



Health & Human Services Department

1952 9th Ave.
Longview, WA 98632
TEL (360) 414-5599
FAX (360) 425-7531
www.co.cowlitz.wa.us/hhs

Department of Building and Planning

207 Fourth Avenue North
Kelso, WA 98626
TEL (360) 577-3052
www.co.cowlitz.wa.us

January 19th, 2017

Dear Steering Committee member,

As you all are aware, the Health Impact Assessment had a very aggressive schedule, dependent on the completion of a contract amendment and analysis over the recess period. Unfortunately, the work on the contract to complete the H.I.A. analysis is continuing and has not yet been completed. That has prevented us from completing the first round of data review and analysis. We deeply value the time and energy you have already contributed, and are making every effort to resolve this issue so we can move forward with work on this project. We apologize for the delay, as we are unable to make the deadline you had been expecting to receive the first round of data and analysis before January 30th.

The project team is considering a number of options, and we will send a follow-up email once we have a better understanding of how the delay will be resolved. For now, we wanted to provide you with what we do know about how this will impact the HIA project:

- We do not have the needed materials to conduct a productive meeting on January 30th. As a result, **the January 30th meeting will be canceled** and we will reconvene on the scheduled February 13th date, at 1pm in the Cowlitz County Training Center.
- The delay in data review and analysis is **very likely to change the timeline of the project**. We will include this as an important discussion topic at the next Steering Committee Meeting.
- We hope to have a resolution and communicate next steps to you by February 3rd.

Thank you for the many volunteer hours you have already dedicated to this important project. The project co-leads appreciate your patience and understanding as we work to complete the contract amendment and subsequent data analysis. We hope to provide more clarity in our next communication. If you have questions that can't wait, please contact Nick Fazio at the Department of Building and Planning.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Vines".

Dr. Jennifer Vines, MD, MPH, Health Officer
Cowlitz County Department of Health & Human Services

A handwritten signature in blue ink, appearing to read "Elaine Placido".

Dr. Elaine Placido, DPA, Director
Cowlitz County Department of Building & Planning