

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**January 15, 2026**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or  
301-715-8592, Webinar ID 882 5120 2134, Zoom  
link <https://us02web.zoom.us/j/88251202134>

or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

**Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.**

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

**2. PUBLIC COMMENTS:** *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at her discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at her discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to [wesley@ci.stevenson.wa.us](mailto:wesley@ci.stevenson.wa.us) by noon the day of the meeting for inclusion in the council packet.]*

**3. CHANGES TO THE AGENDA:** *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

**4. CONSENT AGENDA:** The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

**a) Minutes** of December 2025.

MOTION: To approve consent agenda item a.

**5. SHERIFF'S OFFICE REPORT:**

**a) Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.

## 10. COUNCIL BUSINESS:

- a) Water Leak Adjustment Acct. 25057** - The Council is asked to authorize an adjustment for Account No. 25057. The excess usage was the result of a broken pipe, which has subsequently been repaired. Council is asked to authorize waiving \$254.15 from the customer's bill due to the error.

Motion: To approve the water leak adjustment in the amount of \$245.15 for Account 25057.

- b) Water Leak Adjustment Acct. 25778** - The Council is asked to authorize an adjustment for Account No. 25778. The excess usage was a result of a leak on the property at the irrigation and main line connection point, which was subsequently repaired. Council is asked to authorize waiving \$211.02 from the customer's bill due to the error.

Motion: To approve the water leak adjustment in the amount of \$211.02 for Account 25778.

- c) Water Leak Adjustment Acct. 13200** - The Council is asked to authorize an adjustment for Account No. 13200. The excess usage was a result of a significant water leak on the customer's property, that has since been repaired. The requested leak forgiveness amount is \$1,234.91, which exceeds the maximum allowance of \$1,000 and therefore requires a vote by Council. Council is asked to authorize waiving \$1,234.91 from Acct. 13200 due to a water leak.

Motion: To approve the water leak adjustment in the amount of \$1,234.91 for Account 13200.

- d) 2026 TAC Funding - Bridge of the Gods Kite & Wing Festival** - The City Council is requested to approve a 2026 Tourism Advisory Committee (TAC) funding contract for the Bridge of the Gods Kite & Wing Festival in the amount of \$3,000. The original deadline for submissions was missed, but the committee voted unanimously to approve request and sent to Council for final approval.

Motion: To approve the 2026 Tourism Advisory Committee funding contract for the Bridge of the Gods Kite & Wing Festival in the amount of \$3,000.

- e) Resolution 2026-646 - Council Code of Ethics** - Council is asked to approve Resolution 2026-646 establishing the City Council Code of Ethics.

Motion: To approve Resolution 2026-646 establishing the City Council Code of Ethics.

- f) Resolution No. 2026-647 - Public Records Procedure Policy** - Council is asked to approve Resolution No. 2026-646 adopting the City of Stevenson's Public Records Procedure Policy.

Motion: To approve Resolution No. 2026-647 adopting the City's Public Records Procedure Policy.

**g) Committee Appointments Discussion**

**11. INFORMATION ITEMS:**

- a) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) Chamber of Commerce Report** - The report presented describes Skamania County Chamber of Commerce activities from the fourth quarter of 2025.

**12. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a)** Jenny Taylor, Mayor
- b)** Cody Rosander, Public Works Director
- c)** Wesley Wootten, City Administrator

**13. VOUCHER APPROVAL:** Vouchers will be presented prior to the meeting for council review.

**14. MAYOR AND COUNCIL COMMITTEE REPORTS:**

**15. ISSUES FOR THE NEXT MEETING:** *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

**16. ADJOURNMENT** - Mayor will adjourn the meeting.

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# DRAFT MINUTES CITY OF STEVENSON COUNCIL MEETING

December 18, 2025  
6:00 PM, City Hall and Remote

## **Attending:**

City Administrator Wesley Wootten, Finance Director Jayne Borden, Public Works Director Cody Rosander; City Attorney Robert Muth, Fire Chief Ray Broughton.

Elected Officials: Mayor Scott Anderson, Council Members Michael Johnson, Pat Rice, Lucy Lauser, Dave Cox, Erin Minnis\*

Guests: Skamania County Sheriff Scheyer, Skamania County Prosecuting Attorney Adam Kick, Skamania County Commissioner Rob Farris.

Public attendees: Mary Repar, Chuck Oldfield, Sam Kinestead, Jeff Breckel

**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance, and conducted roll call.

## **2. PUBLIC COMMENTS:**

Chuck Oldfield spoke about allocations for the new sheriff's budget. He encouraged the city to contribute more funds to the Sheriff's Office for services.

Mary Repar thanked **Councilmember Johnson** and **Mayor Anderson** for their years of service. She also commented on the proposed Cascade Renewable transmission line that will run down the center of the Columbia River channel if approved.

Sam Kinestead thanked all the Council members leaving, and welcomed the newly seated Council member.

**a)** Submitted Public Comment: Two written comments were received and included in the meeting packet.

**3. CHANGES TO THE AGENDA:** Fire Chief Ray Broughton provided an update.

**4. CONSENT AGENDA:** The following items were presented for Council approval.

**a)** City Engineering Contract - The City currently contracts with Shell Engineering which is involved in multiple ongoing projects. This one-year contract extension will allow these projects to be completed after which the City will solicit a new engineering firm.

**b)** Cascade Renewable Transmission Project Representative Appointment - Council was asked to appoint Jeff Breckel to be the City's representative to work with the Washington State Energy Facility Site Evaluation Council for the Cascade Renewable Transmission Project.

**c)** Resolution 2025-462 Banking Authorizations - Council was presented with Resolution 2025-462 authorizing the removal of **Mayor Scott Anderson** and adding **Mayor-Elect Jennifer Taylor** as signers on City bank accounts.

**d)** Minutes of November 2025.

Prior to the vote **Councilmember Lauser** pointed out a scrivener error in the year of the banking authorization.

**Councilmember Cox** revised the November minutes by noting he and **Councilmember Rice** had voted affirmatively on an action at the November 2025 City Council meeting.

\*Councilmember Minnis' votes are not counted for any actions taken at this meeting due to a procedural seating error that has since been corrected.

**MOTION** to approve consent agenda items a-d with corrections to the November 2025 minutes and the banking resolution was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Rice, Cox, Minnis, Lauser, Johnson**.

##### **5. SHERIFF'S OFFICE REPORT:**

**a)** The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review. Skamania County Sheriff Scheyer thanked **Mayor Anderson** and **Councilmember Johnson** for their community service. She briefed the Council on emergency management actions following the recent wind and rainstorm, and responded to comments regarding services provided by the Sheriff's Office.

##### **b) FIRE DEPARTMENT REPORT:**

**Fire Chief Ray Broughton** noted a recent joint meeting with the Stevenson City Council and the Fire District 2 Commissioners was productive.

A recent WSRB (Washington Survey and Rating Bureau) audit resulted in the score for the Stevenson Fire Department remaining close to the same as prior reviews. Washington State has added training requirements that Stevenson Fire Department volunteers do not have the resources or capacity for.

He reported the Fire Department is standing by ready to help during the declared local State of Emergency.

The interlocal agreement is being revised and should be provided to the city for signatures following legal team approval.

##### **6. COUNCIL BUSINESS:**

**a)** Resolution 2025-463 2026 Salary Scale - Council is presented with Resolution 2025-463 setting the City staff salary scale for 2026.

A COLA (Cost of Living Adjustment) of 2.7% was verified by **Councilmember Rice**. Prior to the vote **Councilmember Cox** noted that several salary schedules presented did not match up with those in the current budget. **Finance Director Borden** will review and meet with **Councilmember Cox**. **Councilmember Rice** suggested future COLA's not be provided automatically to top staff members but base future salary increases on performance metrics and evaluations.

**MOTION** to approve Resolution 2025-463 was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Cox, Minnis, Lauser, Johnson**.

**City Attorney Muth** provided a brief explanation of the terms and conditions in the following four Interlocal Agreements. Further details were provided in the meeting packet.

**b)** ILA 2025-1204 Prosecuting Attorney - Council was presented with Interlocal Agreement 2025-1204 between the City and Skamania County for prosecutorial legal services. A 3% increase will begin on 1/1/2027.

**MOTION** to approve Interlocal Agreement 2025-1209 between the City and Skamania County for prosecutorial legal services was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Rice, Johnson, Cox, Minnis**  
Abstaining: **Councilmember Lauser**.

c) ILA 2025-1209 Probation Services - Council was presented with Interlocal Agreement 2025-1209 between the City and Skamania County for probation services. Services are currently \$1,900/month, with an annual 3% increase beginning in 2027.

**MOTION** to approve Interlocal Agreement 2025-1209 between the City and Skamania County for probation services was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Rice, Johnson, Cox, Minnis**  
Abstaining: **Councilmember Lauser**

**Councilmember Cox** asked for an explanation on the cost increase in probation services. Skamania County Prosecuting Attorney Adam Kick responded with information on the increases. **Cox** asked about reports requested from the county probation services that show levels of service for the City Council to review. They are reportedly sent with each month's invoice. **City Administrator Wootten** will research the whereabouts of the reports to share them with the Councilmembers.

Determining how to get information requested on court services specifically within Stevenson is being looked into by **City Attorney Muth**.

d) ILA 2025-1210 Municipal Court Services - Council was presented with Interlocal Agreement 2025-1210 between the City and Skamania County for municipal court services. Services are currently \$2,500/mo for court services, with an annual 3% increase beginning in 2027.

**MOTION** to approve Interlocal Agreement 2025-1210 between the City and Skamania County for municipal court services was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Rice, Johnson, Cox, Minnis**  
Abstaining: **Councilmember Lauser**

e) ILA 2025-1212 Law Enforcement - Council was presented with Interlocal Agreement 2025-1212 between the City and Skamania County for law enforcement services.

Prior to the vote **Mayor Anderson** confirmed the new Sheriff's Office contract with the City of Stevenson removes code enforcement, animal control responses, and mental health support services.

**Councilmember Rice** stated the contracts negotiated were for a one-year duration to allow for changes and revisions if needed.

**MOTION** to approve Interlocal Agreement 2025-1212 between the City and Skamania County for law enforcement services was made by **Councilmember Rice**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Johnson, Cox**

Voting nay: **Councilmember Minnis**

Abstaining: **Councilmember Lauser**

(**MOTION** to approve Resolution 2025-463 was then inadvertently repeated. It had been passed unanimously under item 6a, Council Business.)

#### **7. INFORMATION ITEMS:**

**a)** 2024 Financial Audit - Attached was the report from the State Auditor's Office on the City's 2024 financial audit.

**b)** Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.

**c)** Planning Commission Minutes - Minutes were attached from the Planning Commission meeting for November 2025.

#### **8. CITY ADMINISTRATOR AND STAFF REPORTS:**

**a)** Cody Rosander, Stevenson Public Works Director

**b)** Wesley Wootten, Stevenson City Administrator

Their reports were provided in the meeting packet.

#### **9. VOUCHER APPROVAL:**

Vouchers were presented prior to the meeting for council review.

**MOTION** to approve vouchers was made by **Councilmember Rice**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Johnson, Cox, Lauser, Minnis**.

#### **10. MAYOR AND COUNCIL REPORTS:**

Plaques were presented to **Mayor Anderson** and **Councilmember Johnson** in appreciation for their years of service.

**Mayor Anderson** recalled highlights of his terms in office. He advised new and continuing Councilmembers to be prepared and make educated decisions.

#### **11. ISSUES FOR THE NEXT MEETING:**

**Councilmember Lauser** distributed copies of a draft ordinance she would like the City Council to consider at the January 2026 meeting.

#### **12. ADDITIONAL PUBLIC COMMENT:**

Mary Repar commented on the Sheriff's contract and the loss of certain services.

**Councilmember Cox** noted many services are now handled remotely.

**13. ADJOURNMENT** - **Mayor Anderson** adjourned the meeting at 7:00 p.m.



***Summer N. Scheyer***  
***SHERIFF***

## OFFICE OF THE SKAMANIA COUNTY

# SHERIFF

PO Box 790  
200 Vancouver Ave.  
Stevenson WA 98648  
Phone (509)427-9490  
Fax (509)427-4369  
[www.skamaniasheriff.com](http://www.skamaniasheriff.com)  
[scso@co.skamania.wa.us](mailto:scso@co.skamania.wa.us)

*Tracy Wyckoff*  
*Undersheriff*

*Steve Minnis*  
*Chief of Corrections*

*Ondine Obias*  
*Chief Civil Deputy*

### **December 2025**

### **Total 91**

#### City of Stevenson

Calls/Patrol

Calls - 72

Medical - 19

Fire - 1

Service Hour

Hrs. – 503.75

OT- 3.50

Court Hrs. - 0

Milage – 1,342



01/05/26  
13:25Skamania County Sheriff's Office  
Incident Audit Report5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-07780	Welfare Check	WELF	21	UNABLE TO LOCATE
25-07782	Vandalism	VAND	21	Settled By Contact
25-07784	Medical	AMAS	21	Transferred to Other A
25-07787	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07788	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07791	Medical	INFO	21	Transferred to Other A
25-07799	Business Alarm	ABLA	21	Settled By Contact
25-07802	Business Alarm	ABLA	21	INFORMATION
25-07804	Juvenile Prob	JUVP	21	Settled By Contact
25-07808	Medical	AMAS	21	Active
25-07813	Business Alarm	ABLA	21	Cleared Adlt Exception
25-07816	Welfare Check	WELF	21	Settled By Contact
25-07858	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-07860	Overdue Person	OVRD	21	Investigation Complete
25-07862	Medical	AMAS	21	Transferred to Other A
25-07880	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07882	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07888	Poss. Other	CSPM	21	Cleared Juve Exception
25-07893	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07895	Business Alarm	ABLA	21	Settled By Contact
25-07898	Patrol Request	PATR	21	Settled By Contact
25-07905	Vio Court Order	VICO	21	Active
25-07906	Citizen Assist	INFO	21	Settled By Contact
25-07908	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-07923	Business Alarm	ABLA	21	Settled By Contact
25-07931	Suspicious	SUSP	21	Unfounded
25-07941	Hospice Death	HOSP	21	INFORMATION
25-07942	Agency Assist	ASST	21	INFORMATION
25-07947	Poss Marijuana	CSPM	21	Cleared Juve Exception
25-07962	Citizen Assist	CITA	21	Active
25-07963	Found Property	LFPR	21	Settled By Contact
25-07965	Citizen Assist	LPPR	21	Settled By Contact
25-07968	Medical	AMAS	21	Transferred to Other A
25-07969	Medical	AMAS	21	Transferred to Other A
25-07971	Vagrancy	VAGR	21	Cleared Adlt Exception
25-07976	Business Alarm	ABLA	21	Investigation Complete
25-07979	Traffic Hazard	THAZ	21	Transferred to Other A
25-07980	Business Alarm	ABLA	21	Investigation Complete
25-07986	Wanted Person	WANT	21	Cleared Adult Arrest
25-07987	Abandon Vehicle	ABVR	21	Transferred to Other A
25-08003	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08008	Found Property	LFPR	21	Settled By Contact
25-08012	Theft Prop Oth	TPOT	21	Investigation Complete
25-08016	Carprowl	CARP	21	Settled By Contact
25-08018	Trespassing	TRES	21	Settled By Contact
25-08027	Mental Subject	MENT	21	Settled By Contact
25-08037	Citizen Dispute	CDIS	21	Investigation Complete
25-08057	Business Alarm	ABLA	21	Investigation Complete
25-08058	Shooting	SHOO	21	UNABLE TO LOCATE
25-08064	Medical	AMAS	21	Transferred to Other A
25-08067	Medical	AMAS	21	Transferred to Other A
25-08070	Medical	AMAS	21	Transferred to Other A
25-08109	PD Collision	TAPD	21	Transferred to Other A
25-08121	Harrassment.	HARR	21	INFORMATION
25-08124	Harrassment.	HARR	21	Settled By Contact

01/05/26  
13:25Skamania County Sheriff's Office  
Incident Audit Report5059  
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-08130	Medical	AMAS	21	Transferred to Other A
25-08134	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08159	Disorderly	DCON	21	Cleared Adlt Exception
25-08164	Fire Other	FIRE	21	Investigation Complete
25-08169	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08173	Business Alarm	ABLA	21	Unfounded
25-08175	Business Alarm	ABLA	21	Investigation Complete
25-08185	Medical	AMAS	21	Transferred to Other A
25-08206	Information	INFO	21	INFORMATION
25-08214	Citizen Assist	CITA	21	Active
25-08231	Domestic Viol	ASIM	21	Cleared Adult Arrest
25-08233	Incomplete 911	IN91	21	UNABLE TO LOCATE
25-08241	Agency Assist	ASST	21	Settled By Contact
25-08245	Medical	AMAS	21	Transferred to Other A
25-08248	Medical	AMAS	21	Transferred to Other A
25-08273	Medical	AMAS	21	INFORMATION
25-08277	Medical	AMAS	21	Transferred to Other A
25-08279	Theft Prop Oth	TPOT	21	Active
25-08301	Dog Call	ANDC	21	INFORMATION
25-08314	Business Alarm	INFO	21	INFORMATION
25-08318	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08322	Req Traff Enf	RTEN	21	Active
25-08328	Wanted Person	WANT	21	Cleared Adult Arrest
25-08330	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08339	Medical	AMAS	21	Transferred to Other A
25-08359	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08362	Public Nuisance	PNUI	21	Investigation Complete
25-08364	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-08367	Welfare Check	WELF	21	Investigation Complete
25-08377	Wanted Person	WANT	21	Cleared Adult Arrest
25-08379	False Report	FIPO	21	Cleared Adlt Exception
25-08380	Medical	AMAS	21	Transferred to Other A
25-08384	Medical	AMAS	21	Transferred to Other A
25-08390	Theft-Automobil	TVAU	21	Settled By Contact
25-08392	Burg Res Unl En	BRUE	21	Cleared Adlt Exception
25-08401	Medical	AMAS	21	Transferred to Other A

Total Incidents: 91

## Report includes:

All dates reported between `00:00:00 12/01/25` and `00:00:00 12/31/25`  
 All agencies matching `SCSO`  
 All nature of incidents  
 All offenses observed  
 All offenses reported  
 All offense codes  
 All dispositions  
 All responsible officers  
 All locations matching `21`

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01/05/26  
13:34

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-07784	Medical	AMAS	21	Transferred to Other A
25-07791	Medical	INFO	21	Transferred to Other A
25-07808	Medical	AMAS	21	Active
25-07862	Medical	AMAS	21	Transferred to Other A
25-07968	Medical	AMAS	21	Transferred to Other A
25-07969	Medical	AMAS	21	Transferred to Other A
25-08064	Medical	AMAS	21	Transferred to Other A
25-08067	Medical	AMAS	21	Transferred to Other A
25-08070	Medical	AMAS	21	Transferred to Other A
25-08130	Medical	AMAS	21	Transferred to Other A
25-08185	Medical	AMAS	21	Transferred to Other A
25-08245	Medical	AMAS	21	Transferred to Other A
25-08248	Medical	AMAS	21	Transferred to Other A
25-08273	Medical	AMAS	21	INFORMATION
25-08277	Medical	AMAS	21	Transferred to Other A
25-08339	Medical	AMAS	21	Transferred to Other A
25-08380	Medical	AMAS	21	Transferred to Other A
25-08384	Medical	AMAS	21	Transferred to Other A
25-08401	Medical	AMAS	21	Transferred to Other A

Total Incidents: 19

Report includes:

All dates reported between `00:00:00 12/01/25` and `00:00:00 12/31/25`  
 All agencies matching `SCSO`  
 All nature of incidents matching `Medical`  
 All offenses observed  
 All offenses reported  
 All offense codes  
 All dispositions  
 All responsible officers  
 All locations matching `21`

\*\*\* End of Report /tmp/rptrMOITM-rplwiar.r1\_3 \*\*\*

December 2025	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Totals
<b>Mileage</b>																							
County	198	900	470						588	1458	790	2191	2860	3105	2153	434		1288	2994		792	808	20839
Stevenson	0	87	188						0	69	140	198	85	80	185	167		33	0		110	0	1342
N. Bonneville	0	43	138						0	38	55	125	85	25	46	46		23	0		62	0	686
USFS	0	0	663						0	0	0	5	0	0	0	0		0	0		8	0	676
Title 3	0	0	0						0	0	0	0	0	0	0	0		0	0		0	0	0
PP&L	0	0	0						0	0	0	0	0	0	0	0		0	0		0	0	0
<b>TOTAL</b>	<b>198</b>	<b>1030</b>	<b>1459</b>						<b>588</b>	<b>1565</b>	<b>945</b>	<b>2519</b>	<b>2830</b>	<b>3210</b>	<b>2389</b>	<b>647</b>		<b>1354</b>	<b>2994</b>		<b>972</b>	<b>808</b>	<b>23548</b>
<b>Hourly Report</b>																							
Vacation	0.00	20.50	51.25						41.00	10.25	10.25	5.00	10.25	0.00	0.00	10.25		10.25	0.00		0.00	71.75	240.75
Sick Leave	70.00	0.00	0.00						0.00	20.50	20.50	0.00	10.25	0.00	0.00	10.25		10.25	0.00		30.75	0.00	172.50
Training	0.00	0.00	0.00						0.00	21.00	0.00	0.00	0.00	0.00	3.00	2.00		10.00	0.00		0.00	0.00	36.00
Administration	120.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	120.00
<b>Patrol/Investigations</b>																							
Schools/Com Svc	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
K 9	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
County	0.00	53.75	32.50						123.00	62.50	41.25	79.25	123.25	74.25	95.00	61.75		43.50	45.75		54.50	123.00	1013.25
Stevenson	0.00	37.25	34.25						0.00	50.00	39.25	40.00	17.00	61.75	28.00	39.50		29.25	76.75		50.75	0.00	503.75
Slew Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
N. Bonneville	0.00	16.25	14.00						0.00	16.00	8.50	18.25	17.00	18.50	10.00	9.00		19.75	34.25		17.00	0.00	198.50
N. Bonn Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
District Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Superior Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
USFS	0.00	2.00	49.25						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		2.00	0.00	53.25
George Scenic	0.00	16.75	0.00						0.00	15.00	2.75	23.50	0.00	18.25	16.00	2.50		27.75	19.00		0.00	0.00	141.50
PP&L	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Drug	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Special Contracts	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Boat	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
County Traffic Enforce	0.00	17.50	13.50						0.00	0.00	21.00	28.75	17.00	24.00	12.00	28.75		16.00	19.00		9.00	0.00	206.50
SAR County	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
<b>Title 3</b>																							0.00
Emergency Response	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
SAR Missions	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
<b>Title 3 Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sub Total Reg</b>	<b>120.00</b>	<b>143.50</b>	<b>143.50</b>						<b>123.00</b>	<b>164.50</b>	<b>112.75</b>	<b>189.75</b>	<b>174.25</b>	<b>196.75</b>	<b>164.00</b>	<b>143.50</b>		<b>146.25</b>	<b>194.75</b>		<b>133.25</b>	<b>123.00</b>	<b>2272.75</b>
<b>OV Time</b>																							
Schools/Com Svc	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
County	0.00	3.00	4.00						0.00	1.00	0.00	1.00	0.00	3.75	2.00	4.00		2.00	0.00		0.00	0.00	20.75
Stevenson	0.00	2.00	0.00						0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	3.50
Stevenson Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
N. Bonneville	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
N. Bonneville Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
District Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Superior Court	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
USFS	0.00	0.00	0.00						0.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	1.50
Training	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Marine Patrol	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Drug	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
PP&L	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Boat	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
County Traffic Enforce	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
Special Contracts	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
SAR County	0.00	0.00	0.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	0.00
SAR Title 3/Envt. Resp.	0.00	0.00	7.00						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	0.00	7.00
<b>Total Overtime</b>	<b>0.00</b>	<b>5.00</b>	<b>4.00</b>						<b>3.00</b>	<b>1.00</b>	<b>3.00</b>	<b>4.00</b>	<b>0.00</b>	<b>3.75</b>	<b>2.00</b>	<b>7.00</b>		<b>2.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>34.75</b>
<b>Total Title 3</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>7.00</b>
<b>TOT HRS</b>	<b>190.00</b>	<b>169.00</b>	<b>206.75</b>						<b>167.00</b>	<b>198.25</b>	<b>146.00</b>	<b>189.75</b>	<b>194.75</b>	<b>200.00</b>	<b>166.00</b>	<b>171.00</b>		<b>166.75</b>	<b>194.75</b>		<b>164.00</b>	<b>194.75</b>	<b>2127.75</b>

2025 Overall													Totals
	January	February	March	April	May	June	July	August	September	October	November	December	
Mileage													
County	19961	17865	19582	18319	22071	19469	22150	21842	19830	18945	16848	20839	238821
Stevenson	1537	1399	1559	1562	1829	1613	1449	1672	1606	1359	1366	1342	18313
N. Bonneville	824	773	895	629	817	778	795	777	889	699	658	686	9190
USFS	398	285	777	690	888	756	959	440	399	657	302	676	7207
Title 3	6	115	25	0	153	0	371	113	0	116	0	0	899
Other	0	0	0	0	471	1826	1676	1884	2384	1643	1428	0	11312
TOTAL	22728	20417	22838	22200	26229	24442	27370	28728	25208	23419	20922	23548	285747
Hourly Report													
Vacation	196.75	0.00	41.00	51.25	123.75	246.00	225.50	194.25	194.50	138.50	107.75	240.75	1760.00
Sick Leave	55.25	58.75	53.25	327.75	288.00	194.00	203.25	196.75	503.75	737.50	358.75	172.50	3149.50
Training	60.50	39.00	56.00	152.50	18.50	45.25	23.50	0.00	5.00	80.00	27.25	36.00	543.50
Administration	201.00	163.25	164.00	180.00	174.00	173.00	184.00	162.00	80.00	172.00	114.00	120.00	1887.25
Patrol/Investigations													
Schools/Com Svc	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Mill A Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County	1214.65	1062.00	1226.25	1072.50	1147.75	1245.00	1001.00	1200.25	1003.25	966.50	861.50	1013.25	13013.90
Stevenson	432.25	438.75	484.50	440.75	468.00	390.50	453.50	451.50	421.25	397.50	438.25	503.75	5318.50
Sley Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
N. Bonneville	180.25	165.00	212.75	150.50	194.00	171.75	193.75	218.00	183.25	183.25	183.25	198.50	2254.25
N. Bonn Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
USFS	24.50	19.50	71.50	74.75	58.25	42.25	128.75	39.75	26.25	32.75	15.25	53.25	587.75
Gorge Scenic	93.50	100.75	133.25	114.25	139.50	87.00	136.00	155.75	122.75	107.75	133.25	141.50	1465.25
PR&L	0.00	0.00	0.50	0.00	57.75	131.00	112.00	168.25	188.25	106.00	97.25	0.00	841.00
Dug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce.	0.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	0.00	34.00
SAR County	164.25	148.25	176.25	184.25	193.00	119.00	185.25	199.00	161.75	130.25	182.50	206.50	2010.25
TITLE 3	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	3.50
TITLE 3													
Emergency Response	0.00	0.50	0.00	0.00	0.00	0.00	0.00	6.00	0.00	3.00	0.00	0.00	9.50
SAR Missions	0.50	20.25	7.25	7.00	13.00	5.25	15.50	20.25	0.00	13.25	3.75	0.00	106.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

a)

WATER ADJUSTMENT WORKSHEET

Meter # 807300

WATER ADJUSTMENT WORKSHEET

Serial # 21038610

Customer: VanPelt, Br. Account # 25057

Date Repaired: 1/5/2026

20th read 58373

Cubic Foot Leakage:

Average Cubic Foot Usage:

Excess \$ Amount

Month:	Dec-25	1	2739		123.97
		2	1051		34.5
Usage:	7827	3	1835		76.06
		4	1735		70.76
Average Us	2121	5	2861		130.43
		6	2503		113.56
Leak Total	5706		12724 Total	Avg	\$91.55
	0		2121	0	
		Avg.			

Leak: Cu ft Total less average usage 5706 X 0.0084 = Adjustment \$47.93

Leak ... Actual Bills:

Average Usage Bill:

Month	December	
Water	41.23	41.23
Excess	393.63	\$91.55
Sewer	140.92	0 140.92
Excess	0	0
Totals	575.78	0 \$273.70

Actual Leak Bill 575.78 Avg Bill \$273.70 Less Adj Fee \$47.93

Recommended Credit Requested: \$254.15

Max Reimbursement \$1,000.00



a)



Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>

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## Fw: Water Leak Adjustment 1236 NW Iman Loop Rd

1 message

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Brandon Van Pelt <brandon\_vanpelt@outlook.com>  
To: "kaitlyn@ci.stevenson.wa.us" <kaitlyn@ci.stevenson.wa.us>

Wed, Jan 7, 2026 at 2:52 PM

Brandon Van Pelt

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**From:** Brandon Van Pelt <brandon\_vanpelt@outlook.com>  
**Sent:** Tuesday, January 6, 2026 1:52:37 PM  
**To:** kaitlyn@ci.stevenson.wa.us <kaitlyn@ci.stevenson.wa.us>  
**Subject:** Water Leak Adjustment 1236 NW Iman Loop Rd

Hello,

My name is Brandon Van Pelt and I am the homeowner of [1236 NW Iman Loop Rd](#). On 12/22/2025 at 2:37 PM I was contacted by the City of Stevenson regarding our abnormally high water usage. I was advised the water usage was approximately 3x higher than our average usage.

On 01/05/2026 at approximately 1:00 PM I did locate a broken water pipe approximately 15 feet from the meter box near the sidewalk along Iman Loop Rd. This is the water pipe which runs from the meter box to the house. A substantial amount of ground water was observed around the broken pipe (see attached photograph). After observing the broken pipe, it appeared the ground had shifted, causing damage to a fitting attached to the pipe.

The pipe and fitting were repaired and tested prior to backfilling with gravel.

I am requesting a water leak adjustment for our January 2026 and February 2026 bills. I also would like to thank the City of Stevenson for promptly notifying me of the high usage, otherwise the leaked may have gone undetected.

Thank you for your time regarding this matter.

Brandon Van Pelt



1000020574.jpg  
1505K

a) CITY OF STEVENSON

7121 E. Loop Rd.  
PO BOX 371  
Stevenson, WA 98648-0371

BILLING PERIOD	
11/21/2025-12/20/2025	
DUE DATE	ACCOUNT NUMBER
01/10/2026	25057
BILL DATE	AMOUNT DUE:
12/31/2025	<b>575.78</b>
ACCOUNT HOLDER	
Brandon & Kenia VanPelt	
SERVICE LOCATION	
2512.0 - 1236 NW IMAN LOOP ROAD	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES	
		PREVIOUS	PRESENT				
Water	12/18/2025	50546	58373	1.0000	7827	Previous Balance:	306.12
						Adjustments:	0.00
						Payments:	306.12
						<b>Balance Forward:</b>	<b>0.00</b>
						Water	41.23
						Water Consumption	393.63
						Sewer	140.92
						<b>Current Charges:</b>	<b>575.78</b>
						<b>Balance:</b>	<b>575.78</b>
30:		0.00		60:		0.00	
90+:		0.00					

WATER CONSUMPTION HISTORY

7827

3914

0

Dec

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Month	Consumption
Dec	~100
Jan	~100
Feb	~100
Mar	~100
Apr	~100
May	~100
Jun	~100
Jul	~100
Aug	~100
Sep	~100
Oct	~100
Nov	~100
Dec	7827

Happy New Year!

DUE DATE	AMOUNT DUE
01/10/2026	<b>575.78</b>
SERVICE LOCATION	
2512.0 - 1236 NW IMAN LOOP ROAD	
ACCOUNT NO.	AMOUNT ENCLOSED
25057	

Brandon & Kenia VanPelt  
1236 NW Iman Loop Road  
Stevenson, WA 98648-6343

City Of Stevenson  
7121 E Loop Road  
PO Box 371  
Stevenson, WA 98648-0371



UTILITY ACCOUNT HISTORY

City Of Stevenson

Time: 08:32:15 Date: 01/08/2026

Page: 1

12/10/2024 To: 01/08/2026

VanPelt, Brandon & Kenia: 25057; Service Location: 2512.0

1236 NW IMAN LOOP ROAD

		Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
12/10/2024	Payment							
12/31/2024	Bill	232012775					-176.24	0.00
01/10/2025	Payment		33142	670			181.24	181.24
01/31/2025	Bill	234100902					-181.24	0.00
02/10/2025	Payment		33812	594			193.80	193.80
02/28/2025	Bill	236284560					-193.80	0.00
03/10/2025	Payment		34406	871			208.75	208.75
04/03/2025	Bill	238343684					-208.75	0.00
04/13/2025	Payment		35277	357			183.32	183.32
04/30/2025	Bill	240687181					-183.32	0.00
05/10/2025	Payment		35634	657			197.20	197.20
05/31/2025	Bill	242704037					-197.20	0.00
06/10/2025	Payment		36291	1531			244.39	244.39
06/30/2025	Bill	244842240					-244.39	0.00
07/10/2025	Payment		37822	2503			296.88	296.88
07/31/2025	Bill	247027868					-296.88	0.00
08/10/2025	Payment		40325	2861			312.58	312.58
08/31/2025	Bill	249374901					-312.58	0.00
09/10/2025	Payment		43186	1735			252.91	252.91
09/30/2025	Bill	251519483					-252.91	0.00
10/10/2025	Payment		44921	1835			258.21	258.21
10/31/2025	Bill	253726243					-258.21	0.00
11/10/2025	Payment		46756	1051			216.65	216.65
11/30/2025	Bill	255994629					-216.65	0.00
12/10/2025	Payment		47807	2739			306.12	306.12
12/31/2025	Bill	258206163					-306.12	0.00
			58373	7827			575.78	575.78

Billing Periods 13 Billed Amt: 3,427.83 Avg 263.68

b)

WATER ADJUSTMENT WORKSHEET

Meter # 503000

WATER ADJUSTMENT WORKSHEET

Serial # 21147157

Customer: McCarthy, Account # 25778

Date Repaired: 1/5/2026

20th read 60750

Cubic Foot Leakage:

Average Cubic Foot Usage:

Excess \$ Amount

Month:	Dec-25	1	1005		32.07
		2	1397		52.84
Usage:	3276	3	1454		55.86
		4	1373		51.57
Average Us	1374	5	1857		77.22
		6	1157		40.88
Leak Total	1902 0		8243 Total	Avg	\$51.74
		Avg.	1374	0	

Leak: Cu ft Total less average usage 1902 X 0.0084 = Adjustment \$15.98

Leak ... Actual Bills:

Average Usage Bill:

Month	December		
Water	41.23		41.23
Excess	152.43		\$51.74
Sewer	140.92	0	140.92
Excess	0	0	
Totals	334.58 0	0	\$233.89

Actual Leak Bill 334.58 Avg Bill \$233.89 Less Adj Fee \$15.98

Recommended Credit Requested: \$84.71

Max Reimbursement \$1,000.00

b)

## CITY OF STEVENSON

7121 E. Loop Rd.  
PO BOX 371  
Stevenson, WA 98648-0371

BILLING PERIOD	
11/21/2025-12/20/2025	
DUE DATE	ACCOUNT NUMBER
01/10/2026	25778
BILL DATE	AMOUNT DUE:
12/31/2025	<b>334.58</b>
ACCOUNT HOLDER	
Junette and Brian Charles McCarthy	
SERVICE LOCATION	
1553.0 - 291 NE SHEPARD AVENUE	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES																												
		PREVIOUS	PRESENT																															
Water	12/18/2025	57474	60750	1.0000	3276	<div><div>Previous Balance:214.22</div><div>Adjustments:0.00</div><div>Payments:214.22</div><div><b>Balance Forward:0.00</b></div><div>Water41.23</div><div>Water Consumption152.43</div><div>Sewer140.92</div></div>																												
<div><div>WATER CONSUMPTION HISTORY</div><div><table><caption>Water Consumption History Data (Estimated)</caption><thead><tr><th>Month</th><th>Usage</th></tr></thead><tbody><tr><td>Dec</td><td>~100</td></tr><tr><td>Jan</td><td>~100</td></tr><tr><td>Feb</td><td>~100</td></tr><tr><td>Mar</td><td>~100</td></tr><tr><td>Apr</td><td>~100</td></tr><tr><td>May</td><td>~100</td></tr><tr><td>Jun</td><td>~1500</td></tr><tr><td>Jul</td><td>~2000</td></tr><tr><td>Aug</td><td>~1800</td></tr><tr><td>Sep</td><td>~1800</td></tr><tr><td>Oct</td><td>~1800</td></tr><tr><td>Nov</td><td>~1500</td></tr><tr><td>Dec</td><td>3276</td></tr></tbody></table></div></div>						Month	Usage	Dec	~100	Jan	~100	Feb	~100	Mar	~100	Apr	~100	May	~100	Jun	~1500	Jul	~2000	Aug	~1800	Sep	~1800	Oct	~1800	Nov	~1500	Dec	3276	<div><div>Current Charges:334.58</div><div><b>Balance:334.58</b></div></div>
Month	Usage																																	
Dec	~100																																	
Jan	~100																																	
Feb	~100																																	
Mar	~100																																	
Apr	~100																																	
May	~100																																	
Jun	~1500																																	
Jul	~2000																																	
Aug	~1800																																	
Sep	~1800																																	
Oct	~1800																																	
Nov	~1500																																	
Dec	3276																																	
30:		0.00		60:	0.00	90+:0.00																												

Happy New Year!

DUE DATE	AMOUNT DUE
01/10/2026	<b>334.58</b>
SERVICE LOCATION	
1553.0 - 291 NE SHEPARD AVENUE	
ACCOUNT NO.	AMOUNT ENCLOSED
25778	

Junette and Brian Charles McCarthy  
313 34th St  
New Port, CA 92663

City Of Stevenson  
7121 E Loop Road  
PO Box 371  
Stevenson, WA 98648-0371

b)



Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>

## Re: Leak Adjustment Request

1 message

Brian McCarthy <brianmccarthy@sbcglobal.net>

Thu, Jan 8, 2026 at 1:15 PM

To: Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>, Brian McCarthy <brianmccarthy@sbcglobal.net>

Kaitlyn,

Thank you for all your help.

The leak was found outside the house at the irrigation and main line connection point.

....See pictures...

Thanks to you for informing us when you noticed the water volumes. We also received an excessive water bill. Both prompted us to contact our contractor and neighbor who found the leak and fixed the piping.



I hope we can receive the adjustment for the delta in water usage.





b)



Brian McCarthy  
949.307.6780  
<https://urbansurf4kids.org/>



On Jan 7, 2026, at 2:44 PM, Kaitlyn Conrath <[kaitlyn@ci.stevenson.wa.us](mailto:kaitlyn@ci.stevenson.wa.us)> wrote:

Hi Brian,

Please let me know if you have any questions.

Sincerely,

Kaitlyn Conrath  
509-427-5970  
PO BOX 371  
Stevenson WA 98648

--

**Kaitlyn Conrath** | **Utilities Clerk**



(509) 427-5970 | ext. 201  
[7121 E. Loop Road](#) | PO Box 371  
Stevenson, WA 98648-0371  
[ci.stevenson.wa.us](http://ci.stevenson.wa.us)



## Leak Adjustment Request

Brian McCarthy <brianmccarthy@sbcglobal.net>

Thu, Jan 8, 2026 at 1:15 PM

To: Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>, Brian McCarthy <brianmccarthy@sbcglobal.net>

Kaitlyn,

Thank you for all your help.

The leak was found outside the house at the irrigation and main line connection point.

....See pictures....

Thanks to you for informing us when you noticed the water volumes. We also received an excessive water bill. Both prompted us to contact our contractor and neighbor who found the leak and fixed the piping.



I hope we can receive the adjustment for the delta in water usage.



b)



Brian McCarthy  
949.307.6780  
<https://urbansurf4kids.org/>



On Jan 7, 2026, at 2:44 PM, Kaitlyn Conrath <[kaitlyn@ci.stevenson.wa.us](mailto:kaitlyn@ci.stevenson.wa.us)> wrote:

[Quoted text hidden]



WATER ADJUSTMENT WORKSHEET

Meter # 402040

WATER ADJUSTMENT WORKSHEET

Serial # 21146875

Customer: Dudley, Far Account # 13200

Date Repaired: 12/30/2025

20th read 100431

Cubic Foot Leakage:

Average Cubic Foot Usage:

Excess \$ Amount

Month:	Dec-25	1	1249		45
		2	947		28.99
Usage:	29108	3	1418		53.95
		4	989		31.22
Average Us	394	5	973		30.37
		6	936		28.94
Leak Total	28714		6512 Total	Avg	\$36.41
	0				
		Avg.	1085	0	

Leak: Cu ft Total less average usage 28714 X 0.0084 = Adjustment \$241.20

Leak ... Actual Bills:

Average Usage Bill:

Month	December	
Water	41.23	41.23
Excess	1521.52	36.41
Sewer	140.92	0 140.92
Excess	0	0
Totals	1703.67	0 218.56

Actual Leak Bill 1703.67 Avg Bill 218.56 Less Adj Fee \$241.20

Recommended Credit Requested:

\$1,243.91

Max Reimbursement

\$1,000.00





## *City of Stevenson*

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Phone (509) 427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

### Dudley Water Leak Adjustment Request:

After reviewing this request, we can see the utilities total is \$1,703.67; The remaining balance reflects a past-due amount. The customer has been referred to available assistance resources for their water bill, including WAGAP.

The standard maximum leak forgiveness amount is \$1,000.00. After deducting the customer's average water usage and the cost to process the water, we calculate a recommended leak forgiveness amount of \$1,234.91. Because this exceeds the established maximum, approval would require an exception authorized by a Council vote.

**Kaitlyn Conrath**  
Utilities Clerk

City Of Stevenson

## UTILITY ACCOUNT HISTORY

12/10/2024 To: 01/06/2026

Time: 07:39:46 Date: 01/06/2026

Page: 1

Dudley, Farley: 13200; Service Location: 1320.0

408 NW CHESSER STREET	Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
12/10/2024 Bill	Shut Off Notice			*	*	10.00	815.68
12/10/2024 Bill	Shut Off Notice			*	*	10.00	825.68
12/26/2024 Bill	Adjustment	60490		*	*	-20.00	805.68
12/31/2024 Bill	Billing	60490	790			187.24	992.92
01/21/2025 Bill	Shut Off Notice			*	*	10.00	1,002.92
01/21/2025 Bill	Shut Off Notice			*	*	10.00	1,012.92
01/21/2025 Bill	Shut Off Notice			*	*	10.00	1,022.92
01/22/2025 Bill	Adjustment	61280			*	-30.00	992.92
01/22/2025 Bill	Adjustment	61280			*	-10.00	982.92
01/27/2025 Payment	235419957					-567.63	415.29
01/31/2025 Bill	Billing	61918	638			196.17	611.46
02/28/2025 Bill	Billing	61918				183.32	794.78
03/03/2025 Payment						-220.00	574.78
03/05/2025 Bill	Shut Off Notice	61918			*	10.00	584.78
03/26/2025 Bill	Shut Off Notice	61918			*	10.00	594.78
04/03/2025 Bill	Billing	61918	1241			207.13	801.91
04/07/2025 Payment						-200.00	601.91
04/30/2025 Bill	Billing	63976	817			205.84	807.75
05/05/2025 Payment						-200.00	607.75
05/31/2025 Bill	Billing	64811	835			-206.81	814.56
06/04/2025 Payment						-220.00	594.56
06/30/2025 Bill	Billing	65747	936			212.26	806.82
07/03/2025 Payment						-220.00	586.82
07/31/2025 Bill	Billing	66720	973			212.52	799.34
08/04/2025 Payment						-220.00	579.34
08/31/2025 Bill	Billing	67709	989			213.37	792.71
09/03/2025 Payment						-225.00	567.71
09/30/2025 Bill	Billing	69127	1418			236.10	803.81
10/06/2025 Payment						-200.00	603.81
10/31/2025 Bill	Billing	70074	947			211.14	814.95
11/30/2025 Bill	Billing	71323	1249			227.15	1,042.10
12/03/2025 Payment						-400.00	642.10
12/31/2025 Bill	Billing	100431	29108			1,703.67	2,345.77
Billing Periods 13	Billed Amt: 4,202.72	Avg 323.29					



Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>

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## Request for Assistance with Water Leak Repair Bill 408 NW Chesser Rd

1 message

---

Farley Dudley <fardudley@gmail.com>

Mon, Jan 5, 2026 at 4:56 PM

To: citycouncil@ci.stevenson.wa.us, "kaitlyn@ci.stevenson.wa.us" <kaitlyn@ci.stevenson.wa.us>

Dear City of Stevenson,

I am writing to request assistance regarding a significant water leak that occurred at my property and was repaired last week by contractor Matt Polzel.

The leak caused substantial damage and required immediate attention to prevent further issues. While I am grateful that the repair has been completed, I have now received a bill totaling **\$2,816**, which is a considerable financial burden for me.

Given the circumstances and the urgency of the repair, I am reaching out to see if the City might be able to provide any financial assistance, reimbursement, or guidance on available programs or resources that could help cover or offset this unexpected expense.

Please let me know if there are any forms I need to complete or documentation I should provide. I truly appreciate your time and any support you can offer.

Thank you for your consideration.

Sincerely,  
Farley D. Dudley  
408 NW Chesser Rd, Stevenson, WA  
564-241-3201

[fardudley@gmail.com](mailto:fardudley@gmail.com)

c)

7121 E. Loop Rd.

PO BOX 371

Stevenson, WA 98648-0371

<b>BILLING PERIOD</b>	
11/21/2025-12/20/2025	
<b>DUE DATE</b>	<b>ACCOUNT NUMBER</b>
01/10/2026	13200
<b>BILL DATE</b>	<b>AMOUNT DUE:</b>
12/31/2025	<b>2,345.77</b>
<b>ACCOUNT HOLDER</b>	
Farley Dudley	
<b>SERVICE LOCATION</b>	
1320.0 - 408 NW CHESSER STREET	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES																												
		PREVIOUS	PRESENT																															
Water	12/18/2025	71323	100431	1.0000	29108	Previous Balance: 1,042.10 Adjustments: 0.00 Payments: 400.00 <b>Balance Forward: 642.10</b> Water 41.23 Water Consumption 1,521.52 Sewer 140.92																												
<div><div>WATER CONSUMPTION HISTORY</div><div><table><caption>Water Consumption History Data</caption><thead><tr><th>Month</th><th>Consumption</th></tr></thead><tbody><tr><td>Dec</td><td>~100</td></tr><tr><td>Jan</td><td>0</td></tr><tr><td>Feb</td><td>0</td></tr><tr><td>Mar</td><td>~500</td></tr><tr><td>Apr</td><td>~200</td></tr><tr><td>May</td><td>~200</td></tr><tr><td>Jun</td><td>~300</td></tr><tr><td>Jul</td><td>~300</td></tr><tr><td>Aug</td><td>~300</td></tr><tr><td>Sep</td><td>~400</td></tr><tr><td>Oct</td><td>~300</td></tr><tr><td>Nov</td><td>~300</td></tr><tr><td>Dec</td><td>29108</td></tr></tbody></table></div></div>						Month	Consumption	Dec	~100	Jan	0	Feb	0	Mar	~500	Apr	~200	May	~200	Jun	~300	Jul	~300	Aug	~300	Sep	~400	Oct	~300	Nov	~300	Dec	29108	<div><div>Current Charges: 1,703.67</div><div><b>Balance: 2,345.77</b></div></div>
Month	Consumption																																	
Dec	~100																																	
Jan	0																																	
Feb	0																																	
Mar	~500																																	
Apr	~200																																	
May	~200																																	
Jun	~300																																	
Jul	~300																																	
Aug	~300																																	
Sep	~400																																	
Oct	~300																																	
Nov	~300																																	
Dec	29108																																	
30:		227.15		60:		211.14	90+: 203.81																											

Happy New Year!

<b>DUE DATE</b>	<b>AMOUNT DUE</b>
01/10/2026	<b>2,345.77</b>
<b>SERVICE LOCATION</b>	
1320.0 - 408 NW CHESSER STREET	
<b>ACCOUNT NO.</b>	<b>AMOUNT ENCLOSED</b>
13200	

Farley Dudley  
PO Box 552  
Stevenson, WA 98648-0552

City Of Stevenson  
7121 E Loop Road  
PO Box 371  
Stevenson, WA 98648-0371



## *City of Stevenson*

Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

**From: Jayne Borden /Finance Director (on behalf of the LTAC committee)**  
**To: City Council**  
**RE: Bridge of the Gods Kite & Wing Festival**  
**Date: 1/13/2025**

The City Council is requested to consider approval of a Tourism Advisory Committee (LTAC) funding contract for the Bridge of the Gods Kite & Wing Festival.

The Bridge of the Gods Kite & Wing Festival submitted a Tourism Advisory Committee application for the 2026 funding cycle after the established deadline. The applicant provided a written explanation for the late submission, noting this was an isolated occurrence and the first missed deadline in more than 25 years of producing the event in Stevenson. The application was accepted for review by the LTAC Advisory Committee.

The application, along with the required 2025 expenditure report detailing tourism impact, was reviewed by the LTAC Advisory Committee. After consideration, the committee voted to approve the application and recommends Council approval of the associated funding contract. The 2026 application and the 2025 expenditure report are included with this agenda item for Council reference.

The festival is a long-standing event that has been held in Stevenson for over 25 years and is widely recognized as a children's sports competition with regional and international participation. The event promotes Stevenson as a destination, attracts visitors to the community, and provides measurable tourism-related economic benefit to local businesses. Stevenson is prominently featured in event marketing and merchandise, reinforcing the City's visibility as a sponsor and host community.

The requested funding amount is \$3,000.00. The LTAC committee determined that the request is reasonable, consistent with prior years, and aligned with the intent of tourism promotion funding. The committee further noted that the event operates on a limited budget and requests less support than many events of comparable size and impact.

Based on the committee's review and approval, City Council authorization is requested to approve the LTAC contract in the amount of \$3,000.00 for the Bridge of the Gods Kite & Wing Festival.

## CITY OF STEVENSON LODGING TAX EXPENDITURES REPORT 2024

CONTRACTOR		PROJECT INFORMATION	
NAME OF ORGANIZATION:	Bridge of the Gods Kitefest	ACTIVITY NAME:	Kiteboarding Competition
CONTACT PERSON:	Rachel Callahan	TYPE OF ACTIVITY:	Event/Festival
PHONE:	209-559-1952	START DATE:	7/25/2025
EMAIL:	<a href="mailto:rachelcallahanbotg@gmail.com">rachelcallahanbotg@gmail.com</a>	END DATE:	7/27/2025
L-TAX FUNDING AND EXPENSE		COST	
FUNDING REQUESTED:	\$3,000.00	ACTIVITY COST:	\$16,009.14
FUNDING AWARDED:	\$3,000.00		
TOTAL EXPENDED:	\$3,000.00		

		Projected	Actual	Methodology (Drop Down List)
OVERALL ATTENDANCE:		250	\$ 404.00	Direct Count
Please Explain	When a competitor registers we ask how many people they are directly connected to. This number came to 284. From there we had atleast another 120 spectators pass through at some point over the weekend, bringing our total to around 404 people. Our youth freestyle had 31 competitors. Our adult race had 67 competitors.			
50+ MILES TO ATTEND:		75	94	Direct Count
Please Explain	When a competitor registers we ask how many people they are directly connected to and to circle the option that best fits. This option has overlap with the next choice (out of state.) For this reason I believe our number here is low. Also no one knows how far 50 miles is.			
OUT OF STATE/COUNTRY:		100	180	Direct Count
Please Explain	When a competitor registers we ask how many people they are directly connected to and to circle the option that best fits. This option has overlap with the other option. We do have 30 people from out of country. Canada, (not out of country but considering it here) Hawaii.			
OVERNIGHT/PAID Camping		10	5	Direct Count
Please Explain	When a competitor registers we ask how many people they are directly connected to and where they stayed the night before. 5 competitors paid to camp at the water front			
OVERNIGHT/UNPAID ACCOMODATIONS:		5	3	Direct Count


d)

Please Explain	When a competitor registers we ask how many people they are directly connected to and where they stayed the night before. 3 people didn't pay for camping			
PAID LODGING NIGHTS	10	9	Direct Count	
Please Explain	When a competitor registers we ask how many people they are directly connected to and where they stayed the night before. 9 people stayed in hotels in Stevenson			

## Helpful Information

### Count Methods

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)

\*Hover over the  in the top right side of the cells to see specific details about the section.

d)



**CALL FOR TOURISM PROMOTION PROPOSALS  
CITY OF STEVENSON  
For 2026 awards**

The City of Stevenson receives funds from lodging taxes imposed upon hotels and motels located within the City. The City uses these funds to contract for a narrow range of services, activities, and facilities as established by the State. Under the authority of RCW 67.28 and SMC 3.03.040, the City requests proposals to provide services or construct facilities that will attract visitors to the City. The City's program supports activities that will increase tourism (especially overnight visits) through:

1. Tourism marketing.
2. The marketing and operations of special events and festivals designed to attract tourists.
3. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a Washington municipality or a public facilities district.
4. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under sections 501(c)(3) and 501(c)(6) of the Internal Revenue Code.

RCW 67.28.1816 requires applicants for the use of lodging tax revenue to provide estimates of the number of people traveling for business or pleasure for certain categories (included on the application form), and final reports showing actual attendance by category. All recipients of these funds will be required to file evaluation forms with the City before receiving final reimbursement from the City.

Proposals must be received at City Hall, 7121 East Loop Road, PO Box 371, Stevenson, Washington, 98648, or by email to [jayne@ci.stevenson.wa.us](mailto:jayne@ci.stevenson.wa.us) by **4:00 p.m. October 13, 2025**. Provide one original (hardcopy or PDF) application package. Additional copies are not required. A PDF version is preferred.

The City's Tourism Advisory Committee (TAC) will review all proposals and will submit their recommendations to City Council for final action. Proposals will be scored based on the following criteria:

1. For Capital Expenditures, priority will be given to proposals to construct or improve city-owned or managed tourism related facilities meeting the requirements of RCW 67.28.1816, with emphasis on improving key community assets, such as the waterfront. Priority will also be given to proposals that leverage other funds.
2. For tourism marketing, special events and festivals:
  - a. Broad tourism marketing efforts will be given priority over the promotion of events.
  - b. Multi-day events generating multiple overnight stays will be given priority over single-day.
  - c. Priority will be given to those proposals that leverage other funds.
  - d. Priority will be given to events that attract visitors during the shoulder seasons.

If you have a 2025 tourism promotion contract with the City, your 2025 evaluation form must be received by the City before payment of funds from future awards.

All recipients will be expected to acknowledge the City of Stevenson's support, and include the City of Stevenson, the Chamber of Commerce, or the Stevenson Business Association on all promotional materials. The policy regarding use of the City's signposts at the entrances of Stevenson is enclosed.

The City reserves the right to reject any or all proposals, and to accept all or any portion of any proposal. The successful proponents will need to complete a contract with the City. Payment for services will be on a reimbursement basis after services have been received.



*City of Stevenson*  
***TOURISM FUNDING APPLICATION FORM***

**Organization/Agency Information**

Bridge of the Gods Kite & Wing Festival

#46-5476510

Organization/Agency

Federal Tax ID Number

Rachel Callahan

Contact Name

199 Palos Verdes Dr Grants Pass Oregon, 97526

Mailing Address

209-559-1952

rachelcallahanbotg@gmail.com

Phone

Email

BOTG Kite & Wing Fest/ Kiteboarding and Wing Foiling Competition/ East Point Kite Beach

Name of Proposed Event/Activity/Facility

- ☒ Tourism Promotion Activities Tourism- Yes
- ☒ Related Facility - Yes
- ☒ Events/Festivals - Yes

Amount Requested: \$3000

**Supplemental Questions**

*You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.*

1. Describe your Tourism-Related Activities, Event or Facility:

BOTG is a kiteboarding and Wing Foiling Event at East Pint Kite Beach which involves persons of all ages competing for donated prizes and titles. Under this event we also hold the Blowout Race from Stevenson, WA to Hood River, OR. This is a 17-mile downwind kiteboarding/winging/windsurfing race that involves all persons, of multiple ages and ability, who hail from nay different locations.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

BOTG is a 3 day amateur kiteboarding/winging competition in its 26th year and is the longest running event in North America. Amateurs from 10 different countries and 3 different continents have competed in this event. This year we are once again focusing on the youth aspect of the event, and will also include the Blowout Race. These events bring in people from outside the US and all over the PNW.

3. Identify your top 5 sources of Revenue: This will not let me fill in without linking each line to original

	1. Registration Fees	\$10,000
Merch \$1000	2. Registration Fees	\$10,000
Donations \$4500	3. Registration Fees	\$10,000
City Funding \$3000	4. Registration Fees	\$10,000
Food Sales \$300	5. Registration Fees	\$10,000

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

BOTG obtained tax exempt status in 2015 which allows us to approach higher up sponsors such as Subway, Subaru and Patagonia that we could not in the past. We plan to move forward and approach more companies that will aid us in becoming a self-sufficient event in the future.

5. Describe your plans for advertising and promoting your proposed activity or facility.

BOTG focuses on placing ads in kiteboarding magazines and posting ads and event information on surrounding area forums, such as NWkite. We also use social media outlets to advertise, such as Facebook and Instagram (@botgkitefestival). Updates will also be shared on those platforms. BOTG Also shares event info, dates, times and summary with the Pioneer Paper, and River Talk Weekly.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Our three-day event attracts 200-300 spectators, of which 90% are from out of town. Only about 5-10% generate overnight stays in Stevenson. Many kites and spectators often return to enjoy Stevenson amenities and waterfront, many of which would never have known about the area. We work with many local businesses and restaurants in an effort to get more tourism.

7. \*List the number of tourists expected to attend your activity or facility in each of these categories

(\*required): This will not let me fill in without linking each line to original

1. 20 Staying overnight in paid accommodations. 30
2. 20 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business. 10
3. 20 Staying for the day only and traveling 50 miles or more from their place of residence or business. 250
4. 20 Attend but are not included in any one of the categories above. 170
5. 20 Estimated number of participants in any of the above categories that attend from another state or country. 12

8. Explain how you will coordinate with the Skamania County Chamber of Commerce for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We have worked closely with the Chamber, Port and City in the past to list our event on their websites and social media and provide flyers and other information with them about the event. BOTG became members of the Chamber in 2024, and with this partnership we hope to promote tourism, involve the current community and potential new residents of Skamania as well as provide the opportunity to enjoy amazing conditions and beauty this county has to offer.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging? Many restaurants and businesses are sponsors and we regularly promote them during the event. BOTG Kitefest creates a direct boost in economic activity the weekend of the event and indirectly develops additional visitors and activity throughout the summer.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Rachel Callahan

Signature

Rachel Callahan

Printed Name

1/5/26

Date

*You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.*

*If multiple activities are planned, please submit a separate application for each activity.*

CITY OF STEVENSON, WASHINGTON  
RESOLUTION NO. 2026-646

A RESOLUTION OF THE CITY OF STEVENSON, WASHINGTON, ADOPTING A CITY  
COUNCIL CODE OF ETHICS AND INCORPORATING IT INTO THE CITY COUNCIL  
CODE HANDBOOK

**WHEREAS**, the City Council of the City of Stevenson seeks to promote ethical, transparent, and accountable governance; and

**WHEREAS**, Washington law grants cities broad authority to establish standards of conduct for elected officials, including but not limited to RCW 35A.11.020, RCW 35A.12, and RCW 42.23; and

**WHEREAS**, the Council has reviewed and considered the proposed City Council Code of Ethics, attached hereto as Exhibit A and incorporated by reference, originally prepared as Section 13 of the City Council Code Handbook; and

**WHEREAS**, the Council finds that adopting the Code of Ethics will promote public trust, strengthen responsible leadership, clarify expectations for social media use, reinforce compliance with the Public Records Act (RCW 42.56) and Open Public Meetings Act (RCW 42.30), and ensure that Council actions remain grounded in fairness, integrity, and respect; and

**WHEREAS**, the Council further finds that adoption of a Code of Ethics aligns with the City's commitment to democratic leadership, transparency, and accountability in its legislative processes;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON:**

**Section 1.** Adoption of the City Council Code of Ethics.

The City Council hereby adopts the City Council Code of Ethics, attached as Exhibit A and incorporated in full by this reference, as official City policy governing the ethical standards and conduct of City Councilmembers.

**Section 2.** Incorporation Into the City Council Code Handbook.

The City Council Code of Ethics shall be codified as Section 13 of the City Council Code Handbook, and all current and future Councilmembers shall abide by its provisions.

**Section 3.** Training Requirements.

Councilmembers shall participate in periodic training on ethics, the Public Records Act, the Open Public Meetings Act, and respectful workplace principles as described in the Code of Ethics.

#### **Section 4. Procedural Safeguards for Enforcement.**

Any review of alleged violations of the Code of Ethics shall include reasonable notice to the affected Councilmember and an opportunity to be heard before the Council considers reprimand or censure. Nothing in this Code authorizes removal from office or any action inconsistent with Washington law.

#### **Section 5. No Limitation on Constitutional Rights.**

Nothing in the Code of Ethics shall be interpreted to restrict or regulate political speech protected under the First Amendment or Article I, §5 of the Washington Constitution.

#### **Section 6. Severability.**

If any portion of this Resolution or the Code of Ethics is held invalid, the remainder shall remain in full force and effect.

#### **Section 7. Effective Date.**

This Resolution shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, on the 15th day of January, 2026.

CITY OF STEVENSON, WASHINGTON

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

## Exhibit A

### Section 13 – City Council Code of Ethics

#### A. Purpose

The purpose of this Code of Ethics is to promote public trust and ensure that elected City Councilors conduct themselves with honesty, fairness, respect, integrity, and a commitment to democratic principles. This Code establishes clear expectations for ethical conduct so that the community may have confidence in its elected officials and in the governance of the City. RCW 42.23 addresses the Code of Ethics for Municipal Officers; this Section 13 supplements those provisions. All Councilors are reminded of their obligation to comply with RCW 42.23.070 (Prohibited Acts).

#### B. Social Media and Public Communications

Councilors communicate with the public in a variety of ways, including electronic and digital platforms. These communications shape public confidence in City government.

Councilors shall:

1. Communicate truthfully, respectfully, and responsibly in all public forums.
2. Distinguish personal opinions from official City positions.
3. Avoid disparaging, harassing, or inflammatory comments about colleagues, staff, or the public.
4. Refrain from discussing quasi-judicial matters or ongoing deliberations outside formal meetings.
5. Ensure that public communications reflect dignity, professionalism, and respect for the City and its residents.
6. Recognize that electronic communications made in the course of City business, including social media posts, may constitute public records under RCW 42.56 and must be preserved in accordance with the City's Public Records Ordinance.

#### C. Dedication to Democratic Leadership and the Public Interest

Councilors shall:

1. Honor democratic principles and model ethical leadership.
2. Serve the best interests of all residents and those doing business with the City.
3. Affirm the dignity and worth of public service.
4. Treat their office as a public trust.

#### D. Working for the Common Good and Respect for Process

Councilors shall:

1. Work for the benefit of the community as a whole.
2. Treat all persons and claims before the City fairly and equally.
3. Follow all applicable laws, procedures, and Council rules of order.
4. Respect the role of staff in implementing Council policy.
5. Avoid giving written or verbal direction directly to staff without prior discussion with the

Mayor, consistent with a Mayor–Council form of government.

6. Prepare diligently for meetings and policy deliberations.

#### E. Transparency, Accountability, and Public Records Compliance

Councilors shall:

1. Conduct City business openly to ensure public accountability.
2. Comply with the Public Records Act (Chapter 42.56 RCW) and Open Public Meetings Act (Chapter 42.30 RCW).
3. Recognize that most communications related to City business are public records.
4. Provide requested records promptly to the Public Records Officer.
5. Not destroy or alter public records except as permitted under state law.
6. Execute all Nissen declarations or other required documents as requested.

#### F. Respectful Conduct, Meeting Decorum, and Use of Position

Council meetings are legislative work sessions and shall be conducted in a manner that promotes orderly, efficient, and respectful deliberation.

Councilors shall:

1. Treat all persons with courtesy, fairness, and respect.
2. Confine meeting comments to the business at hand and matters properly before the Council.
3. Avoid interrupting speakers or interfering with the orderly conduct of meetings.
4. Respond to questions posed during public comment only when recognized by the Mayor.
5. Avoid repetitive or excessively lengthy remarks.
6. Support the presiding officer's efforts to maintain orderly and efficient meetings.
7. Refrain from threats, intimidation, harassment, or conduct that undermines public confidence.
8. Not use their elected position or meeting time to promote or oppose broader social, political, or ideological issues unrelated to City business or legislative actions.
9. Nothing in this Code shall be construed to prohibit or restrict political speech protected under the First Amendment or Article I, §5 of the Washington Constitution.

(See also Section 7 – Decorum.)

#### G. Integrity, Impartiality, and Avoidance of Improper Influence

Council meetings are legislative work sessions and shall not be used as platforms for personal, political, or ideological advocacy unrelated to City business.

Councilors shall:

1. Conduct themselves honestly and ethically.
2. Base decisions on the merits of the issue, applicable law, and adopted City policy.
3. Avoid favoritism, bias, or personal gain.
4. Maintain public confidence by ensuring their conduct is fair in fact and appearance.
5. Avoid conduct suggesting they may be improperly influenced.
6. Not seek or accept gifts intended to influence official decisions.
7. Disclose personal relationships or financial interests that may reasonably appear to



conflict with official duties.

8. Not use confidential information for personal benefit or to harm others.
9. Avoid investments or outside interests that conflict with official responsibilities.

#### H. Stewardship of Public Resources

Councilors shall:

1. Use City property, funds, and equipment only for legitimate public purposes.
2. Not use City resources for personal, business, or political purposes.
3. Support fiscal responsibility and sound management of public funds.

#### I. Accountability and Compliance

Councilors are responsible for upholding this Code and encouraging peers to do the same.

Councilors shall:

1. Alleged violations may be reported in writing to the Mayor (or Mayor Pro Tem if the Mayor is implicated).
2. The Council may review allegations in an appropriate executive session, refer matters to independent counsel, or take other action consistent with applicable law.
3. Remedies may include verbal warnings, public reprimand or censure, removal from committee assignments, or referral to legal authorities.
4. Before issuing any reprimand or censure, the Council shall provide the affected Councilor reasonable notice and an opportunity to be heard.
5. Nothing in this Code authorizes removal from office or any action inconsistent with Washington law.

#### J. Whistleblower Protection

No person shall be retaliated against for raising good-faith concerns or reporting potential violations of this Code.

#### K. Professionalism and Leadership

Councilors shall:

1. Participate in periodic ethics training, including Public Records Act, Open Public Meetings Act, respectful workplace principles, and ethical decision-making.
2. Seek guidance from the City Attorney when ethical questions arise.
3. Understand that this Code is intended to promote ethical governance and does not create a basis for civil liability.

#### L. Acknowledgement of the Code

#### M. Whistleblower Protection

No person shall be retaliated against for raising good-faith concerns or reporting potential violations of this Code.

#### N. Ethics Education

Councilors shall:

1. Participate in periodic ethics training, including PRA, OPMA, respectful workplace, and ethical decision-making.
2. Seek guidance from the City Attorney when ethical questions arise.
3. This Code is intended as guidance to promote ethical governance and does not create a basis for civil liability as to any Councilor.

#### O. Oath of Commitment

Upon assuming office, each Councilor shall acknowledge receipt of and familiarity with this Code of Ethics.

#### M. Adoption and Amendment

This Code of Ethics is adopted by resolution and incorporated into the City Council Code Handbook. Amendments shall require a majority vote of the Council at a public meeting.



## *City of Stevenson*

Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

### **MEMORANDUM**

To: City Council Members: Pat Rice, Tina Van Pelt, Erin Minnis, Lucy Lauser and Dave Cox

Cc: Wes Wootten, City Administrator; Robert Muth, City Attorney

From: Jenny Taylor, Mayor

Date: January 11, 2026

Subject: Intent and Purpose of Proposed City Council Code of Ethics

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### **Purpose of this Memo**

The purpose of this memorandum is to provide context for the proposed City Council Code of Ethics included in the agenda packet. This memo is intended to explain why I believe adopting a Code of Ethics is important at this time and how it fits into the broader governance framework of the City.

### **Background and Context**

The City of Stevenson operates under a Mayor-Council form of government. Effective governance under this structure depends on clear understanding and consistent application of Roles, Authority, and Accountability (RAA) between the Council, the Mayor, and City staff.

Since I began serving on Council in 2016, the City has experienced unusually high turnover in Council membership, effectively cycling through multiple full Council compositions over a relatively short period of time. This level of turnover has resulted in repeated resets in priorities, working relationships, and institutional knowledge. While some turnover is a natural part of any elected body, frequent early departures and instability can undermine continuity, effectiveness, and long-term planning.

The City has experienced similar instability on the staff side. Staff retention and organizational health are directly affected by leadership dynamics, clarity of roles, and the consistency of expectations applied by elected officials

## **Intent of the Proposed Code of Ethics**

The proposed City Council Code of Ethics is intended to establish a shared foundation for how the Council conducts itself as a governing body. Specifically, the Code is designed to:

- Reinforce public trust in City governance through clear ethical expectations
- Clarify standards of professionalism, conduct, and communication
- Support staff by reinforcing appropriate boundaries and lines of authority
- Promote clarity around Roles, authority, and Accountability (RAA) within the Mayor–Council form of government
- Encourage consistency across Council transitions and future Councils

The Code is not intended to limit debate, participation, or constitutionally protected speech. Rather, it is intended to provide clear guardrails so expectations around conduct, communication, and process are understood in advance and applied consistently.

## **Relationship to Culture and Professionalism**

Not all aspects of effective governance can or should be reduced to formal policy. Professionalism, respectful communication, and constructive disagreement are often shaped by shared norms and expectations rather than prescriptive rules.

In addition to Council discussion during the public meeting, I intend to reserve time during the upcoming Council offsite to discuss the intent behind this Code, particularly as it relates to professionalism standards, communication, and how Councilmembers interact with staff and one another. This includes “soft skill” areas, such as tone, respect during meetings, handling disagreement, and communication outside of meetings that are critical to a healthy working environment but do not easily lend themselves to codification.

## **Conclusion**

My goal in bringing forward this Code of Ethics is to establish a clear, consistent governance framework that promotes stability, trust, and a constructive working environment for elected officials, staff, and the public. I believe adopting this Code will

help reduce unnecessary friction, support staff retention, preserve institutional knowledge, and strengthen the City's ability to govern effectively over time.

I appreciate the Council's thoughtful consideration of this proposal and look forward to the discussion.

CITY OF STEVENSON, WASHINGTON  
RESOLUTION NO. 2026-647

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,  
WASHINGTON, ADOPTING PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

**WHEREAS**, the City of Stevenson is subject to the requirements of the Washington State Public Records Act, chapter 42.56 RCW, which governs public access to public records; and

**WHEREAS**, the Public Records Act requires public agencies to adopt and publish rules and procedures to provide full access to public records while protecting records from damage or disorganization and preventing excessive interference with essential governmental functions; and

**WHEREAS**, the City Council has reviewed and considered the Public Records Disclosure Rules of Procedure, attached hereto as *Exhibit A* and incorporated by this reference; and

**WHEREAS**, the City Council finds that adoption of the Public Records Disclosure Rules of Procedure will promote transparency, consistency, and lawful administration of public records requests, and will provide clear guidance to the public and City staff;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON:**

**Section 1. Adoption of Public Records Disclosure Rules of Procedure.**

The City Council hereby adopts the Public Records Disclosure Rules of Procedure, attached as *Exhibit A* and incorporated in full by this reference, as official City policy governing the receipt, processing, and disclosure of public records pursuant to chapter 42.56 RCW.

**Section 2. Administration.**

The City Manager, or designee, is authorized and directed to implement and administer the Public Records Disclosure Rules of Procedure in accordance with applicable state law.

**Section 3. Supersession.**

The Public Records Disclosure Rules of Procedure adopted by this Resolution supersede and replace any prior public records policies, procedures, or administrative rules of the City that are inconsistent herewith.

**Section 4. No Limitation on Statutory Rights.**

Nothing in the Public Records Disclosure Rules of Procedure shall be interpreted to limit or restrict any rights provided under the Washington State Public Records Act or other applicable law.

**Section 5. Severability.**

If any provision of this Resolution or the Public Records Disclosure Rules of Procedure is held invalid, such invalidity shall not affect the other provisions, which shall remain in full force and effect.

**Section 6. Effective Date.**

This Resolution shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, this  
15th day of January, 2026.

CITY OF STEVENSON, WASHINGTON

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Mayor

ATTEST:

---

Clerk/Treasurer

APPROVED AS TO FORM:

---

City Attorney

# **PUBLIC RECORDS DISCLOSURE**

## **RULES OF PROCEDURE**

### **CITY OF STEVENSON**





## PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

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Section 10  
10.01

Review Process  
Review Process

DRAFT

## PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

### SECTION 1: GENERAL

#### 1.01 Organization

The City of Stevenson ("City") is a non-charter code city with a mayor-council form of government.

#### 1.02 Authority

These Rules of Procedure are adopted pursuant to and in accordance with: - RCW Chapter 42.56, the Washington Public Records Act (PRA); - WAC Chapter 44-14, the Attorney General's Model Rules.

The Public Records Act requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to provide the fullest assistance to requestors. Public records prepared, owned, used, or retained by the City are the property of the City, regardless of format or location.

#### 1.03 Purpose

These Rules are intended to promote timely, consistent, and lawful responses to public records requests and to provide guidance to requestors and City staff in order to: - Provide full access to public records; - Provide the fullest assistance to requestors; - Ensure the most timely possible action on records requests; - Maintain public access while preventing excessive interference with essential City functions; and - Protect public records from damage or disorganization.<sup>1</sup>

#### 1.04 Applicability

These Rules apply to all City employees and elected or appointed officials. They apply only to public records requests made under RCW Chapter 42.56 and do not apply to discovery or other requests governed by separate legal processes.

### SECTION 2: DEFINITIONS

#### 2.01 Definitions

For purposes of these Rules:

**Department Record Coordinator** means a staff member designated by a department director or designee to assist in locating and producing public records.

**Exempt Record** means a record or portion of a record exempt from disclosure under RCW Chapter 42.56 or other state or federal law.

**Identifiable Record** means an existing public record that City staff can reasonably locate based on the description provided by the requestor.<sup>2</sup>

**Public Record** has the meaning set forth in RCW 42.56.010.

**Public Records Request** means a request for identifiable public records submitted pursuant to the PRA.

## SECTION 3: PUBLIC RECORDS STAFF

### 3.01 Public Records Officer

#### Public Records Officer

The City Manager is the City's designated Public Records Officer and is responsible for oversight of compliance with the Public Records Act. The City Manager may delegate administration of public records requests to qualified City staff.

Responsibilities include: - Overseeing compliance with the PRA; - Coordinating receipt, tracking, and fulfillment of public records requests; - Serving as a point of contact for requestors; - Directing requests to appropriate departments; - Coordinating complex or multi-department requests; and - Ensuring staff training regarding PRA requirements.

### 3.02 Training

Any staff member assigned responsibilities under the PRA must obtain training consistent with RCW 42.56.152 and the Attorney General's Model Rules.<sup>3</sup>

## SECTION 4: AVAILABILITY OF PUBLIC RECORDS

### 4.01 Online Availability

The City makes commonly requested records available on its website and encourages requestors to review available materials prior to submitting a request.

### 4.02 Records Index

The City has determined that maintaining an index of all City records would be unduly burdensome and therefore does not maintain such an index. Any departmental indexes created for internal use will be made available upon request pursuant to RCW 42.56.070(4)(b).

### 4.03 Records Retention and Preservation

The City retains records in accordance with Washington State Local Government Records Retention Schedules approved by the State Attorney General's Local Records Committee.

When records scheduled for destruction are subject to a pending public records request, the City shall suspend destruction until the request is resolved.<sup>4</sup>

Public records requests and related documentation are themselves public records and are retained in accordance with applicable retention schedules.

## SECTION 5: REQUESTING PUBLIC RECORDS

### 5.01 Submitting Requests

The City encourages submission of public records requests through its online Public Records Center. Requests may also be submitted verbally, by mail, or by email.

Requests must clearly seek access to identifiable public records and provide sufficient detail to allow City staff to reasonably locate responsive records. Requests must provide fair notice that a public records request is being made.<sup>5</sup>

## 5.02 Scope of Requests

The PRA applies only to existing records and does not require the City to answer questions, conduct research, or create new records. Requests for future or standing records are not permitted.<sup>6</sup>

If a request is unclear or appears overly broad, the City will seek clarification while fulfilling any reasonably identifiable portions of the request. A request will not be denied solely because it is overly broad.<sup>7</sup>

## 5.03 Law Enforcement Records

The City does not maintain records held by the Skamania County Sheriff's Office. Requests for such records must be directed to the appropriate County agency.

## 5.04 Lists of Individuals

The City will not disclose a list of individuals when the requestor intends to use the list for commercial purposes, consistent with RCW 42.56.070(8). The City may require a declaration regarding intended use.<sup>8</sup>

# SECTION 6: PROCESSING PUBLIC RECORDS REQUESTS

## 6.01 Initial Response

The City will respond to public records requests within five business days of receipt as required by RCW 42.56.520 by one or more of the following: - Providing records; - Providing an internet link to records; - Acknowledging receipt and providing a reasonable time estimate; - Seeking clarification; - Denying the request with written explanation; or - Advising that no responsive records exist.

## 6.02 Time Estimates and Clarification

Time estimates are based on the scope and complexity of the request and operational demands. Updated estimates will be provided as necessary.

Requests for clarification will focus on identifying records rather than the purpose of the request. If clarification is not received within 30 days and the request is entirely unclear, the request may be closed.<sup>9</sup>

## 6.03 Searches and Third-Party Notice

The City will conduct a reasonable search reasonably calculated to locate all responsive records.<sup>10</sup> Where required or appropriate, the City may notify affected third parties, which may extend processing time.<sup>11</sup>

# SECTION 7: PROVIDING RECORDS

## 7.01 Providing Records

Records will generally be provided electronically unless other arrangements are made. Records may be provided in installments when appropriate to provide the fullest assistance to requestors.

The City is not required to create new records but may, when feasible and not unduly burdensome, provide customized reports derived from existing records.<sup>12</sup>

Inspection of records may be arranged by appointment during normal business hours. Records shall be protected from damage, alteration, or disorganization during inspection.

If a requestor fails to take required action within 30 calendar days after written notice, the City may close the request.<sup>13</sup>

## SECTION 8: REDACTIONS AND EXEMPTIONS

### 8.01 Redactions and Exemptions

The City will withhold or redact records only as authorized by RCW 42.56 or other applicable law. When records are withheld or redacted, the City will provide a written exemption log identifying the legal basis for nondisclosure.<sup>14</sup>

## SECTION 9: FEES

### 9.01 Fees

The City may charge fees for copies of public records as authorized by RCW 42.56.120 and in accordance with the City's adopted Records Fee Schedule.

Deposits may be required prior to processing. Records will be provided after payment is received. Fees may be waived in limited circumstances as determined by the Public Records Officer.

If payment is not received within 30 calendar days, the request may be deemed abandoned and closed.<sup>15</sup>

## SECTION 10: REVIEW PROCESS

### 10.01 Review Process

A requestor may seek internal review of a denial or redaction by submitting a written request to the City. Review will be conducted by the City Attorney in accordance with RCW 42.56.520.<sup>16</sup>

Nothing in these Rules limits a requestor's right to seek judicial review under RCW 42.56.550.

FOOTNOTES

<sup>1</sup> RCW 42.56.100; WAC 44-14-04001; WAC 44-14-04003

<sup>2</sup> RCW 42.56.080; WAC 44-14-04002(2)

<sup>3</sup> RCW 42.56.152; WAC 44-14-00005

<sup>4</sup> RCW 42.56.100

<sup>5</sup> WAC 44-14-03006

<sup>6</sup> WAC 44-14-04002(2)

<sup>7</sup> RCW 42.56.070(8)

<sup>8</sup> RCW 42.56.070(8)

<sup>9</sup> WAC 44-14-04005

<sup>10</sup> MRSC Practice Tips for Local Governments: PRA – Performing an Adequate Search for Records

<sup>11</sup> RCW 42.56.540

<sup>12</sup> WAC 44-14-04003(6)

<sup>13</sup> RCW 42.56.120; WAC 44-14-04005

<sup>14</sup> RCW 42.56.070(1)

<sup>15</sup> WAC 44-14-04005

<sup>16</sup> RCW 42.56.520(4); WAC 44-14-08001

## 2025 APPOINTMENTS

MAYOR PRO TEM: Dave Cox

PLANNING COMMISSION (6 Year Terms)

Position No. 1	Anne Keesee	2029
Position No. 2	Tony Lawson	2029
Position No. 3	Charlie Hales	2027
Position No. 4	Auguste Zettler	2027
Position No. 5	Jeff Breckel	2029

BOARD OF ADJUSTMENTS (3 Year Terms)

(Ensures that the City's land use and development regulations are applied in a fair and consistent manner by hearing and deciding appeals of administrative actions made pursuant to the City's land use and development regulations and by hearing and deciding variance proposals for projects within the City)

Brian Riffel	12/27
Dan McGill	12/25
Marilyn Butler	12/25
Mary Repar	12/27
Ed Feeley	12/25

BOARD OF APPEALS (1 Year Terms)

(Hears appeals related to action taken by the building official under provisions of the construction codes).

Jason Ledesma	12/21
Jim Joseph	12/21
Pat Price	12/21
Mark Peterson	12/21
Martin Hecht	12/21

EX-OFFICIO PLANNING COMMISSION

*(non-voting position, except Mayor does legally authorize this appointment to have the power to vote for quorum issues as discussed by ordinance and outlined in RCW).*

Paul Spencer

### **COUNCIL & STAFF COMMITTEE/BOARD APPOINTMENTS**

The following organizations need representatives from the City to serve on their respective boards.

CITY OF STEVENSON FIRE DEPARTMENT

(Meets locally every Monday at the fire hall at 7:00 PM)

- Fire Chief Ray Broughton (elected by the fire department members)
- City Staff contact – Gordon Rosander (fire department volunteer)

CITY OF STEVENSON VOLUNTEER FIREFIGHTER'S BOARD

(Meets on an as needed basis locally; membership set by RCW. Established to deal with accident claims.)

- Mayor (Scott Anderson), Fire Chief (Ray Broughton), City Staff (Tiffany Anderson) and Councilmember **Chuck Oldfield**

EMERGENCY SERVICE COMPENSATION BOARD

(By statute the Mayor and one council member must serve. Meets on an as-needed basis to deal with claims. Has never met).

- Mayor Scott Anderson and Councilmember **Lucy Lauser**

SKAMANIA COUNTY EMERGENCY SERVICES COUNCIL AND RADIO USERS BOARD

(Meets bimonthly in the evenings. Coordinates various emergency management groups.)



- Fire Chief Ray Broughton. Gordon Rosander as alternate.

#### MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

(Meetings quarterly on various days of the month at 4:00 PM. Typically, meetings take place on the third Thursday of the month, conflicting with Stevenson council meetings. Appointment is joint with the City of North Bonneville for two-year terms that expire even numbered years. Deals with regional economic development, approves loans to small businesses, and deals with Federal Economic Development Administration.)

- Ben Shumaker for 2025/2026

#### SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

(Meets quarterly in Stevenson. Twelve-member board with rotating appointments of 2 years. The EDC's mission is to coordinate agencies dealing with business and industrial development and actively recruit new industry and business into the community.)

- Ben Shumaker for 2025/2026

#### STEVENSON DOWNTOWN ASSOCIATION

(Meets the second Tuesday of the month @ 6:00 pm @ the Chamber Office. Works to create a vibrant downtown with a focus on economic and community prosperity, historic preservation and connection to the Columbia River waterfront.

- Scott Anderson

#### SKAMANIA COUNTY FAIR BOARD

(Meets on the second Wednesday of the month @ 7:00 pm. at Rock Creek Center. Coordinates and sponsors county fair. Two-year appointments.)

- Dave Cox for 2025/2026

#### SOUTHWEST WASHINGTON CLEAN AIR AGENCY

(Afternoon meetings on the first Tuesday (@3:00 pm) of each month in Vancouver. Deals with enforcement & implementation of Clean Air Act. Annual joint appointments from City of North Bonneville and Stevenson.)

- Ben Shumaker

#### SKAMANIA COUNTY SOLID WASTE ADVISORY BOARD

(Meets on as needed basis. Appointments are annual. Deals with solid waste and garbage related nuisance issues.)

- Chuck Oldfield with Carolyn Sourek as alternate

#### SKAMANIA COUNTY REGIONAL TRANSPORTATION BOARD

(Meets during the afternoon of the 1<sup>st</sup> Wednesday of each month. Deals with the coordination of transportation planning regionally and reviews some Federal funding disbursements.)

- Ben Shumaker with Carolyn Sourek as alternate

#### SKAMANIA COUNTY LAW AND JUSTICE COUNCIL

(Mandated committee to establish a law and justice plan for the Skamania County community. Board membership is statutorily set. Appointment is annual, representing both cities' courts. Meets as needed, during the day.)

- Ben Shumaker

#### SKAMANIA COUNTY DISABILITIES BOARD

(Meets locally on an as-need basis. Joint City appointment with City of North Bonneville. Responsible for reviewing injury claims that are job related.)

- Unknown, potentially Janette Tucker, City of North Bonneville

#### CLICKITAT-SKAMANIA UTILITIES COORDINATING COUNCIL

(Meets every other month in White Salmon during the day. Responsible for coordinating underground utilities.)

- Carolyn Sourek

#### COMMUNITY ACTION TEAM

(Meets on a quarterly basis. Sets priorities for community development projects for state and federal grant prioritization.)

- Pat Rice with Ben Shumaker as alternate

#### SKAMANIA COUNTY BOUNDARY REVIEW BOARD

(Meets on an as needed basis. Debi Van Camp serves as staff person)

- Valerie Hoy appointed for 2024-2026

#### TOURISM ADVISORY COMMITTEE

(This committee meets at least once a year to recommend Hotel/Motel awards to City Council. Membership is set by RCW and must have two members who pay the motel/hotel tax and two members who receive funding from the tourism tax.)

- Skamania Chamber Director (Angie Waiss)
- Funding Recipient Representative (Chris Kellogg-Clark and Lewie's)
- Skamania Lodge (Kara Owen)
- Artbliss Hotel (Tom Sikora)
- Council Member (Dave Cox)
- City Staff (Ben Shumaker)

#### SKAMANIA COUNTY HOMELESS COUNCIL

(Meets monthly on the Third Wednesday at 1pm in the Hegewald Center)

- Lucy Lauser

#### LAW ENFORCEMENT CONTRACT COMMITTEE

(Meets bi-annually in June and December. Responsible for reviewing and setting service level priorities, goals and metrics.)

- Dave Cox and Pat Rice

#### **AD HOC & TEMPORARY COMMITTEE APPOINTMENTS**

(These are short term, special focus committees that will terminate with project completion.)

#### STEVENSON PUBLIC ART COMMITTEE

(Functions as needed – whenever funding for projects becomes available)

- Marilyn Bolles
- Bill Yee
- Mark McCormick
- Pat Hood
- Laura Buchan
- Leana Kinley
- Michael D. Johnson

#### WATER INVENTORY RESOURCE INVENTORY AREA (WRIA)

(This committee was created as part of a state water plan update. Stevenson is in section #29A. The other representatives on this committee consist of Skamania County, Skamania PUD and the Yakama Nation. Stevenson is on the committee as the largest city in the county. It meets as needed to assist with policy updates or to support a specific project.)

- Ben Shumaker
- Carolyn Sourek (alt)

#### SWIM TEAM

(The SWIM (Stevenson Wellness Improvement & Maintenance) team consists of 3 members: one rotational and two permanent. In addition, a Councilmember will be appointed by City Council and the City Administrator will serve as an ex officio member.)

Kaitlyn Conrath

No expiration

Carolyn Sourek  
Jon Dexter  
Ben Shumaker (ex officio)  
**Michael D Johnson**

No expiration  
2025 & 2026 (2-year term for the rotational member)  
No expiration  
2025 (Appointed annually by City Council)

DRAFT



## *City of Stevenson*

Phone (509)427-5970

FAX (509) 427-8202

7121 E Loop Road, PO Box 371

Stevenson, Washington 98648

**From: Jayne Borden / Finance Director**

**To: City Council**

**RE: December Treasurer's Report Narrative**

**Date: 1/12/2026**

The Treasurer's Report for the period ending December 31, 2025 reflects the City's continued overall financial stability. Certain capital project funds, including Cascade Avenue Utility Improvements and Wastewater System Upgrades, are showing negative balances at month-end due to project expenditures being paid in advance of reimbursements. These reimbursements are currently in process. A reimbursement totaling \$631,480.74 was received on January 7, 2026; however, because it was received after December 31, it is not reflected in the December Treasurer's Report and will be recorded in the January financials.

The outstanding vouchers listed in the report represent normal timing differences and are anticipated to be cleared as part of the January bank statement reconciliation.

Discussion regarding the emergency logging project at the Water Reservoir has indicated that the project may be eligible for FEMA funding. To address the immediate costs, funds from the Water Reserve may be used on an interim basis. After consultation with MRSC, the project has been classified as an emergency capital project and determined to be a land improvement rather than an infrastructure improvement.

## TREASURER'S REPORT

## Fund Totals

City Of Stevenson

Time: 15:18:33 Date: 01/12/2026

12/01/2025 To: 12/31/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,888,224.61	125,262.64	110,149.02	1,903,338.23	3,360.48	9,873.13	0.00	1,916,571.84*
010 General Reserve Fund	364,053.71	0.00		364,053.71	0.00	0.00	0.00	364,053.71
020 General Fire Fund	2,309,627.33	17,193.01	15,831.77	2,310,988.57	110.68	2,690.65	0.00	2,313,789.90
100 Street Fund	201,244.86	58,270.44	24,560.61	234,954.69	402.20	700.01	0.00	236,056.90
103 Tourism Promo & Develop Fund	1,636,218.35	69,005.14	92,248.34	1,612,975.15	10,289.76	11.86	0.00	1,623,276.77
105 Affordable Housing Fund	26,852.28	620.88		27,473.16	0.00	0.00	0.00	27,473.16
107 HEALing SCARS Fund	10,671.27	0.00		10,671.27	0.00	0.00	0.00	10,671.27
300 Capital Improvement Fund	323,779.04	1,658.25		325,437.29	0.00	0.00	0.00	325,437.29
311 First Street	-278,472.06	0.00	-45.93	-278,426.13	0.00	0.00	0.00	-278,426.13
314 Lasher Street Improv. Fund	-126,201.40	0.00	1,657.43	-127,858.83	0.00	0.00	0.00	-127,858.83
400 Water/Sewer Fund	1,993,454.16	238,628.07	385,791.22	1,846,291.01	5,412.80	2,745.00	-60.75	1,854,388.06*
406 Wastewater Short Lived Asset Res. Fund	130,674.00	0.00		130,674.00	0.00	0.00	0.00	130,674.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-34,192.80	0.00	143,260.87	-177,453.67	0.00	0.00	0.00	-177,453.67
415 Cascade Avenue Utility Improvements	-384,368.79	0.00	247,248.44	-631,617.23	21.58	0.00	0.00	-631,595.65
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	38,184.07	0.00	27,221.65	10,962.42	6,375.39	144.22	0.00	17,482.03
630 Stevenson Municipal Court	0.00	1,020.03	1,020.03	0.00	0.00	0.00	0.00	0.00
	8,180,489.63	511,658.46	1,048,943.45	7,643,204.64	25,972.89	16,164.87	-60.75	7,685,281.65

## TREASURER'S REPORT

## Account Totals

City Of Stevenson

Time: 15:18:33 Date: 01/12/2026

12/01/2025 To: 12/31/2025

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,581,396.61	450,507.29	1,049,420.82	1,982,483.08	-60.75	44,944.40	2,027,366.73
10	Xpress Bill Pay	38,584.55	61,628.54	0.00	100,213.09	0.00	0.00	100,213.09
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	399.20	0.00	0.00	399.20	0.00	0.80	400.00
Total Cash:		2,620,480.36	512,135.83	1,049,420.82	2,083,195.37	-60.75	44,945.20	2,128,079.82
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,908,497.28	0.00	0.00	2,908,497.28	0.00	0.00	2,908,497.28
6	US Bank Safekeeping	2,651,511.99	0.00	0.00	2,651,511.99	0.00	0.00	2,651,511.99
Total Investments:		5,560,009.27	0.00	0.00	5,560,009.27	0.00	0.00	5,560,009.27
		8,180,489.63	512,135.83	1,049,420.82	7,643,204.64	-60.75	44,945.20	7,688,089.09

TREASURER'S REPORT  
Fund Investments By Account

City Of Stevenson

12/01/2025 To: 12/31/2025

Time: 15:18:33 Date: 01/12/2026

Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	706,047.64					706,047.64
010 000 General Reserve Fund	134,969.52					134,969.52
020 000 Fire Reserve Fund	917,998.03					917,998.03
100 000 Street Fund	14,639.46					14,639.46
103 000 Tourism Promo & Develop Fund	697,044.88					697,044.88
105 000 Affordable Housing Fund	4,274.06					4,274.06
107 000 HEALing SCARS Fund	150.20					150.20
300 000 Capital Improvement Fund	199,453.60					199,453.60
400 000 Water/Sewer Fund	233,919.89					233,919.89
5 - LGIP	2,908,497.28	0.00	0.00			2,908,497.28
001 000 General Expense Fund	808,740.01					808,740.01
010 000 General Reserve Fund	217,767.98					217,767.98
020 000 Fire Reserve Fund	922,101.03					922,101.03
100 000 Street Fund	15,448.87					15,448.87
103 000 Tourism Promo & Develop Fund	605,308.18					605,308.18
105 000 Affordable Housing Fund	14,415.70					14,415.70
107 000 HEALing SCARS Fund	10,204.63					10,204.63
300 000 Capital Improvement Fund	57,525.59					57,525.59
6 - US Bank Safekeeping	2,651,511.99	0.00	0.00			2,651,511.99
	5,560,009.27	0.00	0.00			5,560,009.27



# TREASURER'S REPORT

## Fund Investment Totals

City Of Stevenson

12/01/2025 To: 12/31/2025

Time: 15:18:33 Date: 01/12/2026

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,514,787.65					1,514,787.65	388,550.58
010 General Reserve Fund	352,737.50					352,737.50	11,316.21
020 General Fire Fund	1,840,099.06					1,840,099.06	470,889.51
100 Street Fund	30,088.33					30,088.33	204,866.36
103 Tourism Promo & Develop Fund	1,302,353.06					1,302,353.06	310,622.09
105 Affordable Housing Fund	18,689.76					18,689.76	8,783.40
107 HEALing SCARS Fund	10,354.83					10,354.83	316.44
300 Capital Improvement Fund	256,979.19					256,979.19	68,458.10
311 First Street						0.00	-278,426.13
314 Lasher Street Improv. Fund						0.00	-127,858.83
400 Water/Sewer Fund	233,919.89					233,919.89	1,612,371.12
406 Wastewater Short Lived Asset Res. Fund						0.00	130,674.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-177,453.67
415 Cascade Avenue Utility Improvements						0.00	-631,617.23
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund						0.00	10,962.42
	5,560,009.27					5,560,009.27	2,083,195.37

Ending fund balance (Page 1) - Investment balance = Available cash.

7,643,204.64

## TREASURER'S REPORT

## Outstanding Vouchers

12/01/2025 To: 12/31/2025

City Of Stevenson

As Of: 12/31/2025 Date: 01/12/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	3013	12/17/2025	Tr Rec	1		NW Performance Heating and Cooling	60.75	
						Receipts Outstanding:	60.75	
2025	3139	12/31/2025	Payroll	1	EFT	Department of Retirement Systems	10,040.07	Pay Cycle(s) 12/31/2025 To 12/31/2025 - PERS2; Pay Cycle(s) 12/31/2025 To 12/31/2025 - PERS3; Pay Cycle(s) 12/31/2025 To 12/31/2025 - DCP
2025	321	02/20/2025	Claims	1	EFT	Umpqua Bank	116.33	Deposit tickets
2025	2295	10/01/2025	Payroll	1	EFT	Employment Security Dept	3,651.81	Pay Cycle(s) 07/01/2025 To 09/30/2025 - PFML; Pay Cycle(s) 07/01/2025 To 09/30/2025 - Long Term Care
2025	3192	12/05/2025	Claims	1	EFT	Xpress Billpay	500.33	November 2025 Hosting Fees
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2024	3166	12/19/2024	Claims	1	18300	Jones Boys Electric and Construction	830.81	Statement 11/14/2024; Street Light troubleshoot
2025	1313	06/18/2025	Claims	1	18653	Jonathon D Dexter	6.00	Toll Bridge Fees
2025	2934	12/08/2025	Payroll	1	19051	Ron L Chamness	29.56	PP 12.1.25-12.31.25 VFF
2025	2935	12/08/2025	Payroll	1	19052	Pehr F Collins	389.72	PP 12.1.25-12.31.25 VFF
2025	2936	12/08/2025	Payroll	1	19053	Monica K Erwin	125.60	PP 12.1.25-12.31.25 VFF
2025	2938	12/08/2025	Payroll	1	19055	Robert Farris	243.80	PP 12.1.25-12.31.25 VFF
2025	2939	12/08/2025	Payroll	1	19056	Oscar E Hietpas	264.12	PP 12.1.25-12.31.25 VFF
2025	2943	12/08/2025	Payroll	1	19060	Jayden Lankford	184.70	PP 12.1.25-12.31.25 VFF
2025	2944	12/08/2025	Payroll	1	19061	Isaac T Ledesma	29.56	PP 12.1.25-12.31.25 VFF
2025	2945	12/08/2025	Payroll	1	19062	Jacob Ledesma	59.10	PP 12.1.25-12.31.25 VFF
2025	2946	12/08/2025	Payroll	1	19063	Jasch D Manning	22.16	PP 12.1.25-12.31.25 VFF
2025	2949	12/08/2025	Payroll	1	19066	Scott W Midland	59.10	PP 12.1.25-12.31.25 VFF
2025	2953	12/08/2025	Payroll	1	19070	Samia S Rudd	7.38	PP 12.1.25-12.31.25 VFF
2025	2954	12/08/2025	Payroll	1	19071	Walter Greyson Rudd	360.16	PP 12.1.25-12.31.25 VFF
2025	2955	12/08/2025	Payroll	1	19072	Andrew Taylor	291.83	PP 12.1.25-12.31.25 VFF
2025	2956	12/08/2025	Payroll	1	19073	Matthew G Trollier	182.85	PP 12.1.25-12.31.25 VFF
2025	2957	12/08/2025	Payroll	1	19074	Jackson D Vanderpool	145.91	PP 12.1.25-12.31.25 VFF
2025	3019	12/18/2025	Claims	1	19079	Clayton S Bond	43.06	Reimbursement for Parade Decorations
2025	3021	12/18/2025	Claims	1	19081	CenturyLink	192.51	November 2025 Statement; November 2025 Statement
2025	3030	12/18/2025	Claims	1	19090	Kaitlyn M Conrath	216.86	Candy for Starlight Parade; Candy for Starlight Parade
2025	3047	12/18/2025	Claims	1	19107	Office of Minority & Women's Business	609.92	Political Subdivision Free 7/1/2025-6/30/2027
2025	3051	12/18/2025	Claims	1	19111	Peter Carter Johnson	10,000.00	TAC 2025 Final contract payment

## TREASURER'S REPORT

## Outstanding Vouchers

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 01/12/2026

Time: 15:18:33 Page: 6

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	3054	12/18/2025	Claims	1	19114	Brian Pruett	210.00	Public Defender Fees
2025	3081	12/18/2025	Claims	1	19141	US Bank Safekeeping	32.00	Nov 2025 Safekeeping Fees
2025	3083	12/18/2025	Claims	1	19143	US Bank	13,214.27	November 2025 Statement Card 8023; November 2025 Statement Card 2311; November 2025 Statement Card 4631
2025	3144	12/31/2025	Payroll	1	19148	WGAP Washington Gorge Action Program	68.21	Pay Cycle(s) 12/31/2025 To 12/31/2025 - Food Bank
							42,136.96	
2025	1138	05/21/2025	Claims	12	0	Skamania County Building Division	0.80	Missed .80 from May 2025 payment for cloud permit
							0.80	
							42,137.76	

Fund	Claims	Payroll	Total
001 General Expense Fund	3,360.48	9,873.13	13,233.61
020 General Fire Fund	110.68	2,690.65	2,801.33
100 Street Fund	402.20	700.01	1,102.21
103 Tourism Promo & Develop Fund	10,289.76	11.86	10,301.62
400 Water/Sewer Fund	5,412.80	2,745.00	8,157.80
415 Cascade Avenue Utility Improvements	21.58	0.00	21.58
500 Equipment Service Fund	6,375.39	144.22	6,519.61
	25,972.89	16,164.87	42,137.76

TREASURER'S REPORT

Signature Page

City Of Stevenson

12/01/2025 To: 12/31/2025

Time: 15:18:33 Date: 01/12/2026

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
City Administrator / Date Deputy Clerk-Treasurer / Date

## Minutes

### Stevenson Planning Commission Meeting Wednesday, December 10, 2025 6:00 PM

**Planning Commission Chair Jeff Breckel** called the meeting to order at 6:00 p.m. A quorum was present.

#### MEMBERS PRESENT

**PC Chair Jeff Breckel; Commissioners Auguste Zettler, Anne Keesee, Tony Lawson.**

#### STAFF PRESENT

**City Administrator Wes Wootten; Daniel Pitariu, Permits & Records Manager.**

#### PUBLIC PARTICIPANTS

Mary Repar, Christine Hecht, Martin Hecht, Greg Felton, Mike Perry, Angie Martin, Adi Elliott, Dana Hendricks

#### A. Preliminary Matters

##### 1. Public Comment Expectations

**PC Chair Jeff Breckel** requested **City Administrator Wootten** explain the meeting protocol for remote and public participants. Commenters must raise their hand and be acknowledged by the Chair. For remote, \*6 to mute/unmute & \*9 to raise hand, or raise hand icon. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

**Daniel Pitariu** was introduced and welcomed as the new City of Stevenson's Permits and Records Manager.

**PC Chair Breckel** explained the purpose of the meeting was to continue the conversation about short term/vacation rentals in the city of Stevenson. The intent is to gain more information in order to develop recommendations for the City Council to consider regarding potential oversight and licensing.

##### 2. Public Comment Period:

Mary Repar commented on the project the Mid-Columbia Housing Authority is building in Carson, and spoke about the need for more affordable housing in the region.

##### 3. Approval of Minutes:

PC Minutes from November 2026 were not reviewed.

**B. New Business****4. Vacation Rental Discussion:**

**The Planning Commissioners**, public attendees, and **City Administrator Wootten** held a detailed discussion on the issue of short term/vacation rentals in Stevenson. Ways to improve the licensing process; responsibility for safety equipment and inspections; limiting the number of rentals/owner residency requirements; zoning challenges; financial benefits for owners, tourism support, caps on ADU's and house shares vs free standing rentals, and other topics were discussed. Determining the total number of rentals available was seen as essential.

Following the discussion **PC Chair Breckel** called for reviewing the comments and topics received in order to finalize recommendations for the City Council's review.

**D. Old Business**

No unfinished business was presented.

**C. Discussion**

No further discussion occurred.

**E. Adjournment**

**PC Chair Breckel** declared the meeting adjourned at 7:55 p.m. following a motion by **Commissioner Keese**, seconded by **Commissioner Zettler**.

Minutes recorded by  
Johanna Roe

c) 2025 Fourth Qtr Report



**Chamber Staff:**

Angie Waiss, Executive Director  
Angel Knight, Membership Services Coordinator  
Denise Russell, Administrative Assistant



**Tourism Promotion**

- \* Added monthly blogs to websites
- \* Sent out monthly tourism newsletters
- \* Updated featured events on website
- \* Place print and digital ads
- \* Updating Lure brochure for 2026
- \* Updating calendar of events, membership list, photos and welcome letter for 2026 Experience Skamania magazine
- \* Met with cruise ships regarding plans for 2026 dockings
- \* Working with Speleological Society on conference in 2027
- \* Continue working with committee to plan America's 250<sup>th</sup>
- \* Sent Datafy reports (quarterly) and Occupancy reports(monthly) to tourism members



**VISITOR STATS**

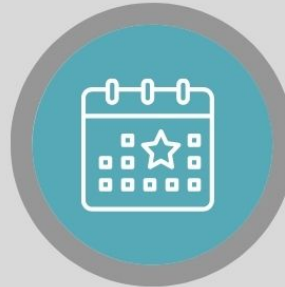
- \* Walk-in visitors: 283
- \* Phone calls: 119
- \* Emails: 14
- \* Business referrals: 3,404
- \* Visitor packets: 9
- \* Relocation packets: 0
- \* Overnight stays: 131
- \* Large Quantity Brochures: 435



**COMMUNICATION**

1

- \*"Under Currents" newsletter has 1,339 recipients
- \*Tourism Newsletter has 339 recipients
- \*Chamber Facebook page has 3,148 followers
- \*Chamber Website had 18,864 pageviews this quarter
- \*Visit Stevenson Facebook page has 5,004 followers
- \*Visit Stevenson Website had 22,732 pageviews this quarter



**EVENTS**

2

- \* 3 Ribbon Cutting events
- \* Monthly Chamber Happy Hour events
- \* Support Your Local Chamber Day
- \* Christmas in the Gorge
- \* Holiday Luncheon
- \* Organizing Annual Dinner & Award Ceremony



**MEMBERSHIP & BENEFITS**

3

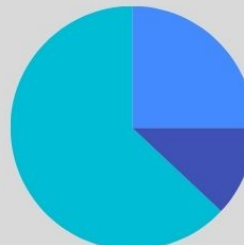
- \* 2025 Membership survey results added to website
- \* Shop Local campaigns - Small Business Season
- \* Working with EDC on Small Business Requirements Workshop
- \* Visited 8 members
- \* Called 35 members
- \* Visited 4 non-members



**GOVERNMENT AFFAIRS**

4

- \* Sent out 4th Quarter GA Newsletter
- \* Hosted Legislative Roundtable event
- \* Hosted Advocacy Luncheon on State of Skamania County
- \* Updated legislative priorities for 2026
- \* Promoted webinar on new WA State taxes



5

**289 MEMBERS**

**37 INDIVIDUAL**  
**27 NON-PROFIT**  
**225 BUSINESS**

**100+ EMPLOYEES = 3**  
**51-99 EMPLOYEES = 2**  
**21-50 EMPLOYEES = 6**  
**11-20 EMPLOYEES = 9**  
**6-10 EMPLOYEES = 23**  
**1-5 EMPLOYEES = 55**  
**OWNER OPERATED = 127**





## City of Stevenson

Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

From: Cody Rosander, PWD  
To: City Mayor, City Council  
RE: Council update  
Date: 1/14/26

Hello City Mayor & City Council

I wanted to take a few minutes to provide an update of the public works department since we met last month. I will briefly touch base on all the PW departments but overall will focus on storm issues and projects.

**Water:** Crews have been engaged with final steps of corrosion control update to the well. Once these are completed, better monitoring, chemical control, as well as additional chemicals will be available for the time the well is running. Currently the status is waiting for final electrical work, and final connection of monitoring equipment into the waterlines themselves.

**Sewer:** We have been experiencing issues with the lab who completes the DOE mandated test. Over the last several months they have lost samples as well as ran over hold time, making that sample unreportable. Multiple times crews have had to engage in overtime to start samplers or get samples to the lab. Our permit requires us to complete 10 samples every week; with all the issues we did unfortunately miss one and receive a permit violation. It is also likely that we will receive another violation due to the lab not running either of our samples from the first week of January.

I have been in direct communication with the lab to ensure they have processes in place to correct these issues. They have stated for the last several months samples were being flown to California for processing and delays were causing the missed hold time. As of this week, they are back to processing in house which should stop these issues. Prior to this, we rarely had an issue with their company.

I have also been providing updates to DOE, and the wastewater crew have been in communication with another lab in the area if these issues do not straighten out.

**Storm:** Over the month of December, we received over 25" of rain, half of this coming in just two storm systems. We received a fair share of damage; many I will list below:

- Tree damage/removal RC bridge
- Steel sheet damage on the North side of Rock creek bridge
- Water line damage Rock Creek bridge
- Sewer line and shoreline repair (rip-raf) on West side of RC bridge
- Lots of gravel used to firm up road shoulders and for repair of gravel roads

- Tree damage to the Sedimentation basin
- Slide/tree concerns at High Level reservoir
- Kanaka Creek lift station pump issues

We are currently working on mitigating and repairing what we can, and I am working on requesting funding for all the above work through the State and FEMA. This request comes as a County wide spanning multiple other agencies.

**Projects:**

- **Cascade Ave:** The water, storm and sewer work is done, and the project is now substantially completed. We held a punch list walkthrough this week and will have a lengthy list to go back to the contractor. Additionally, permanent asphalt and sidewalk work will take place in the spring.
- **LTWS 1B:** We kicked off the project last month and discussed the project goals and introduced different individuals involved. City staff met this week and completed a very lengthy survey of all the equipment we have in WTP and intake systems. We are expecting to meet with engineers to discuss those findings next week.
- **High Level Logging:** The PUD has agreed to assist us in taking down the timber threatening the reservoir, we will be operating equipment to ensure safety of the crew and reservoir. After the PUD falls all the timber, I am working with a local contractor to clean up the site and haul off the merchantable timber.
- **Lasher:** Currently still at 90% and mostly paused, we have funding through two agencies and are pursuing it through a third. The goal is to fully, or nearly fully fund the project through grants. This project would bring new surface to the road, sidewalks and street lighting, as well as updated storm system. Lasher sees a fair number of pedestrians walking on the road, and this would greatly improve safety.
- **Middle Russell Striping:** We are still receiving positive feedback about the restriping project, but the City staff still has some final tasks to complete prior to the project being completed.
  - Relocate the Post Office drop box further to the South for better car access, crews have been waiting for right weather window as this will involve pouring concrete.
  - Install 1 hour parking signs in front of the Post Office.
  - Provide better communication with truck traffic to enter Ash Alley from either the Seymour or Leavens side.
  - We additionally have a request for a loading zone parking space dedicated to Blooms berry; this is still in the process of discussion among staff. My concerns are we completed this project to add parking, and by allowing this, we would be taking away from that. If it does move forward, it will be limited to business hours only.

Please let me know if you have any questions!

## City Administrator Report

January 15, 2026

Wesley Wootten, City Administrator

January marked an important transition period for the City, with a strong focus on onboarding newly elected officials and setting a clear foundation for the year ahead. City staff have been working closely with the new administration to ensure a smooth and effective transition, providing background information, answering questions, and supporting continuity in day-to-day operations.

Staff met with Mayor Taylor to review City Hall functions, departmental responsibilities, and near- and long-term priorities. These discussions are helping to align operational work plans with the Mayor's goals and will inform planning and budget development for 2026.

The Request for Proposals (RFP) for IT Services has generated promising interest. Several firms have engaged with the City during the process, and proposals are due by the end of this week. Staff will evaluate submissions with an eye toward system reliability, cybersecurity, responsiveness, and long-term value to the organization.

I have been working with the Mayor and City Attorney on updates to the City's public records procedures and the proposed City Council Code of Ethics, both of which are on the Council agenda this month. These efforts are intended to promote clarity, consistency, and best practices while reinforcing transparency and accountability in City operations.

The Planning Commission has completed its review of the vacation rental ordinance. After extensive discussion and public input, the Commission will be forwarding its recommended changes to the City Council next month for consideration.

Planning is also underway for the upcoming Council retreat. This retreat will provide an opportunity for newly elected officials to take a deeper dive into City operations, discuss governance roles and expectations, and work collaboratively to establish priorities and direction for 2026.

In addition to these efforts, staff have begun early preparation for the 2026 budget cycle, including internal coordination on timelines, capital planning considerations, and departmental priorities. Follow-up work related to the recently completed State audit is also underway to ensure continued compliance and strong financial practices.

Overall, January has been focused on transition, alignment, and preparation, setting the stage for a productive and well-coordinated year ahead.