

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
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CONVENE: 7:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Excused: Councilmember Michael Althausen.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Attorney Kelly Adams, Acting Police Chief Jay Mason, Fire Chief Hurley Brian Hurley, IT Department Director Lance Inman, Community Development Department Director Michael Matlock, Water Resources & Sustainability Department Director Dan Smith, Deputy Director Community Development Department Brad Medrud, Communications Manager Jason Wettstein, Housing and Land Use Planner Smith-Erickson, and Deputy City Clerk Tracie Core.

SPECIAL ITEMS:

**PROCLAMATION:
FAIR HOUSING
MONTH, APRIL
2025:**

Councilmember Von Holtz read a proclamation declaring April 2025 as *Fair Housing Month*. The proclamation calls upon the people of the City of Tumwater as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Tumwater.

Mark Kitabayashi, President, Thurston County Realtors Association, thanked the Mayor and Council for the proclamation. April is *Fair Housing Month* nationwide. Housing is an issue facing the nation affecting economics and homelessness. The Association is a proponent for fair housing and for equal opportunity for everyone to have housing. By working together, the City and residents can eradicate unfair housing.

**PROCLAMATION:
CHILD ABUSE
PREVENTION
MONTH, APRIL
2025:**

Councilmember Dahlhoff read a proclamation declaring April 2025 as *Child Abuse Prevention Month*. The proclamation urges all Tumwater residents, communities, state agencies, faith groups, medical facilities, elected leaders, medical providers, educators, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community.

Mayor Sullivan presented the proclamation to Shelly Willis, Director, Family Education & Support Services and Justin DeFour, Executive Director, Community Action Council of Lewis, Mason & Thurston County.

Mr. DeFour thanked the Council for issuing the proclamation. Together, the organizations work to prevent child abuse and support families to help

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eliminate child abuse from communities.

Jill Severn, former Boardmember, Family Education & Support Services, commented on the importance of housing for families as most homeless adults were abused as children.

Ms. Willis expressed appreciation for the Council's recognition of child abuse prevention as preventing child abuse is not just a responsibility but it is a community commitment. The pinwheel is the national symbol for child abuse prevention. The pinwheels have been shared across the community to raise awareness of steps everyone can take to prevent child abuse. In Thurston County, over 2,479 children were referred to Child Protection Services in 2023. Essentially, thousands of children in community neighborhoods are facing trauma that no child should ever endure. The child abuse rate is 39 victims per 1,000 children, which is higher than the state's average of 35 victims per 1,000 children. The number represents real children and real families whose lives are changed forever. Child abuse is 100% preventable with prevention beginning with everyone. The organization strives to provide family services before families reach crisis.

Councilmember Dahlhoff announced Monarch Children's Justice & Advocacy Center's *Rise and Shine* breakfast fundraiser on April 16, 2025 at 7:30 a.m. at the Marcus Pavilion at Saint Martin's University in Lacey.

PUBLIC COMMENT: There were no public comments.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, January 28, 2025
- b. Approval of Minutes: City Council Work Session, March 11, 2025
- c. Approval of Minutes: City Council, March 18, 2025
- d. Payment of Vouchers
- e. Resolution No. R2025-007 Commute Trip Reduction Plan Update
- f. Contract Approval for a 12-Year Multifamily Tax Exemption for the Yorkshire Apartments (TUM-25-0140)
- g. Schedule 74 Design Agreement with PSE for the Old Highway 99 and 79th Avenue RAB
- h. Construction Contract with Northwest Cascade, Inc. for the Linwood Avenue Sidewalk, Susitna Lane to 2nd Avenue project, Request for Additional Construction Funds
- i. Acceptance of Work for the Tenant Improvements for City of Tumwater Office Space at South Puget Sound Community College
- j. Acceptance of Work for the Palermo Security Fencing Replacement Project

MOTION: Councilmember Jefferson moved, seconded by Councilmember Dahlhoff, to approve the Consent Calendar as published. A voice vote approved the motion unanimously.

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Mayor Sullivan reviewed the items approved on the Consent Calendar.

**COUNCIL
CONSIDERATIONS:**

**COMMUNITY
DEVELOPMENT
DEPARTMENT
ANNUAL REPORT:**

Director Matlock briefed the Council on the state of the Community Development Department in 2024.

The department includes long range planning responsible for plans, policies, and regulations for land use and annexations, and development review comprised of planners, building officials, and inspectors responsible for permit review for the City, completion of critical area analysis, wetlands, riparian areas, floodplains, land divisions, and building plumbing and mechanical reviews for both residential and commercial developments.

Accomplishments in 2024 included:

- Completion of an overhaul of the permitting process in response to new state requirements for permit review to streamline permit review and lower the cost of the housing
- Significant progress on the 10-year Comprehensive Plan Update and Development Code update for the City
- Adoption of Thurston County Hazard Mitigation Plan and Floodplain Regulations updates
- Spearheaded regional concerns about the Wildland-Urban Interface Code, a state building code provision to reduce the possible effects of wildfires due to climate change that resulted in many unintended consequences to urban environments requiring the City to pause efforts on tree implementing regulations
- Secured a \$2 million grant to purchase prairie land to support the Habitat Conservation Plan in Tumwater
- Permits issued in 2024 totaled 1,557 permits representing a significant increase from prior years. Of the permits, 87 permits were for single-family dwelling units for an assessed valuation of \$21 million, eight were commercial permits for an assessed valuation of \$21.5 million, and the department processed permits for 540 multifamily units and conducted 8,000 building and planning inspections
- The department received \$700,000 in state and federal grants for brownfields environmental studies for both the brewery and Washington State Department of Transportation (WSDOT) properties
- Received \$620,000 in grants to assist in the 10-Year Comprehensive Plan Update process
- The department processed over 100 permits during a two-week period after implementation of the new energy code

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- Received \$410,000 in state grants for Phase 4 for the Bush Prairie Habitat Conservation Plan

The department is fully staffed with the recent hiring of a vacant planner position.

The goals for the next biennium include:

- Begin implementing the new software permitting process system
- Continue to support the Regional Housing Council
- Complete the 10-Year Comprehensive Plan Update
- Prepare and adopt a Food Security Plan
- Prepare and adopt amendments to the Tree and Vegetation Protection regulations
- Prepare a draft of the Bush Prairie Habitat Conservation Plan and beginning environmental review of the plan

Director Matlock acknowledged the quantity and quality of work completed by department personnel.

Director Matlock responded to questions about the update of the Development Code and explained how staff tracks issues that are encountered by the development community as codes are implemented. Most of the adjustments to the code are enacted through housekeeping amendments that are reviewed by both the Planning Commission and the Council of codes that create some difficulty or are not as effective as intended.

Councilmember Swarthout conveyed her appreciation to Director Matlock for his leadership and support to the City and the community.

The Council acknowledged Director Matlock's upcoming retirement after serving the City and community for 35 years.

**WATER
RESOURCES &
SUSTAINABILITY
UPDATE:**

Director Smith reported the Water Resources & Sustainability Department is responsible for five funds, is served by 36 employees, and has a budget of approximately \$30 million for administration costs and some projects. One of the primary tenants is to be a leader in environmental sustainability in every aspect of services by providing quality drinking water, managing stormwater, and complying with state and federal regulations spanning public health, environmental health, wildlife and fish, and endangered species. The department prepares development standards in conjunction with the Community Development Department to ensure the development community meets stormwater regulations for new development. The department manages wastewater and delivers wastewater to the LOTT Clean Water Alliance Olympia downtown plant. Crews manage miles of pipe and

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pumps to ensure wastewater is conveyed without spillage to creeks, roadways, or into homes. Over the last 10 years, the City has utilized reclaimed water produced by LOTT to irrigate the City's golf course to preserve drinking water. Each utility offers some level of outreach to the community to ensure the community is aware of the services provided regularly and to ensure homeowners and business owners are aware of ways to protect drinking and surface waters, as well as conserve water for future generations. The Sustainability Division meets the needs of the present without comprising the ability of future generations to meet their needs.

The operational budget for the Water Utility is \$6.5 million with 15.53 FTEs. The utility produced over a billion gallons of water in 2024 or an average of 2.8 million gallons a day or 5.7 million gallons on one peak July day in 2024. Each day, staff completes sampling of water to monitor water quality for both compliance and submitted to the Department of Ecology and U.S. Environmental Protection Agency. Staff also samples for potential contaminants that might affect groundwater and the City's wells. The water utility is supported by 187 miles of pipe maintained, monitored, and managed daily by staff. Water loss is approximately 9.43% with a goal of less than 5%. Aging infrastructure challenges have contributed to water loss. The utility is experiencing growth of 1.9% annually.

2024 Highlights included:

- Hundreds of water quality samples
- Average delivery of 2.8 million gallons of water daily with 5.7 million gallons of water delivery in July during peak season
- Completed installation of Advanced Metering Infrastructure (AMI) Citywide
- Increased security of all facilities
- Secured additional water rights to accommodate growth
- Completed Corrosion Control Optimization & Lead Service Line Study

2025-2026 Goals include:

- Water Conservation Program Overhaul to achieve 20% in water savings
- Implementing production of Brewery Wellfield (\$10 million)
- SE Reservoir & 93rd Avenue Main (\$25 million)
- Well 15 Improvements

Director Smith responded to questions about serving new customers. The department evaluates the new use and determines whether water is available to meet the need, whether water is available to the development at the time of need, and whether the use is legal. The Water Utility plans for water resources over a 30-year planning horizon based on zoning and buildout potential by zoning. Planning accounts for one large water user, such as a

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million gallon a day user and how it affects the long-range forecast to ensure available water sources to serve future needs.

The Storm and Surface Water Utility preserves surface water quality, treats and infiltrates stormwater runoff, abates flooding in the built environment, and protects instream and riparian habitats. The Utility's annual operational budget is \$3.07 million and is staffed with 12.25 FTEs managing 93 miles of pipe, 81 facilities, and 4,000 inlets with up to 1,000 maintained, and over 200 inspections of construction sites and sites storing hazardous materials.

2024 Highlights include:

- Full Compliance with the City's NPDES Municipal Permit
- Ambient Water Quality Program Kick-off
- Production of "One Water" E-Newsletter
- Completion of Corrosion Control Optimization & Lead Service Line Study

2025-2026 Goals and Projects include:

- Ditch Maintenance Program
- Percival Creek Culverts - Sapp Road and Somerset Hill
- Beehive Industrial
- Pioneer Park
- Enhanced Maintenance Plan (street sweeping)
- Internships and Education

The Wastewater Utility is responsible for pumping and conveyance of wastewater through 125 miles of pipe and 27 lift stations to protect public and environmental health. The Utility's annual operating budget is \$9.32 million with \$7.8 million conveyed to LOTT Clean Water Alliance. The utility is staffed with 7.60 FTEs.

2024 Highlights include:

- Implemented financial incentives to protect groundwater and high density septic systems
- Created incentives to support new low and moderate housing projects
- Installed new "SmartLid" systems to reduce overflows in sensitive and remote areas

2025-2026 Goals include:

- Update Comprehensive Management Plan
- Completed Velkommen MHP Conversion Demo Project
- Update Sanitary Sewer Code to support conversion of failing systems
- Neighborhood Education on Flushables to Prevent Sewer Backups
- Complete EV Camera Van Deployment

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Councilmember Dahlhoff mentioned LOTT's consideration of more epidemiology studies to assist in tailoring services. She asked about the potential of Tumwater willing to participate in sampling. Director Smith advised of the need in terms of sensitivity of data sampling but that the department would be willing to collaborate with LOTT on sampling.

Director Smith reviewed Sustainability Division goals and highlights. The Thurston County Mitigation Plan (TCMP) included implementation actions of major plans adopted by the City through the Urban Forestry Management Plan. Sustainability staff supports the Tree Board and works with the Green Team. Sustainability's annual operational budget is \$80,000 with additional funding support from all utilities. Sustainability is staffed by 0.20 FTEs. The primary focus is reducing the organization's impact on climate change as identified in the TCMP.

2024 Highlights include:

- Secured \$1.5 million grant funding for EV Charging Stations at City, Hall, Tumwater Library Lighting Replacement, and an Urban Forestry Program
- Community Development Department assisted in securing a SolSmart Silver Designation (streamlining permitting process) for Installation of Solar Facilities
- In 2023, the City of Tumwater received the Green Business Award for Government

Discussion ensued on green purchasing for various products and services used by the City such as janitorial supplies, landscaping products, pest management, transportation services, office supplies, or carbon neutral furniture, etc. Councilmember Dahlhoff advocated for using evidence-based methods to facilitate the measurement of purchasing outcomes and goals established by the City.

2025-2026 Goals include:

- TCMP & Urban Forestry Management Plan Implementation
- Support the City's required compliance for Clean Building Performance Standard
- Building on Green Team's successes

Barnes Lake is a private taxing district created to support citizen initiatives to improve the environmental health of Barnes Lake. Two staff members work with homeowners of 16 homes to monitor Barnes Lake and assess the effectiveness of lake projects to improve the health of Barnes Lake. The taxing district was initiated and is funded by the homeowners. The City manages the program. Last year reflected a transition year with the passing of long-term Chair Gary Bodeutsch. Mr. Bodeutsch was awarded the

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National Lakes Management Society Volunteer Achievement Award for his work for Barnes Lake. Long-term lake contractor Doug Dorling also passed away last year. Last year also included some staff changes and the addition of a new lake vendor. This year, efforts will focus on completing the Integrated Aquatic Vegetation Management Plan (IAVMP) to establish the treatment program for the lake, and improve boat access for lake treatments.

Other 2024 accomplishments included:

- Workforce development through succession planning and recruitment to ensure reliability and redundancy to manage programs and projects. During the biennium, the department is scheduled to add 11 new FTEs to support Water, Sewer, and Stormwater Utilities.
- Director Smith is scheduled to participate as a panel moderator at the Center for Watershed Protection (CWP) Conference on workforce development.
- Administration offices moved and opened at South Puget Sound Community College through a five-year lease term. The new facilities include a Watershed Conference room, space for other departments, and accessibility to students at the college for internships, education programs, and Stream Team participation. The new facility is located adjacent to department missions and monitoring programs, such as Percival Creek.

Councilmember Cathey requested a briefing during a future work session on the issue of industrial uses of City potable water as many members in the community are not happy with some industrial users of water and how the City transacts those types of decisions. Director Smith advised that he would work with staff to develop a briefing. The Water Utility focuses on future planning for water availability to meet the needs of growth and the necessary projects to increase availability of water supply through water conservation, or exploring other alternatives for securing potable water for the community. Conversely, the use of water is not a decision involving the utility as the provision of service is bound by a three-part test of whether the use is legal, whether water is available, and whether water is available at the time the user needs it.

Councilmember Jefferson questioned whether the Council is able to limit the size of a business and its use of water. City Attorney Kirkpatrick advised that the City's has land use authority. The City Council has the authority to review and change zoning and development regulations. However, in terms of a particular lease agreement, the Port of Olympia leased with the industrial user rather than the City. The City does not have any authority with respect to that lease agreement.

Councilmember Jefferson supported scheduling a conversation as to the size of industrial uses in the City. City Administrator Parks affirmed the

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possibility of scheduling a conversation while noting that the Tumwater Comprehensive Plan serves as the overarching venue for any conversations as the City is required by the Growth Management Act to provide all manner of land uses and development projected for the community based on the population allocated to the City. The City is required to provide for all types of land uses within the urban growth area. One example discussed during a recent management team meeting is a proposed five-acre development of 50 single-family housing units or 10 units per acre. The challenge is creating housing the City is obligated to provide while also encountering issues of preserving many trees on the five-acre parcel. The process is a continuous balancing act in terms of understanding the provision of providing for new growth as forecasted and maintaining all the amenities that help make Tumwater a great community.

Councilmember Cathey commented on the frustration of the Council unable to direct decisions with respect to development occurring in the City. Her request is for the Council to become more closely involved throughout the process of development.

City Administrator Parks pointed out that the Council has control of land use through the development of the Comprehensive Plan and development regulations that implement the goals and policies of the Comprehensive Plan. Individual development permits are required to comply with the policies adopted by the City Council and the rules established by the Council. The City cannot “pick and choose” which development proposal can proceed or not proceed. Fundamentally, the City Council, serving as the legislative body, adopts the Comprehensive Plan and Development Regulations that establishes all policies for growth and development in the City. Development proposals that have been submitted that meet all the rules and policies adopted for governing the development of land in the City cannot be denied.

Councilmember Cathey acknowledged the role of the Council and suggested continuing the conversation during the Council’s retreat.

Councilmember Dahlhoff agreed and indicated she prefers not learning of a proposed development through an article published in *The Olympian*. Previously, staff included information on development activity in the employee newsletter, which was helpful for the Council.

City Administrator Parks advised that several retreats are proposed as part of the Council’s strategic planning process. The goal is to ensure that the focus areas supporting the Council priorities are effective and are tied and guided by the Comprehensive Plan. The General Government Committee receives regular briefings on the update of the Comprehensive Plan and serves as the venue to discuss concerns in terms of the types of land use desired or

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necessary. The Council has the option to address those concerns about projected land uses during upcoming General Government Committee meetings, as well as scheduling a work session to discuss the functioning and balancing necessary in land use planning.

**COMMITTEE
REPORTS:**

**PUBLIC HEALTH &
SAFETY:** There was no report.
Peter Agabi

**GENERAL
GOVERNMENT:** There was no report.
Michael Althaus

PUBLIC WORKS: The Consent Calendar included some items reviewed by the committee at its March 20, 2025 meeting. The April 3, 2025 meeting includes consideration of a Grant Agreement with the Department of Ecology for the Nutrient Reduction Enhanced Maintenance Plan, a Service Provider Agreement with Herrera for the Nutrient Reduction Enhanced Maintenance Plan (EMP), and the Ansten Sewer Project – Authority to Solicit Bids, and Resolution R2025-008 and Development Agreement with Tumwater 70th Avenue LLC for Conversion of Onsite Septic to Public Sewer Service.
Eileen Swarthout

**BUDGET AND
FINANCE:** The committee received a year-to-date budget update. The Council will receive updates each quarter. The committee is reviewing the 10-year financial plan update. The next meeting is scheduled on April 25, 2025.
Debbie Sullivan

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:** The Transportation Open House is hosted until Tuesday, April 2, 2025. Access is available on the City's website under the Development Community Department and information on the 2025 Comprehensive Plan Update for virtual access to the online open house.

The vote on the Transportation Benefit District ballot measure is scheduled on April 22, 2025. Informational postcards have been mailed about the ballot measure.

The community will experience delays on Linwood Avenue from Susitna Lane SW and 2nd Avenue SW through April 5, 2025 between 7 a.m. and 8 p.m. because of road paving.

The Tumwater Police Department is collaborating with Tumwater HOPES for a community prescription drop-off event on April 26, 2025 at City Hall from 10 a.m. to noon.

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A joint City Council meeting with the Port of Olympia Commission is scheduled on Tuesday, April 29, 2025 at 5:30 p.m. at a location in Tumwater to be determined.

Mayor Sullivan attended the Thurston Economic Development Council (EDC) Board meeting and was introduced to Joe Nguyễn, the new Director of the Washington Department of Commerce. Members discussed legislative issues and funding issues.

The Alliance Northwest Conference was held in Tacoma. Over 1,000 individuals attended the conference. The organization assists businesses. The conference featured 31 speakers, 150 exhibitors, and 18 breakout sessions representing 296 federal, 213 state, and another 105 participants.

The EDC Investor event is scheduled on April 10, 2025. The Center for Business and Innovation Report was shared during the meeting.

Mayor Sullivan reported on April 19, 2025, the City will celebrate Arbor Day at 10 a.m. at Historical Park featuring an Earth Day volunteer work party, plantings, and tree and shrubs giveaways. At 11 a.m. the City's 28th annual Easter Egg Dash will be held at Tumwater High School near the football field.

**COUNCILMEMBER
REPORTS:**

Joan Cathey: There was no report.

Peter Agabi: There was no report.

Eileen Swarthout: There was no report.

Leatta Dahlhoff: Future meetings include Thurston County Opioid Abatement Council on April 7, 2025 and LOTT Clean Water Alliance Board of Directors on April 8, 2025.

Angela Jefferson: At the last meeting of the Emergency Medical Services Council, members discussed EMT training, Advanced Life Support Academy, and a partnership with Madigan Hospital. Classes continue with 28 students remaining in the EMT Program. Madigan Army Community Hospital at Joint Base Lewis-McChord is a partner in Point of Care ultrasound components with Emergency Medicine Fellowship for gaining EMS experience. Last year, when she spoke during Black History Month, Councilmember Jefferson met with the Command Sergeant Major at the hospital. They discussed ways to collaborate, such as helping Army medics prepare for civilian employment. Progress has occurred since then. Also discussed was improving opioid

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overdose response using new emergency medicines and public health messaging. Last year, the region responded to 505 overdoses that were located mostly in urban areas. Approximately 75% of opioid overdose patients are males and 25% are females.

Tumwater HOPES is collaborating with Family Education & Support Services to provide “Guiding Good Choices” at the Boys and Girls Club from April 7, 2025 to May 5, 2025 from 5:30 to 7:00 p.m. Members discussed organizing a QPR Institute suicide prevention program. QPR is Question, Persuade, and Refer, a suicide prevention program designed to teach individuals how to recognize the warning signs of a person in crisis and how to respond effectively. Training is scheduled on April 10, 2025. Training on “Hidden in Plain Site” is scheduled on May 14, 2025 at the Tumwater Headquarters Fire Station on drug awareness for parents to learn how to locate their children’s hidden drugs.

Kelly Von Holtz: The Intercity Transit Authority is scheduled to meet on Wednesday, April 2, 2025.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 8:51 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President
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