



## *City of Castle Rock*

PO Box 370  
141 A Street SW  
Castle Rock, WA 98611  
360.274.7478

# TITLE VI ANNUAL ACCOMPLISHMENTS & GOALS REPORT

**Reporting Period: January 1, 2025 through December 31, 2025**

**Contact Information**

**Administrator:**

Paul Helenberg, Mayor  
PO Box 370  
Castle Rock, WA 98611  
360.274.8181  
[phelenberg@gmail.com](mailto:phelenberg@gmail.com)

**Name and title of head of transportation-related services:**

*Separated from employment 12/31/2025*

David Vorse, Public Works Director  
PO Box 370  
Castle Rock, WA 98611  
360.274.7478, ext. 791  
[crpwd@ci.castle-rock.wa.us](mailto:crpwd@ci.castle-rock.wa.us)

*Appointed effective 1/1/2026*

Tyler Stone, Public Works Director  
PO Box 370  
Castle Rock, WA 98611  
[tstone@ci.castle-rock.wa.us](mailto:tstone@ci.castle-rock.wa.us)

**Name and title of designated Title VI coordinator:**

Carie Cuttonaro, Clerk-Treasurer  
PO Box 370  
Castle Rock, WA 98611  
360.274.8181, ext. 303  
[ccuttonaro@ci.castle-rock.wa.us](mailto:ccuttonaro@ci.castle-rock.wa.us)

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Standard Assurances (USDOT1050.2A) are attached.

**Accomplishments**

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

**The City of Castle Rock has implemented no changes. The City continues to agree to comply with the WSDOT Title VI Plan.**

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

**There have been no changes to the organization, staffing, or structure during the reporting period. However there is a change to the Public Works Director / Head of Transportation services due to a separation of employment and appointment as noted below. For further information, please refer to the Organization Chart: Appendix A.**

Name	Position	Eff. Date of Change	Race	Color	National Origin	Primary Language
Paul Helenberg	Mayor / Administrator		Caucasian	White	USA	English
David Vorse	Public Works Director / Head of Transportation Related Services	Ending 12/31/2025	Caucasian	White	USA	English
Tyler Stone	Public Works Director / Head of Transportation Related Services	Beginning 1/1/2026	Caucasian	White	USA	English
Carie Cuttonaro	Clerk-Treasurer / Title VI Coordinator		Caucasian	White	USA	English

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

**Current Demographic Data** (Information updated with available data, as noted by Year of Data)

Category	Data	Area	Year of Data	Source
Population	2,470	Castle Rock	2025	WA State OFM
Gender - Males	49.90%	Castle Rock	2025	US Census Bureau
Gender - Females	50.10%	Castle Rock	2025	US Census Bureau
Resident Age 0-17	27.70%	Cowlitz County	2025	US Census Bureau
Resident Age 18-64	51.80%	Cowlitz County	2025	US Census Bureau
Resident Age 65+	20.50%	Cowlitz County	2025	US Census Bureau
Estimated per capita income	\$ 36,520	Cowlitz County	2023	US Census Bureau

**Appendix 28.93**

Category	Data	Area	Year of Data	Source
Income at or below poverty line	10.60%	Cowlitz County	2025	US Census Bureau
Fair Market Rent - 3 Bedroom	\$ 23,604	Castle Rock	2025	HudUser.gov
Median Single Family Home Value	\$ 399,000	Cowlitz County	2025	NW Multiple Listings
Owners	66.20%	Cowlitz County	2025	US Census Bureau
Renters	33.80%	Cowlitz County	2025	US Census Bureau

**Race Composition** (Information updated with available data, as noted by Year of Data)

Category	Data	Area	Year of Data	Source
White (not Hispanic or Latino)	80.50%	Cowlitz County	2025	US Census Bureau
Black or African American	1.30%	Cowlitz County	2025	US Census Bureau
American Indian, Alaska Native	2.30%	Cowlitz County	2025	US Census Bureau
Asian	1.90%	Cowlitz County	2025	US Census Bureau
Native Hawaiian, Other Pacific Islander	0.60%	Cowlitz County	2025	US Census Bureau
Hispanic or Latino	11.10%	Cowlitz County	2025	US Census Bureau

**Languages Spoken at Home 5 Years & Older** (Information updated with available data, as noted by Year of Data)

Category	Data	Area	Year of Data	Source
English only	92.2%	Castle Rock	2023	US Census Bureau
Other Languages	7.8%	Castle Rock	2023	US Census Bureau

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

**The City of Castle Rock received no formal or informal complaints during this reporting period.**

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

**Six-Year Transportation Improvement Program (STIP) – Every year the City updates their STIP. Project estimates are generated and the projects are ranked and assigned a priority. A public hearing is advertised in the newspaper of record, on the City’s website, City Hall, Castle Rock Library and Unites States Post Office. A public hearing is then held at a City Council meeting to provide an opportunity for the community to comment on the STIP prior to adoption. Adopting the STIP provides the City the opportunity to qualify for various funding programs.**

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

**No projects required acquisition of right-of-way during this reporting period.**

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

**No right-of-way appraisers and acquisition staff were used during this reporting period.**

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data

summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

**No studies or plans were completed during this reporting period.**

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

**The Six Rivers Regional Trail System (SRRTS), Phase 2 Improvements project included an agreement with the selected consultant January 2025. Title VI language will be included in the project documents, including Invitation to Bid, when this project advertises for construction. This project is in progress and began design in January 2025. A Cultural Resource Survey is in process and is expected to be complete with Section 106 review by January 2026. NEPA documentation is in process with Categorical Exclusion anticipated to be issued. Advertisement for construction is anticipated for late spring/early summer of 2026.**

**The City Wide Pedestrian Improvements project executed an agreement with the selected consultant January 2025. Title VI language will be included in the project documents, including Invitation to Bid, when this project advertises for construction. This project is in progress and began design in January 2025. NEPA documentation is in process with Categorical Exclusion anticipated to be issued. Advertisement for construction is anticipated for late spring/early summer of 2026.**

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

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

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

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

**There were no public meetings for FHWA funded projects held during the FY 2025 reporting period. The City of Castle Rock utilizes press releases, electronic posting on the City's website, as well as physical postings at City Hall, Castle Rock Library and United States Post Office locations. Additionally, advertisements are made in the newspaper of record.**

**A public meeting for the Transportation Benefit District was held, but no demographic information was collected, and there were no requests for any language assistance services, nor were there any vital documents translated during the reporting period.**

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

**Construction Contracts – Projects are advertised twice over a three-week period in the local paper of record (The Daily News) and the Daily Journal of Commerce. A public bid opening is conducted, submitted proposals evaluated for compliance with funding requirements and a recommendation for award to the lowest responsive bidder provided to the funding agencies for concurrence prior to recommending award to the City Council.**

**Consultant Contracts – Advertisement for engineering services is published in the paper of record requesting Statements of Qualifications from engineering firms. SOQs are reviewed and ranked by the City and the highest ranked firms are interviewed. The City awards the engineering contract to the firm ranked highest from the interview and enters into contract negotiations with the selected firm.**

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

**All projects advertised for construction bidding and engineering services include the following language:**

**The City of Castle Rock, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.**

**This information is reviewed during preconstruction meetings prior to the start of every construction contract. In addition, Construction Contracts follow FHWA requirements and include all federally required documents and language.**

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

<u>Contract Type</u>	<u>Description/Project</u>	<u>Total</u>	<u>Funding Source</u>	<u>Vendor</u>	<u>DBE</u>
Consultant	On-Call Engineering Consulting Services	As Needed	Local	Gibbs & Olson, Inc.	No

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

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

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

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

**The City of Castle Rock staff utilizes training available through the WSDOT Federal-aid Essentials for Local Public Agencies website <https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=71>. There was no refresher training during the reporting period.**

<u>Class/Training</u>	<u>Participant</u>	<u>Type</u>	<u>Date(s)</u>
Title VI/Nondiscrimination	Background and Purpose Nondiscrimination Assurances Implementation Plans Compliance and Enforcement		

**Title VI Goals for Upcoming Year**

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

**Focusing on education and training opportunities in order to help staff receive and maintain the level of knowledge necessary continues to be the goal of the City.**