of the Facility Manager and the PFD in that it omits Lot 1 from the description and incorrectly refers to Plat of Longview No. 10 rather than Plat of Longview No. 2; and

WHEREAS, the legal description must be revised to fully describe the Columbia Theatre Facility include Lot 1 which is a parking area and to ensure the Facility Manager and the PFD have the authority to operate, maintain, repair, and improve the Columbia Theatre Facility.

NOW, THEREFORE, the Agreement is amended as follows:

1. EXHIBIT A and EXHIBIT B are deleted in their entirety and replaced with the attached EXHIBIT A – REVISED and EXHIBIT B – REVISED.

This Amendment contains the full and complete extent of changes to the Agreement at this time. The Agreement and this Amendment may be amended, altered, or modified only in writing, executed by the parties hereto.

This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment in Longview, Washington, effective the date first above written.

By: \_\_\_\_\_

By: \_\_\_\_\_

COLUMBIA THEATRE ASSOCIATION FOR THE PERFORMING ARTS

CITY OF LONGVIEW

COWLITZ COUNTY PUBLIC  
FACILITIES DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Jennifer Wills, City Manager

Joan Landau, President

Approved as to form:

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
E. Bronson Potter, Attorney for PFD

**EXHIBIT A - REVISED**

LOTS 1, 15, 16, 17, 18 and 19, BLOCK 82, PLAT OF LONGVIEW NO. 2 AS RECORDED IN VOLUME 5 OF PLATS, PAGE 15, RECORDS COWLITZ COUNTY, SITUATED IN COWLITZ COUNTY, WASHINGTON.

PARCEL NOS. 00494, 00504, 00505.

BLOCK 82 PLAT OF LONGVIEW NO. 2



## **EXHIBIT B - REVISED**

The following described portions of the land and building situated on Lots 1, 15, 16, 17, 18, & 19, Block 82, Plat of Longview No. 2 in Cowlitz County, Washington, (which may be referred to as the "Theater Portion").

(1) The entire ground-level portion of the presently existing building EXCEPT for an elevator/lobby area which shall consist of an area immediately southerly of and adjoining the southerly "firewall" of the Theater Portion of said building, and which elevator/lobby shall be rectangular in shape having a "north-south" interior size of 18 feet and an "east-west" interior size of 43 feet, and the westerly end of which elevator/lobby area shall be the westerly wall of the presently existing building. (It is intended that the Housing Authority, exercising its rights with reference to the Exhibit A property, shall construct and install an elevator to serve the residents of the apartments above the first floor and a lobby area which shall enter the building from street address of 1538 Commerce Avenue, but that the remainder of the ground floor level of the building will be excluded from this Lease.)

(2) The entire "basement" area of the presently existing building. (except for the elevator shaft area.)

(3) That portion of the presently existing building which is described as the "Columbia Theatre", from the outside of the northerly "firewall" to the outside of the southerly "firewall", and from the floor of said theater upward to the ceiling and including the dressing rooms, the balcony area, and the stage area upward to the roof, and including access to the roof.

(4) The parking lot situated on Lots 1, 18, and 19, Block 82, Plat of Longview No. 2 as aforesaid; provided, however, that spaces within said parking lots may be used by Housing Authority, its contractors or its tenants during times when no performances are being conducted in the "Theater Portion," and when there is no interference with Performing Arts activities. Vehicles of the Housing Authority, its contractors, employees, agents or its tenants that are parked in said parking lot during times when performances or other activities of the Theater Portion are occurring, or when the parking of vehicles in said parking lot is needed to accommodate patrons or users of the Theater Portion, maybe subject to removal and impoundment.



# City of Longview

## Agenda Summary

### **ORDINANCE NO. 3558 - UPDATES TO LMC 19.12 - APPEAL BOARD OF ADJUSTMENT**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT ORDINANCE NO. 3558**

#### **COUNCIL INITIATIVE ADDRESSED:**

Strengthen economic conditions and create new opportunities

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

The proposed updates to LMC 19.12 are administrative in nature and seek to streamline the Appeal Board of Adjustment (ABOA) docketing procedure, update various references to lines of authority, modernize notification methods, and remove a section that may have potential conflicts.

The proposed ordinance changes are part of CED's legislative work plan presented to City Council in January 2025.

A public hearing was held on the proposed ordinance changes April 10, 2025.

#### **STAFF CONTACT:**

Nick Little, Community Development Director

[Nick.little@ci.longview.wa.us](mailto:Nick.little@ci.longview.wa.us)

#### **Attachments:**

1. Ord 3558 LMC 19.12 Appeal Board of Adjustment (Strikeout)

## Chapter 19.12

### APPEAL BOARD OF ADJUSTMENT\*

Sections:

- 19.12.010 Creation – Membership – Term and compensation.
- 19.12.020 Meetings – Majority vote.
- 19.12.030 Rules of procedure – Records of proceedings.
- 19.12.035 Avoidance of delays – Secretary of board to set hearing dates.
- 19.12.040 Power of board – Appeal of building official decisions.
- 19.12.045 Power of board – Appeal of community development director decisions.
- 19.12.047 Public hearing notice – Appeal of community development director decisions.
- 19.12.050 Power of board – Special property use.
- 19.12.055 Special property use – Detached accessory dwelling units (ADU).
- ~~19.12.060 Power of board – Alternate materials and construction.~~
- 19.12.070 Petitions – Initiation of action by board – Hearing and decision.
- 19.12.080 Special property uses – Application – Fee.
- 19.12.090 Special property uses – Hearing – Notice.
- 19.12.100 Special property uses – Hearing – Decision.
- 19.12.110 Special property uses – Records.
- 19.12.120 Special property use permits – Time limitation.
- 19.12.130 Special property use permits – Revocation – Records.
- 19.12.140 Variance permits – Authority to issue.
- 19.12.150 Variances – Application – Fee – Hearing – Decision.
- 19.12.160 Stay of proceedings.
- 19.12.170 Appeal – Filing – Notice.
- 19.12.180 Appeal – Bond.
- 19.12.190 Appeal – Transcript – Fees.
- 19.12.200 Appeal – Notice that transcript has been filed.
- 19.12.210 Appeal – Hearing – Determination.

\*For the statutory provisions regarding the board of adjustment in code cities, see RCW 35A.63.110.

#### **19.12.010 Creation – Membership – Term and compensation.**

A board of adjustment is established to be known as the “appeal board of adjustment.” The word “board” when used herein means the appeal board of adjustment. The board shall consist of five members, all of whom shall serve without salary. The board members shall be appointed by the city manager and confirmed by the council. In case any vacancy shall occur in the membership of the board for any cause, the city manager shall fill such vacancy by making an appointment for the unexpired term of the member or members creating such vacancy, the appointment to be confirmed by the council. Members of the board who miss three consecutive meetings may be removed by the city manager and the vacancy filled as provided in this section. The initial membership shall consist of one member appointed for one year, one for two years, one for three years, one for four years and one for five years; and each appointment thereafter shall be for a five-year term. (Ord. 1620 § 1, 1973).

#### **19.12.020 Meetings – Majority vote.**

Meetings of the board shall be held at least once each month and at such other times as the chairman of the board may determine. There shall be a fixed place of meeting. All board meetings shall be open to the public. Any action of the board shall receive an affirmative vote of at least a majority of the total board. When requested by the secretary or chairman of the board, the director of community and economic development and the building official and the chief of the fire department, or such of them as have received such a request, shall attend any board meeting for the purpose of furnishing technical advice to the board. (Ord. 2774 § 1, 2000; Ord. 1711 § 1, 1974; Ord. 1620 § 1, 1973).



**19.12.030 Rules of procedure – Records of proceedings.**

The board shall elect from its members a chairman and shall also select a secretary for the board which secretary need not be a member thereof. The board shall adopt its own rules of procedure (except as hereinafter fixed as to voting) and keep a record of its proceedings, actions and decisions in each case, and the vote of each member on each question considered in the proceedings. (Ord. 1620 § 1, 1973).

**19.12.035 Avoidance of delays – Secretary of board to set hearing dates.**

~~To avoid delays, it is important that hearings be promptly scheduled before the board. Petitions or requests that are presented or filed between regularly scheduled meetings do not become fixed for hearing until the next regular meeting of the board, and a lack of business before the board sometimes results in the lack of a quorum preventing a meeting from being held and a hearing date from being fixed.~~ In order to assure petitioners and applicants of prompt hearing dates, the secretary of the appeal board of adjustment, notwithstanding any provisions in this chapter to the contrary, shall have the authority, upon receipt of a petition under this chapter, a variance request, or a request for review of any interpretation made by the building official or **Director** to fix a date for the hearing thereon in accordance with the requirements of this chapter, and to cause notice of such hearing to be issued and publicized as required by this chapter. (Ord. 2529 § 1, 1993).

**19.12.040 Power of board – Appeal of building official decisions.**

The board may review any interpretation of the provisions of LMC Titles 16 or 19 made by the building official, and any order, requirement, decision, or determination relating thereto made by him in the application of the specific provision of said titles to any parcel of land and/or structure. The board may affirm or reverse the interpretation of the provisions of said titles made by the building official, and any order, requirement, decision, or determination relating thereto; the board's decision shall be based upon the records and the evidence in each case and to that end it shall have all of the powers of the building official. (Ord. 3161 § 1, 2011; Ord. 1620 § 1, 1973).

**19.12.045 Power of board – Appeal of community development director decisions.**

(1) Applicability. The appeal board of adjustment shall hear and decide appeals where it is alleged that there is an error in any decision, interpretation, or determination made by the community development director in the consideration of seasonal sales temporary use permits (Chapter 19.41 LMC), boundary line adjustments (Chapter 19.68 LMC), short subdivisions (Chapter 19.67 LMC), **shared driveways (Chapter 19.77 LMC)** and type A binding site plans (Chapter 19.90 LMC). Appeals to the board may be taken by any person aggrieved by or affected by the decision of the community development director.

(2) Stay of Proceedings. When an appeal is filed to the board, all proceedings in furtherance of the action affected by the decision being appealed shall be stayed, unless:

- (a) The community development director certifies to the board, after the notice of appeal has been filed with the community development director, that by reason of facts stated in the certificate, a stay would cause imminent peril to life or property; or
- (b) The appellant is not diligently pursuing the appeal.

(3) Decision.

- (a) Public notice of the hearing shall be as provided in this chapter. The board shall hold the hearing, and shall decide the appeal within a reasonable time after such hearing.
- (b) Any party may appear before the board at the hearing, in person or by agent or attorney.
- (c) The board may:
  - (i) Reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed;
  - (ii) Make such order, requirement, decision, or determination as ought to be made; and
  - (iii) Exercise all the powers of the officer or agency from whom the appeal is taken. (Ord. 3161 § 2, 2011).

**19.12.047 Public hearing notice – Appeal of community development director decisions.**

(1) Notice of a public hearing for all open-record appeals shall be given as follows:

(a) Time and Form of Notices. Except as otherwise required, notice of an open-record appeal hearing shall be made at least 10 days before the date of the public hearing in the following manner:

- (i) Publication in the official newspaper; and
- (ii) Posting on the subject property; and
- (iii) Notice shall be mailed to adjacent property owners.

(b) Content of Notice. The public notice shall include:

- (i) The address and location, and/or a vicinity map or sketch, of the property which is the subject of the public hearing; and
- (ii) The date, time, location, and purpose of the public hearing; and
- (iii) A general description of the proposed project or action to be taken; and
- (iv) A place where further information about the hearing may be obtained.

(c) Continuations. If, for any reason, a hearing cannot be completed on the date set in the public notice, the meeting or hearing may be continued to a date certain and no further notice under this section is required. (Ord. 3161 § 3, 2011).

**19.12.050 Power of board – Special property use.**

(1) Recognizing that there are certain uses of property that may or may not be detrimental to the public health, safety, morals and general welfare, depending upon the facts in each particular case, a limited power to issue special permits for such uses is vested, by special mention in this title, in the board.

(2) The board shall have and exercise original jurisdiction in receiving, granting or denying all applications for such special property uses as are provided for in this title and shall have the power to place in such permits, conditions or limitations in its judgment required to secure adequate protection to the zone or locality in which such use is to be permitted. No special permit shall be issued by the board until after public hearing, as hereinafter provided, and until after the **building official Director** has found that all other provisions of this code, with which compliance is required, have been fulfilled.

(3) No such special property use permit shall be granted by the board unless it finds:

- (a) That the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public health, safety, morals and general welfare;
- (b) In making such determination the board shall be guided by the following considerations and standards:
  - (i) That the use will not be detrimental to the character and use of adjoining buildings and those in the vicinity,
  - (ii) That the use will not create a hazard in the immediate area either for pedestrian or vehicular traffic,
  - (iii) That adequate ingress and egress will be available for fire and other vehicular emergency equipment,
  - (iv) That adequate off-street parking will be provided to prevent congestion of public streets.

(4) The placement, construction, erection and maintenance of wayfinding signs, as defined in LMC 16.13.040(73), in all use districts, shall be deemed a special property use. (Ord. 2967 § 1, 2006; Ord. 1620 § 1, 1973).

**19.12.055 Special property use – Detached accessory dwelling units (ADU).**

Subject to the provisions of LMC 19.12.050, and in accordance with Chapter 19.22 LMC, the appeal board of adjustment may grant a special property use permit for the construction of a detached accessory dwelling unit (ADU). (Ord. 3122 § 9, 2010; Ord. 2591 § 3, 1995).

**19.12.060 Power of board – Alternate materials and construction.**

(1) In addition to the foregoing powers, the board shall have the right to determine the suitability of alternate new materials and types of construction, after a public hearing, and to permit the use of the same when, in the opinion of the board, such new materials or types of construction are equal to or greater in safety requirements than those provided for in the building code.

(2) The board shall also have the right to recommend to the city manager, for presentation to the city council, legislation for the improvement of Chapter 16.08 LMC hereof, being the building code, or any part thereof, which the board may feel is consistent with the purpose and intention of said code. (Ord. 1620 § 1, 1973).

**19.12.070 Petitions – Initiation of action by board – Hearing and decision.**

(1) Any person or persons aggrieved, or any officer, official of any department or commission of the city, jointly or severally, may file a written petition with the board for a review of the building official's interpretation of the provisions of LMC Titles 16 or 19. Such petition shall be filed with the office of the city clerk within 10 days after the petitioner shall receive either written or oral notice of the interpretation of any provision of Titles 16 or 19 by which petitioner shall deem himself to be aggrieved. Such petition shall set forth the provision of this code which the building official has interpreted, the building official's interpretation thereof, the petitioner's interpretation of the same and the reasons why the petitioner believes the interpretation of the building official to be incorrect. Such petition shall contain the name or names of all aggrieved parties and the names of all attorneys or agents representing such aggrieved parties together with the mailing address of such parties, their agents and attorneys. The city clerk shall transmit said petition to the secretary of the board prior to the next regular meeting of the board. The secretary of the board shall present the petition to the board at its next regular meeting and the board, at such meeting, shall fix a date for the hearing on said petition which date shall not be less than 10 nor more than 60 days from the date upon which said petition was presented to the board. At least five days prior to the date fixed for such hearing the secretary of the board shall cause to be mailed to the petitioner or his agents or attorneys, at the respective addresses shown on the petition, a notice of the time and place of the hearing on said petition. At such hearing the petitioner may appear in person, by agent or by attorney. All city officials and other interested persons may be heard at such hearing in support of or opposition to such petition.

(2) The board may affirm or reverse the interpretation of the provisions of LMC Titles 16 or 19 made by the building official, and any order, requirement, decision, or determination relating thereto made by him; the board's decision shall be based upon the record and the evidence in each case, and to that end it shall have all of the powers of the building official. Unless a majority of the entire board votes in favor of reversing the decision of the building official such decision shall stand affirmed. The board shall maintain in the office of the building official full and complete written records of all decisions involving the interpretation of the provisions of said titles, which records shall be open to public inspection during all regular business hours. The board's jurisdiction shall not be construed as an authorization to violate any provisions of this code.

(3) If a decision of the board reverses or modifies a refusal, order, or disallowance of the building official, or varies the application of any provision of this code, the building official shall take action immediately in accordance with such decision. (Ord. 1620 § 1, 1973).

**19.12.080 Special property uses – Application – Fee.**

All applications for special property uses permitted by this title shall be submitted in writing to the office of the building official, Community Development Department. Each such application shall contain the name and mailing address of the applicant or applicants, the legal description of the property for which the special property use is requested, the nature of the special use requested, a concise statement as to the reasons why such property is needed for and suited to such special use, and a statement or document verifying the applicants, ownership of the property or interest in the property through lease, option or other such binding agreement with the owner. The application shall be accompanied by a plot plan, drawn to scale, showing the dimensions of any and all existing structures and all structures to be erected on the property involved and the yard areas thereof. The board or building official may, at any time, require the applicant to furnish such additional information as may be necessary to enable the board to

determine whether such application should or should not be granted. With each application filed for a special property use there shall be paid by the applicant, at the time of filing the application with the community and economic development department, a fee in accordance with the Community and Economic Development Department Master Fee Schedule to defray the city's costs and expenses in processing such application, including the publication and mailing of the notices hereinafter required. (Ord. 2907 § 2, 2004; Ord. 2774 § 1, 2000; Ord. 2722 § 1, 1999; Ord. 2328 § 1, 1988; Ord. 2120 § 1, 1983; Ord. 1620 § 1, 1973).

**19.12.090 Special property uses – Hearing – Notice.**

The written application, plot plan and any other written information requested from the applicant by the building official Director shall be submitted to the board at its next regular or special meeting. The board at such meeting shall fix a time, date and place for public hearing on such application which date shall not be less than 10 days after notice given in the following manner, except that the final notice to be published in the official newspaper shall not be published more than three days prior to the date of said hearing. Upon determining that the application, site plan, and any other information requested from the applicant by the Director is complete and fully describes the proposal, the application shall be submitted to the board for consideration at its next regular meeting. The secretary of the board shall fix a time, date, and place for public hearing on such application, which date shall not be less than 10 days after notice given in the following manner:

- (1) By United States mail addressed to the applicant and to the owners of all adjoining or abutting property. (Property separated from the proposed use by a street, highway or other public road or alley shall be construed to be adjoining or abutting for the purpose of giving notice; and notices addressed to the last known address of the person making the latest property tax payment shall be deemed proper notice to the owner of such property);
- (2) By not less than two printed or written notices posted in a conspicuous place at or near the location of the proposed use;
- (3) By publishing two notices thereof in the official newspaper of the city, such notices to be published at least three days apart. Such notices shall contain the name of the applicant or applicants, the legal description identification of the property involved, the special property use requested, the date, time and place of the public hearing thereon and shall specify that any person interested may appear at such public hearing and be heard either for or against such application.
- (4) By posting to the City's official website. (Ord. 1620 § 1, 1973).

**19.12.100 Special property uses – Hearing – Decision.**

At such public hearing the board shall proceed to hear all persons present who desire to be heard either for or against such application and shall render its decision upon such application at the conclusion of such hearing or as soon thereafter as reasonably possible. Any building permit thereafter issued for such property shall be in accordance with and subject to all terms and conditions contained in the decision of the board. (Ord. 1620 § 1, 1973).

**19.12.110 Special property uses – Records.**

The board shall maintain in the office of the building official Community Development Department full and complete written records of all proceedings and conclusions reached on any and all such applications. (Ord. 1620 § 1, 1973).

**19.12.120 Special property use permits – Time limitation.**

Whenever the board by its decision authorizes the issuance of a permit for a special property use if such building permit and/or occupancy permit is not obtained by the applicant within six months from the date of the board's decision, the board's decision shall cease to be effective. (Ord. 1620 § 1, 1973).

**19.12.130 Special property use permits – Revocation – Records.**

In addition to all other penalties prescribed in this title, whenever, in the opinion of the building official, Director, any person granted a permit for a special property use fails to comply with all of the terms, conditions, or limitations of such permit and of the decision of the board authorizing the granting of such permit, he they shall issue an order, in writing, requiring that all further work on the premises or use thereof be stopped until the violation has been corrected. If the violation is not corrected or if the work on the premises or use thereof is stopped or suspended until such violation is corrected, the building official Director shall give written notice to the owner or occupant of the

premises deemed in violation that the ~~building official~~ **Director** will apply to the board for an order revoking the permit for the special property use. Such written notice shall specify the time, the date and place when the ~~building official~~ **Director** will appear before the board to request such revocation and shall advise the owner or occupant of the premise deemed to be in violation that such owner or occupant is at liberty to appear and be heard with respect to the request of the ~~building official~~ **Director** for such revocation. Such notice shall be mailed to the owner or occupant of the premises deemed in violation, by certified mail with a return receipt requested, at least five days prior to the date specified in such notice as being the date of the hearing. At the hearing the board shall have the power to sustain or overrule the order of the ~~building official~~ **Director** and to revoke the permit granted for such special property use. The affirmative vote of a majority of the entire board shall be necessary before the order of the ~~building official~~ **Director** shall be declared to be overruled. (Ord. 1620 § 1, 1973).

**19.12.140 Variance permits – Authority to issue.**

The board may authorize the granting of variances from the zoning ordinance of the city, by the ~~building official~~ **Director** where compliance therewith is impractical or impossible. No application for a variance shall be granted unless the board finds:

- (1) The variance will not constitute a grant of special privileges inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located; and
- (2) That such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and
- (3) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated; and
- (4) The need for the variance is not the result of any action taken by the applicant. (Ord. 3122 § 10, 2010; Ord. 1620 § 1, 1973).

**19.12.150 Variances – Application – Fee – Hearing – Decision.**

- (1) The foregoing provisions of LMC 19.12.080 through 19.12.130 shall apply equally to requests for variances as well as to requests for special property uses; provided, however, LMC 19.12.090(2) and (3) shall not apply to requests for variances.
- (2) With each application filed for a variance there shall be paid by the applicant, at the time of filing the application with the community development department, a fee in accordance with the Community and Economic Development Department Master Fee Schedule to defray the city's costs and expenses in processing such application, including the publication and mailing of the notice required. (Ord. 3122 § 10, 2010; Ord. 3089 § 2, 2009; Ord. 2907 § 3, 2004; Ord. 2774, 2000; Ord. 2722 § 2, 1999; Ord. 2328 § 2, 1988; Ord. 1620 § 1, 1973).

**19.12.160 Stay of proceedings.**

An application to the board for any special property use, variance or for any review of the building official's interpretation of the provisions of LMC Titles 16 or 19 or of any orders, requirements, decisions or determinations relating thereto made by the building official or ~~Director~~ shall operate to stay all further proceedings by the building official ~~or Director~~ unless the building official certifies to the board, and the board finds that, by reasons of facts stated in the certification, a stay would cause imminent peril to life or property, in which case such action shall not be stayed otherwise than by a restraining order issued by the superior court of the county. The decisions of the board shall be transmitted to the ~~office of the building official~~ **Community Development Department**. (Ord. 1620 § 1, 1973).

**19.12.170 Appeal – Filing – Notice.**

All decisions and orders of the board shall be final, subject only to review by the superior court of the county upon appeal. The appeal shall be made by filing written notice of appeal with the office of the city clerk and with the clerk of the superior court of the county. The notice of appeal must be filed with the clerk of the superior court and the office of the city clerk within 20 days from the rendering of the decision or order from which the appeal is to be taken. Such notice of appeal shall set forth the name and address of the appellant, the date of the order or decision to

be appealed from and shall set forth a correct copy of the order or decision from which the appeal is to be taken. (Ord. 1620 § 1, 1973).

**19.12.180 Appeal – Bond.**

At the time of filing the notice of appeal with the clerk of said superior court, the appellant shall execute and file with him a sufficient bond in the penal sum of ~~\$200.00~~ **\$1,500**, with at least two sureties to be approved by the judge of said court, or a surety company authorized to do business in the state, conditioned to prosecute the appeal without delay and, if unsuccessful, to pay all costs to which the city is put by reason of the appeal. Upon application therefor, the court may order the appellant to execute and file such additional bonds as the necessity of the case may require. The filing of the aforesaid notice of appeal within the time specified in LMC 19.12.170, and the filing of the bond aforesaid, shall be necessary in order for the superior court to secure jurisdiction of such appeal. (Ord. 1620 § 1, 1973).

**19.12.190 Appeal – Transcript – Fees.**

Within 20 days from the filing of the notice of appeal, the appellant shall file with the clerk of the superior court a transcript of all of the proceedings before the board, including the order or decision from which the appeal is taken. The transcript shall be prepared under the supervision of the secretary of the board and shall be certified by the secretary to contain a full, true and correct copy of all matters and proceedings required to be in the transcript. The fee for preparing and certifying the transcript shall be as determined by the Community and Economic Development Department Master Fee Schedule, which fee shall be paid to the office of the city clerk. The secretary of the board shall be under no duty to surrender the transcript to the appellant until the fees are paid. All fees so received shall be surrendered to the city treasurer for deposit in the general fund of the city. (Ord. 2328 § 3, 1988; Ord. 1620 § 1, 1973).

**19.12.200 Appeal – Notice that transcript has been filed.**

Within five days after the filing of the transcript with the clerk of said superior court, the appellant shall give notice to the city's corporation counsel and to the city clerk that the transcript has been filed. The notice shall also state a time when the appellant will call up the cause for assignment for hearing. (Ord. 1620 § 1, 1973).

**19.12.210 Appeal – Hearing – Determination.**

At the time fixed for hearing or at such further time as may be fixed by the court, the superior court shall hear and determine the appeal. (Ord. 1620 § 1, 1973).



# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2551 - SURPLUS CITY PROPERTY/EQUIPMENT**

#### **RECOMMENDED ACTION:**

**MOTION TO ADOPT RESOLUTION NO. 2551**

**DATE:** April 24, 2025

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Continue effective financial management

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The equipment identified in Exhibit "A" (surplus request forms) of the attached resolution have been determined by staff to be no longer needed. Before these items can be sold, traded-in, or otherwise disposed of, they must be declared surplus. This resolution will declare these items surplus and authorize the City Manager to sell or otherwise dispose of.

#### **RECOMMENDED ACTION:**

Motion to adopt Resolution 2551.

#### **STAFF CONTACT:**

City Manager Jennifer Wills

#### **Attachments:**

1. Resolution 2551 - Surplus City Property
2. Information Technology
3. Fleet
4. Police

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A RESOLUTION PROVIDING FOR THE DISPOSAL OF CERTAIN PROPERTY DEEMED TO BE SURPLUS TO THE REASONABLE FORESEEABLE NEEDS OF THE CITY OF LONGVIEW.

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WHEREAS, certain items of equipment belonging to the City of Longview are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best interest of the City to dispose of the same in a manner that will be to the best advantage to the City of Longview;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

1. Based upon the finding and recommendations of the City Manager of said City, the items of inventory belonging to said City as shown on "Exhibit A" (surplus request forms), attached hereto and incorporated herein by this reference, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the City Manager is authorized to dispose of items listed on "Exhibit A" (surplus request forms), attached hereto, in a manner that will be to the best advantage to the City of Longview.

PASSED by the City Council of Longview, Washington, and approved by its  
Mayor this 24<sup>th</sup> day of April, 2025.

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Mayor

ATTEST:

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City Clerk





|             |         |
|-------------|---------|
| <b>Date</b> | 4/16/25 |
|-------------|---------|

\*Method of Disposal Codes: **A** = auctioneer handled through Fleet Dept., **B** = sealed bid process, **D** = dispose as scrap metal, **E** = ebay or similar, **G** = government transfer, **I** = inter-department transfer **N** = donate to nonprofit, **O** = other, **S** = state surplus program, **T** = trash

Date: 4.16.25

Date: 4.17.25

Date: 4/16/25

Council Approval Date:

# ASSET DECOMMISSION LIST

Completed Form Date: 4/16/25

|    | <u>Asset Number</u> | <u>Category</u> | <u>Description</u>                | <u>Serial Number</u> | <u>Comments</u>                  |
|----|---------------------|-----------------|-----------------------------------|----------------------|----------------------------------|
| 1  | 0010                | projector       | InFocus IN32                      | ALTV72900461         | missing 7/26/23 - SMA documented |
| 2  | 0451                | computer        | Dell OptiPlex 780                 | 25G6WR1              | missing 2/26/22; SMA documented  |
| 3  | 0452                | computer        | Dell OptiPlex 780                 | 25G7WR1              | missing 2/26/22; SMA documented  |
| 4  | 0551                | network         | Cisco Catalyst 3560               | FDO1620R208          |                                  |
| 5  | 0559                | network         | Cisco Catalyst 3560               | FDO1620R20F          |                                  |
| 6  | 0797                | network         | Cisco Catalyst 2960               | FOC1801Y39F          | missing 7/26/23 - SMA documented |
| 7  | 0813                | server          | Synology RS814 NAS                | 1450MAN000016        |                                  |
| 8  | 0823                | server          | Synology RS814 NAS                | 1450MAN000916        |                                  |
| 9  | 0861                | computer        | Dell OptiPlex 9020                | FTDG942              |                                  |
| 10 | 1053                | MDT             | Getec V110 Extreme                |                      |                                  |
| 11 | 1204                | MDT             | Dell Latitude 7202                | 4G9RG92              |                                  |
| 12 | 1277                | laptop          | Dell Latitude 7370                | 9P6K2G2              |                                  |
| 13 | 1287                | computer        | Dell OptiPlex MFF 7040            | 87BFYJ2              |                                  |
| 14 | 1388                | computer        | Dell OptiPlex 7050 MFF            | 3J969M2              |                                  |
| 15 | 1474                | copier          | Toshiba e2505AC                   | SCFCH43171           |                                  |
| 16 | 1475                | copier          | Toshiba e2505AC                   | CFCH43172            |                                  |
| 17 | 1486                | computer        | Dell OptiPlex 7050 SFF            | 51MTGP2              |                                  |
| 18 | 1490                | laptop          | Dell Latitude 7390                | CYZ0VN2              |                                  |
| 19 | 1523                | computer        | Dell OptiPlex 7050 MFF            | 5NB37P2              |                                  |
| 20 | 1658                | computer        | Dell OptiPlex 7060 MFF            | J3TB1S2              |                                  |
| 21 | 1660                | computer        | Dell OptiPlex 7060 MFF            | J4291S2              |                                  |
| 22 | 1718                | computer        | Dell OptiPlex 5060 MFF            | JVC81T2              |                                  |
| 23 | 1719                | computer        | Dell OptiPlex 5060 MFF            | JVC4DS2              |                                  |
| 24 | 1726                | computer        | Dell OptiPlex 5060 MFF            | JVCC1T2              |                                  |
| 25 | 1738                | computer        | Dell OptiPlex 5060 MFF            | JVCC9T2              |                                  |
| 26 | 1744                | computer        | Dell OptiPlex 5060 MFF            | JVC1DS2              |                                  |
| 27 | 1753                | computer        | Dell OptiPlex 5060 MFF            | JVBV0T2              |                                  |
| 28 | 1755                | computer        | Dell OptiPlex 5060 MFF            | JVBX0T2              |                                  |
| 29 | 1758                | computer        | Dell OptiPlex 5060 MFF            | JVBL1S2              |                                  |
| 30 | 1764                | computer        | Dell OptiPlex 5060 MFF            | JVBN1S2              |                                  |
| 31 | 1774                | computer        | Dell OptiPlex 5060 MFF            | JVBP1S2              |                                  |
| 32 | 1775                | computer        | Dell OptiPlex 5060 MFF            | JVBYCS2              |                                  |
| 33 | 1779                | computer        | Dell OptiPlex 5060 MFF            | JVBJ1T2              |                                  |
| 34 | 1786                | computer        | Dell OptiPlex 5060 MFF            | JVBJ9T2              |                                  |
| 35 | 1794                | computer        | Dell OptiPlex 5060 MFF            | JVBTCs2              |                                  |
| 36 | 1805                | computer        | Dell OptiPlex 7070 SFF            | 2PYX7X2              |                                  |
| 37 | 1806                | computer        | Dell OptiPlex 7070 SFF            | 5YJ6PX2              |                                  |
| 38 | 1811                | laptop          | Dell Latitude 7300                | G1WDZW2              |                                  |
| 39 | 1813                | computer        | Dell OptiPlex 7070 SFF            | GMZ7S22              |                                  |
| 40 | 1814                | computer        | Dell OptiPlex 7070 SFF            | CLHLS22              |                                  |
| 41 | 1815                | computer        | Dell OptiPlex 3070 MFF            | CSFKS22              |                                  |
| 42 | 1816                | computer        | Dell OptiPlex 3070 MFF            | CSGKS22              |                                  |
| 43 | 1817                | computer        | Dell OptiPlex 3070 MFF            | CSHKS22              |                                  |
| 44 | 1818                | computer        | Dell OptiPlex 3070 MFF            | CT1NS22              |                                  |
| 45 | 1846                | laptop          | Dell Latitude 5510                | DCTCM53              |                                  |
| 46 | 1882                | laptop          | Dell Latitude 5510                | 58PBM53              |                                  |
| 47 | 1896                | laptop          | Dell Latitude 5510                | J36FM53              |                                  |
| 48 | 1936                | laptop          | Dell Latitude 5510                | 630DM53              |                                  |
| 49 | 1977                | laptop          | Dell Latitude 5510                | FRQ1N53              |                                  |
| 50 | 2000                | laptop          | Dell Mobile Precision 3551        | JBDK163              |                                  |
| 51 | 2003                | laptop          | Dell Mobile Precision 3551        | 2BDK163              |                                  |
| 52 | <b>2014</b>         | <b>laptop</b>   | <b>Dell Mobile Precision 3551</b> | <b>CYRK163</b>       |                                  |
| 53 | 4727                | copier          | Toshiba e3040                     | CNK225570            | vendor hauled away when replaced |
| 54 | 4740                | server          | HP DL360                          | USE517NYRW           |                                  |
| 55 | 4766                | server          | HP DL380                          | CN770502VN           |                                  |

|     |         |        |                           |             |                                   |
|-----|---------|--------|---------------------------|-------------|-----------------------------------|
| 56  | 4769    | SAN    | HP MSA2042                | 2S6717B065  |                                   |
| 57  | 4774    | copier | Toshiba e2505AC           | CFLG65332   |                                   |
| 58  | 4776    | copier | Canon iRAc5535i           | XUW01848    | wrong item tagged; new tag issued |
| 59  | 4777    | copier | Toshiba e-Studio 5508     | SCIAH25334  |                                   |
| 60  | 4783    | copier | Toshiba 7518              | C2JH10831   |                                   |
| 61  | 17-0030 | MDT    | Dell Latitude 7220 Rugged | D10ZYX2     |                                   |
| 62  | 17-0061 | tablet | Samsung SM-T515           | R52N61JPGW  | missing - SMA documented          |
| 63  | 17-0062 | tablet | Samsung SM-T515           | R52N61ENN2A | missing - SMA documented          |
| 64  | 17-0063 | tablet | Samsung SM-T515           | R52N61BGRMJ | missing - SMA documented          |
| 65  | 17-0065 | tablet | Samsung SM-T515           | R52N61ENDZA | missing - SMA documented          |
| 66  | 17-0068 | tablet | Samsung SM-T515           | R52N400PSNV | missing - SMA documented          |
| 67  | 17-0070 | tablet | Samsung SM-T515           | R52N407WRMZ | missing - SMA documented          |
| 68  | 17-0071 | tablet | Samsung SM-T515           | R52N407WMWX | missing - SMA documented          |
| 69  |         |        |                           |             |                                   |
| 70  |         |        |                           |             |                                   |
| 71  |         |        |                           |             |                                   |
| 72  |         |        |                           |             |                                   |
| 73  |         |        |                           |             |                                   |
| 74  |         |        |                           |             |                                   |
| 75  |         |        |                           |             |                                   |
| 76  |         |        |                           |             |                                   |
| 77  |         |        |                           |             |                                   |
| 78  |         |        |                           |             |                                   |
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|-------------|----------|
| <b>Date</b> | 03/06/25 |
|-------------|----------|

\*Method of Disposal Codes: **A** = auctioneer handled through Fleet Dept., **B** = sealed bid process, **D** = dispose as scrap metal, **E** = ebay or similar, **G** = government transfer, **I** = inter-department transfer **N** = donate to nonprofit, **O** = other, **S** = state surplus program, **T** = trash

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Police

3/24/2025

\**Method of Disposal Codes:* **A** = auctioneer handled through Fleet Dept., **B** = sealed bid process, **D** = dispose as scrap metal, **E** = ebay or similar, **G** = government transfer, **I** = inter-department transfer **N** = donate to nonprofit, **O** = other, **S** = state surplus program, **T** = trash

Date: 3/25/25

Council Approval Date:



# Surplus Request Form

Department:

Date

| City Asset Number | Description<br><i>Include make, model, identifying numbers, color, condition, dimensions, weight (if scrap metal), etc. Provide a picture for auction items.</i> | Value | Method of Disposal<br><i>codes below*</i> |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------|
|                   | Iphone XR, DX3CJ872KXKN, LPD98453 (meraki)                                                                                                                       |       | O                                         |
|                   | DX3CJ8Z2KXKN, Iphone XR, LPD3673                                                                                                                                 |       | O                                         |
|                   | DX3CJ4VYKXKN, Iphone XR, LPD10669                                                                                                                                |       | O                                         |
|                   | DX3CJ9HMKXKN, Iphone XR, LPD574578                                                                                                                               |       | O                                         |
|                   | DX3CJ3HFKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX3CJ9VLKXKN, Iphone XR, LPD40387                                                                                                                                |       | O                                         |
|                   | DX3CJ7TWKXKN, Iphone XR, LPD0545                                                                                                                                 |       | O                                         |
|                   | DX3CJCLVKXKN, Iphone XR, LPD1481                                                                                                                                 |       | O                                         |
|                   | DX5CHGWYKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX3CJAIGKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | JZM4K9DJMV, Iphone 6S                                                                                                                                            |       | O                                         |
|                   | DX3CJ1EWKXKN, Iphone XR, LPD3474                                                                                                                                 |       | O                                         |
|                   | DX3CJ6W5KXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX3CJ6VLKXKN, Iphone XR, LPD8964                                                                                                                                 |       | O                                         |
|                   | DX3CJ8PFKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX4CHT6CKXKN, Iphone XR, LPD6302                                                                                                                                 |       | O                                         |
|                   | DX3CJ86AKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | Unknown, Iphone XR, cannot get to turn on                                                                                                                        |       | O                                         |
|                   | DX6CH1QKKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX3CJNBZKXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX5CHG34KXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX3CJ6VQKXKN, Iphone XR, LPD6157                                                                                                                                 |       | O                                         |
|                   | DX5CH845KXKN, Iphone XR                                                                                                                                          |       | O                                         |
|                   | DX6CH9H6KXKN, Iphone XR, LPD43315                                                                                                                                |       | O                                         |
|                   | Iphone XR, DX3CJ8ESKXKN                                                                                                                                          |       | O                                         |
|                   |                                                                                                                                                                  |       |                                           |
|                   |                                                                                                                                                                  |       |                                           |
|                   |                                                                                                                                                                  |       |                                           |

\*Method of Disposal Codes: A = auctioneer handled through Fleet Dept., B = sealed bid process, D = dispose as scrap metal, E = ebay or similar, G = government transfer, I = inter-department transfer N = donate to nonprofit, O = other, S = state surplus program, T = trash

Department Signature:

Date:

Supervisor Signature:

Date:

City Manager Signature:

Date:

Longview City Council Resolution Number (if needed):

Council Approval Date:



# City of Longview

## Agenda Summary

### **RESOLUTION NO. 2553 - INTERLOCAL AGREEMENT WITH THE PORT OF LONGVIEW FOR WATERLINE RELOCATION ASSOCIATED WITH THE INDUSTRIAL RAIL CORRIDOR EXPANSION (IRCE) PROJECT**

#### **RECOMMENDED ACTION:**

**MOTION TO APPROVE RESOLUTION NO. 2553**

**DATE:** April 24, 2025

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality and environmental infrastructure

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

The Port of Longview is undertaking the Industrial Rail Corridor Expansion (IRCE) project to improve freight mobility by constructing a six-track rail bed. As part of the project, the City of Longview identified three waterline segments within the project area that require relocation to facilitate ongoing maintenance and protection of City infrastructure. This Interlocal Agreement (ILA) between the City and the Port outlines the terms under which the Port will manage the construction of the City's waterline improvements—integrated into the IRCE project bid documents—and ensures compliance with federal RAISE grant requirements. The City will retain ownership of the waterlines and approve final work prior to acceptance.

#### **Key Terms of the Agreement:**

- The Port will construct three identified waterline improvements on behalf of the City, with City-approved plans and oversight.
- Total estimated cost to the City: \$638,283.48
- The Port will invoice the City for actual costs incurred, payable within 30 days of billing.
- Both agencies agree to coordinate easements for any relocated lines on Port property.
- The agreement is effective upon signature and remains in place through completion of the IRCE project.

#### **Financial Summary:**

The City will fund up to \$638,283.48 for waterline relocation work.

#### **RECOMMENDED ACTION:**

Motion to approve Resolution No. 2553.

#### **STAFF CONTACT:**

Chris Collins, Public Works Director/Asst. City Manager

#### **Attachments:**

1. Res 2553 PORT IRCE ILA
2. Port of Longview - City of Longview ILA re Waterline Improvements 4-16-25 4916-2402-7191 v.1

RESOLUTION 2553

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE PORT OF LONGVIEW FOR THE RELOCATION OF CITY WATERLINE INFRASTRUCTURE IN CONJUNCTION WITH THE INDUSTRIAL RAIL CORRIDOR EXPANSION PROJECT (IRCE).**

WHEREAS, Chapter 39.34 of the Revised Code of Washington (RCW), the Interlocal Cooperation Act, authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other governmental entities on a basis of mutual advantage; and

WHEREAS, the Port of Longview is undertaking the Industrial Rail Corridor Expansion (IRCE) project to expand its existing rail system in order to reduce congestion, increase efficiency, and promote economic development; and

WHEREAS, the City of Longview owns and maintains waterline infrastructure located within the area affected by the IRCE project; and

WHEREAS, the City desires to relocate certain waterlines to ensure future access, maintenance, and serviceability; and

WHEREAS, the Port has agreed to incorporate the relocation of the waterlines into its construction contract and has obtained engineered drawings and cost estimates for the Work; and

WHEREAS, the City and the Port have negotiated an Interlocal Agreement defining their respective roles, responsibilities, and cost-sharing for the relocation of the waterline infrastructure; and

WHEREAS, it is in the best interests of the City of Longview to enter into this Interlocal Agreement with the Port of Longview;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW:

Section 1. The City Council hereby approves the Interlocal Agreement between the City of Longview and the Port of Longview relating to the relocation of waterline infrastructure in support of the IRCE project.

Section 2. The City Manager is hereby authorized and directed to execute said Interlocal Agreement on behalf of the City, substantially in the form presented, together with such minor modifications as may be necessary and approved by the City Attorney.

Section 3. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Longview, Washington, this \_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
M A Y O R

ATTEST:

\_\_\_\_\_  
City Clerk



## **INTERLOCAL AGREEMENT**

**THIS INTERLOCAL AGREEMENT** (Agreement) is made and entered into pursuant to chapter 39.34 of the Revised Code of Washington, the Interlocal Cooperation Act, by and between the Port of Longview, Washington, a municipal corporation organized under the laws of the State of Washington (the Port) and City of Longview, Washington, a municipal corporation of the State of Washington, acting by and through its City Council (the City), on the date shown below.

### **RECITALS**

1. The Port is developing a major rail expansion project within the Port's industrial rail corridor that involves expanding the original two-track system with an adjacent six-track bed in order to accommodate full-length unit trains and in turn reduce congestion, increase efficiency, and create economic opportunity (IRCE).

2. The IRCE project is funded in part by the United States Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. As such, the IRCE project must fulfill the contracting requirements in the United States Department of Transportation's General Terms and Conditions Under the Fiscal Year 2021 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program: MARAD Projects.

3. The City owns, maintains, and provides potable water and services within the City limits and Cowlitz County.

4. As part of the IRCE project, there are certain potable waterlines within the Project's right of way that the City desires to relocate to accommodate ease of maintaining its waterline infrastructure once the IRCE project is completed.

5. To accommodate the City's desire to relocate its waterline infrastructure in conjunction with the IRCE project, the Port had its consultant provide engineered drawings for the relocation of the waterlines and included such in its bid documents as "additive bid items."

6. The Port and the City desire to enter into this Agreement to set forth the terms related to the Port's assistance in planning for and constructing the relocation of the City's waterlines as a change order to the Port's general construction contract for the IRCE project.

### **AGREEMENT**

For and in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

1. Effective Date. This Agreement will be effective upon execution by both parties.
2. Purpose. The purpose of this Agreement is to set forth the terms and conditions under which the Port will construct the following waterline infrastructure installations (collectively, the Improvements). The below facilities are more particularly described in the Utility Site Overview, drawing number U1, and sheet associated with the City Water Lines improvements attached in **Exhibit A** ("Work").
  - a. Dogleg Waterline Relocation identified as Alternate Bid Item #1;
  - b. City of Longview Water Main Relocation and Longview Switching Water Service identified as Bid Item #2;
3. Planning Design/Implementation. The Port has prepared, at its cost, plans, drawings and specifications for the Work of items 2.a. and b. above that was approved by the City of Longview on April 24, 2025.
4. Construction. The Port will be responsible for coordinating the Work including materials labor, and compliance with the standards required by the RAISE grant for project documentation and construction for items 2.a. and b. above. The City shall, within ten (10) working days of the inspection, provide to the Port final acceptance of the waterline, or alternatively, provide a detailed list of non-conforming Work. The Port shall then require the Contractor to complete the work identified on the City's list. The City's inspector shall perform follow-up inspections within ten (10) working days of notification of completion of list items.
5. Service Ownership and Easements. At all times the City shall retain ownership of the waterlines subject to relocation through the Work, provided the City shall authorize the Port and its contractor to exercise temporary control and possession of the waterlines as is necessary to complete the Work. The Port and its contractor shall be responsible for the maintenance and protection of the waterlines while under their control during the construction period and shall bear all risks and liabilities related to the waterlines, including any damage, theft, or loss, until the Work is completed and accepted by the City.

Notwithstanding the Port and its contractor's control over the waterlines during construction, the City shall pre-approve all service interruptions necessary to accommodate the Work. Coordination for any service interruption shall include 7 days advance notice to the City.

Upon the completion of the construction work, the Port and its contractor shall return control of the waterlines to the City in good condition, free from any encumbrances, and in accordance with the approved specifications for the Work.

Additionally, prior to completion of the Work and resumption of service by the City, the Port and the City shall agree on terms of and will execute any easements necessary for the relocated waterlines owned and operated by the City that remain located on Port property.

5. Permits. The Port will be responsible for obtaining all required permits and approvals for the Work, at its sole cost, within Cowlitz County jurisdiction. The City will obtain all required permit approvals for the Work, at its sole cost, within the City limits and provide any provisions of the permits to the Port.

6. Payment. Pursuant to this Agreement, the City will pay to the Port the actual sums for the Work as completed and invoiced by the Port's contractor consistent with the bid items, and the Port shall obtain the City's pre-approval of the portion of any change order that impacts the Work, provided the City shall respond without delay and approval shall not be unreasonably withheld. The actual amounts may vary but are estimated as follows:

- a. \$148,748.02 Dogleg Waterline Relocation identified as Alternate Bid Item #1;
- b. \$489,535.46 City of Longview Water Main Relocation and Longview Switching Water Service identified as Bid Item #2;

The City will pay all sums on or before 30 days after the City's receipt of an invoice from the Port.

7. Budget. The total payment to the Port for the Work will not exceed \$638,283.48 except through an amendment to this Agreement. The Work is estimated to be completed no later than twenty-four (24) months after start of construction of the IRCE, estimated to begin in April 2025.

8. Administrators. It is not the intention that a separate legal entity be established to conduct this cooperative undertaking. Pursuant to RCW 39.34.030(4)(a), the administrators for administering this Agreement are:

Port of Longview  
Kara Metzger  
Contracts and Grants Administrator  
10 International Way  
Longview, WA 98632  
360.425.3305 x 254  
kmetzger@portoflongview.com

City of Longview  
Tabitha Hayden

Contract Administrator  
P.O. Box 128  
Longview, WA 98632  
360.442.5207  
tabitha.hayden@ci.longview.wa.us

9. Real Property. Any real property affected by this Agreement, except for the relocated waterlines to be owned by the City, will be owned by the Port for the duration and after termination of this Agreement, except as provided herein.

10. Duration and Termination. The term of this Agreement will expire once the IRCE project is completed and all amounts due under this Agreement are paid.

11. Indemnification. It is understood and agreed that each party will be responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other party from any and all claims, losses, or causes of action, suits and actions in equity of any kind. Section 11 of this Agreement will survive the termination of this Agreement.

12. Duty to Submit Agreement to Jurisdictional State Officer or Agency. The requirements of RCW 39.34.050 do not apply to this Agreement as no State Officer or Agency has control over the subject matter of this Agreement.

13. Publication. Prior to its entry into force and pursuant to RCW 39.34.040, this Agreement will be recorded with the County Auditor or published on the respective agencies' websites.

14. Governing Laws. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the Parties specifically understand and agree that venue shall be exclusively in Cowlitz County, Washington. The substantially prevailing Party in any such action shall be entitled to its attorneys' fees and costs of suit from the other Party.

***Signatures on following page***

CITY OF LONGVIEW , WASHINGTON

PORT OF LONGVIEW, WASHINGTON

---

Jennifer Wills, City Manager

Date \_\_\_\_\_

---

Dan Stahl, Chief Executive Officer

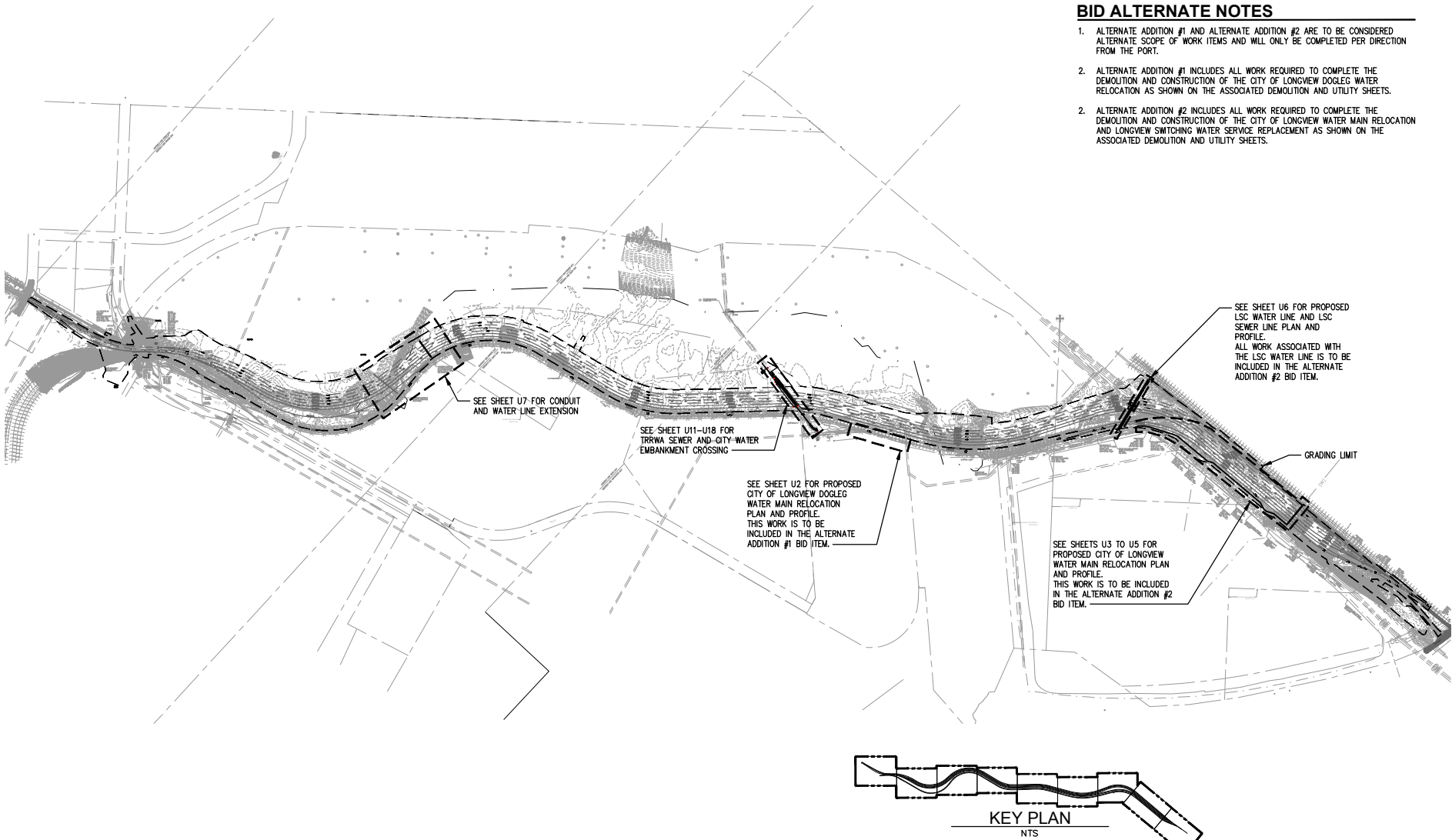
Date \_\_\_\_\_

**Exhibit A**  
**Utility Site Overview and Final Work Design Sheets**  
**See following pages**

Plotted: Jun 08, 2025 - 11:30am  
X:\TAC\2018\1800047 P&I\BC\Part 3 - KPFF Design\3.13 Drawings\Current\U7-U1 UTILITY PLAN OVERVIEW.dwg

rwiliams

LAYOUT: UTILITY SITE OVERVIEW



### BID ALTERNATE NOTES

1. ALTERNATE ADDITION #1 AND ALTERNATE ADDITION #2 ARE TO BE CONSIDERED ALTERNATE SCOPE OF WORK ITEMS AND WILL ONLY BE COMPLETED PER DIRECTION FROM THE PORT.
2. ALTERNATE ADDITION #1 INCLUDES ALL WORK REQUIRED TO COMPLETE THE DEMOLITION AND CONSTRUCTION OF THE CITY OF LONGVIEW DOGLEG WATER RELOCATION AS SHOWN ON THE ASSOCIATED DEMOLITION AND UTILITY SHEETS.
2. ALTERNATE ADDITION #2 INCLUDES ALL WORK REQUIRED TO COMPLETE THE DEMOLITION AND CONSTRUCTION OF THE CITY OF LONGVIEW WATER MAIN RELOCATION AND LONGVIEW SWITCHING WATER SERVICE REPLACEMENT AS SHOWN ON THE ASSOCIATED DEMOLITION AND UTILITY SHEETS.



2407 North 31st Street, Suite 100  
Tacoma, Washington 98407  
(253) 396-0150 Fax (253) 396-0162



| NO. | DATE | BY | REVISION |
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PORT OF LONGVIEW  
INDUSTRIAL RAIL CORRIDOR EXPANSION

UTILITY SITE OVERVIEW

|               |                      |
|---------------|----------------------|
| DRAWN: T.J.H. | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U1</b>            |
| SHEET NO. 139 | OF 190               |

CONFORMED CONSTRUCTION SET



Ported: Oct 15, 2024 - 4:15pm  
X:\AS\2024\000047 File\Drawings\General\01-C2 SHEET INDEX.dwg  
- edition - layout: SHEET INDEX

| SHEET INDEX |         |                                                                  | SHEET INDEX |         |                                                     | SHEET INDEX |         |                                                                | SHEET INDEX                                                                                                                                                                                                           |         |                                                     |
|-------------|---------|------------------------------------------------------------------|-------------|---------|-----------------------------------------------------|-------------|---------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------|
| SHEET NO.   | DWG NO. | DRAWING TITLE                                                    | SHEET NO.   | DWG NO. | DRAWING TITLE                                       | SHEET NO.   | DWG NO. | DRAWING TITLE                                                  | SHEET NO.                                                                                                                                                                                                             | DWG NO. | DRAWING TITLE                                       |
| GENERAL     |         |                                                                  | CIVIL       |         |                                                     | RAIL        |         |                                                                | MECHANICAL                                                                                                                                                                                                            |         |                                                     |
| 1           | G1      | COVER SHEET                                                      | 58          | C22     | SITE SECTIONS                                       | 114         | R36     | RAIL DETAILS                                                   | 169                                                                                                                                                                                                                   | M1      | COMPRESSED AIR SITE PLAN – EAST END                 |
| 2           | G2      | SHEET INDEX                                                      | 59          | C23     | SITE SECTIONS                                       | 115         | R37     | RAIL DETAILS                                                   | 170                                                                                                                                                                                                                   | M2      | COMPRESSED AIR DIAGRAM                              |
| 3           | G3      | KEY PLAN                                                         | 60          | C24     | SITE SECTIONS                                       | 116         | R38     | RAIL DETAILS                                                   | 171                                                                                                                                                                                                                   | M3      | COMPRESSED AIR DETAILS                              |
| 4           | G4      | GENERAL NOTES                                                    | 61          | C25     | SITE SECTIONS                                       | DRAINAGE    |         |                                                                | 172                                                                                                                                                                                                                   | M4      | COMPRESSED AIR DETAILS                              |
| 5           | G5      | LEGEND AND ABBREVIATIONS                                         | 62          | C26     | SITE SECTIONS                                       |             |         |                                                                | 173                                                                                                                                                                                                                   | M5      | COMPRESSED AIR DETAILS                              |
| 6           | G6      | EXISTING CONDITIONS AREA 1                                       | 63          | C27     | SITE SECTIONS                                       | 117         | GD1     | GRADING AND DRAINAGE PLANS – AREA 1                            | 174                                                                                                                                                                                                                   | M6      | COMPRESSED AIR DETAILS                              |
| 7           | G7      | EXISTING CONDITIONS AREA 2                                       | 64          | C28     | SITE SECTIONS                                       | 118         | GD2     | GRADING AND DRAINAGE PLANS – AREA 2                            | ELECTRICAL                                                                                                                                                                                                            |         |                                                     |
| 8           | G8      | EXISTING CONDITIONS AREA 3                                       | 65          | C29     | TRACKBED SECTIONS                                   | 119         | GD3     | GRADING AND DRAINAGE PLANS – AREA 3                            | 175                                                                                                                                                                                                                   | E1      | LEGEND AND ABBREVIATIONS                            |
| 9           | G9      | EXISTING CONDITIONS AREA 4                                       | 66          | C30     | GRADING AND SITE FEATURES HORIZONTAL CONTROL POINTS | 120         | GD4     | GRADING AND DRAINAGE PLANS – AREA 4                            | 176                                                                                                                                                                                                                   | E2      | LIGHTING PLAN – WEST END                            |
| 10          | G10     | EXISTING CONDITIONS AREA 5                                       | 67          | C31     | GRADING AND SITE FEATURES DETAILS AND SECTIONS      | 121         | GD5     | GRADING AND DRAINAGE PLANS – AREA 5                            | 177                                                                                                                                                                                                                   | E3      | LIFT STATION AND LIGHTING PLAN – EAST END           |
| 11          | G11     | EXISTING CONDITIONS AREA 6                                       | 68          | C32     | GRADING AND SITE FEATURES DETAILS AND SECTIONS      | 122         | GD6     | GRADING AND DRAINAGE PLANS – AREA 6                            | 178                                                                                                                                                                                                                   | E4      | AIR COMPRESSOR AND LIGHTING PLAN – EAST END         |
| 12          | G12     | EXISTING CONDITIONS AREA 7                                       | 69          | C33     | GRADING AND SITE FEATURES DETAILS AND SECTIONS      | 123         | GD7     | GRADING AND DRAINAGE PLANS – AREA 7                            | 179                                                                                                                                                                                                                   | E5      | LIGHTING PLAN – WEST END                            |
| 13          | G13     | EXISTING CONDITIONS AREA 8                                       | 70          | C34     | GRADING AND SITE FEATURES DETAILS AND SECTIONS      | 124         | GD8     | GRADING AND DRAINAGE PLANS – AREA 8                            | 180                                                                                                                                                                                                                   | E6      | LIGHT STATION AND LIGHTING PLAN – EAST END          |
| 14          | G14     | EXISTING CONDITIONS AREA 9                                       | 71          | C35     | GRADING AND SITE FEATURES DETAILS AND SECTIONS      | 125         | GD9     | GRADING AND DRAINAGE PLANS – AREA 9                            | 181                                                                                                                                                                                                                   | E7      | AIR COMPRESSOR AND LIGHTING PLAN – EAST END         |
| 15          | G15     | CONSTRAINTS AND SEQUENCING AREAS 1–2                             | CIVIL: EGT  |         |                                                     | 126         | GD10    | FINGER SLOUGH OUTFALL PLAN                                     | 182                                                                                                                                                                                                                   | E8      | POLE ELEVATION AND BASE DETAILS                     |
| 16          | G16     | CONSTRAINTS AND SEQUENCING AREAS 3–5                             | 72          | EGT 1   | EGT SITE – EXISTING CONDITIONS                      | 127         | GD11    | FINGER SLOUGH EXCAVATION PLAN                                  | 183                                                                                                                                                                                                                   | E9      | DETAILS                                             |
| 17          | G17     | CONSTRAINTS AND SEQUENCING AREAS 6–7                             | 73          | EGT 2   | EGT SITE – EXISTING CONDITIONS                      | 128         | GD12    | FINGER SLOUGH OUTFALL SECTION                                  | 184                                                                                                                                                                                                                   | E10     | ONE LINE DIAGRAM – WEST END                         |
| 18          | G18     | CONSTRAINTS AND SEQUENCING AREAS 8–9                             | 74          | EGT 3   | EGT SITE – GRADING PLAN                             | 129         | GD13    | STORM DRAINAGE DETAILS AND SECTIONS                            | 185                                                                                                                                                                                                                   | E11     | ONE LINE DIAGRAM – LIFT STATION                     |
| 19          | G19     | CONSTRAINTS AND SEQUENCING DETAILS                               | 75          | EGT 4   | EGT SITE – GRADING PLAN                             | 130         | GD14    | STORM DRAINAGE DETAILS AND SECTIONS                            | 186                                                                                                                                                                                                                   | E12     | ONE LINE DIAGRAM – EAST END AND COUNTY LIFT STATION |
| DEMOLITION  |         |                                                                  | 76          | EGT 5   | EGT SITE – GRADING SECTIONS                         | 131         | GD15    | STORM DRAINAGE DETAILS AND SECTIONS                            | 187                                                                                                                                                                                                                   | E13     | PANEL SCHEDULE                                      |
| 20          | DM1     | DEMOLITION AND TESC PLANS AREA 1                                 | 77          | EGT 6   | EGT SITE – GRADING SECTIONS                         | 132         | GD16    | STORM DRAINAGE DETAILS AND SECTIONS                            | 188                                                                                                                                                                                                                   | E14     | LUMINAIRE, CONTROL, & LIGHT POLE SCHEDULES          |
| 21          | DM2     | DEMOLITION AND TESC PLANS AREA 2                                 | 78          | EGT 7   | EGT – ACCESS AND STAGING                            | 133         | GD17    | STORM DRAINAGE DETAILS AND SECTIONS                            | 189                                                                                                                                                                                                                   | E15     | ELECTRICAL DETAILS – EAST END AREA                  |
| 22          | DM3     | DEMOLITION AND TESC PLANS AREA 3                                 | RAIL        |         |                                                     | 134         | GD18    | STORM DRAINAGE DETAILS AND SECTIONS                            | 190                                                                                                                                                                                                                   | E16     | ELECTRICAL DETAILS – WEST END AREA                  |
| 23          | DM4     | DEMOLITION AND TESC PLANS AREA 4                                 | 79          | R1      | RAIL SITE PLANS AREA 1                              | 135         | GD19    | STORM DRAINAGE DETAILS AND SECTIONS                            | Note: The highlighted sheets are included in this PDF. These sheets include work related to the City of Longview's Dogleg Water Line, Water Main within the landfill area, and Longview Switching water service line. |         |                                                     |
| 24          | DM5     | DEMOLITION AND TESC PLANS AREA 5                                 | 80          | R2      | RAIL SITE PLANS AREA 2                              | 136         | GD20    | STORM DRAINAGE DETAILS AND SECTIONS                            |                                                                                                                                                                                                                       |         |                                                     |
| 25          | DM6     | DEMOLITION AND TESC PLANS AREA 6                                 | 81          | R3      | RAIL SITE PLANS AREA 3                              | 137         | GD21    | DRAINAGE PROFILES                                              |                                                                                                                                                                                                                       |         |                                                     |
| 26          | DM7     | DEMOLITION AND TESC PLANS AREA 7                                 | 82          | R4      | RAIL SITE PLANS AREA 4                              | 138         | GD22    | DRAINAGE DETAILS                                               |                                                                                                                                                                                                                       |         |                                                     |
| 27          | DM8     | DEMOLITION AND TESC PLANS AREA 8                                 | 83          | R5      | RAIL SITE PLANS AREA 5                              | 139         | U1      | UTILITY SITE OVERVIEW                                          |                                                                                                                                                                                                                       |         |                                                     |
| 28          | DM9     | DEMOLITION AND TESC PLANS AREA 9                                 | 84          | R6      | RAIL SITE PLANS AREA 6                              | 140         | U2      | DOGLEG WATER RELOCATION PLAN AND PROFILE                       |                                                                                                                                                                                                                       |         |                                                     |
| 29          | DM10    | DEMOLITION AND TESC NOTES AND DETAILS                            | 85          | R7      | RAIL SITE PLANS AREA 7                              | 141         | U3      | CITY WATER MAIN PLAN AND PROFILE                               |                                                                                                                                                                                                                       |         |                                                     |
| 30          | DM11    | DEMOLITION AND TESC NOTES AND DETAILS                            | 86          | R8      | RAIL SITE PLANS AREA 8                              | 142         | U4      | CITY WATER MAIN PLAN AND PROFILE                               |                                                                                                                                                                                                                       |         |                                                     |
| 31          | DM12    | DEMOLITION AND TESC NOTES AND DETAILS                            | 87          | R9      | RAIL SITE PLANS AREA 9                              | 143         | U5      | CITY WATER MAIN PLAN AND PROFILE                               |                                                                                                                                                                                                                       |         |                                                     |
| 32          | DM13    | LANDFILL TRANSFER BUILDING FLOOR AND FOUNDATION DEMOLITION PLAN  | 88          | R10     | RAIL DATA CHARTS 1                                  | 144         | U6      | LSC WATER AND SEWER PLAN AND PROFILE                           |                                                                                                                                                                                                                       |         |                                                     |
| 33          | DM14    | LANDFILL TRANSFER BUILDING FLOOR AND FOUNDATION DEMOLITION SECT. | 89          | R11     | RAIL DATA CHARTS 2                                  | 145         | U7      | CITY WATER MAIN PLAN AND PROFILE                               |                                                                                                                                                                                                                       |         |                                                     |
| 34          | DM15    | LANDFILL TRANSFER BUILDING FLOOR AND FOUNDATION DEMOLITION SECT. | 90          | R12     | RAIL DATA CHARTS 3                                  | 146         | U8      | CONDUIT AND WATER LINE PLAN                                    |                                                                                                                                                                                                                       |         |                                                     |
| 35          | DM16    | LANDFILL TRANSFER BUILDING ELEVATIONS                            | 91          | R13     | TRACK PROFILES – L3–1 – FUTURE TRACK                | 147         | U9      | CITY AND COUNTY UTILITY DETAILS                                |                                                                                                                                                                                                                       |         |                                                     |
| 36          | DM17    | LANDFILL TRANSFER BUILDING ELEVATIONS                            | 92          | R14     | TRACK PROFILES – L3–2 – FUTURE TRACK                | 148         | U10     | CITY AND COUNTY UTILITY DETAILS                                |                                                                                                                                                                                                                       |         |                                                     |
| CIVIL       |         |                                                                  | 93          | R15     | TRACK PROFILES – L3–3 – FUTURE TRACK                | 149         | U11     | UTILITY CROSSING SEQUENCING PLAN EXISTING CONDITIONS           |                                                                                                                                                                                                                       |         |                                                     |
| 37          | C1      | SUBGRADE PREPARATION SITE PLANS – AREAS 1 – 2                    | 94          | R16     | TRACK PROFILES – 3A–1 – FUTURE TRACK                | 150         | U12     | UTILITY CROSSING SEQUENCING PLAN SITE PREPARATION              |                                                                                                                                                                                                                       |         |                                                     |
| 38          | C2      | SUBGRADE PREPARATION SITE PLANS – AREAS 3 – 5                    | 95          | R17     | TRACK PROFILES – 3A–2 – FUTURE TRACK                | 151         | U13     | UTILITY CROSSING SEQUENCING PLAN BYPASS AND DEMOLITION         |                                                                                                                                                                                                                       |         |                                                     |
| 39          | C3      | SUBGRADE PREPARATION SITE PLANS – AREAS 6 – 7                    | 96          | R18     | TRACK PROFILES – 3A–3 – FUTURE TRACK                | 152         | U14     | UTILITY CROSSING SEQUENCING PLAN SUPPORT STRUCTURE             |                                                                                                                                                                                                                       |         |                                                     |
| 40          | C4      | SUBGRADE PREPARATION SITE PLANS – AREAS 8 – 9                    | 97          | R19     | TRACK PROFILES – 3B–1 – FUTURE TRACK                | 153         | U15     | UTILITY CROSSING SEQUENCING PLAN SEWER IMPROVEMENTS            |                                                                                                                                                                                                                       |         |                                                     |
| 41          | C5      | SUBGRADE PREPARATION SECTIONS – EAST WATER CROSSING              | 98          | R20     | TRACK PROFILES – 3B–2 – FUTURE TRACK                | 154         | U16     | UTILITY CROSSING SEQUENCING PLAN SURCHARGE CONSTRUCTION        |                                                                                                                                                                                                                       |         |                                                     |
| 42          | C6      | SUBGRADE PREPARATION SECTIONS – EAST WATER CROSSING              | 99          | R21     | TRACK PROFILES – 3B–3 – FUTURE TRACK                | 155         | U17     | UTILITY CROSSING SEQUENCING PLAN WATER LINE CONSTRUCTION       |                                                                                                                                                                                                                       |         |                                                     |
| 43          | C7      | SUBGRADE PREPARATION SECTIONS – UPLAND EMBANKMENT                | 100         | R22     | TRACK PROFILES – L1–1                               | 156         | U18     | UTILITY CROSSING SEQUENCING PLAN FUTURE CASING AND RESTORATION |                                                                                                                                                                                                                       |         |                                                     |
| 44          | C8      | SUBGRADE PREPARATION SECTIONS – UPLAND EMBANKMENT                | 101         | R23     | TRACK PROFILES – 1A–1                               | 157         | U19     | TRRWA SEWER DETAILS                                            |                                                                                                                                                                                                                       |         |                                                     |
| 45          | C9      | SUBGRADE PREPARATION SECTIONS – WEST WATER CROSSING              | 102         | R24     | TRACK PROFILES – 1A–2                               | 158         | U20     | TRRWA SEWER DETAILS                                            |                                                                                                                                                                                                                       |         |                                                     |
| 46          | C10     | SUBGRADE PREPARATION SECTIONS – WEST WATER CROSSING              | 103         | R25     | TRACK PROFILES – 1B–1                               | 159         | U21     | TRRWA SEWER DETAILS                                            |                                                                                                                                                                                                                       |         |                                                     |
| 47          | C11     | SUBGRADE PREPARATION SECTIONS – 96 INCH CULVERTS                 | 104         | R26     | TRACK PROFILES – 1B–2                               | 160         | U22     | UTILITY CROSSING SEQUENCING PLAN DEWATERING DETAILS            |                                                                                                                                                                                                                       |         |                                                     |
| 48          | C12     | SUBGRADE PREPARATION SECTIONS – 96 INCH CULVERTS                 | 105         | R27     | TRACK PROFILES – 1B–3                               | 161         | U23     | UTILITY CROSSING SEQUENCING PLAN DEWATERING DETAILS            |                                                                                                                                                                                                                       |         |                                                     |
| 49          | C13     | GRADING AND SITE FEATURES PLANS – AREA 1                         | 106         | R28     | TRACK PROFILES – 1C–1                               | 162         | U24     | CITY AND COUNTY UTILITY DETAILS                                |                                                                                                                                                                                                                       |         |                                                     |
| 50          | C14     | GRADING AND SITE FEATURES PLANS – AREA 2                         | 107         | R29     | TRACK PROFILES – 1C–2                               | 163         | U25     | CITY AND COUNTY UTILITY DETAILS                                |                                                                                                                                                                                                                       |         |                                                     |
| 51          | C15     | GRADING AND SITE FEATURES PLANS – AREA 3                         | 108         | R30     | TRACK PROFILES – 1C–3                               | STRUCTURAL  |         |                                                                |                                                                                                                                                                                                                       |         |                                                     |
| 52          | C16     | GRADING AND SITE FEATURES PLANS – AREA 4                         | 109         | R31     | TRACK PROFILES – L2–1 – FUTURE TRACK                | 164         | S1      | STRUCTURAL NOTES 1                                             |                                                                                                                                                                                                                       |         |                                                     |
| 53          | C17     | GRADING AND SITE FEATURES PLANS – AREA 5                         | 110         | R32     | TRACK PROFILES – L2–2 – FUTURE TRACK                | 165         | S2      | STRUCTURAL NOTES 2                                             |                                                                                                                                                                                                                       |         |                                                     |
| 54          | C18     | GRADING AND SITE FEATURES PLANS – AREA 6                         | 111         | R33     | TRACK PROFILES – L2–3 – FUTURE TRACK                | 166         | S3      | STRUCTURAL NOTES 3                                             |                                                                                                                                                                                                                       |         |                                                     |
| 55          | C19     | GRADING AND SITE FEATURES PLANS – AREA 7                         | 112         | R34     | RAIL DETAILS                                        | 167         | S4      | AIR SYSTEM ENCLOSURE STRUCTURAL FOUNDATION AND ROOF PLANS      |                                                                                                                                                                                                                       |         |                                                     |
| 56          | C20     | GRADING AND SITE FEATURES PLANS – AREA 8                         | 113         | R35     | RAIL DETAILS                                        | 168         | S5      | AIR SYSTEM ENCLOSURE STRUCTURAL PLAN AND ELEVATIONS            |                                                                                                                                                                                                                       |         |                                                     |
| 57          | C21     | GRADING AND SITE FEATURES PLANS – AREA 9                         |             |         |                                                     |             |         |                                                                |                                                                                                                                                                                                                       |         |                                                     |



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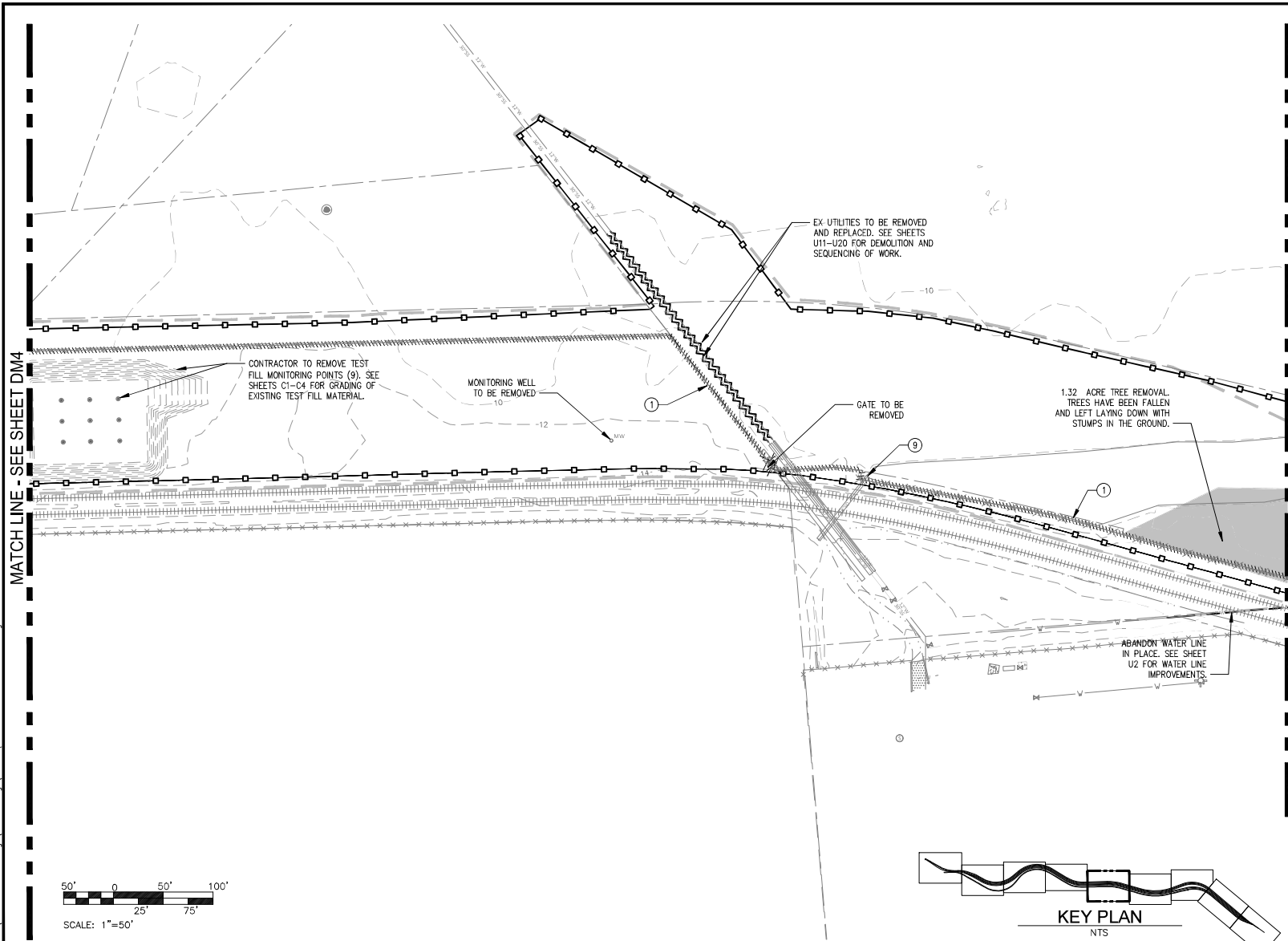
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PORT OF LONGVIEW  
INDUSTRIAL RAIL CORRIDOR EXPANSION

SHEET INDEX

|              |                      |
|--------------|----------------------|
| DRAWN: RRL   | PROJECT NO.: 1800047 |
| DESIGN: RLO  | SCALE: AS SHOWN      |
| CHECKED: SWK | DATE: 10/15/2024     |
| DRAWING NO.  | <b>G2</b>            |
| SHEET NO.    | 2 OF 190             |

Plotted: Oct 16, 2024 - 8:53am  
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williams Layout: DEMOLITION AND TESC PLANS AREA 5



**DEMOLITION NOTES:**

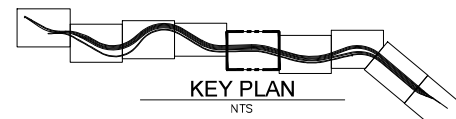
1. REFER TO SHEET DM10 FOR DEMOLITION NOTES AND TEMPORARY EROSION AND SEDIMENTATION CONTROL NOTES.
2. SEE GD AND U SHEETS FOR UTILITY AND STORM RELOCATIONS.
3. COORDINATE DEMOLITION WORK WITH SEQUENCING PLANS.
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5. THE CONTRACTOR SHALL PROVIDE SUFFICIENT NOTIFICATION AND SHALL COORDINATE AND SCHEDULE ANY INTERRUPTIONS TO RAIL OPERATIONS OR ACCESS WITH THE PORT OF LONGVIEW AND LVSC PRIOR TO COMMENCEMENT OF THE WORK. SEE SPECIFICATIONS.
6. CONTRACTOR SHALL MAINTAIN AND PROTECT ALL SITE IMPROVEMENTS NOT OTHERWISE NOTED FOR DEMOLITION. CONTRACTOR SHALL REPAIR OR REPLACE ALL ITEMS DAMAGED BY CONSTRUCTION AT NO ADDITIONAL COST TO THE OWNER.
7. ALL PAVEMENT NOTED FOR DEMOLITION SHALL BE SAWCUT.
8. ALL QUANTITIES IDENTIFIED ARE APPROXIMATE.
9. TRACK REMOVAL LIMITS ARE APPROXIMATE, REFER TO SHEETS R1-R9 FOR EXACT LIMITS OF NEW TRACK CONSTRUCTION.

**DEMOLITION ITEMS:**

- 1 REMOVE FENCE
- 2 REMOVE LIGHT POLE
- 3 REMOVE AND SALVAGE TURNOUT
- 4 REMOVE BOLLARDS
- 5 NOT USED
- 6 EXTENT OF HMA SAWCUT
- 7 REMOVE ELECTRICAL BOX
- 8 REMOVE EXISTING UTILITY
- 9 PROTECT EXISTING UTILITY
- 10 REMOVE TRACK, SALVAGE RAIL FOR RELAY
- 11 PROTECT INLET
- 12 PROTECT RAILROAD SWITCH

**DEMOLITION AND TESC LEGEND:**

- WORKING LIMITS**
- REMOVE ASPHALT
  - REMOVE TRACK, SALVAGE RAIL FOR RELAY
  - REMOVE BUILDING
  - REMOVE TURNOUT, SALVAGE FOR REINSTALLATION
  - 2" GRIND AND OVERLAY EX. PAVEMENT, SEE SHEET C21
  - KEPT EXISTING PAVEMENT
  - SAWCUT HMA PAVEMENT
  - REMOVE STORM DRAIN PIPE
  - REMOVE STORM DRAIN AND/OR UTILITY STRUCTURE
  - SILT FENCE
  - TEMPORARY DEBRIS BOOM
  - HIGH VISIBILITY FENCE
  - REMOVE UTILITY PIPE
  - ABANDON UTILITY IN PLACE
  - REMOVE TREES
  - REMOVE TIMBER PILE
  - FORMER GUN CLUB BOUNDARY
  - REMOVE FENCE



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**PORT OF LONGVIEW  
INDUSTRIAL RAIL CORRIDOR EXPANSION**

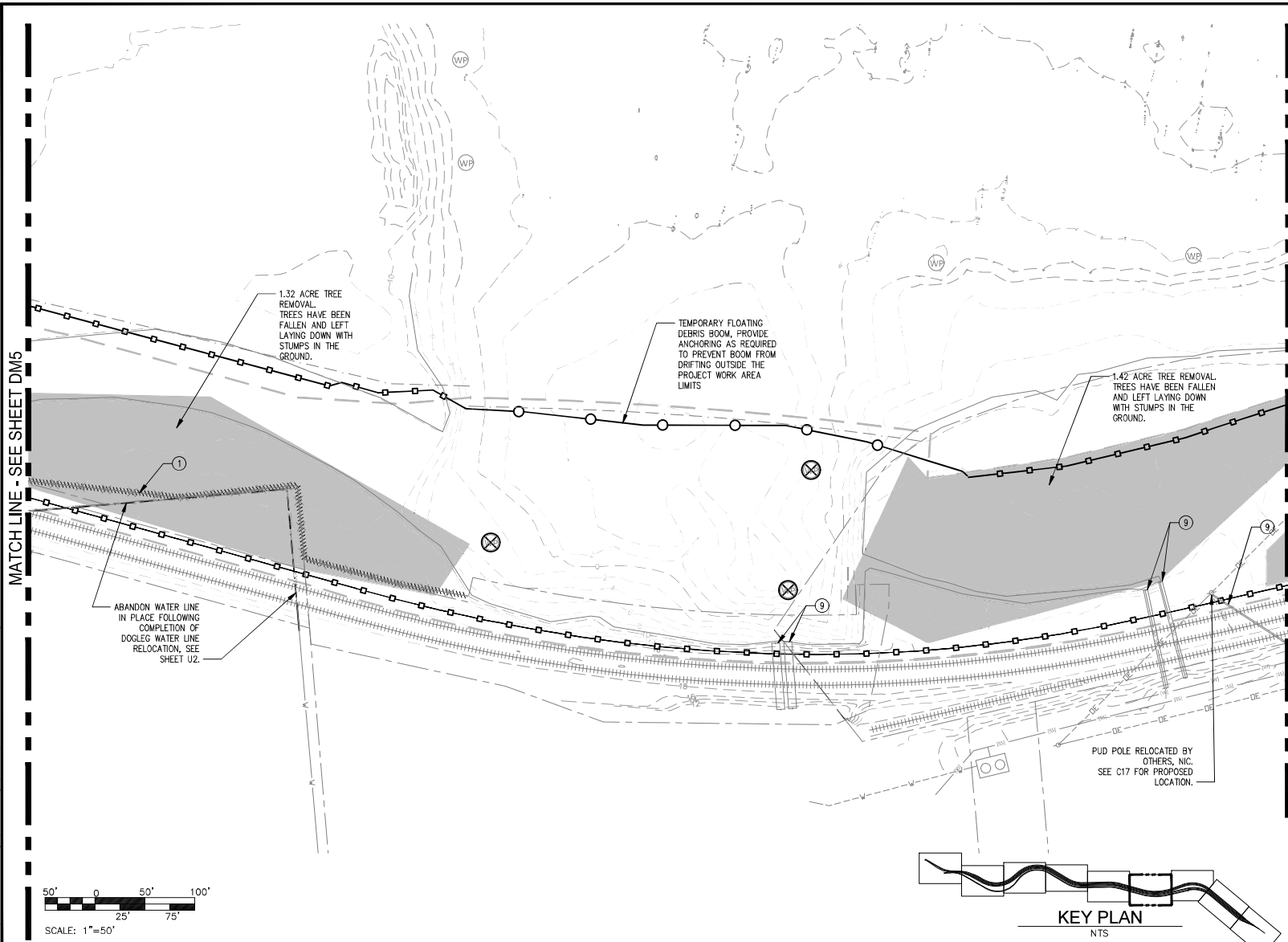
**DEMOLITION AND TESC PLANS  
AREA 5**

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| SHEET NO.    | 24 OF 190            |

CONFORMED CONSTRUCTION SET

Revised: Oct 16, 2024 - 8:53am  
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Williams Layout: DEMOLITION AND TESC PLANS AREA 6



#### DEMOLITION NOTES:

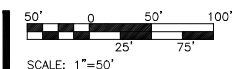
1. REFER TO SHEET DM10 FOR DEMOLITION NOTES AND TEMPORARY EROSION AND SEDIMENTATION CONTROL NOTES.
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#### DEMOLITION ITEMS:

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#### DEMOLITION AND TESC LEGEND:

- WORKING LIMITS
- REMOVE ASPHALT
  - REMOVE TRACK, SALVAGE RAIL FOR RELAY
  - REMOVE BUILDING
  - REMOVE TURNOUT, SALVAGE FOR REINSTALLATION
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  - SILT FENCE
  - TEMPORARY DEBRIS BOOM
  - HIGH VISIBILITY FENCE
  - REMOVE UTILITY PIPE
  - ABANDON UTILITY IN PLACE
  - REMOVE TREES
  - REMOVE TIMBER PILE
  - FORMER GUN CLUB BOUNDARY
  - REMOVE FENCE



KEY PLAN  
NTS

**kpff**

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**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**

**DEMOLITION AND TESC PLANS**  
**AREA 6**

DRAWN: RRL PROJECT NO.: 1800047

DESIGN: RLO SCALE: AS SHOWN

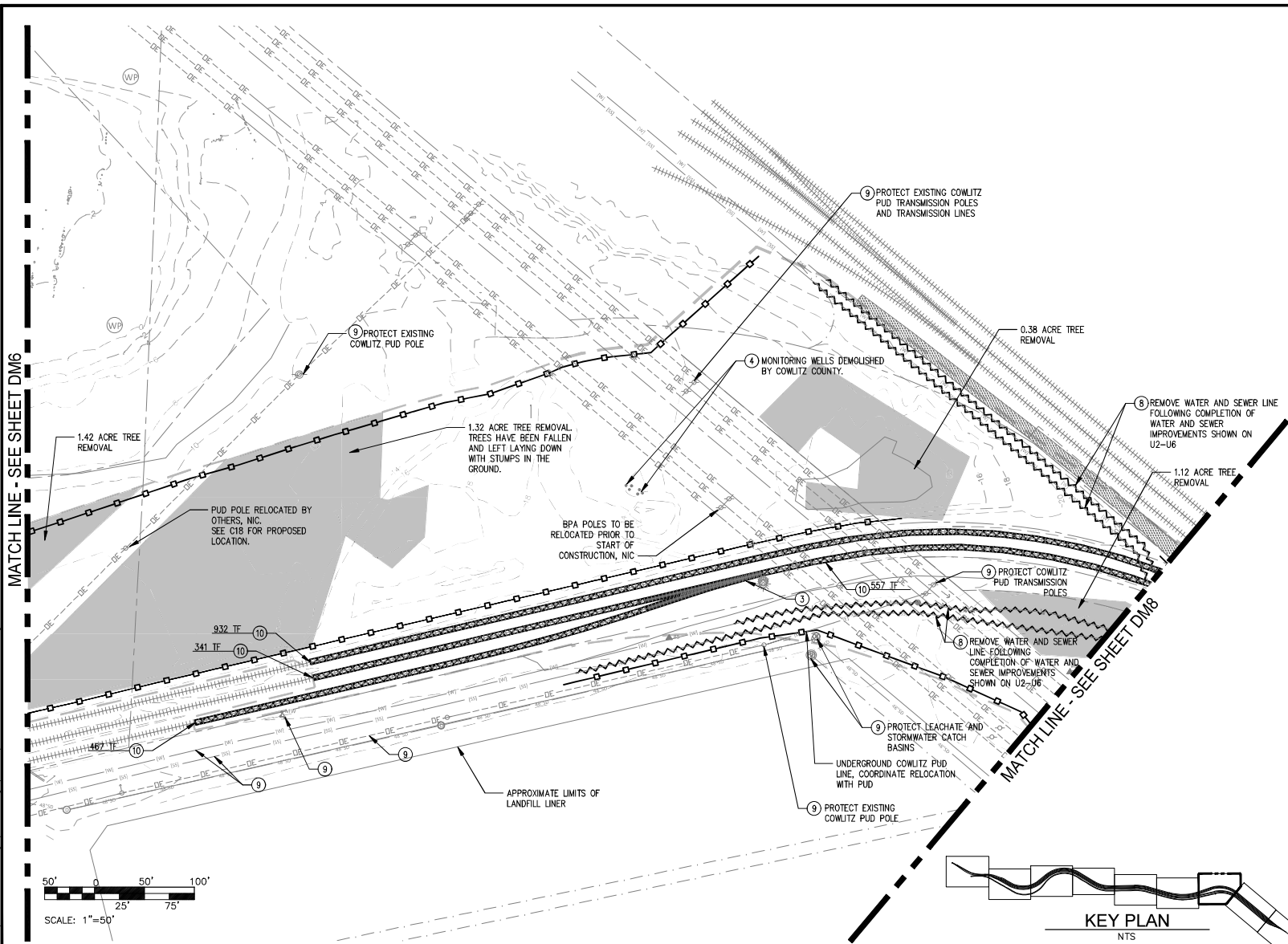
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SHEET NO. 25 OF 190

CONFORMED CONSTRUCTION SET

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DWG: 07-DM7-DM8.dwg  
PLOT: 07-DM7-DM8.dwg



#### DEMOLITION NOTES:

1. REFER TO SHEET DM10 FOR DEMOLITION NOTES AND TEMPORARY EROSION AND SEDIMENTATION CONTROL NOTES.
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#### DEMOLITION AND TESC LEGEND:

- |     |                                                  |
|-----|--------------------------------------------------|
| --- | WORKING LIMITS                                   |
|     | REMOVE ASPHALT                                   |
|     | REMOVE TRACK, SALVAGE RAIL FOR RELAY             |
|     | REMOVE BUILDING                                  |
|     | REMOVE TURNOUT, SALVAGE FOR REINSTALLATION       |
|     | 2" GRIND AND OVERLAY EX. PAVEMENT, SEE SHEET C21 |
|     | KEPT EXISTING PAVEMENT                           |
| --- | SAWCUT HMA PAVEMENT                              |
| --- | REMOVE STORM DRAIN PIPE                          |
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| --- | SILT FENCE                                       |
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| --- | REMOVE UTILITY PIPE                              |
| --- | ABANDON UTILITY IN PLACE                         |
| --- | REMOVE TREES                                     |
| --- | REMOVE TIMBER PILE                               |
| --- | FORMER GUN CLUB BOUNDARY                         |
| --- | REMOVE FENCE                                     |

KEY PLAN  
NTS

**kpff**

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**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**

**DEMOLITION AND TESC PLANS**  
**AREA 7**

DRAWN: RRL PROJECT NO: 1800047

DESIGN: RLO SCALE: AS SHOWN

CHECKED: SWK DATE: 10/15/2024

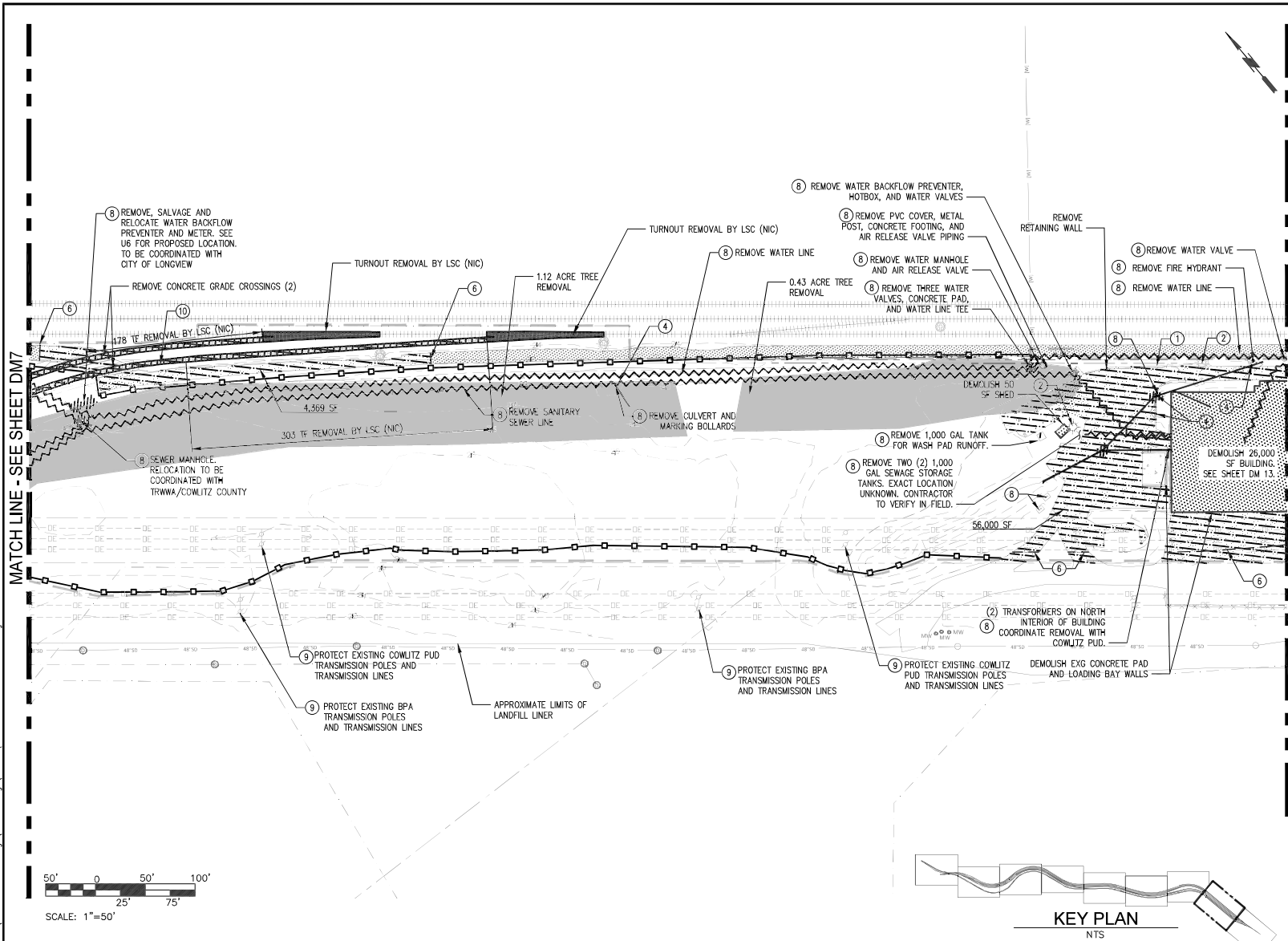
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SHEET NO. 26 OF 190

CONFORMED CONSTRUCTION SET



Port of Longview  
Industrial Rail Corridor Expansion  
Demolition and TESC Plans  
Area 8  
Sheet 27 of 190  
1/15/2024



**DEMOLITION NOTES:**

1. REFER TO SHEET DM10 FOR DEMOLITION NOTES AND TEMPORARY EROSION AND SEDIMENTATION CONTROL NOTES.
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  - TEMPORARY DEBRIS BOOM
  - HIGH VISIBILITY FENCE
  - REMOVE UTILITY PIPE
  - ABANDON UTILITY IN PLACE
  - REMOVE TREES
  - REMOVE TIMBER PILE
  - FORMER GUN CLUB BOUNDARY
  - REMOVE FENCE

**KEY PLAN**  
NTS



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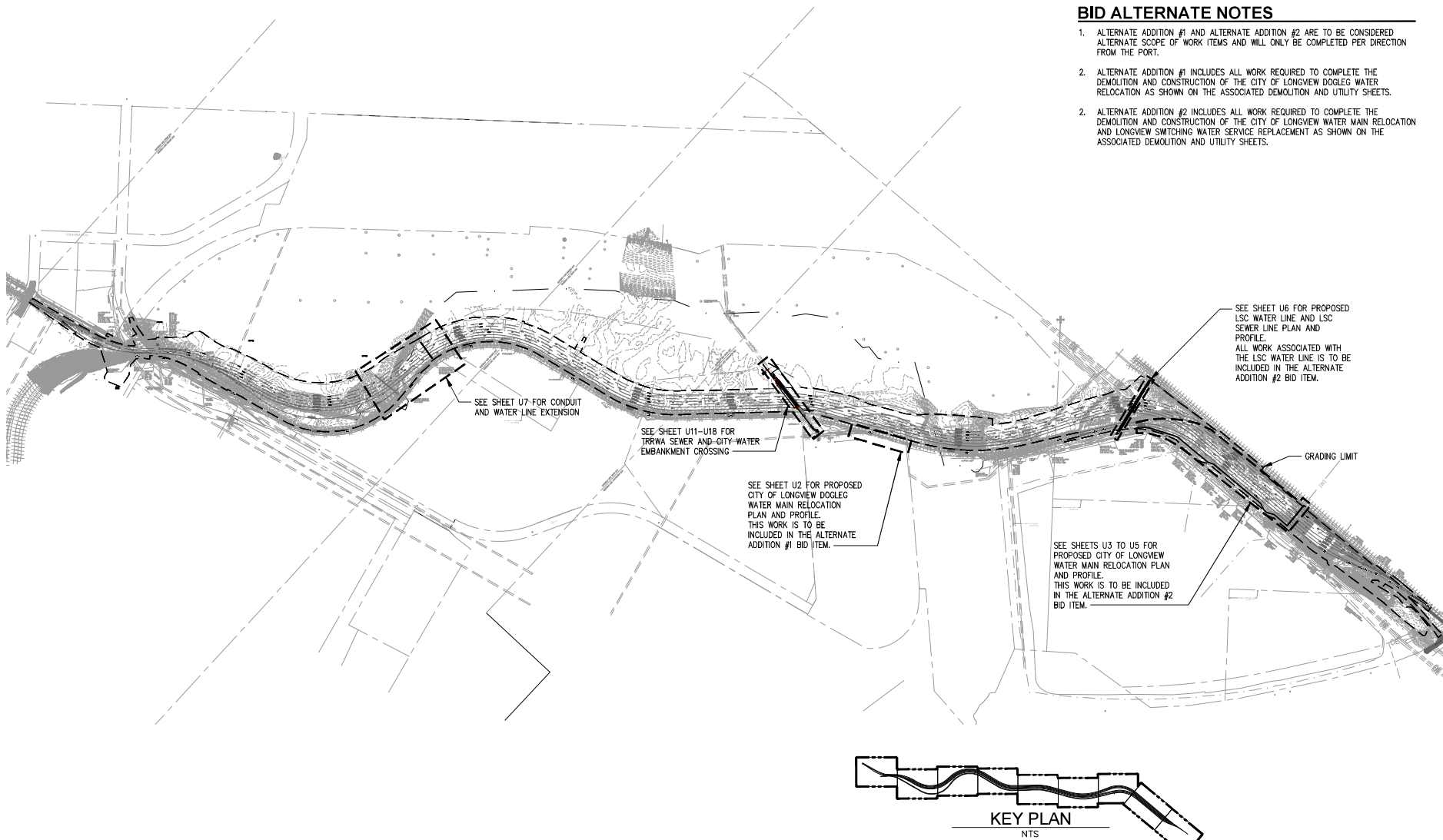
**PORT OF LONGVIEW  
INDUSTRIAL RAIL CORRIDOR EXPANSION**

**DEMOLITION AND TESC PLANS  
AREA 8**

|              |                      |
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| DRAWN: RRL   | PROJECT NO.: 1800047 |
| DESIGN: RLO  | SCALE: AS SHOWN      |
| CHECKED: SWK | DATE: 10/15/2024     |
| DRAWING NO.  | <b>DM8</b>           |
| SHEET NO. 27 | OF 190               |

CONFORMED CONSTRUCTION SET

Plotted: Jun 08, 2025 - 11:30am  
X:\TAC\2018\1800047\_Pol\_V\EC\Part\_3 - KPFF Design\3.13 Drawings\Current\07-U1 UTILITY PLAN OVERVIEW.dwg  
rwiliams



### BID ALTERNATE NOTES

1. ALTERNATE ADDITION #1 AND ALTERNATE ADDITION #2 ARE TO BE CONSIDERED ALTERNATE SCOPE OF WORK ITEMS AND WILL ONLY BE COMPLETED PER DIRECTION FROM THE PORT.
2. ALTERNATE ADDITION #1 INCLUDES ALL WORK REQUIRED TO COMPLETE THE DEMOLITION AND CONSTRUCTION OF THE CITY OF LONGVIEW DOGLEG WATER RELOCATION AS SHOWN ON THE ASSOCIATED DEMOLITION AND UTILITY SHEETS.
2. ALTERNATE ADDITION #2 INCLUDES ALL WORK REQUIRED TO COMPLETE THE DEMOLITION AND CONSTRUCTION OF THE CITY OF LONGVIEW WATER MAIN RELOCATION AND LONGVIEW SWITCHING WATER SERVICE REPLACEMENT AS SHOWN ON THE ASSOCIATED DEMOLITION AND UTILITY SHEETS.

**kpff**

2407 North 31st Street, Suite 100  
Tacoma, Washington 98407  
(253) 396-0150 Fax (253) 396-2182



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**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**

**UTILITY SITE OVERVIEW**

|               |                      |
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| DRAWN: T.J.H. | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U1</b>            |
| SHEET NO. 139 | OF 190               |

CONFORMED CONSTRUCTION SET

Plotted: Jun 08, 2025 - 11:32am  
X:\TAC\2018\1800047 Pol V RCP\Part 3 - KPFF Design\3.13 Drawings\Current\07-U2 COLV DOGLEG PLAN & PROFILE.dwg

rwilkinsa  
KPF

**kpff**

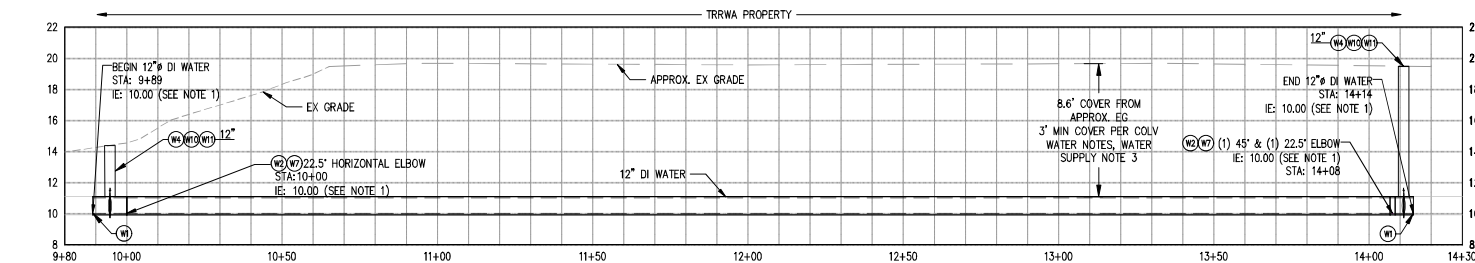
2407 North 31st Street, Suite 100  
Tacoma, Washington 98407  
(253) 396-6150 Fax (253) 396-2182



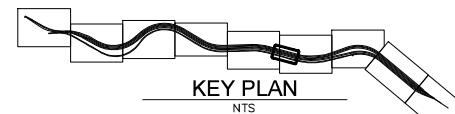
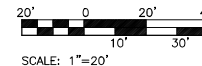
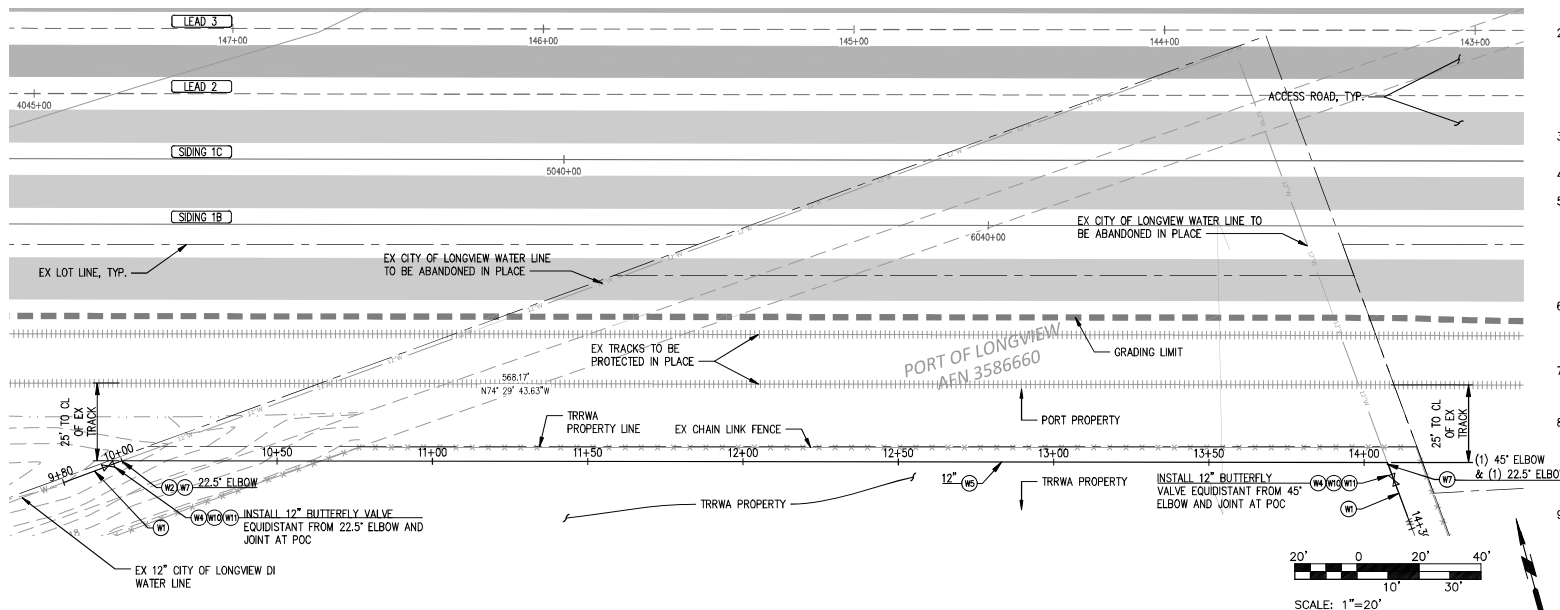
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**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**  
**DOGLEG WATER RELOCATION PLAN AND PROFILE**

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| DRAWN: TJH    | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U2</b>            |
| SHEET NO. 140 | OF 190               |



**1 CITY OF LONGVIEW DOGLEG PIPE PROFILE**  
SCALE: H 1"=20' V 1"=4'



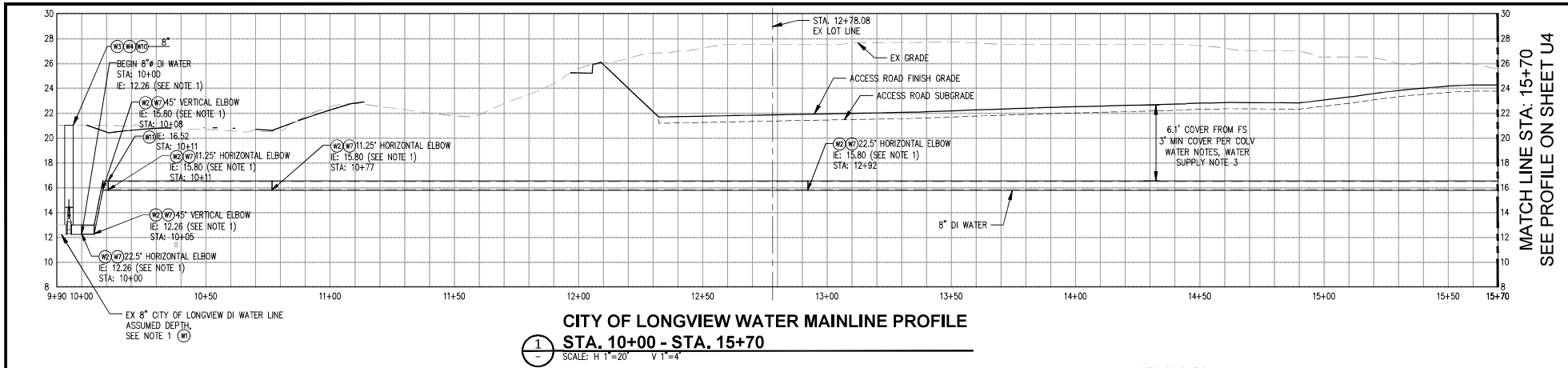
## CONSTRUCTION KEYNOTES

- CONNECT TO EXISTING CITY OF LONGVIEW WATER LINE. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 1, 3, 6 AND 7.
- INSTALL FITTING AS SHOWN ON PLAN
- INSTALL VALVE BOX PER COLV STD. PLAN W-250. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 10.
- INSTALL DUCTILE IRON CARRIER PIPE, SIZE PER PLAN
- INSTALL STEEL CASING PIPE PER COLV STD. PLAN W-270 OVER CARRIER PIPE
- INSTALL THRUST BLOCK PER COLV STD. PLAN W-220 TO FITTING, TEE, OR BEND AS SHOWN ON PLAN. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 6.
- INSTALL STRADDLE BLOCK PER COLV STD. PLAN W-210 TO VALVE
- INSTALL 12" 250 LB BUTTERFLY VALVE

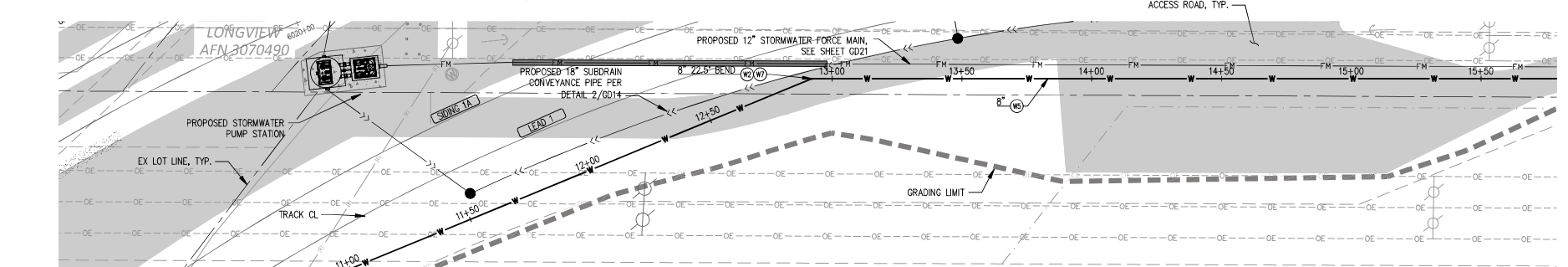
## CONSTRUCTION NOTES

- REFER TO CITY OF LONGVIEW CONSTRUCTION NOTES AND REQUIREMENTS ON SHEET U9
- ALL PIPE INVERTS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL POTHOLE AT PROPOSED POINT OF CONNECTIONS TO EXISTING WATER LINE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REPORT TO ENGINEER IF DEPTH TO OR SIZE OF EXISTING PIPE IS DIFFERENT THAN WHAT IS SHOWN ON PLAN, AND SHALL NOT BEGIN CONSTRUCTION UNTIL NOTIFIED BY THE ENGINEER. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 2.
- SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 11 FOR JOINT REQUIREMENTS OF DUCTILE IRON PIPE AND FITTINGS.
- PIPE BEDDING AND BACKFILL PER DETAIL 1 ON SHEET U10
- ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE FROM AVAILABLE RECORDS AND FIELD SURVEY AND SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING THE ACCURACY OF ALL UTILITY LOCATIONS AND FURTHER DISCOVERING AND AVOIDING ANY UTILITIES NOT SHOWN ON THIS PLAN. UTILITY LOCATE (800) 424-5555
- THE CONTRACTOR SHALL PROVIDE NOTIFICATION AND SHALL SCHEDULE ANY UTILITY OUTAGES WITH AFFECTED UTILITY COMPANIES. SEE CITY OF LONGVIEW ADDITIONAL WATER NOTES, NOTE 7 ON SHEET U9.
- CONTRACTOR SHALL MAINTAIN AND PROTECT ALL EXISTING SITE CONDITIONS NOT OTHERWISE IDENTIFIED WITH THE CONTRACT DOCUMENTS AT NO ADDITIONAL COST TO THE PORT.
- ANY FEATURES, ABOVE OR BELOW GRADE, INCLUDING BUT NOT LIMITED TO FENCING, BARBED WIRE, AND ASPHALT PAVEMENT THAT ARE REMOVED OR DAMAGED AS A RESULT OF CONSTRUCTION SHALL BE REPAIRED AND/OR REPLACED IN-KIND BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER. ALL PAVEMENT SHALL BE SAWCUT PRIOR TO REMOVAL.
- CONTRACTOR SHALL GIVE NOTICE TO TRRWA FACILITY 14 DAYS PRIOR TO STARTING DEMOLITION/CONSTRUCTION ACTIVITIES, AND SHALL NOT PROCEED WITH WORK UNTIL OBTAINING APPROVAL FROM TRRWA.

CONFORMED CONSTRUCTION SET



MATCH LINE STA: 15+70  
 SEE PROFILE ON SHEET U4

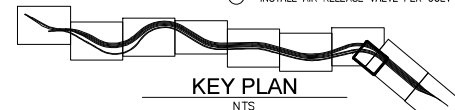
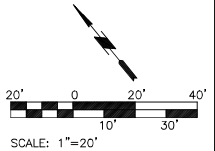


### CONSTRUCTION NOTES

- REFER TO CITY OF LONGVIEW CONSTRUCTION NOTES AND REQUIREMENTS ON SHEET U9
- ALL PIPE INVERTS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL POTHOLE AT PROPOSED POINT OF CONNECTIONS TO EXISTING WATER LINE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REPORT TO ENGINEER IF DEPTH TO OR SIZE OF EXISTING PIPE IS DIFFERENT THAN WHAT IS SHOWN ON PLAN, AND SHALL NOT BEGIN CONSTRUCTION UNTIL NOTIFIED BY THE ENGINEER. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 2.
- SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 11 FOR JOINT REQUIREMENTS OF DUCTILE IRON PIPE AND FITTINGS ON SHEET U9.
- PIPE BEDDING AND BACKFILL PER DETAIL 1 ON SHEET U10
- ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE FROM AVAILABLE RECORDS AND FIELD SURVEY AND SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING THE ACCURACY OF ALL UTILITY LOCATIONS AND FURTHER DISCOVERING AND AVOIDING ANY UTILITIES NOT SHOWN ON THIS PLAN. UTILITY LOCATE (800) 424-5555
- THE CONTRACTOR SHALL PROVIDE NOTIFICATION AND SHALL SCHEDULE ANY UTILITY OUTAGES WITH AFFECTED UTILITY COMPANIES. SEE CITY OF LONGVIEW ADDITIONAL WATER NOTES, NOTE 7 ON SHEET U9.
- CONTRACTOR SHALL MAINTAIN AND PROTECT ALL EXISTING SITE CONDITIONS NOT OTHERWISE IDENTIFIED WITH THE CONTRACT DOCUMENTS AT NO ADDITIONAL COST TO THE PORT.

### CONSTRUCTION KEYNOTES

- (W) CONNECT TO EXISTING CITY OF LONGVIEW WATER LINE. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTES 1, 3, 6 AND 7.
- (W2) INSTALL FITTING AS SHOWN ON PLAN
- (W3) INSTALL GATE VALVE, SIZE PER PLAN
- (W4) INSTALL VALVE BOX PER COLV STD. PLAN W-250. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 10.
- (W5) INSTALL DUCTILE IRON CARRIER PIPE, SIZE PER PLAN
- (W7) INSTALL THRUST BLOCK PER COLV STD. PLAN W-220 TO FITTING, TEE, OR BEND AS SHOWN ON PLAN. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 6.
- (W15) INSTALL STRADDLE BLOCK PER COLV STD. PLAN W-210 TO VALVE
- (W16) INSTALL AIR RELEASE VALVE PER COLV STD. PLAN W-190



**kpff**

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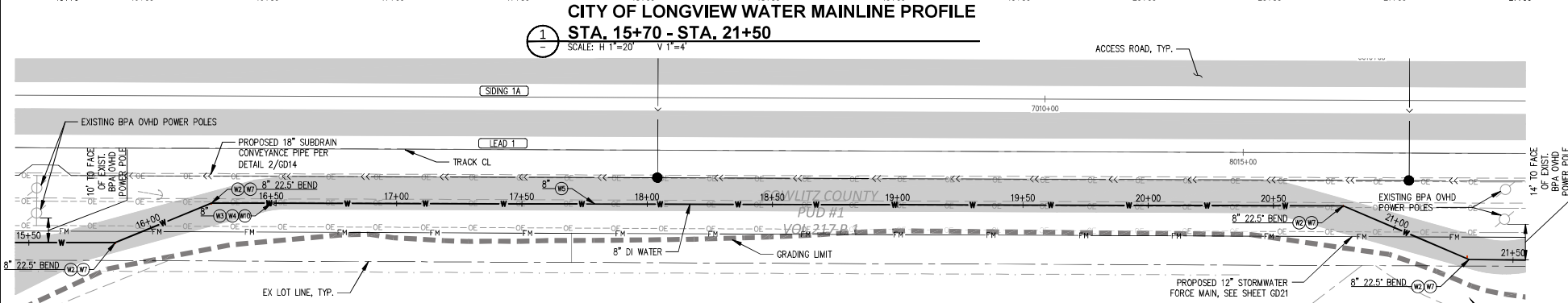
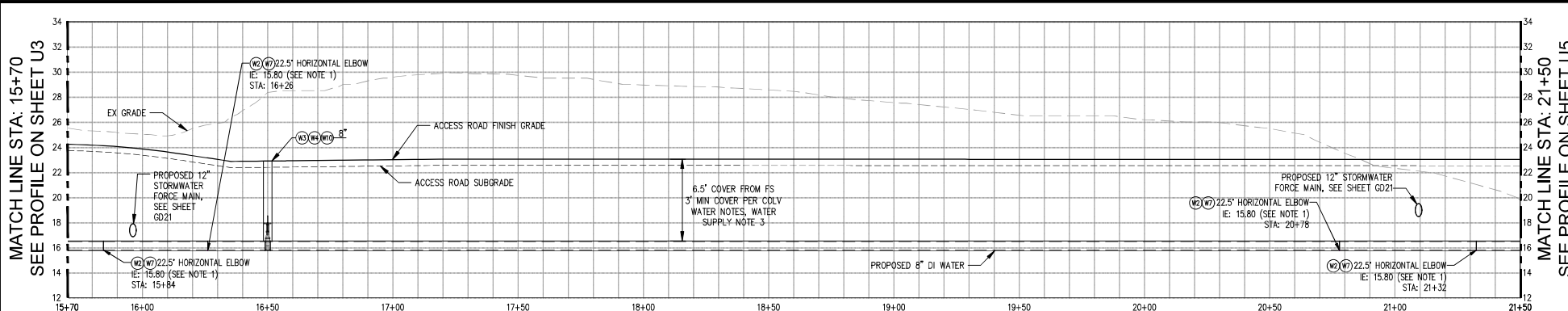
**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**

**CITY WATER MAIN**  
**PLAN AND PROFILE**

|               |                      |
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| DRAWN: TJH    | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U3</b>            |
| SHEET NO. 141 | OF 190               |

CONFORMED CONSTRUCTION SET



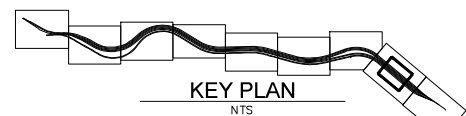
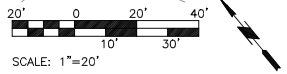


### CONSTRUCTION NOTES

1. REFER TO CITY OF LONGVIEW CONSTRUCTION NOTES AND REQUIREMENTS ON SHEET U9
2. ALL PIPE INVERTS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL POTHOLE AT PROPOSED POINT OF CONNECTIONS TO EXISTING WATER LINE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REPORT TO ENGINEER IF DEPTH TO OR SIZE OF EXISTING PIPE IS DIFFERENT THAN WHAT IS SHOWN ON PLAN, AND SHALL NOT BEGIN CONSTRUCTION UNTIL NOTIFIED BY THE ENGINEER. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 2.
3. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 11 FOR JOINT REQUIREMENTS OF DUCTILE IRON PIPE AND FITTINGS ON SHEET U9.
4. PIPE BEDDING AND BACKFILL PER DETAIL 1 ON SHEET U10
5. ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE FROM AVAILABLE RECORDS AND FIELD SURVEY AND SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING THE ACCURACY OF ALL UTILITY LOCATIONS AND FURTHER DISCOVERING AND AVOIDING ANY UTILITIES NOT SHOWN ON THIS PLAN. UTILITY LOCATE (800) 424-5555
6. THE CONTRACTOR SHALL PROVIDE NOTIFICATION AND SHALL SCHEDULE ANY UTILITY OUTAGES WITH AFFECTED UTILITY COMPANIES. SEE CITY OF LONGVIEW ADDITIONAL WATER NOTES, NOTE 7 ON SHEET U9.
7. CONTRACTOR SHALL MAINTAIN AND PROTECT ALL EXISTING SITE CONDITIONS NOT OTHERWISE IDENTIFIED WITH THE CONTRACT DOCUMENTS AT NO ADDITIONAL COST TO THE PORT.

### CONSTRUCTION KEYNOTES

- (W2) INSTALL FITTING AS SHOWN ON PLAN
- (W3) INSTALL GATE VALVE, SIZE PER PLAN
- (W4) INSTALL VALVE BOX PER COLV STD. PLAN W-250. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 10.
- (W5) INSTALL DUCTILE IRON CARRIER PIPE, SIZE PER PLAN
- (W7) INSTALL THRUST BLOCK PER COLV STD. PLAN W-220 TO FITTING, TEE, OR BEND AS SHOWN ON PLAN. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 6.
- (W10) INSTALL STRADDLE BLOCK PER COLV STD. PLAN W-210 TO VALVE



|                      |                      |    | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">NO.</th> <th style="width: 10%;">DATE</th> <th style="width: 10%;">BY</th> <th style="width: 10%;">REVISION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | NO. | DATE | BY | REVISION |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p><b>PORT OF LONGVIEW</b><br/>INDUSTRIAL RAIL CORRIDOR EXPANSION</p> <p><b>CITY WATER MAIN</b><br/>PLAN AND PROFILE</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DRAWN: TJH</td> <td style="width: 50%;">PROJECT NO.: 1800047</td> </tr> <tr> <td>DESIGN: RLO</td> <td>SCALE: AS SHOWN</td> </tr> <tr> <td>CHECKED: SWK</td> <td>DATE: 10/15/2024</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 2em; font-weight: bold;">U4</td> </tr> <tr> <td colspan="2">SHEET NO. 142 OF 190</td> </tr> </table> | DRAWN: TJH | PROJECT NO.: 1800047 | DESIGN: RLO | SCALE: AS SHOWN | CHECKED: SWK | DATE: 10/15/2024 | U4 |  | SHEET NO. 142 OF 190 |  |
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| DRAWN: TJH           | PROJECT NO.: 1800047 |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |      |    |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                      |             |                 |              |                  |    |  |                      |  |
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| U4                   |                      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |      |    |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                      |             |                 |              |                  |    |  |                      |  |
| SHEET NO. 142 OF 190 |                      |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |      |    |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                      |             |                 |              |                  |    |  |                      |  |

CONFORMED CONSTRUCTION SET

Plotted: Jun 08, 2025 - 11:36am  
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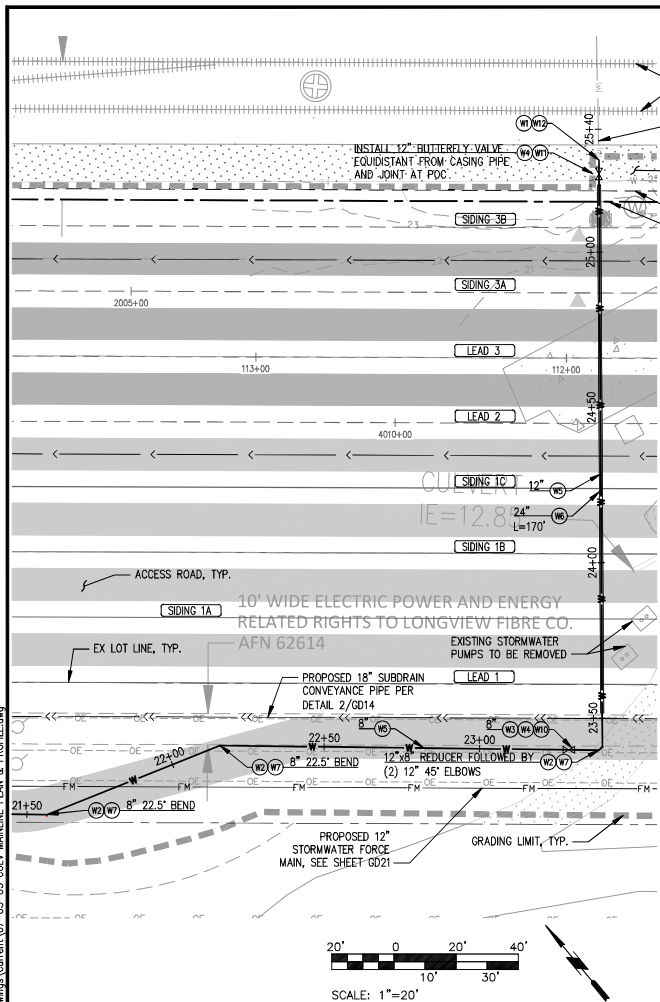
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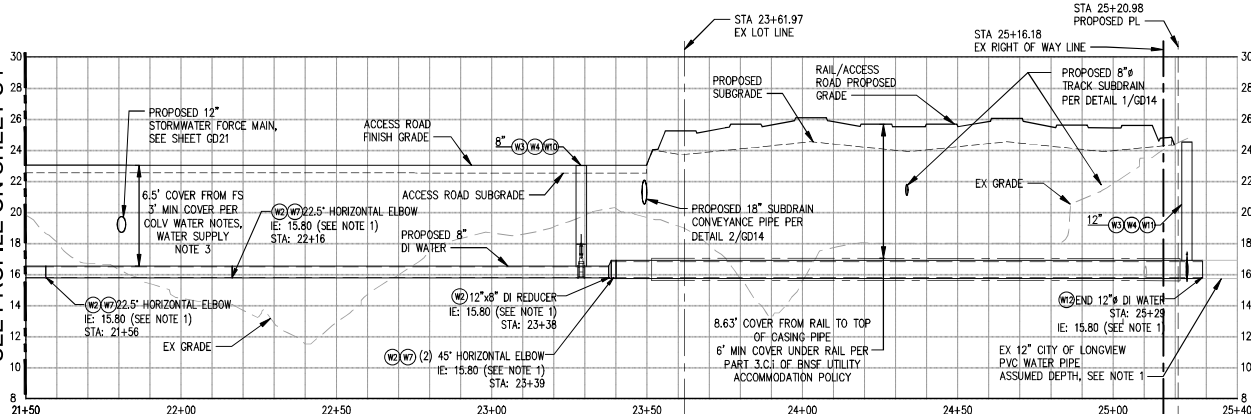
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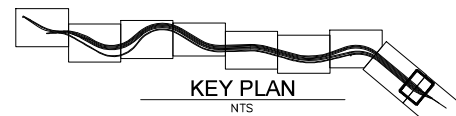
MATCH LINE STA: 21+50  
SEE PROFILE ON SHEET U4



### CITY OF LONGVIEW WATER MAINLINE PROFILE

STA. 21+50 - STA. 25+40

SCALE: H 1"=20' V 1"=4'



KEY PLAN  
NTS

### CONSTRUCTION NOTES

1. REFER TO CITY OF LONGVIEW CONSTRUCTION NOTES AND REQUIREMENTS ON SHEET U9
2. ALL PIPE INVERTS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL POT-HOLE AT PROPOSED POINT OF CONNECTIONS TO EXISTING WATER LINE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REPORT TO ENGINEER IF DEPTH TO OR SIZE OF EXISTING PIPE IS DIFFERENT THAN WHAT IS SHOWN ON PLAN, AND SHALL NOT BEGIN CONSTRUCTION UNTIL NOTIFIED BY THE ENGINEER. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 2.
3. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 11 FOR JOINT REQUIREMENTS OF DUCTILE IRON PIPE AND FITTINGS ON SHEET U9.
4. PIPE BEDDING AND BACKFILL PER DETAIL 1 ON SHEET U10
5. ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE FROM AVAILABLE RECORDS AND FIELD SURVEY AND SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING THE ACCURACY OF ALL UTILITY LOCATIONS AND FURTHER DISCOVERING AND AVOIDING ANY UTILITIES NOT SHOWN ON THIS PLAN. UTILITY LOCATE (800) 424-5555
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### CONSTRUCTION KEYNOTES

- (M) CONNECT TO EXISTING CITY OF LONGVIEW WATER LINE. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTES 1, 3, 6 AND 7.
- (W) INSTALL FITTING AS SHOWN ON PLAN
- (G) INSTALL GATE VALVE, SIZE PER PLAN
- (W) INSTALL VALVE BOX PER COLV STD. PLAN W-250. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 10.
- (W) INSTALL DUCTILE IRON CARRIER PIPE, SIZE PER PLAN
- (W) INSTALL STEEL CASING PIPE PER COLV STD. PLAN W-270 OVER CARRIER PIPE. SIZE PER PLAN. SEAL BOTH ENDS OF CASING PIPE PER SPECS.
- (W) INSTALL THRUST BLOCK PER COLV STD. PLAN W-220 TO FITTING, TEE, OR BEND AS SHOWN ON PLAN. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 6.
- (W) INSTALL STRADDLE BLOCK PER COLV STD. PLAN W-210 TO VALVE
- (W) INSTALL 12" 250LB BUTTERFLY VALVE
- (W) INSTALL RESTRAINED FLANGED COUPLING ADAPTER AT CONNECTION TO EXISTING WATER LINE

**kpff**

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(253) 396-0150 Fax (253) 396-2182



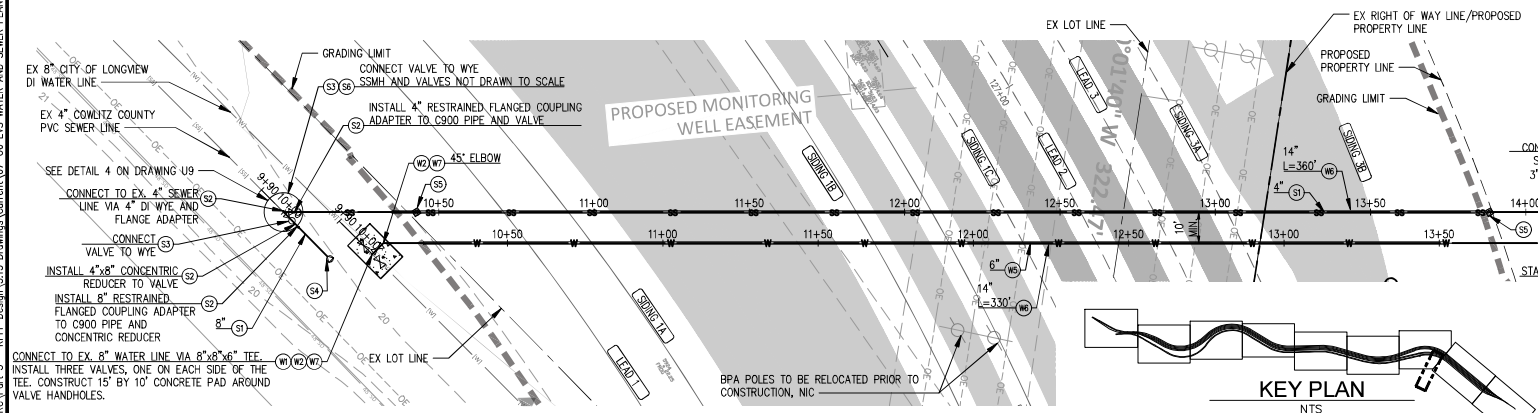
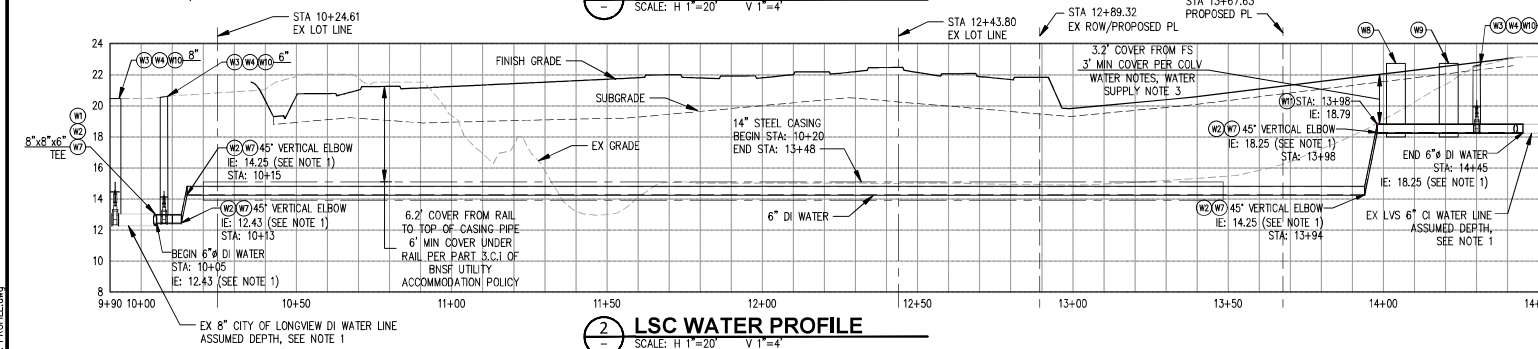
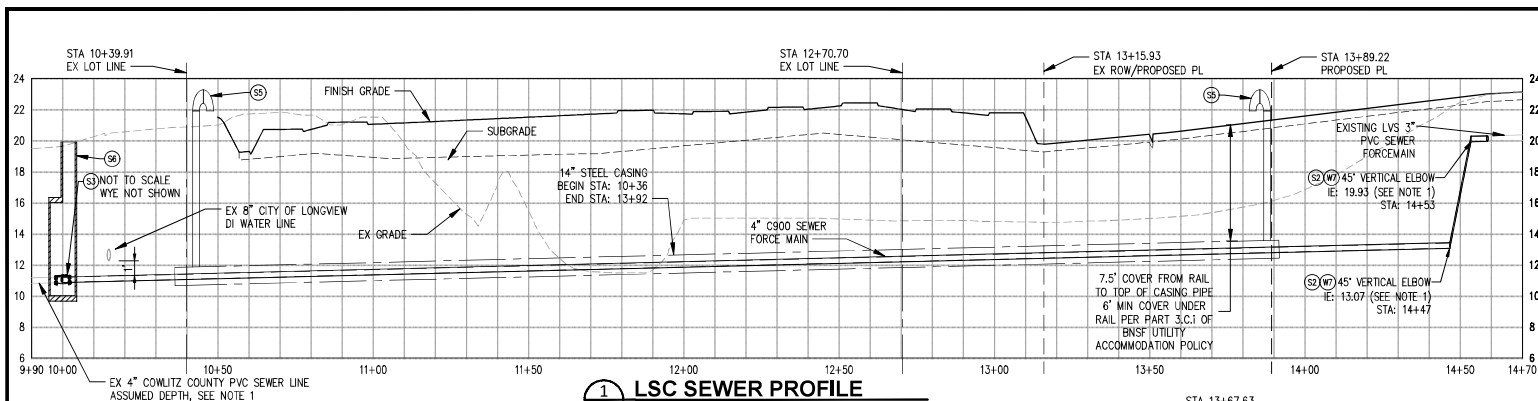
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**PORT OF LONGVIEW**  
**INDUSTRIAL RAIL CORRIDOR EXPANSION**

**CITY WATER MAIN**  
**PLAN AND PROFILE**

|               |                      |
|---------------|----------------------|
| DRAWN: TJH    | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U5</b>            |
| SHEET NO. 143 | OF 190               |

CONFORMED CONSTRUCTION SET



## CONSTRUCTION KEYNOTES

- (1) CONNECT TO EXISTING CITY OF LONGVIEW WATER LINE. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTES 1, 3, 6 AND 7.
- (2) INSTALL WATER FITTING AS SHOWN ON PLAN
- (3) INSTALL GATE VALVE, SIZE PER PLAN
- (4) INSTALL VALVE BOX PER COLV STD. PLAN W-250. SEE CITY OF LONGVIEW WATER NOTES, ADDITIONAL WATER NOTE 10.
- (5) INSTALL DUCTILE IRON CARRIER PIPE, SIZE PER PLAN
- (6) INSTALL STEEL CASING PIPE PER COLV STD. PLAN W-270 OVER CARRIER PIPE. SIZE PER PLAN. SEAL BOTH ENDS OF CASING PIPE PER SPECS
- (7) INSTALL THRUST BLOCK PER COLV STD. PLAN W-220 TO FITTING, TEE, OR BEND AS SHOWN ON PLAN. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 6
- (8) REINSTALL SALVAGED REDUCED PRESSURE BACKFLOW ASSEMBLY
- (9) REINSTALL SALVAGED WATER METER
- (10) INSTALL STRADDLE BLOCK PER COLV STD. PLAN W-210 TO VALVE
- (11) INSTALL AIR RELEASE VALVE PER COLV STD. PLAN W-190
- (12) INSTALL C900 SANITARY SEWER CARRIER PIPE, SIZE PER PLAN
- (13) INSTALL SEWER FITTING AS SHOWN ON PLAN
- (14) INSTALL 4" SWING CHECK VALVE IN PROPOSED MANHOLE
- (15) INSTALL 8" SEWER CLEANOUT PER WSDOT STD. PLAN B-85-40-00
- (16) INSTALL SCH. 80 VENT PIPE PER DETAIL 3 ON DRAWING U10
- (17) CONSTRUCT MODIFIED 48" MANHOLE SHAFT WITH 72" INSIDE DIAMETER PER WSDOT STD. PLAN B-15-40-01. MANHOLE SHALL BE USED FOR MAINTENANCE OF CHECK VALVES, CHANNEL, AND SHELF DO NOT NEED TO BE CONSTRUCTED.

## CONSTRUCTION NOTES

1. ALL PIPE INVERTS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL POTHOLE AT PROPOSED POINT OF CONNECTIONS TO EXISTING WATER OR SEWER LINE PRIOR TO CONSTRUCTION. CONTRACTOR SHALL REPORT TO ENGINEER IF DEPTH TO OR SIZE OF EXISTING PIPE IS DIFFERENT THAN WHAT IS SHOWN ON PLAN, AND SHALL NOT BEGIN CONSTRUCTION UNTIL NOTIFIED BY THE ENGINEER. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 2.
2. SEE CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTE 11 FOR JOINT REQUIREMENTS OF DUCTILE IRON PIPE AND FITTINGS ON SHEET U9
3. PIPE BEDDING AND BACKFILL PER DETAIL 1 ON SHEET U10
4. ALL LOCATIONS OF EXISTING UTILITIES SHOWN ARE FROM AVAILABLE RECORDS AND FIELD SURVEY AND SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY VERIFYING THE ACCURACY OF ALL UTILITY LOCATIONS AND FURTHER DISCOVERING AND AVOIDING ANY UTILITIES NOT SHOWN ON THIS PLAN. UTILITY LOCATE (800) 424-5555
5. THE CONTRACTOR SHALL PROVIDE NOTIFICATION AND SHALL SCHEDULE ANY UTILITY OUTAGES WITH AFFECTED UTILITY COMPANIES. SEE CITY OF LONGVIEW ADDITIONAL WATER NOTES, NOTE 7 ON SHEET U9.
6. CONTRACTOR SHALL MAINTAIN AND PROTECT ALL EXISTING SITE CONDITIONS NOT OTHERWISE IDENTIFIED WITH THE CONTRACT DOCUMENTS AT NO ADDITIONAL COST TO THE PORT.
7. ALL PROPOSED PIPES, FITTINGS AND VALVES SHALL BE SUPPORTED WITH PIPE SUPPORTS WITHIN THE PROPOSED MANHOLE.

**kpff**



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**PORT OF LONGVIEW  
 INDUSTRIAL RAIL CORRIDOR EXPANSION**

**LSC WATER AND SEWER  
 PLAN AND PROFILE**

|               |                      |
|---------------|----------------------|
| DRAWN: T.J.H. | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | <b>U6</b>            |
| SHEET NO. 144 | OF 190               |

CONFORMED CONSTRUCTION SET

CITY OF LONGVIEW WATER NOTES

WATER SUPPLY

1. SEE DETAIL 1 ON SHEET U24 FOR CITY OF LONGVIEW WATER SUPPLY REQUIREMENTS.

PRESSURE TESTING AND CHLORINATION

1. SEE DETAIL 2 AND 3 ON SHEET U24 FOR CITY OF LONGVIEW PRESSURE TESTING AND CHLORINATION REQUIREMENTS.

ADDITIONAL WATER NOTES

1. SEE DETAIL 3 ON SHEET U24 FOR CITY OF LONGVIEW ADDITIONAL WATER NOTES.

LSC WATER NOTES

1. CONTRACTOR SHALL INSTALL TRACER WIRE ALONG ALL NEW WATER LINES AND LOCATOR BOXES AT 500' MAX. INTERVALS OF ALL NEW WATER LINES. REFER TO CITY OF LONGVIEW WATER NOTES, WATER SUPPLY NOTES 12 AND 13 AND CITY WATER SPEC SECTION 7-09.3(9) FOR WIRE AND MARKER TAPE REQUIREMENTS, AND CITY OF LONGVIEW STANDARD PLAN W-280 FOR LOCATOR BOX DETAIL.
2. BACKFLOW TESTING SHALL OCCUR IMMEDIATELY AFTER WATER LINE FLUSHING OCCURS.
3. PUSH-ON JOINTS FOR CITY OF LONGVIEW WATER MAINLINE CARRIER PIPE SHALL USE RESTRAINING GASKETS. GASKET SHALL BE US PIPE FIELD LOK® 350 GASKETS OR APPROVED EQUAL.

| LSC WATER LATERAL CARRIER AND CASING PIPE DATA    |                                          |                                                         |
|---------------------------------------------------|------------------------------------------|---------------------------------------------------------|
| ITEM                                              | CARRIER PIPE                             | CASING PIPE                                             |
| SPECIFICATIONS AND GRADE OF PIPE MATERIAL         | DUCTILE IRON, SPECIAL THICKNESS CLASS 50 | STEEL, COMPLIANT WITH ASTM A1097                        |
| WALL THICKNESS OF PIPE                            | 0.25"                                    | 0.2"                                                    |
| ACTUAL WORKING PRESSURE                           | -                                        | -                                                       |
| TYPE OF JOINTS                                    | PUSH-ON W/ FIELD LOK GASKETS, MECHANICAL | BUTT WELDED                                             |
| LONGITUDINAL JOINT FACTOR                         | -                                        | 0.80                                                    |
| COATING                                           | 1-MIL THICK SEAL COAT                    | FUSION BONDED EPOXY WITH ABRASION-RESISTANT OVERCOATING |
| METHOD OF INSTALLATION                            | TRENCHING                                | TRENCHING                                               |
| VENTS                                             | -                                        | -                                                       |
| SEALS                                             | -                                        | YES; SEE DETAIL X ON SHEET XX                           |
| COVER (TOP OF TIE TO TOP OF PIPE CASING)          | VARIES; MIN. 6'                          | VARIES; MIN. 6'                                         |
| COVER (OTHER THAN UNDER TRACKS)                   | VARIES; MIN. 36"                         | VARIES; MIN. 36"                                        |
| COVER (AT DITCHES)                                | -                                        | -                                                       |
| CATHODIC PROTECTION                               | -                                        | YES; SEE COATING                                        |
| TYPE, SIZE, AND SPACING OF INSULATORS OR SUPPORTS | PER CITY OF LONGVIEW STD. PLAN W-270     | -                                                       |

| SEWER CARRIER AND CASING PIPE DATA                |                                      |                                                         |
|---------------------------------------------------|--------------------------------------|---------------------------------------------------------|
| ITEM                                              | CARRIER PIPE                         | CASING PIPE                                             |
| SPECIFICATIONS AND GRADE OF PIPE MATERIAL         | C900, COMPLIANT WITH ASTM D2665      | STEEL, COMPLIANT WITH ASTM A1097                        |
| WALL THICKNESS OF PIPE                            | 0.38"                                | 0.2"                                                    |
| ACTUAL WORKING PRESSURE                           | -                                    | -                                                       |
| TYPE OF JOINTS                                    | PUSH ON FIELD LOCK GASKETS           | BUTT WELDED                                             |
| LONGITUDINAL JOINT FACTOR                         | -                                    | 0.80                                                    |
| COATING                                           | -                                    | FUSION BONDED EPOXY WITH ABRASION-RESISTANT OVERCOATING |
| METHOD OF INSTALLATION                            | TRENCHING                            | TRENCHING                                               |
| VENTS                                             | -                                    | YES; SEE DETAIL X ON SHEET XX                           |
| SEALS                                             | -                                    | YES; SEE DETAIL X ON SHEET XX                           |
| COVER (TOP OF TIE TO TOP OF PIPE CASING)          | VARIES; MIN. 6'                      | VARIES; MIN. 6'                                         |
| COVER (OTHER THAN UNDER TRACKS)                   | VARIES; MIN. 36"                     | VARIES; MIN. 36"                                        |
| COVER (AT DITCHES)                                | -                                    | -                                                       |
| CATHODIC PROTECTION                               | -                                    | YES; SEE COATING                                        |
| TYPE, SIZE, AND SPACING OF INSULATORS OR SUPPORTS | PER CITY OF LONGVIEW STD. PLAN W-270 | -                                                       |

| CITY OF LONGVIEW WATER MAINLINE CARRIER AND CASING PIPE DATA |                                                                                                                              |                                                         |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| ITEM                                                         | CARRIER PIPE                                                                                                                 | CASING PIPE                                             |
| SPECIFICATIONS AND GRADE OF PIPE MATERIAL                    | DUCTILE IRON, SPECIAL THICKNESS CLASS 50                                                                                     | STEEL, COMPLIANT WITH ASTM A1097                        |
| WALL THICKNESS OF PIPE                                       | 0.27"                                                                                                                        | 0.22"                                                   |
| ACTUAL WORKING PRESSURE                                      | -                                                                                                                            | -                                                       |
| TYPE OF JOINTS                                               | PUSH-ON W/ FIELD LOK GASKETS FOR WATER MAIN RELOCATION, TR FLEX RESTRAINED JOINT FOR EMBANKMENT CROSSING MECHANICAL FITTINGS | BUTT WELDED                                             |
| LONGITUDINAL JOINT FACTOR                                    | -                                                                                                                            | 0.80                                                    |
| COATING                                                      | 1-MIL THICK SEAL COAT                                                                                                        | FUSION BONDED EPOXY WITH ABRASION-RESISTANT OVERCOATING |
| METHOD OF INSTALLATION                                       | TRENCHING                                                                                                                    | TRENCHING                                               |
| VENTS                                                        | -                                                                                                                            | -                                                       |
| SEALS                                                        | -                                                                                                                            | YES; SEE DETAIL X ON SHEET XX                           |
| COVER (TOP OF TIE TO TOP OF PIPE CASING)                     | VARIES; MIN. 6'                                                                                                              | VARIES; MIN. 6'                                         |
| COVER (OTHER THAN UNDER TRACKS)                              | VARIES; MIN. 36"                                                                                                             | VARIES; MIN. 36"                                        |
| COVER (AT DITCHES)                                           | -                                                                                                                            | -                                                       |
| CATHODIC PROTECTION                                          | -                                                                                                                            | YES; SEE COATING                                        |
| TYPE, SIZE, AND SPACING OF INSULATORS OR SUPPORTS            | PER CITY OF LONGVIEW STD. PLAN W-270                                                                                         | -                                                       |



2407 North 31st Street, Suite 100  
Tacoma, Washington 98407  
(253) 396-0150 Fax (253) 396-2182



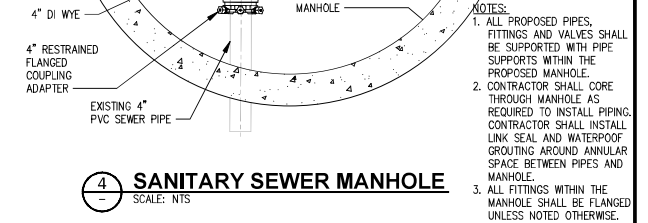
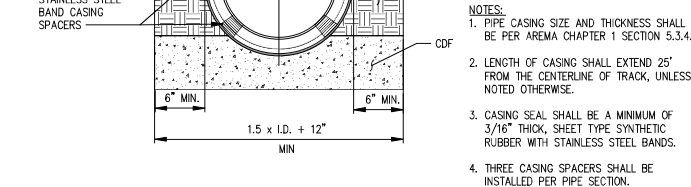
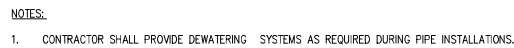
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PORT OF LONGVIEW  
INDUSTRIAL RAIL CORRIDOR EXPANSION

CITY AND COUNTY  
UTILITY DETAILS

|               |                      |
|---------------|----------------------|
| DRAWN: TJH    | PROJECT NO.: 1800047 |
| DESIGN: RLO   | SCALE: AS SHOWN      |
| CHECKED: SWK  | DATE: 10/15/2024     |
| DRAWING NO.   | U9                   |
| SHEET NO. 147 | OF 190               |

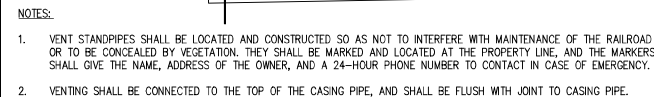
CONFORMED CONSTRUCTION SET



## 1 PIPE BEDDING

**2 STEEL PIPE CASING**  
GD7 SCALE: NTS

**4 SANITARY SEWER MANHOLE**  
SCALE: NTS



**3 CASING PIPE VENT DETAIL**  
SCALE: NTS













# City of Longview

## Agenda Summary

### **BID REVIEW – CLONEY PARK STORM PIPE REPLACEMENT**

#### **RECOMMENDED ACTION:**

**MOTION TO ACCEPT THE LOW BID AND AWARD TO SWOFFORD EXCAVATING IN THE AMOUNT OF \$1,288,665.51**

#### **COUNCIL INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

This project provides for the abandonment of existing 54" storm pipe, installation of 30" and 12" pipe, storm water structures, restoration, dewatering and traffic control.

On April 10, 2025, five bids were received as follows:

\$1,288,665.51 – Swofford Excavating, Washougal, WA  
\$1,596,630.51 – Advanced Excavating Specialist, Kelso, WA  
\$1,630,188.54 – NW Construction, Battle Ground, WA  
\$1,910,970.18 – KR Homes LLC, Toledo, WA  
\$1,991,980.32 – Midway Underground, Toledo, WA

#### **\$1,405,408 - Engineer's Estimate**

The low bid received was determined to be regular and responsive.

#### **FINANCIAL SUMMARY:**

This project is funded through a Public Works Board Emergency Funding Agreement and the City of Longview Stormwater funds.

#### **STAFF CONTACT:**

Ivona Kininmonth, PE, Project Engineer

Attachments: None



# City of Longview

## Agenda Summary

### **BID REVIEW – FISHER’S LANE 12” DISCHARGE PIPE ABANDONMENT**

#### **RECOMMENDED ACTION:**

**MOTION TO ACCEPT THE LOW BID AND AWARD TO HALME EXCAVATING, INC IN THE AMOUNT OF \$93,722.70**

#### **COUNCIL INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

This project provides for the abandonment of existing 12” cast iron discharge pipe with grout, restoration, and traffic control.

On April 15, 2025, five bids were received as follows:

\$93,722.70 – Halme Excavating, Battle Ground, WA  
\$102,181.53 – Clark and Sons Excavating, Inc, Battle Ground, WA  
\$108,694.55 – Advanced Excavating Specialist, LLC, Kelso, WA  
\$142,908.20 – Nutter Corporation, Vancouver, WA  
\$149,015.85 – Midway Underground, Toledo, WA

#### **\$111,1127 - Engineer’s Estimate**

The low bid received was determined to be regular and responsive.

#### **FINANCIAL SUMMARY:**

This project in excess of the land value was funded with the ARPA grant.

#### **STAFF CONTACT:**

Ivona Kininmonth, PE, Project Engineer

Attachments: None



# City of Longview

## Agenda Summary

### **APPOINTMENT OF CHRISTOPHER ORTIZ TO THE APPEAL BOARD OF ADJUSTMENT**

**CITY ATTORNEY REVIEW:** N/A

#### **SUMMARY STATEMENT:**

Due to the resignation of Arthur Chang in February, there is a vacancy on the Appeal Board of Adjustment. This is a city manager appointment that requires council concurrence. City Manager Jennifer Wills recommends the appointment of Christopher Ortiz to an unexpired term through December 31, 2026.

#### **RECOMMENDED ACTION:**

Appoint Christopher Ortiz to the Appeal Board of Adjustment to an unexpired term through December 31, 2026.

#### **STAFF CONTACT:**

Jennifer Wills, City Manager

#### Attachments:

1. Ortiz, Christopher - Appeal Board app 2025 - redacted

---

**Profile**

Christopher

First Name

Ortiz

Last Name

Middle  
Initial

Email Address

Street Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

---

**Are you over the age of 18?**☒ Yes ☐ No

Question applies to multiple boards

---

**Are you resident of the City of Longview (do you live within the city limits)?**☒ Yes ☐ NoLongview School  
District/Discovery High  
School

Employer

Bilingual Paraprofessional

Job Title

---

**Which Boards would you like to apply for?**

Appeal Board of Adjustment: Submitted

---

**Availability (please check all that apply)**

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Long-term
- ☒ Short-term
- ☒ Special Project

---

**Interests & Experiences**

---

**Why are you interested in serving on a board or commission?**

As a former city council member, I know the important work that boards and commissions do on behalf of the city and the city council. I would like to be civically active in the community and the City of Longview.

**Describe your skill/experience/education that would be beneficial for the volunteer opportunity(ies) you've checked above.**

I served on the Longview City Council from March 2023 to November 2024. I have direct experience in city government that could offer a board or commission my expertise and experience. I also worked at all levels in public education for over 30 years; my professional training and experience as an educator would be beneficial to discussing complex issues and challenges facing public entities. I have also leased space at the Longview Community Garden since March 2020 and am an avid and active gardener in the community garden. Parks and recreational opportunities are important for Longview to maintain a high quality of place for its residents, My hands on experience with the garden would provide additional insight into my work as a member of the Parks and Recreation Board.

**RESUME OPTIONAL**

[Christopher\\_Ortiz\\_Resume\\_2025.pdf](#)

Upload a Resume

I understand that all members of City Boards and Commissions are expected to abide by the [City of Longview Municipal Code](#), [Washington State Open Public Meetings Act](#), and the [Appearance of Fairness Doctrine](#). Additionally, I have read and agree to abide to the guidelines in the [Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees policy](#), including the [Agreement for Individual Volunteer Services](#).

**I understand and agree to the expectations as explained above.**

☒ I Agree

**I hereby certify that I am capable of performing the volunteer work, or commission, board, or committee services as identified in this application (check which applies):**

Without Accommodations

**Please list three (non-relative) references. Please include phone numbers.**

Mr. Spencer Boudreau, [REDACTED] Fr. Nic Mather, [REDACTED] Mr. Michael Kleiner, [REDACTED]



# City of Longview

## Agenda Summary

### **REVIEW - REQUEST FOR PROPOSALS - OPERATION OF HOPE VILLAGE MICRO HOME COMMUNITY**

#### **RECOMMENDED ACTION:**

**MOTION TO DIRECT STAFF TO PUBLISH THE REQUEST FOR PROPOSALS FOR THE OPERATION OF HOPE VILLAGE**

**DATE:** April 24, 2024

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Preserve and enhance neighborhoods

Address quality of place issues

#### **CITY ATTORNEY REVIEW: REQUIRED**

#### **SUMMARY STATEMENT:**

Hope Village is a municipally owned 50-unit micro-home community located at 1451 Alabama Street in Longview, Washington. Built in 2022, the facility provides shelter and support services for chronically unhoused individuals. The City is seeking a qualified organization to operate the facility, manage day-to-day operations, provide case management, and assist residents in transitioning to permanent housing.

At the January 23<sup>rd</sup> regular council meeting, council formed a 3-council member committee to work with staff to draft a request for proposals that aligned with councils' vision of the future operation of Hope Village. This RFP is the work product of the committee.

The selected operator will be responsible for full-time facility management, delivery of behavioral health services, implementation of drug testing and treatment facilitation, development of individualized housing plans, and coordination with community partners. The operator must also implement a Good Neighbor Program, maintain site safety and cleanliness, and work toward long-term financial sustainability.

#### **FINANCIAL SUMMARY:**

None at this stage. Operator selection and contract negotiations will follow proposal evaluations.

#### **RECOMMENDED ACTION:**

Motion to direct staff to publish the request for proposals for the operation of Hope Village.

#### **STAFF CONTACT:**

Chris Collins, Public Works Director/Asst. City Manager

#### **Attachments:**

1. Hope Village REQUEST FOR PROPOSALS 4.17.25(11024089.1)



*Current Hope Village (Facing South) 2*

# Request for Proposal – Operations and Support Services for Micro Shelter Community (Hope Village)

Proposals Due by  
August 15, 2025, at Noon





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## I. INTRODUCTION:

The City of Longview, Washington, is seeking proposals from qualified organizations to operate and provide supportive services including behavior health resources for a facility on City-owned property. The City's property currently houses Hope Village, a 50-unit micro shelter community built in 2022 to provide shelter and support for unhoused individuals (ex. recently unhoused, chronically unhoused, transitioning out of inpatient treatment). The selected partner will be responsible, through an Agreement with the City of Longview for managing the site, providing services and case management, and assisting residents in transitioning to permanent housing.

## GOALS

The goal of Hope Village is to provide transitional housing for unhoused adults 18 years or older who are residents of Cowlitz County and have maintained primary residents within the City of Longview for the preceding two years, with a focus on individuals experiencing severe and persistent behavioral health challenges and/or co-occurring disorders, and with priority given to those actively seeking treatment. The program is designed to offer a safe, structured, and supportive shelter environment that fosters stability and hope.

Through individualized comprehensive case management, access to behavioral health and supportive services, and strong community partnerships, Hope Village aims to assist residents in achieving long-term stability. This includes transitioning into permanent housing, attaining employment or other income sources, and successfully reintegrating into the community as self-sufficient and contributing members.

The City is seeking a partner to continue to operate and to expand Hope Village by providing on-site program operations and supportive services including behavior health resources. The intent of this RPF is to identify a partner positioned to successfully operate this facility, while enhancing the services offered to include licensed behavior support for the residents.

## II. BACKGROUND:

Hope Village is a municipally owned facility that is operated through Agreement with a professional operator, which offers individual micro shelters, on-site restrooms, shower and

laundry facilities. It currently follows a Housing First model, ensuring that individuals have stable housing while receiving necessary support services. Residents are required to actively engage in substance use disorder and/or mental health treatment and must adhere to their individualized treatment plans, which may include regular drug testing when applicable.

### III. SITE LOCATION:

Hope Village is located at **1451 Alabama Street, Longview, Washington**. The site was strategically selected for its accessibility to public transportation, social services, and healthcare facilities. The location provides a stable and secure environment while ensuring that residents have access to the resources they need to transition into permanent housing. A site tour may be available in advance of the deadline by scheduling with [tabitha.hayden@ci.longview.wa.us](mailto:tabitha.hayden@ci.longview.wa.us).

**Pre-Proposal Conference:** A preproposal conference for all interested participants will be held at Longview City Hall and via Zoom on June 5, 2025, at 2:00 p.m.

### IV. SCOPE OF SERVICES:

The outcome of this RFP is to identify a partner to operate Hope Village, while enhancing the facility through supportive and behavioral health services. Applicants shall identify their expertise and experience with the following required services:

#### 1. Facility Management

- Maintain the physical premises, including restrooms, showers, and laundry facilities.
- Ensure compliance with health, safety, and municipal regulations.
- Provide 24/7 on-site management to ensure the safety and security of all residents.
- Develop and enforce house rules and policies that align with the City's objectives for Hope Village.

#### 2. Resident Services

- **Verify residents of Cowlitz County and have maintained primary residents within the City of Longview for the preceding two years.**
- Enforce eligibility criteria: No residents under 18; only one resident per unit.
- Conduct regular drug testing and require treatment participation as necessary.
- Provide comprehensive case management, including mental health services, addiction recovery programs, job training, and housing navigation services.

- Develop individualized plans for residents aimed at securing permanent housing within a set timeline.
- Establish partnerships with healthcare providers, employment agencies, and social service organizations to support residents to provide continuity and to provide choice of service.
- The provider will be required to input client-level data, program services/activities, unduplicated number of individual assisted, and program outcomes in the Homeless Management Information System (HMIS).

### **3. Financial Sustainability**

- Operate the facility as efficiently as possible, billing for services and reducing financial dependence on the City of Longview with the goal to be financially self-sustaining.
- Bill insurance and Medicaid for eligible services.
- Seek additional funding opportunities, including grants and private partnerships, to ensure financial stability.
- Maintain transparent financial records and submit regular financial reports to the City.

### **4. Community Engagement & Reporting**

- Work collaboratively with community organizations, law enforcement, and service providers to ensure a holistic approach to homelessness intervention.
- Provide detailed reports on resident progress, service utilization, and program outcomes.
- Facilitate positive community relations.

### **5. Good Neighbor Program**

- Establish and implement a comprehensive Good Neighbor Program to maintain positive relationships with surrounding residents and businesses.
- Develop a clear communication plan to respond to concerns raised by neighbors and the community.
- Host regular meetings with local stakeholders to discuss program updates, address issues, and improve community engagement.
- Ensure that staff and residents are educated on neighborhood expectations, noise control, property upkeep, and respectful conduct.
- Work proactively with law enforcement and community groups to maintain safety and mitigate any negative impacts on the surrounding area.

## **6. Maintaining a Safe and Clean Environment**

- Ensure that the facility remains clean, well-maintained, and free from hazardous conditions.
- Implement regular cleaning schedules for shared spaces such as restrooms, showers, and laundry facilities.
- Provide on-site security/safety measures to protect residents, staff, and visitors 24 hours per day year-round.
- Establish clear policies and procedures for managing conflicts, safety concerns, and emergency situations.
- Foster a culture of respect, responsibility, and community among residents and staff to maintain a safe and supportive living environment.

## **7. Behavioral Health Agency Requirement**

- The selected operator must become a licensed behavioral health agency within six months of selection. ([How to become a BHA](#))
- Develop and implement behavioral health services, including mental health counseling, substance use treatment, and crisis intervention.
- Ensure staff are appropriately credentialed and trained to provide behavioral health services.
- Establish partnerships with local behavioral health providers to enhance service offerings and choice for resident

## **8. Adherence to Best Practices for Recovery Housing**

- The selected operator must follow the best practices for recovery housing as outlined by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**.
- Ensure that recovery support services align with SAMHSA's four dimensions of recovery: **Health, Home, Purpose, and Community**.
- Implement policies that foster a supportive, structured, and drug-free living environment.
- Provide peer support, mentorship, and community-building activities to encourage sustained recovery.
- Maintain data collection and outcome tracking to measure the effectiveness of recovery-oriented services.

## **V. PROPOSAL REQUIREMENTS:**

Interested organizations must submit proposals that address the Applicant's expertise and experience with the aforementioned scope of work and include:

### **1. Organizational Overview**



- History and mission of the organization.
- Experience in operating similar facilities.
- Organizational capacity and staffing expertise relevant to managing transitional housing programs.

## **2. Operational Plan**

- Staffing plan and organizational structure.
- Transition plan from current operator.
- Food / meal plan.
- Proposed approach to case management and housing placement.
- Plan for drug testing and treatment facilitation.
- Security and safety measures to be implemented.
- Proposed policies and procedures for resident accountability and engagement.
- Intake plan (warrant search, background check, drug test, HMIS).

## **3. Financial Plan**

- Budget for operation.
- Revenue sources, including insurance and Medicaid billing capabilities.
- Long-term financial sustainability strategy.
- Cost containment strategies to optimize program efficiency.

## **4. Compliance & Reporting**

- Strategies to meet regulatory requirements.
- Data tracking and reporting methods to measure success.
- Metrics for evaluating resident progress and program effectiveness.

## **5. Responsibilities**

- City will be responsible for any facility maintenance over \$500.
- Proposer will be responsible for ongoing utility costs currently \$37,600

## **VI. SUBMISSION INSTRUCTIONS:**

**Proposal Deadline: August 15, 2025, by Noon**

**Submission Format:** Digital submission via email to [quotes@mylongview.com](mailto:quotes@mylongview.com), physical copies mailed to P.O. Box 128 Longview, Washington 98632 (mail shall be received by August 14, 2025, to meet the aforementioned deadline), or hand delivered to City Executive Office, second floor Longview City Hall.

**Contact Information:** For inquiries, contact [tabitha.hayden@ci.longview.wa.us](mailto:tabitha.hayden@ci.longview.wa.us).

## **VII. SELECTION CRITERIA & SCORING:**

Proposals will be evaluated based on the following criteria:

### **1. Experience and Qualifications (25 points)**

- Demonstrated experience operating transitional housing or similar facilities.
- Expertise in case management and supportive services.
- Success in securing long-term housing for previously unhoused individuals.

### **2. Operational Plan (20 points)**

- Clarity and feasibility of the proposed operational strategy.
- Effectiveness of the staffing model.
- Strength of policies and procedures to ensure resident accountability and progress.

### **3. Financial Sustainability (25 points)**

- Strength of financial plan, including sustainability strategies.
- Demonstrated ability to bill insurance and Medicaid.
- Capacity to secure additional funding sources.

### **4. Compliance & Reporting (15 points)**

- Ability to meet regulatory requirements.
- Clear and comprehensive data tracking and reporting methodology.
- Strategies for measuring program success and resident outcomes.

### **5. Community Engagement & Collaboration (15 points)**

- Strength of partnerships with healthcare providers, job training organizations, and social services.
- Strategies for community outreach and engagement.
- Plan to address potential neighborhood concerns proactively.

**Total Possible Score: 100 Points**

## **VIII. CONTRACT:**

The contract for this project will consist of this Request for Proposals document, the specification documents and any associated exhibits or documents, the proposer's response with all required forms, addenda, any negotiated terms and conditions.

## **IX. CALENDAR OF EVENTS:**

This calendar is subject to change at the sole discretion of City of Longview. All attempts will be made to adhere to this calendar however circumstances may require modification of dates and/or times.

### **Calendar of Events**

| <b>Event</b>                                                                    | <b>Date</b>                                                                               |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>RFP Published</b>                                                            | <b>May 15, 2025</b>                                                                       |
| <b>Pre-Proposal Conference</b>                                                  | <b>June 5, 2025</b>                                                                       |
| <b>Written question/request for clarification deadline</b>                      | <b>June 20, 2025, at Noon</b><br><b>Questions submitted later will not be considered.</b> |
| <b>City of Longview responses to questions/clarifications posted on website</b> | <b>July 12, 2025</b>                                                                      |
| <b>Proposals due</b>                                                            | <b>August 15, 2025, at Noon</b><br><b>Late proposals will not be accepted.</b>            |
| <b>Opening of sealed proposals</b>                                              | <b>August 15, 2025, at 2 pm</b>                                                           |
| <b>Proposal Evaluations Completed by</b>                                        | <b>August 30, 2025</b>                                                                    |
| <b>Contract Award Date</b>                                                      | <b>TBD, no later than October 1, 2025</b>                                                 |
| <b>Contract Start Date</b>                                                      | <b>TBD, no later than January 1, 2026</b>                                                 |

## **X. RIGHT OF REJECTION:**

City of Longview, through its duly authorized agents, reserves the right to reject any or all proposals, any portion of a proposal, waive all technicalities, and to accept the proposal considered most advantageous to City of Longview following final negotiations, evaluations and reviews. City of Longview does not warrant or guarantee that a contract will be awarded as a result of this Request for Proposal.

## **XI. CONTACT PERSON:**

1. The City of Longview Contract Administrator will act as the City representative in the issuance and administration of this RFP and contract, and shall issue and receive all documents, notices, and correspondence pertaining to this RFP. Such documents, notices, and correspondence not issued by or received by the Contract Administrator shall be null and void.
2. Questions related to this Request for Proposal shall be delivered in writing (email, postal delivery, or hand delivered) to the Contract Administrator. Final date for questions is listed in the Calendar of Events. No questions will be accepted over the phone and no other City of Longview representative is authorized to interpret any portion of this RFP.
3. All questions received by the Contract Administrator will be researched and responded to on the date listed in the Calendar of Events and posted on the City of Longview website.
4. No verbal or written information, which is obtained other than through this Request for Proposals or its addenda, shall be binding upon City of Longview. Proposers are expected to raise any questions, exceptions or additions they have concerning this document as soon as possible during the RFP process.

## **XII. CONFIDENTIALITY/NON-DISCLOSURE:**

1. It is the intent of the City that all proposals received will remain sealed and confidential until reviewed by the Proposal Evaluating Committee.
2. Once reviewed, no information submitted as part of this RFP process shall be considered proprietary or confidential.
3. By submitting a proposal, vendors acknowledge that the City may be required under the law to make its records available for public inspection at any time during or after this RFP process. All vendors acknowledge and agree that the City will have no obligation or any liability to the vendor if the City discloses submitted materials.

### **XIII. ERRORS OR OMISSIONS:**

1. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this bid, the vendor should immediately notify the above-named individual of such error and request modification or clarification of the RFP document.
2. City of Longview reserves the right to permit cure of, or waive as an informality, any irregularities or technicalities contained in any proposal submitted, at the sole discretion of City of Longview provided such waiver does not substantially change the offer or provide a competitive advantage to any other vendor. Contracts will be awarded in the best interests of City of Longview.

### **XIV. ADDENDA:**

Changes to this RFP will be made only by formal, written addendum issued by City of Longview's Public Works Director and posted on the City of Longview website. All addenda issued as part of this RFP shall become part of the specifications of this RFP and will be made part of the contract. It is the vendor's responsibility to check and assure receipt of all addenda.

### **XV. RFP PREPARATION EXPENSE:**

City of Longview shall not be liable for any expense incurred in replying to any request for proposal or invitation to bid.

### **XVI. CITY RFP NOTICE OF RIGHTS:**

City of reserves the following rights to:

1. Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all proposers prior to selection; and make investigations of the qualifications of proposers as it deems appropriate, including but not limited to a background investigation conducted by the City or its agents.
2. Request that proposer(s) modify its proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.

3. Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.
4. Process the selection of the successful proposer without further discussion.

## **XVII. INDEMNITY AND INSURANCE REQUIREMENTS:**

1. Upon execution of a contract, contractor agrees to indemnify, hold harmless and defend City of Longview, its officers, officials, volunteers, and employees from all liability including claims, demands, losses, costs, damages and expenses of every kind and description or damage to persons or property arising out of or in connection with or occurring during the course of this agreement where such liability is founded upon or occurring out of the acts or omissions of the contractor, its agents or employees.
2. Contractor agrees to protect itself and City under the Indemnity Agreement set forth in the above paragraph. Contractor will at all times during the term of this contract keep in force and effect commercial general liability, professional liability, automobile liability, worker's compensation insurance policies issued by a company or companies rated A-VII or better by AM Best and authorized to do business in the State of Washington with the following minimum limits of coverage:
3. General Liability
  - \$2,000,000 each occurrence
  - \$2,000,000 general aggregate
  - \$2,000,000 products and completed operations

There shall be no exclusion for abuse or molestation

4. Auto Liability Insurance
  - \$1,000,000 Combined Single Limit for bodily injury and property damage per accident
5. Excess or Umbrella Liability Insurance on a following form basis
  - \$4,000,000 each occurrence
  - \$4,000,000 aggregate
  - Any combination of underlying coverage and umbrella equaling \$5,000,000 shall be acceptable
  - There shall be no exclusion for abuse or molestation
  - The City of Longview shall be named as an additional insured on the Contractor's Excess or Umbrella Liability insurance policy
6. Workers' Compensation Statutory Limits plus: coverage as required by the Industrial Insurance laws of the State of Washington

7. Professional Liability
  - \$1,000,000 each occurrence
8. The Contractor shall furnish the City of Longview with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City of Longview, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Contract and evidence of all subcontractors' coverage.
9. The Contractor shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City of Longview may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City of Longview demand, or at the sole discretion of the City of Longview, offset against funds due the Contractor from the City of Longview.

#### **XVIII. AUDIT REQUIREMENTS:**

Unless waived by City of Longview, contractors must submit an annual audit to City of Longview if the total amount of annual funding provided by City (from any and all of its divisions taken collectively) for all contracts is \$100,000 or more. At the City's discretion the Contractor may be required to provide an independent annual audit.

#### **XIX. CITY OF LONGVIEW STANDARD TERMS AND CONDITIONS:**

- Proposer must agree to comply with the following terms and conditions:
- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in City of Longview Purchasing Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal and caregiver background checks for staff
- Drug screening, driver's license checks and reference checks
- Fair Labor Standards Act



- Recognize that authorization for services is approved by City of Longview

## **XX. CLOSING STATEMENT:**

The City of Longview is committed to supporting innovative and sustainable solutions to chronic homelessness. We seek a dedicated and experienced partner who will ensure that Hope Village operates as a safe, stable, and effective housing community that promotes long-term recovery and independence. We look forward to receiving thoughtful and comprehensive proposals that align with the mission and vision of Hope Village.

### **Issued by:**

City of Longview, Washington



*Hope Village Micro Shelters*

## APPENDIX A: HOPE VILLAGE LAYOUT



*Hope Village Layout*



# City of Longview

## Agenda Summary

### **COUNCIL RETREAT DISCUSSION**

Attachments: None