

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies under 100,000

**Mason County, WA**

(Name of Recipient)

**December 11, 2018**

(Report Submission Date)

**May 1, 2017 – April 30, 2018**

(Reporting Period)

As stipulated in this agency's Title VI Program Non-Discrimination Agreement, WSDOT's approval letter to that agreement, and WSDOT's Highways and Local Programs Local Agency Guidelines Manual (Chapter 28), the annual accomplishment and update report for the reporting period reflected above is hereby submitted.

Current Chief Executive Officer:

- Name: Randy Neatherlin
- Title: Chair

Planning or Public Works Director:

- Name: Jerry W. Hauth
- Title: Public Works Director

Title VI Coordinator:

- Name: Frank Pinter
- Title: Support Services Director

**SUBMITTED:**

  
\_\_\_\_\_  
Signature

Randy Neatherlin  
\_\_\_\_\_  
Typed/Printed Name

Chair, Mason County Commissioners  
\_\_\_\_\_  
Title

Dec. 11, 2018  
\_\_\_\_\_  
Date

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period.  
 (Example: New Title VI Coordinator, new planning or public works directors, etc).
  - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.

<b>Changes in Organizational Structure since Last Reporting Period</b>			
Name	Gender/ Ethnicity	Title	Program
Melissa McFadden	Female/ Caucasian	County Engineer	Plans, organizes and directs the engineering and road maintenance activities within Public Works including design, construction, inspection, surveying, right-of-way acquisition, environmental permitting, budgeting and reporting.
John Huestis	Male/ Caucasian	County Engineer	(See above)
Drew Carlson (Resigned)	Male/ Caucasian	Road Operations & Maintenance Supervisor	Plans, organizes, schedules, supervises and monitors the work of maintenance crews engaged in the maintenance, repair, construction or operations of county roads, bridges and drainage systems.
Brenen Profitt (Promoted)	Male/ Caucasian	Road Operations & Maintenance Supervisor	(See above)
Jenny Johnson (Resigned)	Female/ Caucasian	Financial Analyst	Routine collection, reviewing and posting of fiscal records for Public Works Department.
Michael Leeberg (Promoted)	Male/ Caucasian	Sign Shop Foreman	Lead Fabricates, installs and maintains road signs throughout county road system.

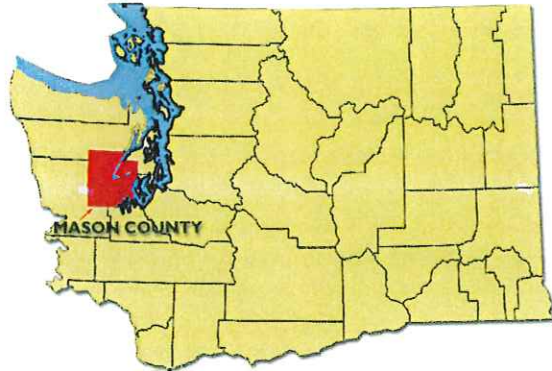
- If no changes have been made, please indicate that accordingly.

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Population Under 100,000

- Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

**Demographics:**

Mason County has a total area of 1,051 miles (961 miles of it is land and 90 miles of is water).



The TOTAL POPULATION per the Office of Financial Management = 63,710 (April 1, 2018, Press Release, "Strong Population Growth in Washington Continues")

The Mason County demographics below are based on statistic for population estimates from the July 1, 2017 – U.S. Census data

Table – County Demographics base on statistic for Population estimates - July 1, 2017 - U S Census Data		
Total Population 63,710		
Subject	Count	Percentage
<b>Gender</b>		
Female	31,039	48.7%
Male	32,671	51.3%
<b>Age</b>		
Under 18 years	12,523	19.66%
18 to 24 years	3,903	6.13%
25 to 44 years	14,645	22.98%
45 to 64 years	17,860	28.03%
65 and over	14,779	23.2%
<b>Race and Ethnicity</b>		
White	56,001	87.9%
Black or African American	892	1.4%
Native	1,276	.5%
Asian	1,115	1.7%
Hispanic or Latino	6,307	9.9%
White Alone, not Hispanic or Latino	51,350	80.6%

There is no current data for non-English speaking residents for the county in the 2016 or 2017 data; Data USA (source Census Bureau) show that in 2015 out of a 60,791 population, 4,663 of Mason County citizens were speakers of a non-English language. This average is lower than the national average of 21.1. The most common non-English language spoken in Mason County is Spanish.

**Census-recognized communities**

- Allyn-Grapeview
- Shelton
- Skokomish

**Other communities**

- Matlock
- Belfair
- Eldon
- Hoodsport
- Harstine Island
- Potlatch
- Grapeview (part of Allyn-Grapeview CDP)
- Allyn (part of Allyn-Grapeview CDP)
- Kamilche
- Lake Cushman
- Lilliwaup
- Tahuya
- Union

- a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

**There were no Title VI activities and or studies conducted during this report period.**

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

**Not applicable.**

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:

- a. How were special language needs assessed? List the special language needs assessments conducted.

**There were no special language assessments during this report period.**

- b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).

**County Commission meetings are used to provide the public information regarding Public Works projects. Agendas, notices and minutes of all meetings are available to the County website: [www.co.mason.wa.us](http://www.co.mason.wa.us) – Special accommodations for persons with disabilities or use English as a second language that attend or sign up to speak at a meeting can be requested by contacting the County Clerk in advance of meetings.**

**The Public Works County webpage provides information on active and upcoming project (Annual and Six-Year Transportation Improvement Program). Facebook has been an additional resource that was started in 2016. The page has 625 followers and continues to grow. Other outreach efforts include local news and radio stations.**

**The County has updated the website link related to non-discrimination and the County's complaint process. This link can be found at the following link: [www.co.mason.wa.us/public-works/title-VI](http://www.co.mason.wa.us/public-works/title-VI)**

**Future Public Works projects will also be translated by "Translation by Google" to Spanish for publications.**

- c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.

**None**

- d. List any costs incurred for translations and interpreters for each activity.

**No costs incurred during this reporting period.**

4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)

- Include dollar value of each

Contract	Contract Type	Dollar Value	Contractor/Consultant Name or County Forces
2018 Chip Rock	Materials	\$362,981.22	Sterling Breen
2018 Paint Line	Construction	\$277,733.21	Stripe Rite, Inc.
CRP 2010	Construction		Lakeside Industries, Inc.
CRP 1916	Construction	\$2,123,123.00	Active Construction, Inc.

- Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

**Other than advertising in our local legal publication, Mason County Public Works also advertised with Builders Exchange and the Daily Journal of Commerce in Seattle, which reaches DMWBE firms.**

- Identify the DMWBE contracts that were awarded and their dollar amount.

**CRP 2010 – 2017 Mason County Overlay – Lakeside Industries, Inc. (BC Traffic LLC, COA = \$105,000.00)**

- Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

**All contracts awarded by Mason County Public Works include a Title VI Non-Discrimination statement (see Attachment A-1).**

- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?  
, Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:

**Mason County uses MRSC to advertise for our Consultant, small works, and vendor rosters, inviting minorities, women, and disadvantaged firms to apply. We also advertise our projects on Builders Exchange, Shelton Journal, and Seattle Daily Journal of Commerce, again inviting minorities, women, and disadvantaged firms to participate.**

- How impacts were minimized/mitigated.

**The projects completed in the reporting period did not have impacts such as displacement, increased noise, and/or bisecting neighborhoods; all projects have been improvements, repairs, or replacement of existing transportation infrastructures.**

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- Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

**None of the projects during this reporting period increased the cohesion of the community.**

5. If Right of Way has been acquired for a transportation project, please describe:

- Identify the number of minority, low-income, elderly and disabled persons affected.

**None**

- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

**N/A**

- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

**N/A**

6. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

- What was the allegation or concern?

**None**

- Procedures used

**N/A**

- Action taken

**N/A**

- Resolution

**N/A**

ATTACHMENT A

The following is applicable to federal aid projects:

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