

Agenda
Board of Wahkiakum County Commissioners
Regular Meeting
March 17, 2026
9:30 a.m.

Zoom - Meeting ID: **880 972 233** and Passcode: **Aux4SY**
<https://us02web.zoom.us/j/880972233?pwd=Zk93bUUwWGJEVnV5WXk3YIM4RDIFZz09>
Audio only via phone: 1-253-215-8782 / Meeting ID: **880 972 233** and Passcode: **721021**

Next Resolution No. 42-26

9:30 a.m. **Call to Order & Flag Salute**
9:32 a.m. **Approval of Regular Meeting Agenda**

9:33 a.m. **Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Board of Wahkiakum County Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Regular Meeting Minutes of March 10, 2026
- B. Resolution No. 42-26 a resolution authorizing the expenditure of funds from the County Properties Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$343.72
- C. Resolution No. 43-26 a resolution authorizing the expenditure of \$401.90 from the Contingent Liabilities Cumulative Reserve Fund for the payment towards a public records lawsuit
- D. Resolution No. 44-26 a resolution authorizing the expenditure of funds from the Electronic Communications Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$31,186.80
- E. Voucher Approval - \$148,170.24

9:35 a.m. **Public Comment**

(Per RCW 42.30.240, public comments on agenda topics, county programs and topics of concern are welcome during this portion of the meeting. Comments may be made in person or remotely via the Zoom platform. Please limit comments to three minutes per person.)

Review Commissioners' Calendars

9:40 a.m. **New Business**

- 1. Pleasant Point Road water access issues on county owned right of way ~ Norma Sasaki
- 2. Letter of Support for Cowlitz Tribe's restoration project of the Grays River Watershed headwaters

9:50 a.m. **WSU Extension Office ~ Shari Parker for Carrie Shofner, County Extension Director**

- 1. Memorandum of Agreement with Washington State University for funding for 2026

9:55 a.m. **Public Works ~ Chuck Beyer, Director**

- 1. Amendment #2 with Otak, Inc. for the continued design and permitting for the Covered Bridge Road – King Creek Road failure and East Valley Road

10:00 a.m. **Finance Committee Report**

Chair Dan Cothren, Auditor Nicci Bergseng, Treasurer Tammy Peterson

10:05 a.m. **Chamber of Commerce Report**

10:15 a.m. **Commissioners**
1. Know Be 4 Software

10:20 a.m. **Commissioner Reports**

Order of Adjournment

To: Tuesday, March 24 at 8:00 a.m.

for the Cowlitz-Wahkiakum Council of Governments, Regional Information Forum Meeting

Regular meeting location: Third Floor Commissioner's Meeting Room

Note: there will not be a remote/Zoom option for this portion of the meeting

Adjournment

*Complete copies of the current Board of Commissioners meeting agenda packet can be viewed at the Board of Commissioners' office.
Partial agenda packets are posted on the county's website at <https://www.co.wahkiakum.wa.us/AgendaCenter>*

This meeting is accessible to persons with disabilities.

Please call 360-795-8048 if you require special accommodations to participate in this meeting.



Wahkiakum Board of County Commissioners

District No. 1 Commissioner: Lee Tischer

District No. 2 Commissioner: Daniel L. Cothren, Chair

District No. 3 Commissioner: Mark Letham

MINUTES

Board of Wahkiakum County Commissioners

Regular Meeting

March 10, 2026

Chair Dan Cothren called the regular meeting of the Board of Wahkiakum County Commissioners to order on March 10, 2026, at 9:30 a.m. in the third-floor public meeting room of the Wahkiakum County Courthouse located at 64 Main Street in Cathlamet, Washington.

Present: Chair Dan Cothren, Commissioner Mark Letham, Commissioner Lee Tischer, Clerk of the Board Beth Johnson. Sheriff John Mason, Chief Civil Deputy Joannie Kuhlmeier, Emergency Technology Coordinator Beau Renfro, DEM Coordinator Austin Smith, Assessor Andrew Jenkins, Public Works Director Chuck Beyer.

Flag Salute

Chair Dan Cothren led the flag salute.

Regular Meeting Agenda

It was **M/S/A** by Commissioners Letham and Tischer approving the regular meeting agenda for March 10, 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Consent Agenda

It was **M/S/A** by Commissioners Tischer and Letham approving the consent agenda for March 10, 2026. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved. The consent agenda contained the following items:

- A. Regular Meeting Minutes of March 3, 2026
- B. Resolution No. 37-26 a resolution authorizing the expenditure of \$3,910.04 from the Contingent Liabilities Cumulative Reserve Fund for payment of accumulated annual leave to Justin Ullom and for payment of county share of FICA/Medicare
- C. Resolution No. 38-26 a resolution authorizing the expenditure of funds from the Emergency Medical Services for the payment of vouchers properly chargeable to said fund in the amount of \$1,662.40
- D. Resolution No. 39-26 a resolution authorizing the expenditure of funds from the County Properties Cumulative Reserve Fund for the payment of vouchers properly chargeable to said fund in the amount of \$22.53
- E. Resolution No. 40-26 a resolution authorizing the expenditure of \$4,809.00 from the Contingent Liabilities Cumulative Reserve Fund for payment of claims related to legal fees regarding environmental litigation
- F. Voucher Approval - \$891,256.75

Public Comment

There were no public comments.

New Business

Liquor License Renewal

B&H Koran, Inc., dba Angie's Cathlamet Chevron has applied for a renewal Liquor License. The Board unanimously had no objection to this renewal.

Contract Amendment – Juvenile Detention

Scott Jacot, Pacific-Wahkiakum County Juvenile Court Administrator, was present to discuss this amendment. It was **M/S/A** by Commissioners Letham and Tischer to approve of Amendment No. 4 of the Agreement for Detention of Wahkiakum County Juveniles in Cowlitz County Juvenile Detention Facility which increases the current cost per juvenile per day to \$250. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Letter of Support: PUD

It was **M/S/A** by Commissioners Tischer and Letham to approve of the letters of support for the PUD's request for Congressional funding for a booster pump station. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Letter of Support: Fire District No. 3

It was **M/S/A** by Commissioners Letham and Tischer to approve of the letter of support for Fire District No. 3's request for funding for firefighter turnout gear, equipment and hydrant updates. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Public Works

Resolution Approving an Easement over County Property on Clover Street

It was **M/S/A** by Commissioners Tischer and Letham to adopt Resolution No. 41-26 a resolution approving an easement over county property on Clover Street. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Intergovernmental Cooperative Agreement with Pacific County for Joint Sharing of Equipment

It was **M/S/A** by Commissioners Tischer and Letham to enter into an Intergovernmental Cooperative Agreement with Pacific County for joint sharing of equipment. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Sheriff

SECO County Equipment Contract for Funding for Courthouse Generator Project

It was **M/S/A** by Commissioners Letham and Tischer to approve the SECO County Equipment Contract SFY 2026/27 #E26-102 for \$40,000 to help pay for a new generator for the courthouse to support 911 and other emergency needs during a power outage. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Accept Bid for RFP for 'Spare Parts' for Emergency Radio System

It was **M/S/A** by Commissioners Tischer and Letham to accept the bid as presented by Communications Northwest in the amount of \$28,775.91 to be paid for from Fund 127, the Radio Communications Fund. Vote: Aye – Tischer, Letham and Cothren. Unanimously approved.

Commissioners

Delegate Representative for Mediation Proceedings Regarding Environmental Litigation

By consensus, the Board decided that Commissioner Letham will attend the mediation proceedings as the Board's representative.

Commissioner Reports

The Board provided their weekly reports. Topics included issues on Pleasant Point Road, the status of the legislative session, and timber related issues including foreign ownership of local timberlands.

Public Comment

A resident commented that the tall tree at the entrance of Indian Village needs to be trimmed. Following discussion, it was determined that the tree is located on private property.

Adjournment

With no further business to come before the board, the meeting was adjourned at 10:05 a.m.

Attest: _____
Elizabeth Johnson
Clerk of the Board

Approved: _____
Daniel L. Cothren
Chair of the Board

WAHKIAKUM COUNTY VOUCHER APPROVAL

[illegible]

DATE: 3/17/2026

Commissioner, District #2

Auditor/Dep Auditor/Clerk of the Board

Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 3-17-26
Presenter: Norma Sasaki

Subject	Pleasant Point Road issues
Background Information	Norma Sasaki resides on Pleasant Point Road, next to a county owned piece of land which is supposed to have water access. However, the area is not maintained, and water access is obstructed.
Recommendation	
Alternatives	
Financial Impact	
Funds Available	
Action (Motion)	

ArcGIS Web Map

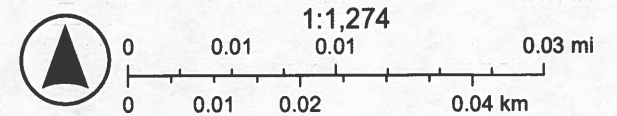


3/9/2026, 12:24:44 PM

- Site Address Points
- Roads
- HIGHWAY
- COUNTY ROAD

- Parcels
- Building Footprints (approximate)
- Ecology's Permitted Sites (WA Ecology)

- Water Bodies - Washington State Department of Ecology
- Stream/River
- Boundary: Wahkiakum County



Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: 3-17-26
Presenter: BOCC / Cowlitz Tribe

Subject	Letter of Support: Cowlitz Tribe's grant request for the Natural Resources Conservation Service's Alternative Funding Arrangement; to provide additional funding for the remaining Headwater restoration project in the Grays River watershed.
Background Information	
Recommendation	
Financial Impact	
Funds Available	
Action (Motion)	Move to approve the letter of support for the Cowlitz Tribe's request for Alternative Funding Arrangement from the Environmental Quality Incentive Program for their Grays Headwaters Restoration Project.



Wahkiakum Board of County Commissioners

District No. 1 Commissioner: Lee Tischer

District No. 2 Commissioner: Daniel L. Cothren, Chair

District No. 3 Commissioner: Mark Letham

P. O. Box 586
Cathlamet WA 98612
(360) 795-8048

March 17, 2026

Dear Natural Resources Conservation Service (NRCS),

This letter is to express our strong support for the Cowlitz Indian Tribe's 2026 Alternative Funding Arrangement request from the Environmental Quality Incentive Program for their Grays Headwaters Restoration project. The Tribe has been intensively focused on restoring floodplain connectivity in the Grays River headwaters since 2018. During the past 5 years, the Tribe has purchased \$2.5 million dollars of local timber, placed nearly 9,000 whole trees, and installed five miles of habitat complexity and channel spanning logjams in the East Fork Grays, Mitchell Creek, and a Left Bank Tributary. This focused restoration effort by the Tribe was guided by the need for sediment storage and 'trapping' activities in the upper reaches of the Grays River that benefit salmon, steelhead and all downstream residents and landowners within both Pacific and Wahkiakum Counties.

The Tribe's upcoming Grays Headwaters Restoration projects are a continuation of past successes with a goal of treating a minimum of 30% of the entire Grays watershed, a critical "intensive and extensive treatment threshold" that the Tribe believes is necessary to recover the local salmon and steelhead population. The requested funding will help the Tribe continue the purchase of timber and boulders from local private and commercial landowners to stimulate the depressed local economy. Additionally, the purchased trees will be pushed over and harvested as whole trees with rootwads intact by local logging professionals who would load, transport and unload these large trees at designated stockpile areas to support ongoing restoration projects scheduled for construction in 2026 and 2027. The project designs include placing log structures to arrest channel incision, dramatically roughen the channel and floodplain, restore floodplain connectivity, increase sediment deposition, and enhance instream habitat complexity. While these projects improve salmon habitat and support logging in the upper watershed the increased sediment storage will relieve channel bed aggradation downstream which will in turn reduce flooding in the lower watershed dominated by agriculture.

The Tribe's proposal increases coastal ecosystem resiliency, benefits Grays River ESA-listed salmon and steelhead populations, reduces sediment transport to downstream reaches, and directly stimulates the local economy with materials purchases and local employment. As such, the Wahkiakum County Commissioners support the Cowlitz Indian Tribe's Grays Headwaters Restoration efforts. This project is another step in the focused effort to restore the natural processes that create productive fish habitat, restore critical salmon and steelhead populations and increase employment opportunities, while reducing future flood risks for the County and our residents in the lower watershed.

Thank you for your consideration,

Daniel L. Cothren, Chair
Board of County Commissioners

Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: March 17, 2026

Presenter: Shari Parker for Carrie Shofner, County Director WSU Wahkiakum Extension

Subject	Memorandum of Agreement between Washington State University (WSU) and Wahkiakum County for 2026.
Background Information	WSU requires a current Memorandum of Agreement on file documenting funds allocated by Wahkiakum County to WSU.
Recommendation	Approve and have Chairman of the board sign the attached Appendix A showing allocated funds of \$15,000 from Wahkiakum County to WSU, January 1, 2026 through December 31, 2026.
Alternatives	N/A
Financial Impact	Budgetary impact as previously discussed in budget workshops.
Funds Available	\$15,000 from the County CR Interlocal Cooperative Fund
Action (Motion)	Approve and sign the Memorandum of Agreement between Washington State University (WSU) and Wahkiakum County for \$15,000.00 for 2026.

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

Wahkiakum County

APPENDIX A

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2026 through December 31, 2026 to provide an extension program.

Federal Funds \$ _____

Non-Federal Funds \$15,000

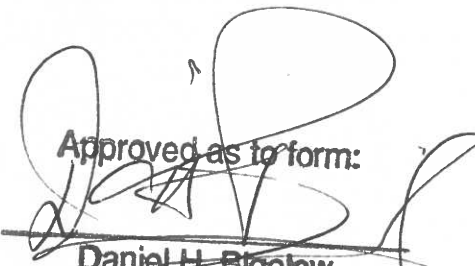
TOTAL FUNDS \$15,000

It is understood that non-Federal funds provided by the County in support of this agreement may be identified by WSU as match for Federal capacity program (Hatch Act, Smith-Lever Act, etc.) funds received by WSU to support Extension activities.

Dr. Vicki McCracken Date
Associate Dean and Director
WSU Extension

Dan Cothren, County Commissioner Date

Maria J Hernandez Date
Associate Vice President
Office of Research Support and Operations

Approved as to form:

Daniel H. Bigelow
Prosecuting Attorney
3/11/26

August 5, 2025

INTERAGENCY AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

WAHKIAKUM COUNTY

I. Mission Statement

Washington State University Extension engages people, organizations and communities to advance knowledge, economic well-being and quality of life by fostering inquiry, learning, and the application of research. This mission is carried out using research and experience-based educational programs from colleges and departments dispersed throughout the WSU system, which address important issues and needs of individuals and communities in all 39 counties in the state of Washington. WSU Extension is enabled for this task as the Land Grant Institution for Washington through partnerships with county, state, and federal governments.

II. Purpose

The purpose of this agreement is to formalize the longstanding relationships between Washington State University Extension and County Government. This also continues a longstanding, joint funding relationship for county/area Extension faculty and designated support staff. This agreement conforms to the standards for interagency agreements set forth in RCW 39.34.030 and RCW 39.34.130.

III. Under terms of this Interagency Agreement, Washington State University Extension agrees to:

- A. Recruit, employ and establish salaries for county/area Extension Educators and designated WSU support staff for County. Employment concurrence will be sought from County Commissioners before an individual is hired and assigned to the County.
- B. Assure that salary increase monies will be available for Extension Educators and designated support staff based on criteria established by the Washington State Legislature and Washington State University President.
- C. Supplement the funds received from the county professional services contract and pay salary and fringe benefits for each county/area Extension Educator and designated staff members.
- D. Submit to the County quarterly an invoice for 1/12 of the contract amount. Monthly invoices to be billed by the 10th of the month and payable on the 25th of the month, or on a schedule mutually agreed upon between WSU and the County. This is a fixed price agreement. First invoice will not be billed to the County until there is a fully executed agreement in place.
- E. In cases where position vacancies occur due to separations during a contract period, the counties will be invoiced to cover the county portion of annual leave and sick leave payout.

- F. Provide fringe benefits to county/area Extension Educators as outlined in the WSU Faculty Manual and provide fringe benefits to support staff as specified by the applicable agreement, policy, or law.
- G. Grant annual leave, sick leave, professional leave, other leave and holidays as outlined in the WSU Faculty Manual for county/area Extension Educators or by the applicable agreement, policy, or law for jointly funded or fully WSU funded support staff.
- H. Provide in-service education for county/area Extension faculty members.

IV. Under terms of this Interagency Agreement, County will:

- A. Pay the amount agreed upon monthly, or as mutually agreed upon, to Washington State University for Extension education services to be rendered in County. This professional services contract, is known as a fixed price "Appendix A" to this agreement, shall be for a term of one calendar year and will be negotiated prior to the beginning of each calendar year.
- B. Promptly pay the invoice voucher from Washington State University. Monthly invoices to be billed by the 10th of the month and payable on the 25th of the month, or on a schedule mutually agreed upon between WSU and the County. This is a fixed price agreement. First invoice will not be billed to the County until there is a fully executed agreement in place.
- C. The county agrees to pay the "county portion" of accumulated leave payments for contracted personnel due to separation.
- D. Contingent upon approval of the Board of County Commissioners or County Executive, the county will continue to support contracted personnel on professional or retraining leave.
- E. Furnish office facilities for faculty and support staff.
- F. Provide an adequate operating budget to carry out Extension educational programs for citizens of the County. This budget will cover secretarial and support staff salaries not covered by this Agreement and telephone, office equipment, teaching and office supplies and travel costs.

V. Washington State University and County jointly agree that:

- A. Additional program support staff positions may be employed and fully funded by either party to assist in carrying out Extension educational programs in the County.
- B. This Interagency Agreement is effective upon being signed by appropriate representatives of the two organizations. It may be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.

VI. Non-Discrimination

- A. There will be no discrimination, discriminatory harassment, retaliation or bullying in the performance of this agreement on the basis of race, religion, creed, color, national origin, sex, marital status, sexual orientation (including gender identity), age, genetic history, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or any other protected status, in compliance with applicable federal and Washington state laws in all of Extension programs, services, activities, and materials, including services rendered or received through contracts and agreements with subrecipients.

- B. Here are the applicable Federal civil rights laws: Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended; the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259); Presidential Executive Order 11246, as amended, including the Equal Opportunity Clause contained therein; Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and the Affirmative Action Clauses contained therein; the Americans with Disabilities Act of 1990, as amended.

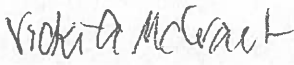
VII. Terms of Modification or Termination of this Agreement:

- A. This Interagency Agreement may be modified by the parties when mutually agreed upon in writing. This Agreement shall continue in effect until terminated following mutual discussion and agreement. Should the parties be unable to agree on the level of support for professional services of Extension Educators and jointly funded staff in an upcoming contract period specified in Appendix A to this document, either party may terminate the contract. However, written notice of termination must be received before October 1 for termination effective January 1 of the next year.

VIII. Records Retention

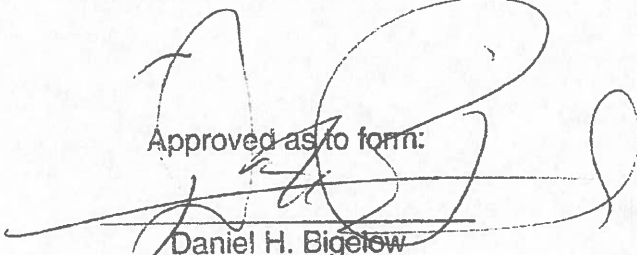
- A. Both Washington State University and the County will maintain records which are sufficient and properly reflect all costs incurred under terms of this Interagency Agreement. These records will be retained as set forth in the applicable retention schedule or six years, whichever is less.

APPROVED:

 12/17/24
Dr. Vicki McCracken Date
Associate Dean and Director
WSU Extension

 12-3-24
County Commissioners Date
or County Executive

 12/17/24
Matthew Michener Date
Assistant Director
Office of Research Support and Operations

Approved as to form:

Daniel H. Bigelow
Prosecuting Attorney
12/27/24

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

WAHKIAKUM COUNTY

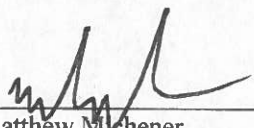
APPENDIX A

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2025 through December 31, 2025 to provide an extension program.

Federal Funds	\$0	Non-Federal Funds	\$15,000
TOTAL FUNDS			\$15,000

It is understood that non-Federal funds provided by the County in support of this agreement may be identified by WSU as match for Federal capacity program (Hatch Act, Smith-Lever Act, etc.) funds received by WSU to support Extension activities.

	
Dr. Vicki McCracken	County Commissioners
Associate Dean and Director	or County Executive
WSU Extension	
Date	Date
	12-3-24

	12/17/24
Matthew Michener	Date
Assistant Director	
Office of Research Support and Operations	

Cover Page

BOARD OF WAHKIAKUM COUNTY COMMISSIONERS

Meeting Date: March 17, 2026

Presenter: Chuck Beyer, Public Works Director

Subject	Otak Local Agency A&E Professional Supplemental Agreement #2. The supplemental agreement is for continued design and permitting for Covered Bridge Road - King Creek Culvert project; and East Valley Road _ North Fork Creek crossing washout.
Background Information	A significant storm events resulted in road failures for Salmon Creek Road, Covered Bridge Road; and East Valley Road. OTAK , Inc. was the chosen A&E firm selected for the project and an original agreement was signed in January of 2023. A request for qualifications was advertised and OTAK, Inc. was the consulting firm chose for design of the three projects by Public Works Department.
Recommendation	Approve Supplemental Agreement #2 with Otak, Inc. for the design and permitting of listed projects.
Alternatives	Take no action
Financial Impact	No change in stipulated amount from the original agreement of not to exceed \$609,027.79 for engineering and permitting required for FEMA funded projects.
Funds Available	Matching funds will be needed from county road budget after Washington State Emergency Management Department covers a portion of the match. FEMA funding will cover 80% of the design cost.
Action (Motion)	Motion to approve Supplemental Consultant Agreement 2 with Otak, Inc. for the continued design and permitting for the Covered Bridge Road – King Creek road failure; and East Valley Road M.P. 5.3 road failure.



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>2</u>		Organization and Address Otak, Inc. 805 Broadway Street, Suite 130 Vancouver, WA 98660 Phone: (360) 990-4193	
Original Agreement Number N/A			
Project Number N/A	Execution Date January 26, 2023	Completion Date December 31, 2026	
Project Title Salmon Creek, King Creek and North Fork Wilson Creek Bridges		New Maximum Amount Payable \$609,027.79	
Description of Work No change.			

The Local Agency of Wahkiakum County
desires to supplement the agreement entered in to with Otak, Inc.
and executed on January 26, 2023 and identified as Agreement No. N/A
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
No change in scope. Due to the current delays with FEMA, work on the project is not to proceed further until written notification is provided by Wahkiakum County.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: The term of the Agreement shall be extended to December 31, 2027.

III

Section V, PAYMENT, shall be amended as follows:
The maximum amount payable is not changed. The attached 2026 Otak Billing Rates are approved for use beginning January 1, 2026.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Douglas Sarkkinen By: _____

Douglas Sarkkinen
Consultant Signature
Approved as to form: _____
Approving Authority Signature
Daniel H. Bigelow
Prosecuting Attorney
3/12/26
Date



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

July 29, 2025

Otak, Inc
808 SW Third Ave Ste 800
Portland, OR 97204

Subject: Acceptance FYE 2024 ICR – CPA Report

Dear Justin Monahan:

We have accepted your firm's FYE 2024 Indirect Cost Rate (ICR) based on the "Independent CPA Report" prepared by D.L. Purvine, CPA, PLLC, as follows:

- Home Office: 173.21% of direct labor (rate includes 0.34% Facilities Capital Cost of Money)
- Field Office: 123.36% of direct labor (rate includes 0.26% Facilities Capital Cost of Money)

This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 704-6397 or via email consultantrates@wsdot.wa.gov.

Regards,

Schatzie Harvey

Schatzie Harvey (Jul 29, 2025 14:51:40 PDT)

SCHATZIE HARVEY, CPA
Contract Services Manager

SH: kb

COST INFORMATION
BREAKDOWN OF BILLING RATES AND DIRECT NONLABOR RATES
Otak Actuals Not To Exceed (ANTE)

DIRECT LABOR COSTS

Classification	Overhead Type	Max Direct Salary Rate	Overhead	Profit	Max Billing Rate
			Office: 173.21% Field: 123.36%	30.00%	3.0321 Office Multiplier 2.5336 Field Multiplier
Sr. PIC/Sr. PM Civil	Office	\$118.37	\$205.03	\$35.51	\$358.91
PIC/Sr. PM Civil	Office	\$102.84	\$178.13	\$30.85	\$311.82
Civil Engineer X	Office	\$77.90	\$134.93	\$23.37	\$236.20
Civil Engineer IX	Office	\$74.05	\$128.26	\$22.22	\$224.53
Civil Engineer VIII	Office	\$69.00	\$119.51	\$20.70	\$209.21
Civil Engineer VII	Office	\$65.00	\$112.59	\$19.50	\$197.09
Civil Engineer VI	Office	\$61.20	\$106.00	\$18.36	\$185.56
Civil Engineer V	Office	\$57.00	\$98.73	\$17.10	\$172.83
Civil Engineer IV	Office	\$53.91	\$93.38	\$16.17	\$163.46
Civil Engineer III	Office	\$50.50	\$87.47	\$15.15	\$153.12
Civil Engineer II	Office	\$47.25	\$81.84	\$14.18	\$143.27
Civil Engineer I	Office	\$44.00	\$76.21	\$13.20	\$133.41
Engineering Designer V	Office	\$52.00	\$90.07	\$15.60	\$157.67
Engineering Designer IV	Office	\$46.50	\$80.54	\$13.95	\$140.99
Engineering Designer III	Office	\$42.95	\$74.39	\$12.89	\$130.23
Engineering Designer II	Office	\$39.80	\$68.94	\$11.94	\$120.68
Engineering Designer I	Office	\$37.25	\$64.52	\$11.18	\$112.95
Engineering Technician VII	Office	\$60.32	\$104.48	\$18.10	\$182.90
Engineering Technician VI	Office	\$49.16	\$85.15	\$14.75	\$149.07
Engineering Technician V	Office	\$44.25	\$76.65	\$13.28	\$134.17
Engineering Technician IV	Office	\$41.02	\$71.05	\$12.31	\$124.38
Engineering Technician III	Office	\$35.00	\$60.62	\$10.50	\$106.12
Engineering Technician II	Office	\$28.40	\$49.19	\$8.52	\$86.11
Engineering Technician I	Office	\$23.57	\$40.82	\$7.07	\$71.46
PIC/Scientist	Office	\$83.50	\$144.63	\$25.05	\$253.18
Scientist VI	Office	\$70.99	\$122.96	\$21.30	\$215.25
Scientist V	Office	\$60.50	\$104.79	\$18.15	\$183.44
Scientist IV	Office	\$50.00	\$86.61	\$15.00	\$151.61
Scientist III	Office	\$45.88	\$79.47	\$13.76	\$139.11
Scientist II	Office	\$41.75	\$72.32	\$12.53	\$126.59
Scientist I	Office	\$35.08	\$60.76	\$10.52	\$106.37
Environmental Specialist	Office	\$51.75	\$89.64	\$15.53	\$156.91
Construction Manager VI	Field	\$75.28	\$92.87	\$22.58	\$190.73
Construction Manager V	Field	\$68.31	\$84.27	\$20.49	\$173.07
Construction Manager IV	Field	\$63.96	\$78.90	\$19.19	\$162.06
Construction Manager III	Field	\$55.62	\$68.61	\$16.69	\$140.92
Construction Manager II	Field	\$48.37	\$59.66	\$14.51	\$122.54
Construction Manager I	Field	\$42.06	\$51.88	\$12.62	\$106.55
Field Representative VII	Field	\$60.83	\$75.04	\$18.25	\$154.11

COST INFORMATION
BREAKDOWN OF BILLING RATES AND DIRECT NONLABOR RATES
Otak Actuals Not To Exceed (ANTE)

DIRECT LABOR COSTS

Classification	Overhead Type	Max Direct Salary Rate	Overhead	Profit	Max Billing Rate
			Office: 173.21% Field: 123.36%	30.00%	3.0321 Office Multiplier 2.5336 Field Multiplier
Planner II	Office	\$47.52	\$82.30	\$14.25	\$144.07
Planner I	Office	\$38.50	\$66.69	\$11.55	\$116.74
Planner Associate IV	Office	\$38.13	\$66.04	\$11.44	\$115.60
Planner Associate III	Office	\$34.66	\$60.03	\$10.40	\$105.09
Planner Associate II	Office	\$30.95	\$53.60	\$9.28	\$93.83
Planner Associate I	Office	\$26.91	\$46.61	\$8.07	\$81.59
Sr. GIS Specialist - Planner	Office	\$51.85	\$89.81	\$15.56	\$157.21
GIS Specialist - Planner	Office	\$37.80	\$65.47	\$11.34	\$114.61
Sr. PIC/Sr. PM Architecture	Office	\$100.96	\$174.87	\$30.29	\$306.12
Architect VII	Office	\$90.07	\$156.01	\$27.02	\$273.10
Architect VI	Office	\$82.25	\$142.47	\$24.68	\$249.39
Architect V	Office	\$78.40	\$135.80	\$23.52	\$237.72
Architect IV	Office	\$60.03	\$103.98	\$18.01	\$182.02
Architect III	Office	\$51.75	\$89.64	\$15.53	\$156.91
Architect II	Office	\$45.85	\$79.42	\$13.76	\$139.02
Architect I	Office	\$39.60	\$68.59	\$11.88	\$120.07
Technician VI	Office	\$65.39	\$113.26	\$19.62	\$198.27
Technician V	Office	\$45.70	\$79.15	\$13.71	\$138.55
Technician IV	Office	\$39.85	\$69.02	\$11.95	\$120.82
Technician III	Office	\$36.50	\$63.22	\$10.95	\$110.67
Technician II	Office	\$33.25	\$57.59	\$9.98	\$100.82
Technician I	Office	\$29.00	\$50.23	\$8.70	\$87.93
Project Coordinator III	Office	\$55.09	\$95.42	\$16.53	\$167.04
Project Coordinator II	Office	\$50.50	\$87.47	\$15.15	\$153.12
Project Coordinator I	Office	\$42.44	\$73.51	\$12.73	\$128.68
Project Administrative Assistant	Office	\$38.00	\$65.82	\$11.40	\$115.22
Graphics Specialist	Office	\$42.31	\$73.29	\$12.69	\$128.29

The Indirect Cost Rate (ICR), profit, and max rate per hour listed above are the maximum rates payable under this Agreement. Rates invoiced shall be based on the direct salary of the individual employee plus ICR plus profit and shall not exceed the Max Billing Rate for each Classification listed.

Max Direct Salary Rates include 3.5% escalation.

Direct Non-Salary Costs, including subconsultant fees, will be reimbursed at actual cost.

Travel expenses including mileage, meals, and lodging, will be invoiced at cost based on current GSA travel regulations.

AGENDA

FINANCE COMMITTEE MEETING – March 17th, 2026

Good morning, my name is Marissa Longtain and I would like to provide a brief update on the County's financial position as of March 12, 2026 on behalf of our county treasurer, Tammy Peterson.

Budget Performance Report for the Total Current Expense Fund:

Although we are still early in the fiscal year, revenues are currently at 29%, while expenditures are at approximately 14% of the annual budget.

Statement of Cash Position:

As of March 12th, the Current Expense cash balance is \$1,308,587.06. While the cash balance is currently stable, it is still important that we continue to monitor expenditures and remain mindful of our fund balances, especially given the uncertainty surrounding current and upcoming legislative changes that could impact county revenues.

Third, an update regarding the Treasurer's budget and anticipated revenues.

First-half property taxes are due April 30th, which will begin bringing in additional revenue in the coming weeks.

In December 2025, the County received approximately \$1.5 million from the Super Trucking Sorts timber sale. We are still expecting an additional estimated \$180,000 from that sale.

Additionally, the Channel Change timber sale is estimated to generate approximately \$125,000 in total revenue for 2026, of which we have received about \$40,000 to date. Skinny Pete Sorts is the other planned sale and is at an estimated 1.6 million for 2026 revenue.

Currently, the Current Expense Fund still carries approximately \$175,000 in debt from the 2025 loan, and the remaining funds from the Super Trucking Sorts sale will be applied toward that balance.

Finally, an update on the County's investment portfolio:

As of March 12, 2026, the total invested funds for the County and all junior districts are \$20,822,715, with the County's portion totaling \$11,711,900.

Interest rates have been steadily declining, and our current net earnings rate is approximately 3.74%.

For 2026, we budgeted \$500,000 in investment interest earnings, and \$73,873.32 has been received so far for Current Expense, which represents about 14.77% of the budgeted amount.

Given the continued decline in interest rates, reaching the full budgeted amount may be challenging. However, if current trends continue, we should come close to that target.

While lower interest rates can be beneficial in some areas, they do reduce earnings within the County's investment portfolio. Over the past year—from **January 2024 through March 2025**—our earnings rates were significantly higher, generally ranging between **4.5 and 5.5 percent**.

That concludes my report. Commissioner Dan may have additional information regarding the timber sales and related revenues if he would like to add to the discussion.

Board of Wahkiakum County Commissioners

**Order of Adjournment
Continuation of Regular Meeting**

NOW, THEREFORE, pursuant to the authority vested in me by RCW 42.30.090, I do hereby order the regular meeting of the Board of Wahkiakum County Commissioners adjourned to

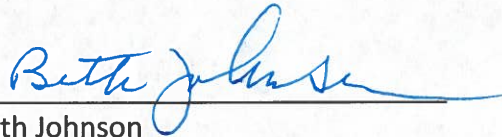
Tuesday, March 24, 2026 at 8:00 a.m.

To attend the Cowlitz-Wahkiakum Council of Governments, Regional Information Forum Meeting

In the Commissioners Meeting Room, Third Floor, Wahkiakum Courthouse, 64 Main Street in Cathlamet.

Note that this portion of the meeting will not have remote/Zoom access available

Dated this 17th day of March 2026.



Beth Johnson
Clerk of the Board
Wahkiakum County Commissioners