

**AGENDA**  
**CITY OF STEVENSON COUNCIL AND SKAMANIA COUNTY FIRE DISTRICT 2 JOINT MEETING**  
**May 11, 2024**  
**9:00 AM, 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, Meeting ID 889 7550 7011, Zoom link  
<https://us02web.zoom.us/j/88975507011> or via YouTube at  
<https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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**1. CALL TO ORDER:** Mayor to call the meeting to order 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 his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his 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 [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us) by noon the day of the meeting for inclusion in the council packet.]*

**3. NEW BUSINESS:**

- a) Discuss Fire Chief Job Oversight** - The existing City ordinance states the Fire Chief reports to the City Council (SMC 2.24.040(B)(1)), the Personnel Policy has complaints to the Mayor or City Administrator (section 11.1), and the new contract states Mayor, City Administrator and a FD2 representative (section 5(e)). There needs to be consistency between the policies.
- b) Discuss Fire Chief Job Description and Expectations** - There is no job description included in the Personnel Policies outside of the items included in the current Interlocal Agreement and Stevenson Municipal Code (documents included in previous agenda item).
- c) Discuss Plan for Future Fire Hall** - A copy of the latest design and cost estimate is attached, which included space for incorporating Skamania County Department of Emergency Management, which has since withdrawn from the project. The project never moved forward to further value engineering and refinement after this initial design and the project stalled.
- d) Discuss the Future of the Stevenson Fire Department** - Discuss the various options available for the governance structure of the department - Continue as-is with the interlocal agreement, City contract wholly with FD2 for services, Stevenson annex into FD2, Stevenson and FD2 create a Regional Fire Authority. Provide direction on next

steps for further analysis if desired. Information on options can be found online at <https://mrsc.org/explore-topics/public-safety/fire-ems/interlocal-cooperation-in-fire-services>

- e) **Set Dates for Future Joint Meetings** - The plan is to have quarterly meetings. Propose available dates for meetings to be confirmed with those not present.

**4. 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.]*

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

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*UPCOMING MEETINGS AND EVENTS:*

- Monday, May 13th, 6pm, Planning Commission Meeting
- Thursday, May 16th, 6pm, City Council Meeting



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## **2.24.040 Fire chief.**

- A. Appointment. The mayor of the city, with the approval of the council, shall appoint a fire chief of the fire department. The appointed fire chief shall be a current Stevenson volunteer firefighter or other qualified individual, shall be recommended by the Stevenson Fire Department volunteer membership and approved by Skamania County Fire District #2 as outlined in existing interlocal agreements.
- B. Duties.
1. The fire chief shall be the fire department's primary contact to the council and will be responsible to the council for the conduct and general operation of the department. The fire chief shall ensure that suitable drills and training are made available to the members and shall ensure that the members are trained in the handling of the fire equipment to protect the safety of life and property.
  2. The fire chief shall maintain the department's rules and by-laws for the conduct of the department and shall see that complete records are maintained of all fires, equipment inspections, personnel, and other information as required by law.
  3. The fire chief shall submit a preliminary departmental budget to the city no later than the last day of September prior to the new budget year.
  4. The fire chief or his designee shall review development plans and building permits for fire protection requirements as requested by the city.

(Ord. No. 1036, § 5, 3-18-10; Ord. No. 1200, § 1(Exh. A), 11-16-23)



# City of Stevenson

## Personnel Policy

Revised November 16, 2023



# City of Stevenson Personnel Policy

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# City of Stevenson Personnel Policy

## RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign, date and return the form to your supervisor. The form will be placed in the employee’s personnel file.

Enclosed are the City of Stevenson’s personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the City and its employees. Although we hope that your employment relationship with us will be long term, we recognize that at times things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

***At Will Notice: Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.***

As the City grows and changes, personnel policies may change. The City, therefore reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Mayor or City Administrator. You will be notified of any such changes.

Please also understand that no supervisor, manager or representative of the City other than the Mayor or the City Administrator has the authority to make any written or verbal statements or representations which are inconsistent with these policies.

I hereby consent to deduction from my final paycheck of any amounts advanced to me that remain unearned when my employment with the City ends, including unearned vacation leave.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, the Mayor or City Administrator.

I have read and understand the statements above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return one signed copy of this form to payroll.



# City of Stevenson Personnel Policy

## CHAPTER 1: PURPOSE AND SCOPE

### 1.1 INTRODUCTION

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent and equitable personnel policies are known and communicated to all the choices for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

### 1.2 INTENT OF POLICIES

These policies are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees for the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. Please understand that no supervisor, manager or representative of the City other than the Mayor or City Administrator has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

### 1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.





# City of Stevenson Personnel Policy

## 1.4 CHANGING OF POLICIES

As the need arises, the City Council may modify these policies and any changes in compensation or benefit levels by Resolution. The Mayor or City Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their supervisor. Employees must be notified in writing of modifications or revisions to this policy within 30 days of adoption and provided a copy of the change.

## 1.5 DEFINITIONS

**Accident:** An incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.

**Alcohol:** The intoxicating element of whiskey, beer, wine and other fermented or distilled liquors.

**Alcohol Use:** The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

**Child:** Biological, adopted, foster or stepchild or legal ward under 18 or a child older than 18 incapable of self-care. (See 7.3 for unique definition of dependent child as it relates to health insurance coverage).

**Class:** A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

**Commercial Driver:** Any employee who has a commercial driver's license (CDL) and who may operate a commercial motor vehicle on a regular or intermittent basis at the direction of, or with the consent of the City, including, but not limited to full or part-time, regularly appointed employees, and temporary or intermittent employees.

**Compensation Schedule.** A schedule of salary ranges of all position classes in the service of the city, including single position classes, setting forth the salary range for each such position in accordance with the criteria and procedures set forth in these rules and regulations and also setting forth the salary rates by step in each range.

**Compensatory Time Off.** Time off from work to compensate the employee for overtime worked.

**Controlled Substance/Drugs:** Prohibited drugs are any illegal controlled substance including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines, as well as any drug not approved for medical use by the USDA or the



# City of Stevenson Personnel Policy

USFDA. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs or illegally obtained prescription drugs.

**Department Head:** An employee designated by the Mayor with confirmation of the City Council to be responsible for management and supervision of a Department

**Impaired.** Under the influence of drugs or alcohol meeting or exceeding the standard of RCW 46.61.502(1), Driving Under the Influence, regardless of whether the employee is charged or convicted of the criminal conduct described therein.

**Medical Review Officer:** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history of any other relevant biomedical information.

**Overnight Travel:** You must be more than 50 road miles from your home or work (one-hour travel time). Exceptions can be made by the supervisor in special circumstances such as:

- a) To avoid driving back and forth for back-to-back late night/early morning meetings.
- b) To avoid driving in inclement weather.

**Overtime.** Time worked in excess of the regularly scheduled 40-hour workweek.

**Parent:** Biological parent or someone who was “in loco parentis” a legal term meaning a person or entity that stands in place of a parent.

**Regular Full-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

**Regular Part-Time Employee:** An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40) but at least twenty (20) hours a week.

**Retirement:** The separation from service with the City of an employee who is retiring under regulations for the Washington State Department of Retirement systems or upon eligibility for full age retirement or early retirement benefits under Title II of the Social Security Act. The employee shall select which of these criteria to use for determination of retirement.

Memo: PERS 2

- 65 with five service credit years
- 55 with twenty service credit years

PERS 3

- 65 with 10 service credit years
- 55 with 10 service credit years



## City of Stevenson Personnel Policy

**Salary Range.** The range of salary rates for a position as set forth in the compensation plan as established by the legislative body of the City.

**Supervisor:** An employee who is responsible for directing one or more departments or staff members.

**Standby Pay:** An employee is required to remain at a specific location or in an immediate vicinity of a specific location and be prepared to report immediately to work if the need arises, although the need may not arise.

**Temporary Employee:** Employees who hold jobs of limited duration due to special projects, abnormal workloads or emergencies. Temporary employees are not eligible for City benefits.

**Trial Employee:** Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.



## City of Stevenson Personnel Policy

### CHAPTER 2: GENERAL POLICIES & PRACTICES

#### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, or disability.

#### 2.2 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against qualified applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. The City will reasonably accommodate qualified individuals with disabilities.

#### 2.3 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow City employees or the public exists.

#### 2.4 ANTI-HARASSMENT POLICY

It is the City's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by employees toward co-workers or to members of the public. Employees are expected to show respect to each other and the public at all times, despite individual differences.

Harassment is defined as a verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, sexual orientation, political ideology, age, or disability.



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### 2.5 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the City.

Sexual harassment is behavior of a sexual nature which is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's decision to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments;
- It creates an intimidating, hostile, or offensive work environment.

Employees engaging in improper harassment are subject to discipline, including termination.

### 2.6 DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern **immediately** with the Mayor or the City Administrator. If supervisors or managers receive a report from an employee, they must document and refer to the Mayor or City Administrator as soon as possible. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee or member of the public did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal



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and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.

### 2.7 EMPLOYEE RECORDS

A personnel file is maintained for each employee. An employee's personnel file(s) contains the employee's name, title and/or position held, job description, department to which the employee is assigned, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

It is the City Administrator's responsibility to ensure complete personnel files are maintained for each employee to demonstrate legal requirements have been satisfied; to provide a basis for personnel actions; and to document the attainments of each employee.

Employees have the right to review their file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information as regulated by the Washington State Public Disclosure Act.

### 2.8 EMPLOYMENT REFERENCES

Only the Mayor, the City Administrator or the supervisor will provide employment references on current or former City employees. Other employees shall refer request for references to the appropriate person. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.



# City of Stevenson Personnel Policy

## CHAPTER 3: RECRUITING & HIRING

### 3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the City's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired. All statements submitted on the employment application shall be subject to investigation and verification prior to appointment.

### 3.2 HIRING

When a position becomes vacant or is newly created and prior to any posting or advertisement of the vacancy, the supervisor shall review the position, its job description and the need for such a position. The supervisor will prepare and submit a written request to fill the position to the City Administrator or the Mayor. The position will be posted in house and/or advertised only after the request is approved. All candidates for employment must file an employment application form with the City.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City, pre-employment drug tests and certain background checks as needed. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States, requiring applicants/employees who have unsupervised access to children or developmentally disabled adults to complete a disclosure statement and background check, or requiring applicants/employees who handle money to pass a background check.

Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination which will include testing for alcohol and controlled substances.



## City of Stevenson Personnel Policy

The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history form; or (3) if the exam reveals use of alcohol and/or controlled substances.

### 3.3 TEMPORARY EMPLOYEES

Supervisors may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load or emergency needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive vacation, health insurance, holidays or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will not normally be placed on the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

### 3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. An employee on probation may be terminated by their supervisor without cause and is notified of such action in writing.

The normal trial period is six months from the employee's date of hire, rehire or promotion. The Mayor and/or the City Administrator may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness, a continued need to evaluate an employee's performance, or the need to meet specific trainings and certifications.

There will be a performance review at mid-point and prior to the end of the probationary period to ensure that the employee is performing up to City standards.





## City of Stevenson Personnel Policy

Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for a specified duration.

**Use of Sick Leave/Vacation During Trial Period:** Trial employees may use their accrued sick leave from the beginning of their employment but may not use vacation until they have successfully completed their trial period, at which time they will be credited for six days of vacation. Certain employees may have training and certifications to get that are required over an extended period of time. These employees will have access to their vacation at the 6-month period.

### 3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

No parent, child, grandparent, grandchild, spouse, significant other or sibling shall be employed in the City's service in the same department as a current employee with exception of temporary emergency employment.

### 3.6 PROMOTIONS

The City encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor or the City Administrator may choose to circulate a promotional opportunity within the City. This will not apply for temporary employees.

The City reserves the right to seek qualified applicants outside of the organization at its discretion.

To be considered for promotion, an employee must be employed in their position for at least six (6) months and meet the qualifications for the vacant position.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.



# City of Stevenson Personnel Policy

## CHAPTER 4: HOURS & ATTENDANCE

### 4.1 WORKING HOURS

The City's standard work week consists of 40 hours with an unpaid lunch period. Due to the nature of the City's operation, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding his/her specific working hours.

Flexible scheduling will be considered with the approval of the appropriate department head and City Administrator. All requests will be evaluated against the need for continuity in access by and service to the citizens and the facilitation of staff teamwork.

Part-time and temporary employees will work hours as specified by their department heads.

### 4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the City.

For most City employees, the established work period is forty (40) hours within a seven (7) day work week. In some instances, under the City's flexible scheduling, the department head may define a work week/work period as something other than the standard Monday through Sunday. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period. All overtime must be authorized in advance by the employee's department head. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period. When computing overtime, *time taken as compensatory time off*, is not counted as hours worked.

Neither the federal FLSA nor the state Minimum Wage Act (Ch 49.46) requires payment of overtime for work on a holiday. It is the City's practice to allow on call field staff to charge a minimum of two (2) hours of overtime for any call outs when on call. When that call out is on a holiday the rate of pay will be double time and a half (2 ½ ) rather than overtime for all call outs on a holiday.



## City of Stevenson Personnel Policy

Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay except as otherwise approved by City Council.

### 4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant comp time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accrual of compensatory time shall be limited to two hundred forty (240) hours when combined with vacation (ex: vacation + comp time = 240 max). All compensatory time will be paid out in the year it is earned.

Employees may use compensatory time after getting approval from his/her department head. The use of comp time may be denied if such time used would disrupt City operations.

### 4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message on the answering machine stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

### 4.5 UNUSUAL CONDITIONS

WEATHER During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

PANDEMIC During pandemic flu or other community health emergencies the City Administrator shall identify a set of procedures to be approved by Council to maintain essential city functions while protecting the health of the staff. Those procedures shall be tailored to the specific health emergency and could include but are not limited to staggered work schedules, working from home (remote computer connections), allowing



## City of Stevenson Personnel Policy

employees to use accrued leave or comp time, furloughing certain employees, and other appropriate actions.

### 4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

### 4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee who is not fit to respond shall not accept a call back. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate for hours worked over the applicable overtime threshold).

### 4.8 PAYROLL RECORDS

The official payroll records are kept by the City Administrator. Each department head shall turn in, on a monthly basis, a signed work record for each employee within their department, noting hours worked, and leave taken and overtime worked. The Mayor shall sign work records for the City Administrator.



# City of Stevenson Personnel Policy

## CHAPTER 5: COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

The City Administrator, Mayor and City Council shall be responsible for the preparation and maintenance of the City's position classifications for salary purposes. Each position classification is designated a particular salary or salary range as shown on the City's salary and wage schedule, which is approved annually by the City Council. The City Administrator shall, every five years, conduct comparative studies to ensure the salaries are competitive and justified and to ensure that the City's position classifications and compensation plan are properly connected. The most current salary schedule and job classifications will be filed in Appendix A-8.

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

### 5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory. All employees no longer in their probationary period with satisfactory performance will receive a step increase each year on January 1<sup>st</sup>.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive, at a minimum, the next highest available pay amount within the range of the higher classification. For Example a Utility Maintenance Worker at a step 7 promoted to Field Supervisor may go to a step 3 or higher (based on the 2023 salary schedule) depending on their qualifications.



## City of Stevenson Personnel Policy

### 5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The plan shall further provide a means for rewarding such exemplary professional development of direct value to the city. Such reward shall be granted through a salary adjustment of 2% (two percent) for each certification, up to a maximum of 6% (six percent). The adjustment shall be awarded after receipt of certification and is conditioned on the following:

- Only one certification can be added per year up to a max of three.
- Certifications will be reviewed on an annual basis.
- It is the responsibility of the employee to maintain and renew their certification.
- Any employee receiving a less than satisfactory Performance Review will not receive certification pay.

Examples of certifications include:

- Wastewater Treatment Plant Operator Group II
- American Institute of Certified Planner Certification
- American Public Works Association Certified Public Works Professional-Supervision
- American Public Works Association Certified Public Works Professional-Management
- Permit Technician Certification
- Certified Public Records Officer
- Certified Public Finance Officer
- Master Municipal Clerk
- International City/County Management Association Credentialed Manager
- Any other certification program approved by the Department Head and Mayor in alignment with city's goals and objectives.

An additional certification pay of 15% will be provided for a Professional Engineer and is not subject to the employee being at the top of their pay scale.

### 5.4 OUT OF CLASS PAY

“Out-of-class pay” means the temporary adjustment of an employee to perform most of the normal ongoing duties and responsibilities associated with a higher-paying job classification. The Director or City Administrator may temporarily assign the duties of higher-paying classification to an employee in order to continue or complete essential public services and compensate the employee for that performance. The threshold for granting an out-of-class assignment is when the employee who normally performs the duties will be away for 4 consecutive weeks or more. The temporary pay adjustment will increase the employee's regular base rate of pay to the greater of: 1) the Classification salary beginning rate of pay for the higher-level position or 2) ten percent above the Employee's regular base of pay.



# City of Stevenson Personnel Policy

## 5.5 ON CALL PAY

The City requires some employees to be “on-call” when needed to protect the health, safety and property of the City and its residents. Upon supervisor approval and demonstrated proficiency in wastewater and water treatment plant operations, employees within the Public Works Department will be required to be “on call” on a rotating basis. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for “on call” coverage, “on call” pay will be paid to these employees on an hourly basis according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

## 5.4 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

## 5.5 DEDUCTIONS

Some regular deductions from the employee’s earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

## 5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, **obtained within the state rate**, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts





## City of Stevenson Personnel Policy

showing proof of payment will be required for all expense except for per diem meal reimbursements.

**Travelers:** A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess cost and additional expenses incurred for personal preference or convenience.

**General:**

Travelers are to receive prior approval by the Mayor, City Administrator or Director of Public Works before embarking on any out of city travel for city business. Local travel within the Gorge and to the metropolitan area of Portland/Vancouver requires verbal permission of the appropriate Department Head. The City has established a set of guidelines for the handling of expenses while on city business:

**Mileage:** City owned vehicles should be used when traveling by automobile whenever possible for City business. If, however, there is reason to use a privately-owned automobile and the employee expects to be compensated for expenses (i.e., mileage allotment), prior approval must be obtained. In this case the rate of mileage reimbursement will be based on the standard mileage rate approved by the US Internal Revenue Service. The City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle. Carpooling is encouraged. Either state mileage charts or odometer readings can be used for calculating mileage reimbursement.

If public transportation is used, reimbursement shall not exceed the dollar amount of a round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination, and any associated parking fees.

**Lodging:** The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual expense basis for lodging and other travel expenses, as evidenced by a receipt, up to a specified maximum. Generally, the maximum for reimbursement for lodging expenses (before tax) shall not exceed the maximum allowable as stated in Schedule A or Schedule B of the State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management (as updated). The single rate should be clearly indicated on all receipts. If the employee is accompanied by another, it will be the employee's responsibility to pay the additional charges for the second person.





## City of Stevenson Personnel Policy

It is recognized that on certain occasions it will be necessary to exceed the adopted guidelines when an alternate reasonable accommodation is not available. This will require council approval with full documentation of the situation.

**Meals:** Meal reimbursements for all overnight trips incurred on official city business will be set on a per meal entitlement basis for subsistence (per diem). When the travel includes a partial day, the reimbursement will be prorated based on the time of travel. For example, a training in Vancouver requiring travel from 7am-5pm would include lunch whereas travel to a location from 3pm-8pm would include dinner, etc. The reimbursement amounts in both non-high cost and high cost areas of the USA shall not exceed the maximum allowable per diem rates stated in Schedule A or Schedule B, except as authorized by Subsection 4.2.7.2.2 of State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management. Annually, the City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. It is recognized that it may be necessary on certain occasions (banquets at a conference) to exceed the above guidelines. Prior permission will be needed and receipts will be required. If a meal is included in the tuition or registration during a conference, training or other form of official city business, no meal reimbursement will be made if the employee opts to eat elsewhere. Breakfast compensation does not need to be reduced if continental breakfasts are provided with the lodging rate.

On occasion employees of the City must attend a seminar or conference as a City representative in the local area that will include a meal. A request for reimbursement for these meals must include date, place, meeting attended, and the specific reason for attendance. Receipts will be required.

### 5.7 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- (1) Regular wages for all hours worked up to the time of termination which has not already been paid.
- (2) Any overtime or holiday pay due.
- (3) A lump sum payment of any accrued but unused vacation and compensatory time.
- (4) Unused accumulated sick time will be compensated at the rate of 25% of the total remaining balance on retirement or separation after twenty-five years.



## City of Stevenson Personnel Policy

### CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

#### 6.1 TRAINING

The City seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to City employment to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

#### 6.2 PERFORMANCE EVALUATIONS

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. The City Administrator is responsible for developing and maintaining the City's performance evaluation program. Employees are to be evaluated by their supervisor prior to completion of their trial period and usually once every year thereafter.



# City of Stevenson Personnel Policy

## CHAPTER 7: BENEFITS POLICY

### 7.1 RETIREMENT BENEFITS

The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular and part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels, membership qualifications and contribution rates are set by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least three months prior to the date of retirement.

The City is a member of a deferred compensation plan which allows employees to make deferred deposits up to certain dollar limits defined by the IRS.

### 7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers Compensation benefits, he/she is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The City may require an examination at its expense, performed by a physician of its choice to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

### 7.3 HEALTH INSURANCE BENEFITS

Regular full-time employees, their spouses (including Domestic Partners as defined by City policy) and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. For the purposes of medical insurance, the term dependent child includes children below the age



## City of Stevenson Personnel Policy

of 23; for children 23 to 26 the employee may choose to pay for coverage through the City's medical program. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

Part time employees may participate in the City's various insurance programs. Part time employees will contribute toward the cost of premiums based on a pro rata system established by the City Council for each position.

Employees may opt for pay in lieu of their medical benefits provided they have medical coverage through other means (spouse, domestic partner, Veteran's benefits, etc).

Temporary employees will normally not be eligible for insurance coverage.

Both retired and disabled employees shall have access to health insurance after leaving employment with the City. Eligible participants wanting to continue participation in the health plan will be responsible to pay the full cost of the medical coverage.

The City offers a Health Reimbursement Arrangement (HRA) benefit. The terms of the HRA are governed by the HRA VEBA policy as adopted by council.

### 7.4 CONTINUATION OF INSURANCE COVERAGE

Workers Compensation Leave: An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor or City Administrator makes an exception in individual situations pursuant to Section 1.4 criteria of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

COBRA Rights: Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employer's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving if the employee works less than 80 hours in the month. If the employee works more than 80 hours in the month of termination, the City will pay the premium for the month following their departure.



## City of Stevenson Personnel Policy

### 7.5 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

### 7.6 FIRE/EMERGENCY CALLS

Regular full-time city employees that also serve as Volunteer Firefighters may need to respond to emergency calls during working hours. It is the policy of the city to pay the employee for the entire day worked as if the emergency call had not occurred. If an employee needs to work additional hours to complete their job outside of their regular schedule due to an emergency call, the city will not pay overtime unless the total hours worked exclusive of the emergency would trigger overtime pay. For example, if an employee responded to a call that lasted one hour and worked three hours over their scheduled shift, they would be compensated for two hours of overtime.

Temporary city employees may respond to the emergency call but will not be compensated for the time away from their position.

### 7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive a bi-annual \$400 boot reimbursement allowance. An employee may receive reimbursement of up to \$400 every other year, or \$200 annually, for safety boots required to perform their job duties. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.

### 7.8 EMPLOYEE RECOGNITION

Employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees. The expenditure of funds for recognition of longevity of employment and/or retirement is limited to no more than \$200 total per employee, plus \$5 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.

The expenditure of funds for meals related to an employee recognition event may not exceed the per diem rate for the City of Stevenson as established by the Washington State Office of Financial Management. A list of attendees must be submitted with the itemized meal costs.



# City of Stevenson Personnel Policy

## CHAPTER 8: LEAVES

### 8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0- 5 years	8 hours/month
6 years +	add 8 hours per year but not to exceed 240 hours per year.

All new employees must satisfactorily complete their 6-month trial period to be entitled to the accrual and use of vacation leave. (After satisfactorily completing the probation period, the 48 hours will be accrued.) Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. All requests for vacation must be approved by the department head and leave requests should be submitted at least two weeks prior to taking vacation leave. In the event of a conflict, the department head's decision will be guided by "first in" and seniority.

240 is the maximum number of vacation hours which may be accumulated. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the Mayor may authorize additional carryover and/or a buyout. Minimally the employee must use or have a plan to use 80 hours of vacation within a full year of employment and the employee must have a minimum of eighty (80) hours remaining in the leave bank. Cash out will be at the rate of pay in effect on the date of the cash out payment. Vacation leave compensation may be part of the negotiations for employment for exempt employees. Employees will be paid for unused vacation time upon termination of employment.

### 8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.



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Allowable uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. To care for a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others;
6. Use of a prescription drug which impairs job performance or safety;
7. Additional leave beyond bereavement leave for a death in the immediate family, to be authorized by the Mayor.
8. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
9. For absences that qualify for leave under the state's Domestic Violence Leave Act.

A doctor's certificate may be required when an employee is absent for a period in excess of 3 days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will be paid for unused sick leave as stipulated in section 5.7 Compensation upon termination.

### 8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.





## City of Stevenson Personnel Policy

### 8.4 JURY AND WITNESS LEAVE

It is the civic obligation of each employee to serve on a jury if he is called. While on jury duty or while appearing as a legally required witness, an employee will receive full pay from the city but the city shall deduct or the employee shall sign over the amount equal to jury fees actually received by the employee.

### 8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding.

### 8.6 MILITARY LEAVE

The City provides all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to 15 working days per year for military service. In general, if military service extends beyond 15 working days, the additional leave will be unpaid. Exempt salaried employees who serve longer than two weeks should contact the City Administrator to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance the applicable federal and state law. Health insurance will be paid for the first 30 days of active duty and Cobra-like benefit will be available to continue insurance coverage beyond the 30-day period.

During a period of military conflict as defined by SB 6447 an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty is entitled to a total of fifteen days of unpaid leave per deployment as described in SB 6447.

### 8.7 FAMILY LEAVE

The City complies with the federal Family and medical Leave Act of 1993 (the FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

**Family Leave Eligibility:** The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and





## City of Stevenson Personnel Policy

medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid FMLA leave is granted for any of the following reasons:

- To care for your child after birth or placement for adoption or foster case.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Under some circumstances, FMLA leave may be taken intermittently – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. FMLA leave may be taken intermittently if medically necessary because of a serious health condition. FMLA leave may be taken by victims of domestic violence, sexual assault or stalking to take “reasonable” or intermittent leave from work to obtain legal or law enforcement assistance, medical treatment or counseling. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to our approval.

Substitution of Paid Leave: At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.

If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance.



## City of Stevenson Personnel Policy

You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

Advance Notice and Medical Certifications: We require that you provide us with advance leave notice, with medical certification, of the need for a leave related to a health condition, and with medical certification of your fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

You must give us at least 30 days' advance notice of your request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, you must give us notice as soon as practicable, usually within one or two business days of when the need for leave becomes known to you. If you do not give us 30 days' advance notice, and if the need for the leave and the approximate date of the leave were clearly foreseeable by you, we may deny your request for leave until at least 30 days after the date you give us notice.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child's, spouse's or parent's) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

We require that you provide a medical certification of your fitness for duty to return to work after a medical leave that extends beyond 10 consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and your job are such that we believe you may present a serious risk of injury to yourself or others if you are not fit to return to work.

Periodic Reporting: If you take leave for more than two weeks, we require that you report to us at least every two weeks on your status and intent to return to work.

Health Insurance: If you are covered by our group health plan (medical, dental or vision), we will continue to provide paid health insurance during FMLA leave on the same basis as during regular employment. But if you don't return to work after the leave, you will be required to pay us back for our portion of the insurance premiums unless your failure to return was beyond your control.

Other Insurance: If you are covered by other insurance plans through us, such as life or disability insurance, those coverages will continue during paid leave on the same basis as during regular employment. If you take unpaid FMLA leave, you will be responsible during the leave for the premiums you normally pay plus the premiums we normally pay for you. If you don't pay these premiums, we may choose to pay them for you, to keep your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.



## City of Stevenson Personnel Policy

Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the “12-month” period is a rolling 12-month period measured backwards from the date you use any FMLA leave.

Leave Related to Pregnancy: If you take leave for the disability phase of pregnancy or childbirth while you are physically unable to work, this time is counted against your annual 12-week FMLA leave allowance. For example, if you take six weeks of FMLA leave for childbirth to recover from childbirth, you are entitled to only six weeks of FMLA leave after that to care for your new child.

You are entitled to unpaid leave for the full period of your physical disability resulting from pregnancy and childbirth, even if you are disabled for more than 12 weeks, and even if you don’t qualify for leave under the federal law.

### 8.8 BEREAVEMENT LEAVE

We provide regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. An immediate family member is defined as parent, child, grandparent, grandchild, sibling, spouse or significant other.

### 8.9 SHARED LEAVE PROGRAM

The Mayor or Administrator may authorize employees to donate their accrued vacation or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days of accrued leave. In no event shall a leave transfer result in the donor employee reducing his/her vacation or sick leave balance to less than ten days. Transfer of leave will be in increments of one day of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.



# City of Stevenson Personnel Policy

## 8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year’s Day	January 1
MLK Day	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran’s Day	November 11
Thanksgiving	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Day (16 hrs)	Optional

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

In their first year of employment, newly hired employees with a start date prior to July 1<sup>st</sup> will receive 2 Personal Days, while those with a start date of July 1<sup>st</sup> or later will receive 1 Personal Day. Personal Days follow the same process for approval as Vacation Leave.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2½ times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head. An employee substituting paid sick/vacation for unpaid FMLA leave is entitled to any holiday pay that would be normally paid.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

## 8.11 RELIGIOUS HOLIDAYS

If an employee’s religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her departments head’s approval, take the day off using vacation, compensatory time, personal day or leave without pay.

## 8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:



## City of Stevenson Personnel Policy

Regular Part-Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and 40 hours per week.

Temporary Employees: Temporary employees are not eligible to receive benefits, including leaves other than Sick Leave, holidays and insurance.



# City of Stevenson Personnel Policy

## CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

### 9.1 GENERAL CODE OF CONDUCT

It shall be the responsibility of all employees to represent the City to the public in a manner which shall be courteous, efficient, and helpful.

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly “menial” duties outside your regular assignments. It is no reflection on your worth to the City but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

### 9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City of Stevenson allows its employees to engage in outside work subject to certain restriction. Employees are required to disclose outside work, other jobs, contractual commitments or self-employment to their department head and obtain prior approval to perform outside work or hold another job.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City’s opinion, with the best interests of the City or interfere with the employee’s ability to perform his/her assigned City job. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

### 9.3 CODE OF CONDUCT

From time to time employees will be asked to participate in the selection, award or administration of a contract supported by federal and/or state grant funds. The employee shall NOT participate in the selection, award or administration of the contract if there is a conflict of interest, real or apparent, such as:

- The employee, elected official, or agent;
- Any member of his/her immediate family;
- His/her partner; or
- An organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Furthermore, the employee shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.



## City of Stevenson Personnel Policy

### 9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by City Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution. (See Appendix #A-5, A-6)

### 9.5 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. No person may solicit on City property for contributions to be used for political subdivisions.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

For persons employed by the City in positions which are financed primarily by federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Civil Service Commission.

### 9.6 NO SMOKING POLICY

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

### 9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.



## City of Stevenson Personnel Policy

The City also furnishes computers for use in conducting City business. Because the computers are for City business, the City reserves the right to review the contents of any files or documents on the computer including contents of any electronic mail. City Department heads may and will intermittently monitor internet usage. Receipt of a public records request for public employees' internet usage places all internet usage subject of public disclosure without prior consent or notice. City computers are not for personal use. See appendix A-4 for policy, procedures and agreements regarding Cell Phones and A-9 for policy, procedures and agreement regarding Internet.

### 9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for personal phone calls should be kept to a minimum. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

It is important to clarify the use of City vehicles to better interpret City policy and maintain community confidence in the wise use of city resources. City vehicles may not be used for personal use including personal errands such as banking, shopping and etc. City-owned vehicles/equipment are restricted to City business and are for employee use only. Children or individuals not engaged in a direct City business activity are not permitted. Any driver of a City vehicle will not consume alcohol or illegal drugs while conducting City business.

City vehicles may be used to attend business functions, for out of town travel, and to travel between the job site and lunch or break sites when working in the field. There is a group of employees who are required to drive motorized vehicles in the performance of their jobs and who have been assigned first responder responsibilities. These activities require emergency duties. For those City staff that are assigned stand-by duty, City vehicle use may be authorized for commuting between the place of residence and place of work both for regular work hours and after work hour periods.

### 9.9 USE OF CITY CREDIT CARDS (Ref. Resolution No. 132)

Gas Credit Cards – An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of his/her department. Cash Advances, purchases of food or other non-automotive related items are not authorized.

Other Credit Cards – Other credit cards may be used by City employees for advanced payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses. The credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment. Credit cards shall not be used for cash advances. The employee is expected to submit a fully itemized expense voucher for the charges. The employee will be responsible for repayment for disallowed charges.





## City of Stevenson Personnel Policy

### 9.10 CONTACT WITH THE NEWS MEDIA

The City Administrator shall designate the person to be responsible for official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects.

### 9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license with the appropriate endorsements. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration and the employee's duties, the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. The City may review the driving record of any employee whose job requires them to drive City vehicles at least annually. The driving record will be evaluated according to the matrix in appendix A-14 and a determination Borderline or Poor may lead to a loss of driving duties and consequences as outlined above. It is the responsibility of the employee to inform his/her supervisor if a physical condition or medical treatment might impair their driving ability.

### 9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.



## City of Stevenson Personnel Policy

### 9.13 SAFETY

The City Administrator recognizes the need for the development of safe working conditions and practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other design and use of buildings, equipment, tools, and other devices. Responsibility for development, promotion and coordination of the safety program throughout the various City departments shall be a primary function of the supervisors of each department.

Administration of the adopted safety program is the responsibility of supervisors. Supervisors and employees should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each supervisor shall insure that the employees under his supervision are well acquainted with existing safety rules and shall make certain that the rules are uniformly enforced. Each employee will be personally responsible for keeping informed and being constantly aware of all the latest State Industrial Safety guidelines and Safety Policies as they are presented and/or approved by the City. Safety education of all employees shall be promoted by supervisors adhering to all safety rules. Any employee who habitually or purposely ignores or fails to comply with established safety rules, as outlined by the State Industrial agency or the City, will be subject to suspension, without pay, or dismissal as deemed necessary by the supervisor.

### 9.14 DRUG-FREE WORKPLACE

The City will strive to educate and increase employee awareness of the dangers of drug abuse in the workplace, the City's commitment to maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the City's commitment of support for employees undergoing treatment and rehabilitation for chemical dependencies.

The City recognizes maintenance of a drug-free workplace as essential to the safety and welfare of its employees and the public. This policy establishes programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988.

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with his/her physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the physician's opinion.



## City of Stevenson Personnel Policy

- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Violation of this policy can result in immediate disciplinary action, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

The City will utilize available City resources, including drug education programs to educate employees about the dangers of drug abuse.

All complaints and reported violations for these policy provisions will be strictly confidential, except as required by public disclosure laws or court order.

### 9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

The City of Stevenson provides vital public services to our community. In an effort to ensure that services are delivered safely and efficiently, we are intent on providing and maintaining a drug and alcohol-free working environment. It is the City of Stevenson's policy to:

- Create a workplace free from the adverse effects of drugs and alcohol abuse or misuse;
- Assure that all employees have the ability to perform assigned duties in a safe, healthy and productive manner.
- Comply with all regulations applicable to City employees under the federal Omnibus Transportation Employee Testing Act of 1991, 49 CFR Part 40, as amended, 49 CFR Part 382, as amended, RCW 46.25, as amended and the Drug Free Workplace Act of 1988. Copies of 49 CFR Parts 382 and 40 can be found on the Internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. A copy of RCW 46.25 may be found on the Internet at the Washington State Legislature Uniform Commercial Driver's License Act Website <https://app.leg.wa.gov/RCW/default.aspx?cite=46.25>.

### DEFINITIONS

Covered Employee: An employee that performs safety-sensitive functions.

Safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL:
  - (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or



## City of Stevenson Personnel Policy

- (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

### SCOPE

This policy outlines the City's position relative to alcohol and drug control in the workplace and applies to all employees at all levels of the City of Stevenson. The City will not tolerate use of this policy to harass or intimidate employees.

- The following policy has been adopted not only to protect the health and safety of all employees, but to encourage any employee with a drug or alcohol dependence problem to help him/herself by voluntarily seeking professional assistance. The City is committed to helping employees deal with any drug or alcohol abuse problem they may have.
- The City recognizes that each employee has a desire to maintain a degree of privacy and that this desire should be respected. The City believes that the provision of this policy, in conjunction with its general commitment to helping individuals with a drug or alcohol dependency problem, creates a balance between the interest of the City and the rights and needs of its employees.
- The City will assist any employee, who voluntarily seeks help for a drug or alcohol abuse problem, in initial intervention and referral. Employees who voluntarily seek assistance for an alcohol or drug related problem before it becomes a subject of formal discipline will not be subject to disciplinary action. Rehabilitation, however, is the responsibility of the employee.
- Employees shall be subject to random testing for the purpose of discovering possible drug or alcohol abuse and as mandated by state or federal law.

### PROHIBITED BEHAVIOR

All employees are prohibited from behavior which is outlined in the City of Stevenson's Drug Free Workplace Policies and Procedures. Federal regulation (Title 49, CFR subtitle



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B, Chapter III, part 382 subpart B) prescribes prohibited behavior for employees subject to those regulations. Prohibited behavior includes:

- Alcohol concentration: Reporting for duty or remaining on duty while having a blood alcohol concentration of 0.04 or greater
- Alcohol Possession: Possession of alcohol while on duty or operating a commercial motor vehicle.
- On Duty Use of Alcohol: Use of alcohol while on duty. (This includes alcohol that may be in medications.)
- Pre-duty Use of Alcohol: Performance by an on-call employee of safety sensitive functions within four hours after using alcohol. If called out, pre-duty use of alcohol must be discussed with supervisor. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance. All employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Use Following Accident: Use of alcohol within eight hours following an accident or before undergoing a post-accident alcohol test, whichever occurs first.
- Use of Controlled Substances (Drugs): Reporting for duty or remaining on duty after having used any controlled substance, except when the use is pursuant to the instructions of a physician who has advised that the substance does not adversely affect the employee's ability to safely perform their duties.
- Use of Illegal Drugs: Use of illegal drugs is prohibited at all times. All employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in 49 CFR Par 40. Prohibited drugs include:
  - Marijuana
  - Cocaine
  - Phencyclidine (PCP)
  - Opioids
  - Amphetamines
- Refusal to Submit to a Required Test: Refusing to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test as directed pursuant to this policy.
- Positive Drug Test: Reporting for duty, or remaining on duty, after having tested positive for a controlled substance.

City supervisors and managers shall not permit employees to remain on duty when they engage in any of the above prohibited behavior.

### PRESCRIPTION DRUG USE

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected



## City of Stevenson Personnel Policy

must be reported to the immediate supervisor. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.

Regardless of State Laws on recreational and medical marijuana use, marijuana (THC) is a schedule I prohibited substance as defined by the United States Drug Enforcement Agency and is a banned substance under this policy. A positive marijuana test is a violation of this policy. A violation of this policy shall result in disciplinary action that may include termination.

### PROCEDURES

- All employees who are required to have a valid Commercial Driver's License (CDL) must be tested for the presence of controlled substances and alcohol as a condition of employment in accordance with these regulations and randomly on an ongoing basis.
- All employees may be subject to testing prior to employment in permanent full-time positions, for reasonable suspicion, and prior to return after failing a test or upon the completion of substance abuse treatment.
- All City employees who have a permanent, full-time status may be subject to testing following an on-duty incident or accident if there is reasonable suspicion of impairment.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test (as defined by 49 CFR Part 40) will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP) in accordance with 49 CFR Part 40, Part 382 and RCW 46.25, et.al. **A violation of**





## City of Stevenson Personnel Policy

**this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.**

- Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
- The City may request that a specific employee submit to a search of his/her person or possessions if the City has probable cause that the employee has any drugs and/or alcohol concealed in a particular place on City property.
- A medical Review Officer (MRO) shall be utilized to review and interpret positive test results. The MRO must examine alternate medical explanations for any confirmed positive test result. This action may include conducting a medical interview with the addicted employee, review of the employee's medical history and review of any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- The City recognizes that a flexible approach will be necessary in handling violations of this policy. As a result, the measures taken in response to a particular violation will depend on a number of factors including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation and the employee's length of service and employment record. **All employees should be aware that any violation, by any employee, may result in termination of employment.**
- Employees who violate this policy may be subject to progressive discipline. Normally, a first offense will result in requirement that the employee successfully complete a course of rehabilitation if such course is suggested by a counselor. An employee may be suspended during such rehabilitation depending on the facts of each case. Upon completion of a course of rehabilitation following a first offense, the employee will sign an agreement (form attached), agreeing to submit to random testing at the City's expense and on City time during the six calendar months following the employees return to work. During this period, failure to submit to the appropriate drug screen test will result in immediate termination. However, if there are mitigating circumstances and the employee has 2 yrs. of service with the City and a work record which is otherwise good, a second rehabilitation may be attempted. A third violation will result in immediate termination. See [Appendix A-1](#) for agreement.
- Related records will be maintained by the employer as prescribed in the City's Records Retention Guidelines and file.

### CIRCUMSTANCES FOR TESTING

#### *Pre-Employment Testing*

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions (as defined by 49 CFR Part 40). If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.



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If a covered employee has not performed a safety-sensitive function for 30 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements. **If the employee has a Washington State issued Driver's License, they must provide proof of reinstatement of that CDL endorsement.**

### *FMCSA Drug Testing Exceptions*

A driver is not required to undergo a pre-employment test if:

- (1) The driver has participated in a DOT testing program within the previous 30 days; and
- (2) While participating in that program, either:
  - (i) Was drug tested within the past six months (from the date of application with the City), or
  - (ii) Participated in the random drug testing program for the previous 12 months (from the date of application with the City); and
- (3) The City can ensure that no prior employer of the driver of whom the City has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months.

### *Reasonable Suspicion Testing*

All employees shall be subject to a drug and/or alcohol test when the City has reasonable suspicion to believe that the employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee (See Appendix A-11).

Employees may be subject to reasonable suspicion drug testing any time while on duty. Employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### *Post-Accident Testing*

#### *DOT FMCSA Procedures*

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances (Also, see Appendix A-12):





## City of Stevenson Personnel Policy

### Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

### Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

### *Random Testing*

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by DOT FMCSA. The current year testing rates can be viewed online at <http://www.transportation.gov/odapc/random-testing-rates>. If a given driver is subject to



## City of Stevenson Personnel Policy

random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

### *Return to Duty Testing*

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Follow-up Testing*

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

### *Testing Procedures*

All DOT FMCSA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### *Dilute Urine Specimen*

**If there is a negative dilute test result, the City will conduct one additional retest.** The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL will require an immediate recollection (as indicated on the MRO result letter). The re-collection will be conducted under direct observation as required under 49 CFR Part 40.



## City of Stevenson Personnel Policy

### *Split Specimen Test*

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee (and only the employee) can request to the MRO that the split specimen be tested at a second laboratory. The City guarantees that the split specimen test will be conducted in a timely fashion.

### *Test Refusals*

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the City for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the City's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP. **A violation of this policy shall result in disciplinary action that may include termination.**



# City of Stevenson Personnel Policy

## DOT-FMCSA CLEARINGHOUSE

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to an unresolved drug and alcohol program violation—that is, a violation for which the driver has not completed the return-to-duty (RTD) process. This query must be conducted as part of a pre-employment driver investigation, and at least annually for current employees. The driver's commercial driver's license (CDL) number and issuing State will be used when reporting a drug and alcohol program violation in the Clearinghouse.

The Clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information will also be recorded in the Clearinghouse.

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver's record. A driver must also be registered to electronically view the information in his or her own Clearinghouse record. Any covered employee refusing to provide consent (See Appendix A-13) for the company to conduct a limited query of the Clearinghouse will be prohibited from performing safety-sensitive functions, including driving a commercial motor vehicle (CMV), as required by FMCSA drug and alcohol program regulations.

## TRAINING

- The City will ensure that all employees will receive material explaining the City's policy on alcohol and drug use and misuse.
- All supervisors must receive training on alcohol misuse and drug abuse within the first year of employment with the City. Training must address skills needed to determine "reasonable suspicion".

## CONFIDENTIALITY

Confidentiality is to be maintained throughout the drug/alcohol testing process. All positive test results shall be first forwarded to a Medical Review officer (MRO) for review. The MRO shall review the individual medical history and afford the employee an opportunity to offer any clarifying information that would explain the positive test. The City will maintain results in the strictest of confidence in a medical file separate from the official personnel file. In cases where disciplinary action results from a positive test, such information shall be shared only with those in a supervisory capacity involved in that action. The City of Stevenson will carry out this policy in a manner which respects the dignity and confidentiality of those involved.



## City of Stevenson Personnel Policy

### VOLUNTARY SELF-REFERRAL

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function until successful completion of a prescribed rehabilitation program. Prior to participating in a safety-sensitive function, the employee must also undergo a DOT return-to-duty drug test with a verified negative result and/or a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.



## City of Stevenson Personnel Policy

### CHAPTER 10: DISCIPLINE & TERMINATIONS

#### 10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use or possession of the City facilities/property.
3. Unauthorized use of position with the City for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating fire hazards in any area.
7. Violation of the City's telephone use policy.
8. Failure to report an occurrence causing damage to City, customer, or public property.
9. Failure to properly secure the City facilities or property.
10. Loitering after completing day's work which results in the disruption of the City's business or the work effort of other employees.
11. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
12. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
13. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
14. Habitual lateness for work.
15. Absence without prior notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
16. Loitering, goofing off, failing to assist others in a work situation.
17. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the city or our employees, on or off premises.
18. Disorderly conduct, including fighting on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of the City business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.



## City of Stevenson Personnel Policy

25. Negligence that results in injury to others.
26. Failure to wear required safety clothing and equipment.
27. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
28. Failure to obtain necessary certifications.
29. Dishonesty or theft, including deliberate destruction, damage, or removal of the city's or other's property from the premises, or any job site.
30. Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or efficient work performance.
31. Possession of explosives or weapons on the premises or at any job site.
32. Conviction of a gross misdemeanor or felony.

### 10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension
4. Demotion.
5. Termination.

Progressive discipline is the preferred alternative when appropriate. This system gives the employee an opportunity to correct problems. The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance. Serious misconduct may result in immediate discharge of any employee.

Employees shall comply with all existing rules that are not in conflict with the express terms of this policy, provided that reasonable notice has been given of the existence of the rule. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the complaint procedure. The City will make a good faith effort to enforce rules uniformly. (Supervisors reference [Appendix A-2](#) for guidelines.)

### 10.3 PRE-TERMINATION HEARING

In the case of termination or demotion of an employee (other than trial employees), the city will conduct a pre-termination or pre-demotion hearing. The pre-termination or pre-demotion hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination or demotion decision is





## City of Stevenson Personnel Policy

finalized. Thorough investigation is critical to comply with all constitutional safeguards and rules of just cause.

In the event a supervisor desires to terminate an employee, the employee shall be provided with a written notice of the recommendation for termination. The notice shall include an explanation for the charges on which the recommendation is based, and the time, place and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the Mayor or a designated representative. The hearings are intended to be informal. The employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as a representative.

Usually within two (2) working days after the pre-termination hearing, the Mayor will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations.

### 10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

### 10.5 RESIGNATION OR RETIREMENT

An employee should provide at least 2 weeks written notice of resignation or retirement. This time limit may be waived by the employee's supervisor or the Mayor. A Separation Agreement will be signed upon departure from City employment (Appendix A-3).





## City of Stevenson Personnel Policy

### CHAPTER 11: COMPLAINT PROCEDURES

#### 11.1 COMPLAINT PROCEDURES

The City recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with City policies. The complaint could be a dispute or misunderstanding between the employee and his/her direct supervisor concerning the application or interpretation of specific provisions of this policy. For this reason, the City provides its employees with procedures for resolving complaints. Use of this procedure will not reflect unfavorably on the employee or the employee's immediate supervisor.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: If the employee is not satisfied with the response from the supervisor, the employee may submit the problem, in writing, to the Mayor or City Administrator. The written complaint must contain, at a minimum:

1. A description of the problem, identifying the facts and identity of involved parties;
2. A specific policy or procedure which the employee believes has been violated or misapplied;
3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
4. The remedy sought by the employee to resolve the complaint.
5. The date the written complaint was submitted.

The written complaint must be filed within 10 working days of the occurrence leading to the complaint, or 10 working days after the employee becomes aware of the circumstances.

As a part of the inquiry or investigation, the Mayor or City Administrator may meet with the parties, either individually or together to compile the facts necessary to reach a decision. The Mayor or City Administrator will usually respond in writing to the aggrieved employee within ten working days of the meeting. The Mayor's or City Administrator's response and decision shall be final and binding.

Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.



# City of Stevenson Personnel Policy

## Appendix # A-1

**CONFIDENTIAL \*\*\*\*\*CONFIDENTIAL\*\*\*\*\*CONFIDENTIAL**

### MEMORANDUM OF AGREEMENT

This agreement is between the CITY OF STEVENSON and (employee) \_\_\_\_\_.

As a result of access to the City’s Employee Assistance Program Services, and upon the recommendation of the assistance provider, the employee in this agreement is being returned to work on (date) \_\_\_\_\_.

Return to work and continued employment with the City is based upon the following voluntary agreement between the City and \_\_\_\_\_ (hereafter referred to as the Employee).

During the six calendar months immediately following the employee’s return to work date, the employee agrees to submit to random testing at the City’s expense.

Failure or refusal of the employee to comply with a City request to submit to a drug test as agreed to in this document will be grounds for immediate termination from employment.

Any positive test of the employee during the period outlined above will be grounds for immediate termination from employment or as outlined in Section 9 of the Policy.

I have read and understand this document and voluntarily agree to comply and abide with its provisions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Stevenson Personnel Policy

## Appendix # A-2

### SUPERVISOR GUIDES

To ensure consistency, supervisors should be familiar with the City's workplace expectations before issuing any discipline. If there are any questions, consult with the City Administrator and/or Mayor. Suspensions, demotions and terminations can only be determined by the City Administrator and/or Mayor.

#### Oral Warnings

- Talk to the employee in private.
- Oral warnings are appropriate for relatively minor infractions where the employee will have an opportunity to correct the condition.
- Supervisor should file a written, dated notation that an oral warning was given with a reference to subject matter.

#### Written Reprimand

- Supervisor should issue a written reprimand when an employee has disregarded an oral warning or if the infraction severity warrants a written reprimand.
- The supervisor should describe in writing the nature of the infraction in detail and the supervisor should sign and date the reprimand.
- Prior to meeting with the employee, the supervisor should discuss the warning notice with his/her supervisor.
- The supervisor should then meet with the employee to be certain the employee understands the nature of the reprimand. The employee should receive a copy.
- The written reprimand should be filed with the employee's personnel file.

#### Suspension

- This form of discipline is administered as a result of a severe infraction or for excessive violations after a written reprimand. Suspension should not be considered without first discussing the issues with the Administrator and /or Mayor.
- The supervisor shall set forth in writing all facts for the reason for the Notice of Suspension and the duration of the suspension. A copy will be filed with the employee's personnel file and given to the employee.
- The supervisor should demonstrate that a thorough investigation is completed with both sides of the facts being objectively investigated.
- The supervisor shall meet with the employee and give the employee an opportunity to respond. If major issues are raised, the City may investigate further before confirming intent.

#### Demotion

- This form of discipline is rare – used in instances when an employee has been promoted to a position to which they are unable to perform the responsibility or in instances when a City is reducing its force and laying staff off.
- See terminations.

#### Terminations

- Prior to a supervisor taking any actions on discharge of an employee, the supervisor must discuss his/her recommendation for discharge with the Administrator and/or Mayor.
- A thorough investigation is critical. All facts should be reviewed objectively. Review the personnel file to determine if there is a pattern of behavior. Get witness statements.
- Review the issues for justification of the discharge. Follow rules of just cause. Were all procedural protections applied?
- If paid suspension is needed to complete an investigation, use it.
- Document.
- Provide the employee a hearing where the employee will have an opportunity to explain before final action.
- Follow Loudermill guidelines.



# City of Stevenson Personnel Policy

## Appendix # A-3

### SEPARATION AGREEMENT (a)

This separation agreement (hereinafter referred to as "Agreement") is made effective \_\_\_\_\_, 20\_\_ , by and between the City of Stevenson and \_\_\_\_\_ (hereinafter referred to as the "Employee").

For and in consideration of the mutual covenants herein contained, the City of Stevenson and Employee agree as follows:

1. EMPLOYEE will separate active employment with the City of Stevenson effective \_\_\_\_\_, 20\_\_.
2. The City of Stevenson will pay EMPLOYEE a total severance benefit of \$ \_\_\_\_\_, less required deductions upon the signing of this Agreement, equal to \_\_\_\_\_ month(s) of salary continuation. This severance payment will be payable over the three-month period, on the City of Stevenson's regularly scheduled pay periods. This payment is in lieu of all accrued salary, and benefits and continuation of EMPLOYEE'S salary, benefits, and any other matters to which EMPLOYEE might otherwise be entitled. EMPLOYER further agrees to provide EMPLOYEE with continued medical, dental and vision benefits under its current policies so long as EMPLOYEE is eligible under federal COBRA laws. If EMPLOYEE makes timely application for these COBRA benefits, EMPLOYER will pay the premium for these benefits, less any deduction for dependent coverage, for the period of salary continuation. After this period, for the remaining portion of the CORA benefits, EMPLOYEE will pay the premiums.
3. EMPLOYEE agrees that this severance benefit is not a benefit that he/she would otherwise be entitled to under existing employee benefit plans provided by the City of Stevenson. The severance payment will be made irrespective of whether EMPLOYEE accepts other employment or dies, and is subject to the usual federal income tax, social security, and any other applicable withholdings.
4. EMPLOYEE accepts the benefits specified herein in full payment and satisfaction of all his/her rights and interest relating to his/her employment with the City of Stevenson its affiliates, owners, directors, stockholders, agents, employees, and successors and assigns, from any and all claims, demands, and causes of action, which he/she now has or any manner arise out of his/her employment with, or separation from, the City of Stevenson. This release specifically covers, but is not limited to, any and all claims EMPLOYEE may have under federal, state, and local laws that prohibit discrimination in employment, any contract or tort claims arising under federal, state, or local law, and any claims under any express or implied contract or legal restriction on the City of Stevenson's rights to deal with employees. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
5. EMPLOYEE represents that he/she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court, and that he/she will not do so at any time hereafter.
6. EMPLOYEE represents that he/she has read, considered, and fully understands this Agreement, and all its terms, and executes it freely and voluntarily.
7. EMPLOYEE acknowledges that he/she has had the opportunity to consult with his/her attorney prior to accepting this Agreement, and has had an adequate opportunity to do so.
8. EMPLOYEE agrees to maintain the confidentiality of this Agreement. EMPLOYEE agrees not to divulge the terms of this Agreement to, or discuss the events leading up to his/her separation from the City of Stevenson with, any person other than his/her attorney and members of his/her immediate family.
9. EMPLOYEE represents that in entering into this Agreement, he/she does not rely and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Agreement or Employee's separation from employment with the City of Stevenson.
10. It is understood and agreed that by entering into this Agreement, the City of Stevenson expressly denies that it has any legal liability in this matter. This Agreement is solely intended as the resolution of a disputed claim and may not be used by anyone as an admission of any kind by the City of Stevenson.
11. This Agreement is intended to constitute a full and final resolution of this matter. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorney's fees and costs.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

\_\_\_\_\_  
THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## SEPARATION AGREEMENT (b)

This separation agreement (“Separation Agreement”) by and between the City of Stevenson and \_\_\_\_\_ (“Employee”).

For good and valuable consideration, the parties agree as follows:

1. Separation of Employment. EMPLOYEE’S last date of employment with the City of Stevenson shall be \_\_\_\_\_, 20\_\_\_\_.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE \_\_\_\_\_ weeks of severance pay at his/her current regular rate of pay. Such severance pay shall be paid by check in a lump sum payment; provided, however, that the severance payment shall not be made until after EMPLOYEE has returned the executed Separation Agreement to the City of Stevenson, and the Revocation Period specified in Paragraph 8 below has expired. The severance payment made under this Separation Agreement shall be subject to all withholdings required by state and federal law. The parties agree that the separation pay described in this Paragraph 2 is designed to aid EMPLOYEE’s transition to alternative employment, and that the specified benefits do not constitute benefits to which she would otherwise be entitled upon separation under existing employee benefit plans provided by the City of Stevenson or under any pre-existing benefit plans provided by the EMPLOYEE and the City of Stevenson.
3. Health Insurance. If EMPLOYEE makes timely application and remains eligible for such benefits, the City of Stevenson will provide EMPLOYEE and his/her dependents with continued medical, dental and vision benefits under its current health insurance policies for 18 months following the Separation Date (“COBRA” benefits). It is the intent of the parties that EMPLOYEE’s COBRA rights begin to run on the Separation Date.
4. Accrued Vacation and Floating Holidays. The City of Stevenson agrees to pay EMPLOYEE for vacation and floating holidays that he/she has accrued but not used, if any, as of the Separation Date.
5. Release. EMPLOYEE accepts the benefits contained in this Separation Agreement in full satisfaction of all his/her rights and interests relating to his/her employment with and separation from the City of Stevenson and, in consideration therefore, EMPLOYEE hereby releases the City of Stevenson, its affiliates, successors, predecessors, past and present officers, directors agents, and employees from all claims (other than claims for the payments provided for under this Separation Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which EMPLOYEE may have or claim to have against the City of Stevenson arising from or during his/her employment or as a result of his/her separation from employment. This release specifically covers, but is not limited to, any workers’ compensation or disability claims under state law; any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City of Stevenson to EMPLOYEE; and any claims under any express or implied contract or legal restrictions on the City of Stevenson’s right to terminate its employee. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
6. Other Claims or Lawsuits. EMPLOYEE represents that as of the date she executes this Separation Agreement, she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court.
7. No Admission. Nothing in this Separation Agreement shall be construed as any indication that the City of Stevenson has acted wrongfully towards EMPLOYEE or any other person.
8. Review and Revocation. EMPLOYEE acknowledges that:
  - a. Pursuant to applicable law, she has been offered the opportunity to review a copy of this Separation Agreement for a period of twenty-one (21) days (the “Review Period”).
  - b. The City of Stevenson advised EMPLOYEE at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Separation Agreement, including without limitation the release set forth in this Separation Agreement; and
  - c. The terms and conditions of this Separation Agreement have not been amended, modified, or revoked during the Review Period. The City of Stevenson and EMPLOYEE agree that EMPLOYEE shall have seven (7) calendar days (the “Revocation Period”) following the date on which EMPLOYEE signs this Separation Agreement to revoke his acceptance of the Separation Agreement and the release set forth in this Separation Agreement, and this Separation Agreement shall not become effective until the Revocation Period has expired.



# City of Stevenson Personnel Policy

9. Confidential Information. EMPLOYEE acknowledges that while employed by the City of Stevenson and its predecessor, she had access to certain confidential information relating to the business of the City of Stevenson and its predecessor which constitute trade secrets of the City of Stevenson under the Uniform Trade Secrets Act, RCW 19.108. EMPLOYEE acknowledges that under the Uniform Trade Secrets Act, she has an obligation to maintain the confidentiality of such trade secrets of the City of Stevenson.
10. Voluntary Execution. EMPLOYEE represents that she has read, considered, and fully understands this Separation Agreement and all its terms, and executes it freely and voluntarily.
11. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Separation Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Separation Agreement. Interpretation of this Separation Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Separation Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
12. No Representations. EMPLOYEE represents that in entering into this Separation Agreement, she does not relay and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Separation Agreement.
13. Confidentiality. EMPLOYEE Agrees to keep the terms of this Separation Agreement confidential, except for communications about it with his/her immediate family, attorney or accountants or other professional financial advisors.
14. Remedies for Breach of Covenants. In the event of a breach or threatened breach by EMPLOYEE of any covenants herein, EMPLOYEE agrees that the City of Stevenson shall be entitled to a temporary restraining order or a preliminary injunction (without the necessity of the City of Stevenson posting any bond in connection therewith) restraining EMPLOYEE from such breach or threatened breach. Nothing herein shall be construed as prohibiting the City of Stevenson from pursuing any other remedies available to it for such breach or threatened breach, including the recovery of damages from EMPLOYEE.
15. Complete Agreement. This Separation Agreement constitutes a full and final resolution of all matters in any way related to EMPLOYEE's employment with and separation from the City of Stevenson. This Separation Agreement supersedes any and all other agreements between the parties.
16. Amendment. The parties agree that no modification, change or amendment of this Separation Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.
17. Severability. If any provision of this Separation Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Separation Agreement or portion thereof, and this Separation Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.
18. Titles. The titles of the paragraphs of this Separation Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of their terms, covenants or conditions of the Separation Agreement.

IN WITNESS WHEREOF, the parties have executed this Separation Agreement as their free and voluntary act on the dates set forth below.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-4:

### CELL PHONE POLICY

#### PURPOSE

The purpose of this policy is to provide cell phone use guidelines. This policy enables the City of Stevenson to meet its fiduciary responsibility to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is often a need to communicate when access to a regular telephone or computer is unavailable. Cell phones are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner.

#### DEFINITIONS

**Employee**—A person employed by the City, does not include an independent contractor.

**City Business**—Official City business is business that relates directly to a person's work function and benefits the City.

**Cell Phone**—Cellular telephones including smart phones: any device that is used, by any measure, to send or receive wireless voice or data transmissions including text messaging.

#### POLICY

This policy shall apply to all City employees.

1. The City recognizes that cell phones are an important and necessary tool for certain employees to perform their job duties. For this purpose, the City will provide a cell phone.
2. The City Administrator will determine which employees require a cell phone by considering the individual job duties and related wireless communications needs. The Purchasing Officer will procure the most cost-effective cell phone and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
3. The use of a cell phone, whether owned by the employee or the City, creates data that is stored on the devices, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received). When the cell phone is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. It is the employee's responsibility to ensure that all cell phone data related to City business is retained consistent with this policy and all City rules, regulations, policies and procedures.
4. All communications created or received using a City cell phone and all data stored on the devices is the property of the City. Employees have no personal or property right





## City of Stevenson Personnel Policy

in these communications and data and no expectation of privacy with regard to their use of City communication devices. Furthermore, the City reserves the right to access and monitor any and all communications created or received using a City-owned cell phone, any record of such communications and all data stored on City cell phones, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received) to ensure that all use of a City cell phone is consistent with this policy and all City rules, regulations, policies and procedures.

### PROCEDURE

#### 1. Determination of Cell Phone Eligibility

- a. Eligibility is based on the need for frequent use of a cell phone, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by the City Administrator.
- b. Employees leaving City employment must turn in City-owned cell phones as part of their termination process. Employees transferring or promoting within the City must re-establish their eligibility in their new position.

#### 2. Determination of Phone or Plan

- a. The City Administrator is responsible for projecting business use, and for communicating this estimate to the Purchasing Officer. The Purchasing Officer is responsible for purchasing City-owned cell phones and establishing plans with providers that best meet the City's business needs at the lowest cost.

#### 3. Use of Cell Phone

- a. Except for incidental personal use, City-owned cell phones shall be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls shall be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls shall be made during breaks. Use of a City-owned cell phone for non-City business, or more than incidental personal use, will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.
- b. Employees are prohibited from Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws





## City of Stevenson Personnel Policy

- c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.
- d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."
- e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:
  - Commercial use other than City business.
  - Harassment of any member of the public, any governmental employee or any vendor.
  - Making or receiving any calls of a sexually explicit nature.
  - Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
  - Subjects of political nature.
  - Misrepresentations or release of information of a confidential nature.
  - Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

#### 4. City Paid Monthly Stipend for Use of Personal Mobile Phones

- a. At the department director's discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of two plan options as determined appropriate by the employee's director, or designee:

- A. Phone only
- B. Phone with data

The amount of the monthly stipend will equal the rate of the plan paid by the city, inclusive of taxes. Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards and use their personal phone for City business. In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee's manager/supervisor for approval. The monthly stipend process is administered and overseen by the Payroll Officer.



## City of Stevenson Personnel Policy

### **Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Public Records Act – Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.



## City of Stevenson Personnel Policy

### RECEIPT OF THE CITY OF STEVENSON'S CELL PHONE USE POLICY

*Please read the policy carefully to ensure that you understand the policy before signing this document.*

I certify that I have received a copy of the City of Stevenson's Cell Phone Use Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

**I agree to observe and follow the Cell Phone Use Policy. I understand that failure to abide by the policy could result in the loss of cell phone privileges and/or other disciplinary actions.**

---

Employee Name (Signature)

---

Employee Name (Please Print)

---

Department

---

Date



# City of Stevenson Personnel Policy

## Appendix # A-5

City of Stevenson  
Ordinance No. 879

**An ordinance of the City of Stevenson adopting policies and procedures for reporting improper governmental action and protecting employees against retaliatory action.**

### Recitals

1. Chapter 44, Laws of 1992, entitled “The Local Government Employee whistleblower Act,” became effective for local governments on January 1, 1993.
2. Under the Local Government Employee Whistle blower Act it is unlawful for a local government to take retaliatory action because an employee, in good faith and in conformance with the local government’s procedures, provides information that improper government action may have occurred; and
3. Under the Local Government Employee Whistleblower Act local governments must enact specific policies for reporting improper government actions.

Now, Therefore, the City Council of the City of Stevenson do ordain as follows:

1. Policy statement. It is the policy of the City of Stevenson to:
  - 1.1 Encourage reporting by its employees of improper governmental action taken by City of Stevenson officers or employees; and
  - 1.2 Protect City of Stevenson employees who have reported improper governmental actions in accordance with the City of Stevenson’s policies and procedures from retaliatory action.
2. Definitions. As used in this policy, the following terms shall have the meanings indicated:
  - 2.1 “Improper governmental action”: means any action by a City of Stevenson Officer or employee
    - a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
    - b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.
  - 2.2 “Improper governmental action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspension, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
  - 2.3 “Retaliatory Action” means any adverse change in the terms and conditions of a City of Stevenson employee’s employment.
  - 2.4 “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.
3. Procedures for Reporting.
  - 3.1 City of Stevenson employees who become aware of improper governmental actions should raise the issue first with their supervisor. Except in the event of an emergency, the employee shall also submit a written report to the supervisor, or to the City of Stevenson, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the City of Stevenson administrator, mayor or such other person as may be designated by the City of Stevenson administrator to receive reports of improper governmental action.
  - 3.2 In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action.



## City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
- 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
- 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
- Specifies the alleged retaliatory action; and
  - Specifies the relief requested.
- 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
- 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
- 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the Sate Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
- Office of Administrative Hearings  
PO Box 42488, 4224 Sixth SE  
Row Six, Bldg. 1  
Lacey, WA 98504-2488  
206-459-6353
- 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



# City of Stevenson Personnel Policy

- 5. Responsibilities. The city Administrator is responsible for implementing the City of Stevenson’s policies and procedures for reporting improper governmental action and for protecting employees against retaliatory action. This includes ensuring that this policy and these procedures are permanently posted where all employees will have reasonable access to them are made available to any employee upon request and are provided to all newly-hired employs. Officers, manager and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.
- 6. List of Agencies. The City Administrator will maintain a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Said list will be updated not less frequently than annually and copies thereof shall be made available to all employees. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact agencies shown on the list.

PASSED by the Council of the City of Stevenson and approved by the Mayor this 18<sup>th</sup> day of February, 1993.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the City of Stevenson

\_\_\_\_\_  
Attorney for the City of Stevenson



# City of Stevenson Personnel Policy

## Appendix # A-6

### LIST OF AGENCIES RESPONSIBLE FOR ENFORCING FEDERAL, STATE and LOCAL LAWS and INVESTIGATING OTHER ISSUES INVOLVING IMPROPER GOVERNMENTAL ACTION

#### LOCAL

City of North Bonneville  
Mayor  
North Bonneville City Hall  
PO Box 7  
North Bonneville, WA 98639  
509-427-8182  
City Attorney 509-427-5665

City of Stevenson  
Mayor  
Stevenson City Hall  
PO Box 371  
Stevenson, WA 98648  
509-427-5970  
City Attorney 509-427-5665

#### SKAMANIA COUNTY

Commissioners  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9447

Prosecuting Attorney  
Skamania County Courthouse  
PO Box 790  
240 NW Vancouver Avenue  
Stevenson, WA 98648  
509-427-9405

Sheriff  
Skamania County Sheriff's Office  
PO Box 790  
200 NW Vancouver Ave  
Stevenson, WA 98648  
509-427-9490

Port of Skamania County  
Chairman Board of Port Commissioners  
PO Box 1099  
130 SE Cascade Avenue  
Stevenson, WA 98648  
509-427-5484

Public Utility District No. 1  
of Skamania County  
Chair, Board of PUD Commissioners  
PO Box 500 Wind River Highway  
Carson, WA 98610  
509-427-5126

#### STATE OR REGIONAL AGENCIES

Washington State Attorney General  
111 NE Olympia Avenue  
Olympia, WA 98501  
360-753-6210

Washington State Department of Ecology  
PO Box 47600  
Olympia, WA 98504  
360-459-6000

Washington State Department of Natural Resources  
PO Box 47000  
Olympia, WA 98504  
360-902-1000

Washington State Department of Transportation  
Transportation Building  
KF-01  
Olympia, WA 98504  
360-705-7000

Washington State Department of  
Community Development  
9<sup>th</sup> & Columbia  
MSGH-51  
Olympia, WA 98504  
360-725-2800

Southwest Washington Air Pollution  
Control Authority  
1308 NE 134<sup>th</sup>, Suite D  
Vancouver, WA 98685  
800-633-0709



# City of Stevenson Personnel Policy

Southwest Washington Health District  
PO Box 5000  
Vancouver, WA 98663  
360-695-9215

Washington State Department of Fisheries  
115 General Administration Bldg.  
MS AX-11  
Olympia, WA 98504  
360-753-6600

Washington State Auditor's Office  
Legislative Building  
PO Box 40021  
Olympia, WA 98504-0021

Washington State Department of Health  
Health Consumer Assistance  
PO Box 4789  
Olympia, WA 98504  
800-525-127

Washington State Liquor Control Board  
Enforcement Division  
1514 E. Street  
Vancouver, WA 98666

## FEDERAL AGENCIES

Department of Agriculture  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Supervisor Auditor  
360-553-8290  
Supervisor Special Agent  
360-553-8286

Alcohol Tobacco & Firearms  
Criminal Enforcement  
915 Second Avenue  
Seattle, WA  
360-553-4485

Department of Commerce Commission  
Office of the Inspector General  
Office of Audits  
915 Second Avenue  
Seattle, WA  
360-553-0801  
Fraud Hotline 800-424-5454

US Department of Education  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Audits 360-553-0657  
Investigations 360-553-1482

Washington State Employment Security  
Bingen Job Service Center  
PO Box 847  
Bingen, WA 98605  
509-493-1210

Washington State Utilities Transportation  
Chandler Building, MS FY-11  
13005 Evergreen Park Dr. SW  
Olympia, WA 98504  
360-753-6423

Washington State Human Rights Commission  
402 Evergreen Plaza Bldg.  
Olympia, WA 98504-2490  
360-753-6770

Washington State Dept. of Labor & Industries  
General Administration  
Building, MS, HC-101  
Olympia, WA 98505  
360-753-6341

Washington State Department of Social & Health  
Services; Special Investigation Office  
11900 NE 95th  
PO Box 4485  
Vancouver, WA 98662  
360-696-6707

Department of Army  
Corp of Engineers  
PO Box 2946  
319 Pine  
Portland, OR 97225  
503-326-6000

US Attorney  
800 Fifth Avenue  
Seattle, WA  
360-553-7970

Consumer Product Safety  
Hotline 800-638-2772  
US Customs Service  
Office of Enforcement  
909 First Avenue  
Seattle, WA  
360-653-7531

Environmental Protection Agency  
Criminal Investigations  
1200 Sixth Avenue  
Seattle, WA





# City of Stevenson Personnel Policy

Equal Employment Opportunity Agency  
2815 Second, Suite 500  
Seattle, WA  
360-553-0968

US Department of Energy  
Bonneville Power Administration  
PO Box 3621  
Portland, OR 97208  
360-230-3000

General Accounting Office (GAO)  
1500 NE Irving Street  
Portland, OR 97232  
503-235-8500

Department of Health & Human Services  
Food & Drug Administration  
22201 23<sup>rd</sup> Drive SE  
Bothell, WA  
Trade Complaints 206-483-4949  
Audits: 360-553-0452

US Bureau of Indian Affairs  
PO Box 3785  
Portland, OR 97208  
503-231-6702

Department of Interior US Fish & Wildlife Services  
Division of Law Enforcement  
121 107<sup>th</sup> NE  
Bellevue, WA

Department of Justice  
Drug Enforcement Administration  
220 West Mercer, Suite 300  
Seattle, WA  
360-553-5443

Mine Safety & Health Administration  
117 107<sup>th</sup> NE  
Bellevue, WA  
360-553-7037

National Transportation Safety Board of Directors  
19518 Pacific Highway South  
Seattle, WA  
360-764-3782

Department of Transportation  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98178  
360-553-5720

Federal Emergency Management Agency  
130 – 228<sup>th</sup> Street SW  
Bothell, WA  
360-487-4600

General Services Administration  
915 Second Avenue  
Seattle, WA  
Investigations: 360-931-7654  
Law Enforcement: 360-553-0290  
Audits: 360-931-7650

Department of Housing and Urban Development  
Office of Counsel  
1321 Second Avenue  
Seattle, WA  
Audits 360-553-0270  
Investigations: 360-553-0272

Interstate Commerce Commission  
915 Second Avenue-Room 1894  
Seattle, WA 98154  
360-553-5421

Federal Bureau of Investigation (FBI)  
1500 SW 1<sup>st</sup> Avenue  
Portland, OR 97201  
503-224-4181

Department of labor  
Occupational Safety & Health (OSHA)  
1111 Third Avenue, Suite 715  
Seattle, WA 98101-3212  
360-553-5930  
Audits  
1111 Third Avenue, Suite 780  
Seattle, WA 98101-3212  
360-553-4880  
Investigations  
1111 Third Avenue, Suite 785  
Seattle, WA 98101-3212

Nuclear Regulatory Commission  
510-975-0200  
Federal Trade Commission  
915 Second Avenue  
Seattle, WA  
360-553-4656

Department of Treasury  
Bureau of Alcohol, Tobacco & Firearms  
Law Enforcement Division  
915 Second Avenue – room 806  
Seattle, WA 98174



# City of Stevenson Personnel Policy

Department of Veterans Affairs  
Office of Inspector General  
915 Second Avenue  
Seattle, WA 98674  
Fraud/Waste/Abuse Hotline  
800-488-8244

Securities & Exchange Commission  
Seattle, WA 98174  
360-553-7990



# City of Stevenson Personnel Policy

## Appendix # A-7

### Travel Reimbursement Request

*(To be turned in to Accounts Payable after travel is complete to request reimbursement)*

**Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Location** \_\_\_\_\_

**Dates:** \_\_\_\_\_

	<u>Paid by City</u>	<u>Reimbursement</u>
<b>Tuition, Registration, Etc.</b> \$ _____	_____	-
Back up Documentation Required		
<b><u>Lodging: Receipts Required</u></b>		
# of nights ____ @ _____ per night	_____	-
Less charges for non official companions:	-	-
State Lodging Per Diem Rate: \$ _____	Higher Rate of: \$ _____	
	Approved by City Council: _____	
<b><u>Travel: Receipts required for all except vehicles.</u></b>		
Personal Vehicle: # of Miles: _____ per mile	-	-
City Vehicle: _____	-	-
Public Transportation: _____	-	-
Round Trip Airfare: _____	-	-
Parking Fees: _____	-	-
<b><u>Per Diem Meals ... No Receipts Required</u></b>		
___ Breakfasts at \$ _____ each	-	\$0.00
___ Lunches at \$ _____ each	-	\$0.00
___ Dinners at \$ _____ each	-	\$0.00
Meals included in Tuition: _____		
<b><u>Total Expenses:</u></b>	<u>\$0.00</u>	<u>\$0.00</u>

Please note where you are required to return receipts. Reimbursements will not be made if the expenses requested exceed the amount approved by City Council. City Council must approve rates higher than the State Per Diem.

Supervisor Approval: \_\_\_\_\_  
 Date of City Council Approval (if req'd): \_\_\_\_\_

Final Reimbursement Requested: (After travel is complete) \* \$ \_\_\_\_\_  
 Requested by: \_\_\_\_\_ (signature)  
 \* Limited to amount approved above by Supervisor or City Council



# City of Stevenson Personnel Policy

## Appendix # A-8

### CITY ADMINISTRATOR

**POSITION:** City Administrator  
**REPORTS TO:** Mayor  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

#### SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



## City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



# City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

### MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

### PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS DIRECTOR

**POSITION:** Public Works Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Exempt

### SUMMARY:

The position is responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The position needs management and supervisory experience.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the City Public Works Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's public works facilities including execution of both short and long-range construction programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments.
- Oversee the selection, training, professional development and certification programs for all department personnel and provide guidance to the Public Works Field Supervisor and system managers.
- Ensure that appropriate policies and procedures are in place and ensure employee compliance to department policies and procedures.
- Work closely with Public Works Field Supervisor and system managers to develop and implement appropriate policies and procedures for each respective division of the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attend all City Council meetings and represent the City on other committees as assigned.
- Direct the research and compilation of all required reports relative to the operation of the public works programs.
- Ensure that the City's water and sewer utilities meet all regulatory requirements.



## City of Stevenson Personnel Policy

- Supervise public works construction projects.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Review and approve building permit applications for public works compliance.
- Serve with the Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serve as the enforcement officer for the protection of public facilities.
- Assist with the control of public nuisances.
- Respond to public inquires related to public works issues.
- Assist with grant writing.
- Perform field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service).

### ABILITY TO:

- Analyze and problem solve problems relating to Public Works functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate workers performing various maintenance and repair activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Confidently make informed decisions and/or recommendations regarding all Public Works functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Maintain various health and safety standards and regulations
- Perform moderately, strenuous physical tasks.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Secure compliance with construction specifications in an effective manner.

### SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising the Public Works Field Supervisor, WWTP0 II (or III, if the position is filled), system managers and subcontractors; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all maintenance worker positions in the department; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.





# City of Stevenson Personnel Policy

## JOB CONDITIONS

On call status, evening meetings, and substantial overtime may be required. The incumbent may experience exposure to high noise levels, extreme temperatures, work around machinery and high traffic, harmful gasses and fumes, confined spaces, and exposure to blood-borne pathogens. Extensive computer work is required, including eight or more hours per week being devoted to clerical work such as typing, filing, data entry, and report writing. Although work will be performed in an office setting, due to the small size of the City, “on-site” supervisory and inspection duties will need to be performed and may lead to considerable time spent out-of-doors. During the occasional emergency the director may be exposed to extreme weather and work conditions.

This position may also require pushing, pulling, lifting and carrying objects weighing up to fifty (50) pounds.

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- 3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.
- Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.
- Computer literate with general knowledge of public works software applications.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Supervisory skills, including evaluation, discipline and discharge.
- Must have a valid a valid state issued Driver’s License.

## PREFERRED QUALIFICATIONS:

- Bachelor degree from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WWTPO I)
- Water Distribution Manager I (WDM I)

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPO II)
- Wastewater Treatment Plant Operator II (WWTPO II)



## City of Stevenson Personnel Policy

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**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## COMMUNITY DEVELOPMENT DIRECTOR

**POSITION:** Community Development Director  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Exempt

### SUMMARY:

Performs current and long-range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Current Planning:
  - Act as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
  - Advise the public on City regulatory requirements.
  - Ensure that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
  - Develop programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
  - Maintain compliance with state-mandated land use and environmental statutes.
  - Develop the community's capacity to engage in informed, shared decision-making.
  - Assist with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
  - Lead and assist with grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.
- Testify as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Attend all City Council meetings and represent the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.
- Serve as a key member of the City's management team.
- Assist with the control of public nuisances.



## City of Stevenson Personnel Policy

- Serve with the Public Works Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Obtain training to update present skills or obtain new skills.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.

### SUPERVISORY RESPONSIBILITIES:

Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

### JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

### MINIMUM QUALIFICATIONS:

Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Three (3) or more years of work in land use planning.

Working knowledge of:



## City of Stevenson Personnel Policy

- Local land use planning principles, practices and techniques.
- Environmental sciences.
- Computer literacy.
- City government functions, policies, rules and regulations.
- State planning statutes and general familiarity with legal foundations of planning.
- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

### PREFERRED QUALIFICATIONS:

Master’s degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field  
 American Institute of Certified Planners membership.

Working knowledge of:

- GIS, presentation, and infographic software.

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

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**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## DEPUTY CLERK/TREASURER

**POSITION:** Deputy Clerk/Treasurer  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that acts as primary assistant to the city administrator and performs a variety of functions to such as assisting with the maintenance of the city accounting system, managing investments, responding to public inquiries, assisting with records maintenance, creating and filing general city records. Fills in for the city administrator in their absence.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Receipt, reconcile and deposit incoming funds and maintain records as required.
- Review and code accounts payable.
- Prepare vouchers and checks.
- Maintain daily postings to the general ledger.
- Assist with the preparation of monthly, quarterly and annual reports.
- Assist the Utility Clerk with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.
- Monitor reporting of court activity and reconcile against monthly court and jail billings.
- Fill in for the City Administrator when required.
- Assist the Fire Department, Public Works Director, Planning Director and City Administrator when required.
- Prepare the annual financial reports.
- Assist in the preparation of the budget and annual state audit.
- Purchase office and household supplies.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front counter customer service when needed.
- Evaluate monthly cash flows and interest rates to invest city funds and maintain records.
- Assist City Administrator with the investing of City funds.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.



## City of Stevenson Personnel Policy

- Prepare monthly payroll for city staff, maintaining all payroll files.
- Maintain city website, social media and other city communication outlets.
- Receive and address Nuisance Complaints and other Code Enforcement issues.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.  
Office Experience, understanding of Generally Accepted Accounting Principles (GAAP)  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification

Notary Public Designation

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**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Stevenson Personnel Policy

## UTILITIES CLERK

**POSITION:** Utilities Clerk  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; accounts payable; utility billing tasks; cash receipting and records management duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Receive and screen telephone calls.
- Perform secretarial services for various departments when required.
- Assist in the preparation financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention.
- Provide zoning information, building permit information, water/sewer information.
- Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, utility/financial software programs, and online platforms for asset management, permitting and code enforcement.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and online databases.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of applications for various city permits.
- Assist with maintaining the permit tracking database.



## City of Stevenson Personnel Policy

- Purchase office and household supplies.
- Notarize various documents for the City and general public.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent  
Office Experience, understanding of basic accounting  
Proficient typing skills, computer experience (preferably Windows based Excel & Word)  
Good customer service, writing and communication skills

### PREFERRED QUALIFICATIONS:

Prior Government Accounting Experience  
College graduate



## City of Stevenson Personnel Policy

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification

Notary Public Designation

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**I have read and understood the functions, responsibilities, and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PLANNING AND PUBLIC WORKS ASSISTANT

**POSITION:** Planning and Public Works Assistant  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is an office position that performs a wide variety of support for the Community Development Director, Public Works Director and City Administrator through clerical duties, records management, code enforcement and permit technician duties.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Coordinate, track, and process permit applications ensuring that policies and procedures are followed in the receipt, routing, processing and recording of permit applications.
- Review applications for compliance with policies, such as Stevenson Municipal Code and Engineering Standards.
- Monitor application progress for status reports to the applicant and city departments on a regular basis.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Prepare and provide legal notices for a variety of applications.
- Plan and perform a variety of building and planning research functions, such as review of property ownership, easements and other land use matters.
- May approve and issue minor permits at the discretion of the Department Head, such as right of way and minor land use permits.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.
- Initiate, create, recommend and document updates to policies and processes for permit applications.
- Prepare agendas and reports, compile and prepare meeting materials for distribution, prepare meeting locations, and update post-meeting documents.
- Attend meetings to take notes and compose clear, accurate and comprehensive minutes for various committees and boards.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.



## City of Stevenson Personnel Policy

- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist with records retention and maintain City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software and building permit and public works software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and/or other asset tracking software.
- Intake, track, manage and coordinate responses to public nuisances.

### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.



# City of Stevenson Personnel Policy

**MINIMUM QUALIFICATIONS:**

- High School Graduate or GED equivalent.
- Office Experience, good writing skills, understanding of basic accounting
- 10-key by touch, computer experience (preferably Windows based) excel & word
- Good Customer Service

**PREFERRED QUALIFICATIONS:**

- Prior Government Experience with land use permitting, zoning, building and construction permitting
- College graduate (AA degree or above)

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

- First Aid & CPR Certification
- Notary Public Designation

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**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS FIELD SUPERVISOR

**POSITION:** Public Works Field Supervisor  
**REPORTS TO:** Public Works Director  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor supervises and works with the Public Works employees responsible for the City's water utility, streets, equipment, parks and general facilities. This position must also work with the employees responsible for the sewer utility. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The Public Works Field Supervisor must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, equipment failures and water main breaks.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Organizes, with the WWTP O II (or III if the position is filled), the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of streets and infrastructure within the roadway prism, storm water system, water supply and distribution, parks division, and City buildings.



## City of Stevenson Personnel Policy

### ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

Responsible for supervising Utilities/Maintenance staff, with direction from the Public Works Director.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.





# City of Stevenson Personnel Policy

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently and have work experience in general maintenance, trade areas.
- Must have a valid state issued Driver’s License with CDL validation or ability to acquire within eighteen (18) months. The City will complete a review of the final applicant’s driving record.
- Must be highly skilled in heavy equipment operation and maintenance.
- Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

## PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing and Carpentry Skills.
- Basic electrical skills, telemetry and cable splicing knowledge.
- Experience in Welding.
- Basic mechanical skills and diesel and gas equipment repair.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance and/or Irrigation Experience.
- Supervisory skills and good oral communication capabilities to work with the public

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of “competent person training” in the areas of trenching, shoring and confined spaces.
- Water Distribution Manager I (WDM I)
- Cross Connection Control Specialist (CCCS)
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WTPO I)
- A/C Pipe Certification
- Flagger Certification
- First Aid & CPR Certification

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPOII)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### UTILITIES MAINTENANCE WORKER

**POSITION:** Utilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's water and sewer utilities, street, parks, equipment, and general facilities maintenance departments.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division.
- Proficiently operates departmental equipment such as back hoe's, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs sewer and water lines, cleans curbs, gutters and repairs park facilities.
- Responds to complaints from the public on utility and infrastructure items, such as water leaks, pressure issues, loss of water, potholes, etc. and evaluates the situation to explain to the supervisor for possible direction on a resolution.
- Reads city water meters on a regular basis.
- Assists in or shuts off utility lines and mains to repair broken sections of water or sewer lines and shut-offs for delinquent utility accounts.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements.
- Responsible for installation, maintenance and repair of city sewer lines and pumping equipment.
- Weekend testing and emergency back up to the Wastewater Treatment Plant operator.
- Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way.
- Operation of street sweeper and brushcutters.
- Street light repair.
- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.
- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.



## City of Stevenson Personnel Policy

- Responsible for the construction and maintenance of city parks, city buildings and other structures.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

This position may be subject to verbal abuse at times from the public.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.



## City of Stevenson Personnel Policy

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License with commercial validation or the ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance.

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WWTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## FACILITIES MAINTENANCE WORKER

**POSITION:** Facilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments and other partner agencies as agreed upon by the City.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring maintenance work in the parks department and with partner agencies to include mowing, edging, fertilizing and spraying.
- Routinely removes brush and debris from fence lines.
- Proficiently operates departmental equipment such as trucks, pressure washers, lawnmowers, weed eaters and other brush cutting equipment.
- Cleans and maintains curbs and gutters.
- Collection and disposal of garbage from City or partner owned waste receptacles.
- Set-up and clean-up of special events.
- Cleans, maintains, and repairs park facilities.
- May assist City or partner personnel on other projects.

### ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Work courteously and tactfully with customers and employees.



# City of Stevenson Personnel Policy

## SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

## JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy objects; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

This position may be subject to verbal abuse at times from the public.

## MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must be able to work independently.

Must have a Driver's License with commercial validation or the ability to acquire within eighteen (18) months. The City will complete a review of the final applicant's driving record.

## PREFERRED QUALIFICATIONS:

Experience in small power equipment operation (lawn mowers, weed eaters, saws, etc).

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Good oral and written communication skills are necessary to work with the public.

## POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Flagger Certification

First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR I

**POSITION:** Wastewater Treatment Plant Operator I  
**REPORTS TO:** Wastewater Treatment Plant Operator II (or III if the position is filled)  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position working in the City's wastewater department mostly at the treatment plant. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Week end testing and emergency back up to the Wastewater Treatment Plant operator.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

#### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.



## City of Stevenson Personnel Policy

- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.





## City of Stevenson Personnel Policy

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.  
Carpentry Skills.  
Experience in Welding.  
Diesel and Gas equipment repair.  
Basic Mechanical Skills.  
Knowledge of Grounds Maintenance.  
Cross Connection Control Specialist

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of “competent person training” in the areas of trenching, shoring and confined spaces.  
First Aid & CPR Certification  
Flagger Certification  
Water Plant Operator I (WTPO I)  
Water Distribution Manager I (WDM I)  
Wastewater Treatment Plant Operator I (WWTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR II

**POSITION:** Wastewater Treatment Plant Operator II  
**REPORTS TO:** Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled)  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Manage and enforce ordinances, codes, and engineering standards related to wastewater and sewer management, including but not limited to Title 13. Inspect and collect data from customers as required.
- Develop, implement, manage, and enforce industrial and commercial connection monitoring programs, including but not limited FOG and SIU programs.
- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.



## City of Stevenson Personnel Policy

- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate.
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- Organizes, with the Public Works Supervisor, sewer utility on-call duties shared with other Public Works employees.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Participate in the development and administration of goals, objectives and procedures.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.

### SUPERVISORY RESPONSIBILITIES:

In the absence of the WWTPO III position being filled, this is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I, with direction from the Public



## City of Stevenson Personnel Policy

Works Director. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

Wastewater Treatment Plant Operator II (WWTPO II)

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator III (WWTPO III)

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

First Aid & CPR Certification

Flagger Certification



## City of Stevenson Personnel Policy

Water Plant Operator I (WTPO I)  
Water Distribution Manager I (WDM I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR III

**POSITION:** Wastewater Treatment Plant Operator III  
**REPORTS TO:** Public Works Director  
**EFFECTIVE DATE:** June 15, 2023  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.

#### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.



## City of Stevenson Personnel Policy

- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Participate in the development and administration of goals, objectives and procedures.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.

### SUPERVISORY RESPONSIBILITIES:

This is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I and II, with direction from the Public Works Director. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.



## City of Stevenson Personnel Policy

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within a thirty-minute response time of the city.

Must be able to work independently.

Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.

Wastewater Treatment Plant Operator III (WWTPO III)

### PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator IV (WWTPO IV)

### POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

Water Distribution Manager I (WDM I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.





## City of Stevenson Personnel Policy

**I have read and understood the functions, responsibilities and requirements of this position**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## MINUTE TAKER

**POSITION:** Minute Taker  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

Attends meetings and records minutes. Prepares final drafts of minutes off-site on applicant's personal computer equipment for the City Council, the Planning Commission and the boards of Adjustment and Appeals.

### ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Attend and take minutes at regular meetings of the City Council and Planning Commission, special meetings as requested, and scheduled meetings of the Board of Adjustment and Board of Appeals and takes minutes of the proceedings.
- Prepare drafts of the minutes and submits those drafts for review by the designated staff member and final adoption by the appropriate elected or appointed board. All drafts are prepared using software compatible with that used by the City.

### ABILITY TO:

- Follow oral and written directions.
- Work independently with little direction.
- Communicate clearly in writing.

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

The position may require long periods of sitting at evening meetings.

### MINIMUM QUALIFICATIONS

High School Graduate or GED equivalent  
Office experience with a minimum 50 wpm keyboard speed  
Familiarity with Windows based software  
Good writing and spelling skills

### PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



## City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-9

### CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY

#### Section 1 - Purpose

This policy shall govern access to and use of City of Stevenson equipment, telecommunications, and services for employees of the City. The intent of this policy is to provide employees the tools to perform their job tasks without infringing on the rights of others, whether they are public or employee users of the personal computers, computer network, voice mail and Internet/Intranet communications systems. This includes minimizing the risk of computer virus infections, avoiding bandwidth congestion, adhering to software license agreements, and controlling private use of government equipment. This policy addresses issues such as acceptable conduct and usage procedures by public employees when using equipment provided by the employer or provider of such services.

Network and Internet access is provided to city employees as a research and communication tool to assist in conducting City business. Employees are trusted to use good judgment in use of City owned equipment, services (both duration and frequency of use), information technology or other resources.

#### Section 2 - Affected Parties

All City employees including appointed and elected officials, quasi-employees and authorized volunteers who use City equipment, services, and information technology must comply with this policy. All users are expected to use equipment and services in a professional manner.

#### Section 3 - References

The intent of this policy is to address the following Federal and State regulations as they relate to the use of telecommunication equipment and services:

:

- The Electronics Communications Privacy Act (ECPA)
- RCW 9.73.030 Privacy Act
- RCW 40.14 Retention, Storage and Destruction of Public Records.
- RCW 42.17 Open Public Records Act
- RCW 42.30 Open Meetings Act

#### Section 4 – Definitions

Terms used for the purposes of this policy --

- 4.1 Discoverable:  
Knowledge that something such as a letter, memo, note or Email or voice mail, may exist and can be requested to be produced as part of an investigation.
- 4.2 Downloading.  
Copying software programs and/or files from a floppy disk, CD ROM disk, or an INTERNET site or from another outside source, on to a City owned computer.
- 4.3 Email:  
Refer to all Electronic Mail software applications, whether INTERNET, LAN or WAN.
- 4.4 Employee:  
Employee means an elected official, officer, employee, quasi-employee, authorized volunteer of the City, who has been elected or appointed, but does not include an independent contractor.



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- 4.5 INTERNET.  
Refers to connectivity with other agencies, networks and/or services.
- 4.6 Official City Business Purposes:  
Those activities performed by an official, employee, or quasi-employee or authorized volunteer of the City, as directed by the City through his/her supervisor in order to accomplish City programs or as required by the duties of his/her position or office.
- 4.7 Posted:  
Refers to World Wide Web (WWW) sites, Email, Voice Mail, news groups or any other network location where information is shared internally or externally.
- 4.8. Public Records:  
Those documents defined in RCW 42.17.020, including the exemptions listed in RCW 42.17.310 and 42.17.315.
- 4.9 Voice Mail:  
Recorded telephone messaging system.
- 4.10 WWW.  
Refers to World Wide Web sites.

## Section 5 - Policies

### 5.1 City Business Purposes

Use of City computers, network resources (whether LAN, WAN, Internet or Electronic Mail) and voice mail systems, shall be used for City business purposes only, as is the case with all forms of City equipment and resources, except as provided below.

#### 5.1.1 Personal Use of City Computer Equipment

Personal use of City computer equipment may be allowed under the following conditions:

The use is small scale and only done during the employees break time or before or after normal business hours of the employee's department or as an alternate means of contact with family members for scheduling changes and other needs typically allowed under the telephone policy.

The employee has made a detailed and specific request and received prior approval through their supervisor and Department Head/Elected Official for the specific use.

The use will have no impact on other departments, employees, or the public and will not cause network congestion and/or misuse of system resources.

All provisions of this policy regarding inappropriate message content (Section 5.3.4 & 5.4.4), solicitations (Section 5.5), advertising (Section 5.6), campaigning (Section 5.7), public records, and other applicable policies will govern the personal use of City equipment by an employee. Employee shall abide by all policies of appropriate behavior and usage discussed in this policy.

Expenses that would be charged to any member of the public which are incurred due to the use, will be paid to the City. These may include:

Photocopy Machines - same rate charged to the public.

Computers - Reimburse the City for any supplies used (i.e. diskettes, paper for printing) at the rate the department would charge to the public.

Facsimiles Machine - Reimburse for pages sent at same rate charged to public. Employees MAY NOT use FAX machines to send messages to a long distance telephone number unless the call is



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charged to the employee's telephone credit card. Reimburse for pages received to cover cost of supplies.

## 5.2 Computer Viruses

When there is a clear business reason for downloading software and/or files from outside sources, the appropriate anti-virus detection program(s) will be used to prevent infection. Use of the Internet risks exposure to viruses that can cause serious problems if downloaded from the Internet.

## 5.3 Electronic Mail (Email)

### 5.3.1 Disclosure

Electronic Mail (Email is NOT private and may be subject to the Public Disclosure Act, RCW 42.17).

All Email messages, (whether created or received) may be considered "public records" pursuant to the Public Disclosure Act, "if they relate to the conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine most "public records." If Email is used, the user is responsible to comply with the Public Disclosure Act.

Email shall not be used to send confidential information. Email is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.3.2 Requests for Copies of Electronic Mail (Email) Information Request for Email messages, calendars, or records will be treated like any other "public record" in the possession of the City. Email contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting Email messages from a computer does not guarantee it has been erased from the system. Employees should use good judgment when creating Email and always assume that it is discoverable. The City reserves the right to retrieve and/or review Email messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

### 5.3.3 Retention of Electronic Mail (Email)

Each user is responsible to maintain "public records" as required by law. Messages that may be needed beyond 30 days or that are considered "public records", shall be copied or moved to another storage location. Email messages that contain information that could be considered "public records" under RCW Chapter 42.17, must be printed and included in the subject file, or be retained as word processing documents, by the employee controlling the message.

### 5.3.4 Inappropriate Electronic Mail (Email) Message Content

City network users will refrain from the posting of any materials, which violate federal or State laws and/or City Personnel Policies and/or resolutions. All issues raised in the city's Personnel Policy are applicable. These shall include, but are not limited to, those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from any posting or transmittal of materials containing obscene, pornographic or profane materials of any kind, including jokes, cartoons, photographs or any other text based or digitized images. Generally, the same policies of appropriate behavior apply in network usage, as apply in the workplace.

## 5.4 Voice Mail (If Applicable)

### 5.4.1 Disclosure

Voice Mail messages are NOT private. All voice mail messages, (whether created or received) may be considered to be "public records" pursuant to the Public Disclosure Act, RCW 42.17, "if they relate to the



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conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine "public records." If Voice Mail is used, the user is responsible to comply with the Public Disclosure Act.

Voice mail shall not be used to send confidential information. Voice mail is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

## 5.4.2 Requests for Copies of Voice Mail Information

Request for voice mail messages or records will be treated like any other "public record" in the possession of the City. Voice mail contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting voice mail messages from the telephone system does not guarantee it has been erased. Employees should use good judgment when creating voice mail messages and always assume that it is discoverable. The City reserves the right to retrieve and/or review voice mail messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

## 5.4.3 Retention of Voice Mail Messages

Each user is responsible to maintain "public records" as required by law. Any messages that may be needed shall be copied or moved to another storage location. Voice mail messages that contain information that could be considered "public records" under RCW Chapter 42.17, shall be saved to a computer disk and retained as a word processing document.

## 5.4.4 Inappropriate Voice Mail Message Content

City voice mail users will refrain from leaving messages which violate federal or State laws and/or City Personnel Policies and/or resolutions. These shall include but not be limited to those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from leaving any message containing obscene, pornographic or profane information of any kind including jokes. Generally, the same policies of appropriate behavior apply in voice mail usage, as apply in the workplace.

## **5.5 Solicitations**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email, or Voice Mail which constitutes a solicitation of any type (i.e. religious, political, personal gain, or in support of illegal activities.)

## **5.6 Advertising**

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email or Voice Mail, which may enter the realm of commercial advertising. When government supplies legislative or other public interest information on the Internet, there is little danger of advertising liability arising from the posting.

## **5.7 Campaigning**

Employees must make certain that information provided about elected officials does not cross the line into campaign advertising. LAN, WAN, Internet and telephone system access are established with taxpayer money and there is a risk of violation of laws when elected officials become the centerpiece of information.

## **5.8 Personal Security**



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Employees should keep personal log-ons and passwords confidential and change passwords on a regular basis as needed. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users may be held responsible for all actions taken using their personal network access permissions.

## 5.9 Limitations on Entry into the City Computer Network

### 5.9.1 Access to Internet and/or Email Services

Access to Internet and/or Email Services will be coordinated through the City Administrator. This includes the use of independent dial-up Internet Service Providers (ISP's) and dial-up Email services.

### 5.9.2 Access to Information on the City's Computer Network

Access to information contained on the City's computer network shall be based on a need to know and a determination from the appropriate department head.

### 5.9.3 Access to Information on Personal Computer Hard Drives

Information stored on the hard drive of a computer may contain discloseable information, it may contain exempt information, it may contain NON-GOVERNMENTAL information, and it may also contain personal information of the person who is assigned the computer for his or her use (similar to the contents of a desk drawer). Therefore, access to or operation of City computers by persons who are not employees, quasi-employees, authorized volunteers or contractors of the City should not be permitted due to the inability to segregate the information.

### 5.9.4 Data Sharing By and Between Employees

In general City employees may have access into such network-stored data in various departments and servers as are relevant to their jobs. If granted, such access should be coupled with an admonition that the material obtained might be exempt from public inspection and caution should be exercised in order to not violate the rights of privacy of private citizens or create a liability for the disclosure of exempt information and a violation of privacy.

### 5.9.5 Access Levels

Levels of access by executive and management employees should be determined by employment status and the need to know.

All users must submit a completed Internet Usage Agreement to their department head who will assign access levels.

## 5.10 World Wide Web

### 5.10.1 Internet Access

Permission for employees to access the World Wide Web (WWW) resources will be dependent on approval from elected officials or department heads.

#### 5.10.1.1 Internet Access Audit Logs

The Department Head may revoke permission to access specific sites. Access times may be restricted due to bandwidth congestion and/or misuse of system resources.

### 5.10.2 News Groups

When posting to news groups, City employees will use a disclaimer, such as - "these opinions are mine and not necessarily those of the City". Users shall abide by all other policies of appropriate behavior and usage discussed in this policy.

## 5.11 Copyrights, Trademarks, Patents and Authorship

### 5.11.1 Conservative and Cautious Approach to Copyrights, etc.





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City employees should take a conservative and cautious approach when dealing with materials that may be copyrighted. In general, if an employee is not sure if materials are copyrighted, they should not be used without permission in writing from the author.

The City will comply with Federal software licensing and copyright law.

Copies are to be made with the copyright holder's permission.

Unauthorized copying of software will be cause for disciplinary action. The City will not defend employees for willful misuse of copyrighted software.

Employee owned software must be accompanied by a valid license as evidence of ownership.

## 5.11.2 Trademarks, Patents and Authorship

Trademark violations can occur when governments publish materials online, and knowingly or unknowingly attach to a publication, or omit from the publication, a registered trademark. Employees publishing materials online will respect trademarks and obtain the appropriate authorizations before publishing the materials.

## **5.12 Public Meetings Regulations Open**

RCW 42.30 addresses regulations concerning public and private meetings. Email or voice mail initiated by a Council person and directed to any other Council person, relating to the conduct of City government, is subject to the Open Public Meetings Act. The City should therefore be cautious in the use of Email and voice mail communication in order to not violate these regulations.

## **5.13 Public Disclosure of Electronic Data and Voice Mail, RCW 42.17**

### 5.13.1 Email (electronic communication from one computer to another or to others) and Voice Mail

Each person and department using Email or voice mail should be familiar with the Public Disclosure Act and the definition of "public records."

When information is initiated by a City employee it is NOT SUBJECT TO DISCLOSURE if

- (i) it is of a private nature (non-governmental); or
- (ii) it is within the exemptions from public inspection.

Otherwise, it is subject to public inspection at reasonable times, but not by computer operation by other than City employees or contractors. Preferably, disclosure should be provided by printed document; if by diskette or visual examination of screen, care must be exercised to delete exempt data from disclosure.

### 5.13.2 Other Data

The same rules of disclosure apply to Email and voice mail as to written or printed information. The public's right to inspect and copy remains the same. Because of financial restraints and to protect public records from destruction, requesters of public records should not have access to electronic information. Instead, a City representative should print out a hard copy of the requested information. The public should not be permitted to operate City computers for three reasons:

- 1) Data could be inadvertently erased or destroyed;
- 2) Certain excepted or exempt documents, including personal or confidential material, could inadvertently be disclosed; and



## City of Stevenson Personnel Policy

- 3) Limited resources do not allow us to provide the equipment necessary to permit citizens' access to this information.

### Section 6 - Procedures:

#### 6.1 Enforcement of This Policy (Right to Administer or Revoke Use).

Failure of City employees to adhere to this policy may result in restriction or revocation of access and/or disciplinary action. The City Administrator, Mayor or their designee may access data under an employee's control without the consent of the individual employee when necessary for normal business functions or when the Administrator becomes aware of possible inappropriate Internet use.

The Administrator will investigate the site(s) and/or system(s) and call upon the user to determine how the site is business related. If the Administrator concludes that the site is inappropriate the offense will be logged in the individual's file and a memo forwarded to the employee detailing the offense and potential consequences.

##### 6.1.1 Access Limitation or Revocation

With concurrence of the Mayor, City Administrator or Department Head, employees who are found to have violated this Policy may be subject to the following:

- 1) Internet and Email access may be revoked.
- 2) Access times may be restricted.
- 3) Disciplinary action.

##### 6.1.2 Disciplinary Action

Substantial or repeated abuse of the provisions outlined in this policy may be deemed sufficient justification for immediate discharge.

### Section 7 - Responsibilities:

#### 7.1 Compliance with City Policies

All Department Supervisors, Department Heads and Elected Officials are responsible for ensuring compliance with federal laws and regulations, RCW'S, WAC'S, City Ordinances, resolutions and policies. Employees (excluding Elected Officials) may be disciplined in accordance to the City Personnel Policy and/or applicable union contract for failure to follow this Policy.



# City of Stevenson Personnel Policy

## Internet Policy Waiver Form & Authorization to Use

I, \_\_\_\_\_,  
have read and understand the City Computer Network, Internet, Intranet, E-mail and Voice Mail Use Policy.

I understand and agree to follow this policy which includes:

Network resources, whether LAN, WAN, Internet, Electronic Mail or Voice Mail systems should be used for official City business purposes only, as is the case with all forms City of equipment and resources. Personal use of the City equipment discussed in this policy is allowed only as described in Section 5. 1. 1.

Electronic Mail (Email) from an internal system and/or the Internet, is NOT private. All Email messages, (whether created or received) may be considered to be public records pursuant to the Public Disclosure Act, RCW Ch. 42.17, and the public has a right to examine most public records.

The City will maintain and monitor Internet access. Permission to access Internet or specific Internet sites may be revoked by a department head and at times internet access may be restricted due to bandwidth congestion and/or misuse of system resources.

I have read and understand this policy and will abide by its provisions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Stevenson Personnel Policy

## Appendix # A-10

### CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

#### 1) Retail Gasoline Credit Cards

- A. Credit cards may be used for the purchase of gasoline and other minor automotive supplies for City vehicles. Cash advances, purchases of food or other non-automotive related items are not authorized.
- B. No single transaction will exceed \$500.00 unless authorized by the Mayor or City Administrator.
- C. The City Administrator shall be responsible for establishing all credit arrangements and agreements with applicable vendors and managing the use of credit cards by City employees and elected or appointed officials.
  - I. Except when being used by an employee, elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City Administrator or his/her designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a credit card shall make a request to the City Administrator and shall sign for receipt and return of the card. A copy of the receipt for all purchases shall be submitted to the City Administrator when the card is returned.
    - (i) An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of the Public Works Department.
  - III. The vendor which carries the account shall be required to submit a bill for the credit card to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. The City Administrator may disallow the use of any City credit card by a City employee or official for a violation or misuse of this policy.

#### 1 All Other Credit Cards

- A. The City of Stevenson shall contract with an appropriate banking facility for one VISA credit card account with a limit of \$5,000.00. The City may establish credit arrangements with other vendors from time to time. The City Administrator shall set individual credit limits on each account as they are established, not to exceed \$5,000.00 per account.
- B. Credit cards may be used by City employees, and by the elected or appointed officials, for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses,



## City of Stevenson Personnel Policy

- Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.
- C. Credit cards shall not be used for cash advances. If requested, funds for City business travel may be provided to employees and elected or appointed officials from the Travel Advance Account.
  - D. The City Administrator shall be responsible for managing the use of credit cards by City employees and city officials
    - I. Except when being used by an employee or elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City administrator or designee.
    - II. Any department head, elected or appointed official, or other authorized employee requesting to use a City VISA or other credit card shall make a request to the City Administrator and shall sign for receipt and return of the card.
    - III. The financial institute or vendor that carries the account shall be required to submit a bill for use of credit cards to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
    - IV. Elected or appointed officials and employees of the City of Stevenson who use the credit cards are required to comply in all respects with the provisions of RCW 42.24.115 regarding the submission of a fully itemized travel expense voucher and a repayment of disallowed charges.
    - V. The City Administrator may disallow the use of any City credit card by a City employee or official for violation of this policy.



# City of Stevenson Personnel Policy

## Appendix # A-11

### Reasonable Suspicion Documentation Form

Employee Name: \_\_\_\_\_  
 Observation Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**APPEARANCE**

- Normal
- Flushed complexion
- Poor hygiene
- Unkempt clothing
- Bloodshot eyes
- Rapid eye movement
- Blank/glazed eyes
- Inability to focus eyes
- Eyes overly sensitive to light
- Frequent use of eye drops
- Trembling/shaking
- Drowsiness

**BEHAVIOR**

- Normal
- Poor balance
- Stumbling
- Swaying
- Staggering
- Unusual gait
- Using arms for balance
- Grabbing for support
- Flailing

**PERSONAL**

- Normal
- Moody/mood swings
- Depressed
- Overly excitable
- Loss of inhibitions
- Risk taking
- Unwarranted confidence

**SPEECH**

- Normal
- Slurred
- Loud
- Incoherent
- Rapid/excessive talk
- Confused/hard to follow
- Exaggerated pronunciation
- Inappropriate laughter
- Whispering
- Non-responsive/silent

**PERFORMANCE INDICATORS**

- Normal
- Poor manual dexterity
- Work errors
- Excessive time off task
- Absent from work station
- Inability to follow directions
- Inattentive
- Customer complaints
- Co-worker complaints

**PHYSICAL**

- Normal
- Complaints of dizziness
- Flu-like symptoms
- Chills
- Low energy
- Bursts of high/low energy

**INTERPERSONAL**

- Normal
- Arguing
- Fighting
- Defensive
- Hostile
- Overly aggressive

**BODY ODORS**

- Normal
- Odor of alcohol on breath
- Body odor of alcohol
- Smell of marijuana on breath or clothes
- Excessive perspiration
- Frequent use of mouthwash breath mints or spray

**AWARENESS**

- Disoriented
- Sleepy
- Stupor
- Suspicious
- Blaming
- Paranoia

Other observed actions or behavior: \_\_\_\_\_

*To the best of my knowledge and belief, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to require said employee to submit to reasonable suspicion drug and/or alcohol testing.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

Appendix # A-12

## Post-Accident Checklist

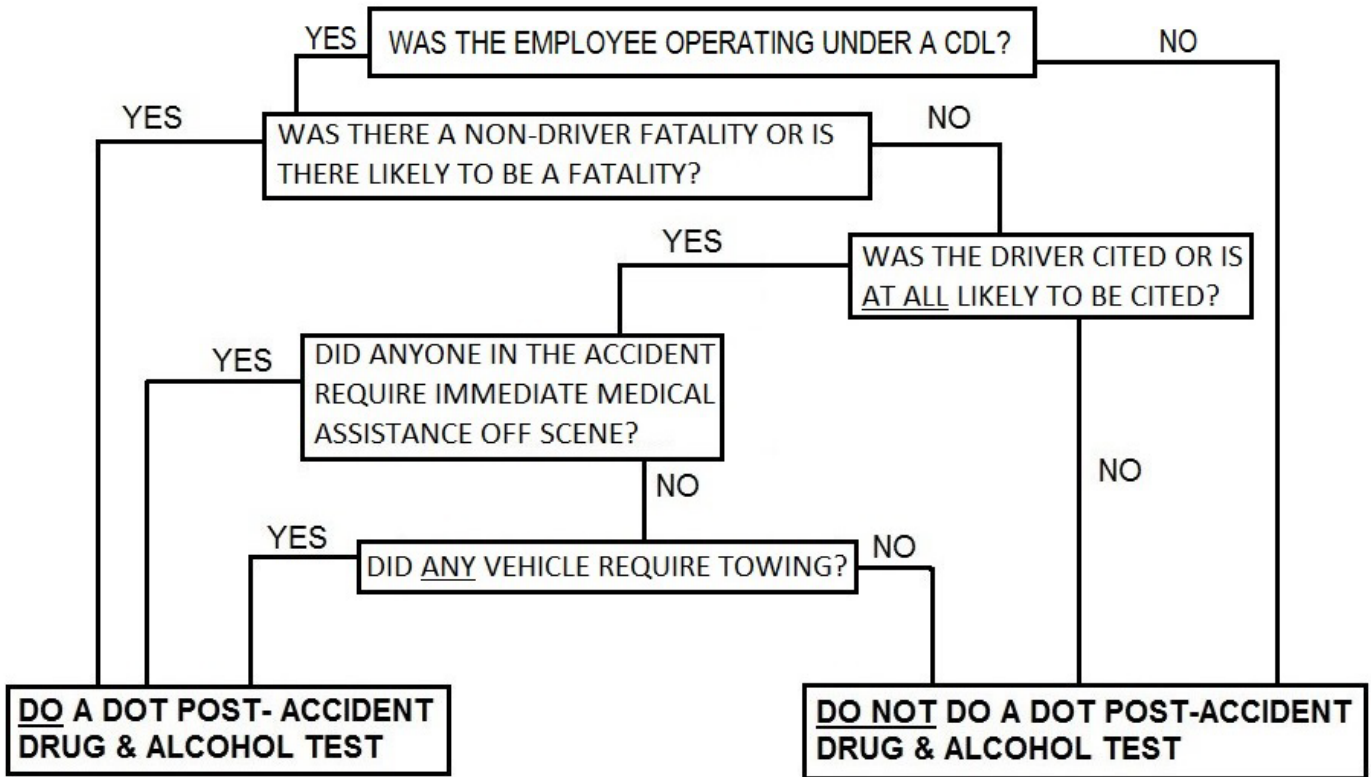
Employee Name: \_\_\_\_\_

Date/Time Accident Occurred: \_\_\_\_\_

Documenting Personnel: \_\_\_\_\_

### Is the employee required to test under DOT?

➤ Circle YES or NO and follow the chart...



*Additional Comments:*

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If the employee is NOT required to test under DOT, what does your **company policy** state... *Do they need to test as a NON-DOT?*



#### DOT REGULATION TIME LIMITS:

**CONTROLLED SUBSTANCES:** Employee must test within **32 HOURS** of the accident.

**ALCOHOL:** Employee must test within **8 HOURS** of the accident.

(If the alcohol test is not administered within the first 2 hours, document why.)



# City of Stevenson Personnel Policy

## Appendix # A-13

### Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

I, \_\_\_\_\_, hereby provide consent to the City of Stevenson, Employee Name  
 hereinafter referred to as the Company and QCL, Inc. as the C/TPA, to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I consent to multiple limited queries, to be conducted for the duration of my employment with the Company; and understand that the number of limited queries is unlimited.

I understand that if the limited query conducted by the Company indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the Company without first obtaining additional specific consent from me. The company will obtain the driver’s electronic consent in the Clearinghouse prior to the release of detailed violation information when a full query is warranted.

I further understand that if I refuse to provide consent for the Company to conduct a limited query of the Clearinghouse, the Company must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date





# City of Stevenson Personnel Policy

## Appendix # A-14

### Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job.

#### **ONCE ADR IS RECEIVED:**

1. Review the driver's Abstract of Driving Record (ADR) using the Driver Evaluation Matrix shown below.
2. Determine whether driving record is clear, acceptable, borderline or poor.

#### **THINGS TO KEEP IN MIND:**

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline ADRs can be advised of their status and coached to improve.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the ADR with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Accidents listed on ADRs are coded with a two-digit number (e.g. 01-CAR, 02-CAR) that indicates the number of vehicles involved in the particular accident. This number is NOT an indication the driver was or was not at fault.
5. Most convictions and violations are kept on an ADR for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on an ADR for ten years from final release date. Certain violations appear on an ADR in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

Under Washington State law, employers are not allowed to consider violations that occurred more than ten years ago, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults. Federal law imposes no similar date restriction but requires employers to take into account the age of the violation, the nature of the violation, and the relationship of the violation to the job.



## City of Stevenson Personnel Policy

*Authorized drivers should only be allowed to operate a vehicle on behalf of the City if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle, for the City under any circumstances.*

Moving Violations	# of Accidents (at-fault)			
	0	1	2	3+
0	CLEAR	A	A	B
1	A	A	B	P
2	A	B	P	P
3+	B	P	P	P
Major	P	P	P	P

A = Acceptable: Those with none or fewer than three points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. See WAC 308-104-160. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.

**FIRE PROTECTION SERVICES INTERLOCAL AGREEMENT  
BETWEEN SKAMANIA COUNTY FIRE DISTRICT 2 AND THE CITY OF STEVENSON**

THIS AGREEMENT FOR FIRE PROTECTION SERVICES (“Agreement”) is made and entered into by and between Skamania County Fire Protection District No. 2 of Skamania County, State of Washington (“District”), and the City of Stevenson, a municipal corporation of the State of Washington (“City”), hereinafter also collectively referred to as the “Parties.”

**Recitals**

**Whereas**, the District was created, and by virtue of the laws of the State of Washington, is organized for the purpose of protection of property against loss by fire within its boundaries outside of the incorporated city limits, and

**Whereas**, the City operates a fire department for the provision of fire prevention and suppression services and for the protection of life and property within the City, and

**Whereas**, the Parties have cooperated with each other on service delivery for more than thirty-four years; and

**Whereas**, the Parties are currently operating under an existing Agreement dated May 18, 1989 whereby the City manages the volunteer firefighters and costs are shared between the District and City; and

**Whereas**, the Parties engaged a consultant to assist in developing a Fire Department Strategic Plan and a recommendation of the Plan was to review and revise the existing Agreement; and

**Whereas**, by cooperation, joint and mutual aid and assistance and by sharing certain equipment, personnel and facilities the parties hereto may continue to render more effective service to the residents of the City and District.

**Now, therefore**, in contemplation of a program of mutual aid and assistance, it is hereby agreed between the Parties as follows:

**1) Purpose**

- a) The purpose of this Agreement is to make possible the most efficient and effective delivery of fire protection services to the City and District.
- b) The parties agree that consolidation of resources will provide for economies of scale in delivering lasting fire protection services for communities within both the City of Stevenson and Fire District 2.
- c) The parties agree that consolidation includes sharing resources including personnel, equipment, staff, administration and fire halls, current and to be developed.
- d) No new separate legal or administrative entity is established by this Agreement

**2) Term**

- a) This Agreement shall be effective on January 1, 2024.
- b) The initial term of this Agreement shall expire on December 31, 2029.
- c) The term of the Agreement shall automatically renew for an additional five years unless otherwise terminated by one of the Parties.
- d) Notice of termination shall follow the provisions of Section 12 of this Agreement.

### 3) Services

- a) The City agrees to provide services to the District normally associated with a City fire department allowable under State and County laws and ordinances to include, but not limited to:
- i) *Fire Prevention Education.* The City shall provide a program of public education activities within the District's jurisdictional boundaries. The program shall include, but is not limited to, annual fire safety education classes at elementary schools, fire safety education classes for special or targeted groups, participation in community events, and fire safety and first aid training.
  - ii) *Fire Suppression.* The City shall provide all services necessary for fire suppression, fire prevention, fire support, and rescue response to a service area covering the corporate limits of the District, including technical rescues involving low/high angle, confined space, trench, water, and surface water.
  - iii) *Hazardous Materials Incident Response.* The City shall provide all services necessary for hazardous material incident response.
  - iv) *Mutual / Automatic Aid.* Automatic and mutual emergency response to neighboring jurisdictions and in accordance with existing interlocal Agreements.
  - v) *Training and Education.* The City shall provide training and education to all Firefighter and emergency medical service personnel in accordance with applicable statutory provisions, regulations and standards of the Washington Administrative Code.
  - vi) *Public Information, Education, and Outreach.* The City shall provide public information, education, and outreach to a service area covering the corporate limits of the District.
- b) The City shall furnish all personnel, including clerical and administrative support required to perform the above-listed services. The Fire Chief or designee shall supervise, administer, and manage the day-to-day operations of the services, including, without limitation, the following:
- i) Staffing levels, personnel assignments and other resource allocations.
  - ii) Implementation of Budget.
  - iii) Implementation of policies and procedures.
  - iv) Personnel management, including discipline. The Fire Chief shall manage all disciplinary actions consistent with existing personnel policies and procedures. All disciplinary actions shall follow the chain of command.
  - v) Oversee and manage all operations in the manner of, and subject to, the limitations specified herein.

For the purposes of enforcement of federal, state, and appropriate laws relating to the provision of fire services, and for the purposes of complying with federal and state grant programs or any other programs which relate to the provision of the services hereunder, the District hereby designates the Fire Chief of the City as its Fire Chief.

The Fire Chief shall report on administrative and operational matters to the District's Board of Commissioners and shall attend meetings when requested.

- c) Such services shall be provided to the District as presently constituted or as may be annexed to the District.
- d) All services provided pursuant to this Agreement shall be performed in a professional and competent manner pursuant to and within the timelines required of applicable codes, policies and procedures (including applicable customer service standards), and any state or federal laws

applicable to the performance of that work. Fire prevention personnel shall obtain and maintain all required certifications needed to perform the duties of these services.

- e) Such services shall be rendered on the same basis and in the same manner as such service is rendered to areas with the City and according to the performance measures stated in NFPA 1710 by the National Fire Protection Association. It is understood and agreed by the Parties that the dispatch of units during concurrent emergencies is determined by protocols of the dispatch centers and automatic and/or mutual aid Agreements. The Parties recognize responses to concurrent emergencies shall be determined by the City based upon the City's operational judgment and without regard to where the concurrent emergencies occur.
- f) The City, through the Fire Department, shall provide administrative services in support of the District's business activities. The District and Fire Chief shall jointly establish the proper level of support. Both parties shall meet quarterly to determine if the level of administrative support is meeting the District's Business needs. This may include processing accounts payable, use of the City's credit card in line with the City's procurement policy, and other services as needed and agreed upon.

#### **4) Personnel**

- a) The Volunteers shall be volunteers of the City and subject to the City's Personnel Policy as applicable.

#### **5) Fire Chief**

- a) The Fire Chief shall be a City volunteer and subject to the City's Personnel Policy as applicable.
- b) The Chief shall be elected to office by the volunteer membership through a balloting process. Upon election of the Chief, the Chief shall notify the District and City.
- c) The appointment of the Fire Chief shall be subject to confirmation by a majority of the District Commissioners.
- d) The appointment of the Fire Chief shall be subject to confirmation by a majority of the Stevenson City Council as required by the Stevenson municipal code.
- e) The City shall convene a meeting with the Mayor, City Administrator, and a District Commissioner to review the Fire Chief's annual performance evaluation.
- f) If a suitable candidate cannot be put forth by the Volunteers then the Fire District and City Council agree to explore other means to fill the role of Fire Chief via a joint session.
- g) Dismissal of Fire Chief must occur via a joint session of the City of Stevenson City Council and Skamania County Fire District 2 Board of Commissioners by a majority vote of each governing body (minimum 3 Councilmembers and 2 Commissioners).
- h) The Fire Chief shall report to the City and District at least quarterly regarding operations, facilities, equipment, and budget items to provide a line of communications between members of the Fire Department, City and District.

#### **6) Insurance**

- a) The District shall provide adequate insurance coverage for District's property, buildings and equipment and shall include public liability, property damage and comprehensive coverage. The City shall provide adequate insurance coverage for the City's property and equipment and shall include public liability, property damage and comprehensive coverage. In addition, both the City

and District each agree to carry, at all times during the term of this Agreement, liability insurance coverage in the minimum amount of two million dollars (\$2,000,000) each occurrence with a five million dollar (\$5,000,000) general aggregate, covering the City and the District for all activities of the employees of the City relating to the performance of this Agreement.

- b) The insurance policies of each party shall name the other party and its officials, officers, employees, and volunteers, who are acting within the scope of this Agreement as additional named insureds for any and all actions taken by each party, its officials, officers, employees, and volunteers in the scope of their duties pursuant to this Agreement. The insurance policy or policies shall include a thirty (30) calendar days' prior notice of cancellation clause to be given to the other party, in writing, in the event of termination or material modification of the insurance coverage. The insurance shall be written on an "occurrence" basis, rather than a "claims-made" basis. In the alternative, each party may satisfy the requirements of this section by becoming or remaining a participant in an authorized self-insurance pool in the State of Washington if that party can demonstrate protection equal to or greater than that specified herein.

#### **7) Liability**

- a) Each of the Parties shall, at all times, be solely responsible and liable for the acts or failure to act of its personnel that occur or arise in anyway of the performance of Agreement. Agreement To the extent permitted by law, each party agrees to defend, indemnify, and hold harmless the other party and each of its employees, officials, agents, and volunteers from any and all losses, claims, liabilities, lawsuits, or legal judgments arising out of any negligent or willfully tortious actions or inactions by the performing party or any of its employees, officials, agents, or volunteers, while acting within the scope of the duties required by this Agreement. Each party shall be responsible for its own legal costs and attorneys' fees. This provision shall survive the expiration of this Agreement. This provision shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement is not enforceable. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Parties further acknowledge they have mutually negotiated this waiver.

#### **8) Property Ownership**

- a) All property acquired by the District to enable it to perform the services required under this Agreement shall remain the property of the District.
- b) All property acquired by the City to enable it to perform the services required of this Agreement shall remain the property of the City.

#### **9) Equipment**

- a) All equipment purchased by the District shall normally be assigned to and stationed in the District, provided that such equipment may be used by the City when deemed necessary by the Fire Department Administration for proper protection when regularly assigned City equipment is out of service.
- b) In the event District equipment may be out of service, the City agrees to adding, on a temporary basis, comparable equipment to District station if deemed necessary by the Fire Chief for proper protection.

- c) The Fire Chief shall cooperate with the Board of Commissioners on the permanent assignment and location of all District equipment. The District and the City have entered into this Agreement to share resources in order to give the best overall protection to the citizens of the District and the City, and the use of District and City owned equipment and facilities is given due consideration as part of the compensation addressed in Section 11.
- d) The City shall be responsible for insurance, maintenance, repair and replacement expenses for all its assets.
- e) The District shall be responsible for insurance, maintenance, repair and replacement expenses for all its assets.

**10) Facility Maintenance**

- a) The District shall retain ownership of Stevenson Fire Hall during the term of this Agreement and shall make the Stevenson Fire Hall available for use by the City. The District shall provide use of Stevenson Fire Hall in "as-is" condition. The City acknowledges that the premises have been continuously used to provide fire services and that its current condition is acceptable for the City to continue providing fire services.
- b) No use charge shall be assessed to the City. The Parties agree the rights and contractual obligations contained within the Agreement constitute adequate consideration for the City's use and possession of the Stevenson Fire Hall.
- c) The City will provide the cost of routine maintenance at the Stevenson Fire Hall. Routine maintenance is defined as janitorial services, seasonal facilities maintenance (i.e., gutter cleaning), etc. Routine maintenance does not include structural repairs, such as replacing the roofing or other structural repairs that are a result of a natural or man-made disaster. Consumable supplies utilized primarily by City personnel in the performance of the duties as required by this Agreement shall be furnished by the City. The Fire Chief shall establish a checklist and service request to ensure that janitorial services, seasonal maintenance items, rodent control, etc. are completed. Both parties shall meet quarterly to determine if the established checklist is being completed.
- d) The City shall provide and pay for all utility charges required for the operation of the fire station, including water, sewer, garbage, heating, air conditioning, electrical power, and telephone and information technology/system data lines.
- e) The District shall maintain fire insurance on the existing fire station now jointly occupied by the Parties within the City of Stevenson.
- f) No major capital improvements to the Stevenson Fire Hall are anticipated during the City's use. In the event the Stevenson Fire Hall requires necessary capital improvements, the Parties will meet and confer in good faith in an effort to mutually agree upon a budget and timetable for completion of the improvements.
- g) The City shall be responsible to the District for any loss or damage to the Stevenson Fire Hall except to the extent caused by the negligence of the District.

**11) Payment to the City**

- a) The District agrees to pay to the City for services rendered as outlined below:
  - i) The cost of all gasoline, oil, lubricants, maintenance, and repair necessary for the proper and efficient functioning of all District equipment.

- ii) The cost of compensation for City Fire Department members answering fire calls outside the limits of the City at such rates as shall be agreed upon by the City and District from time to time.
- iii) The cost of Administrative Services performed solely on behalf of the District. This does not include costs on behalf of the department as a whole, which will be split as outlined below.
- iv) The following costs will be split on a pro-rata basis of 30% by the District and 70% by the City as determined by the average number of calls in the past five years and the assessed valuation distribution over the past five years.
  - (1) Heating
  - (2) Lighting
  - (3) Repairing and maintaining the Stevenson Fire Hall
  - (4) All fire drills
  - (5) Contributions made to the Board of Volunteer Fire Fighters Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Principal Fund as outlined in WAC 491-03
  - (6) Firefighter Equipment including Personal Protective Equipment (PPE) and other shared resources
  - (7) Administrative Services performed on behalf of the fire department, such as annual payroll processing, reporting, or policy development and other paperwork support.
- v) Mutual Aid calls will be split 50/50 between the City and District.
- b) Except as otherwise provided herein, for all payments provided hereunder, the City shall provide the District with quarterly invoices outlining the nature of the services provided. The District shall pay all invoiced amounts within 30 days of receipt.

**12) Termination**

- a) Either Party may terminate this Agreement by giving the other Party at least twelve (12) months' written notice of intent to terminate. However, in the event either Party defaults in the performance or condition of this Agreement, the other Party may give written notice of the deficiency. If the default is not corrected or resolved to the satisfaction of both Parties by written Agreement, the grieved Party may give written notice to terminate the Agreement within thirty (30) days or either Party may refer the question to arbitration as defined in Section 14 of this Agreement.
- b) Except as otherwise provided herein, the costs associated with terminating this Agreement shall be borne equally between the Parties, or in the event of a material breach, by the breaching Party, provided that in the following circumstances, the cost of termination shall be apportioned as provided below. In the event this Agreement is terminated due to a change in law or by mutual Agreement, each Party shall bear its own costs associated with the termination.
- c) The Parties have an affirmative duty to mitigate their respective costs of termination, irrespective of the Party who elects to terminate this Agreement and irrespective of the Party who must bear the costs of termination.



- d) If this Agreement is terminated for any reason, any assets owned by the District on the termination date shall be returned to the possession of the District, including the Stevenson Fire Hall as well as the District's apparatus, vehicles, and equipment.
- e) Within thirty (30) calendar days of the effective date of this Agreement's termination, the City shall submit to the District a final invoice consistent with the methods of invoicing required herein. Final payment and settlement of accounts shall occur within ninety (90) calendar days of the effective date of termination of the Agreement.

**13) Modification**

- a) This instrument constitutes the entire Agreement between the parties herein and supersedes all prior Agreements. No modification or addendums shall be valid unless evidenced in writing, property agreed to and signed by both parties, which shall then become a part of this Agreement. In the event either party shall desire to renegotiate any provision of the Agreement, such party shall notify the other party in writing of its intent. Such a request to negotiate shall not be considered a notice of termination as provided in Section 12.

**14) Arbitration**

- a) In the event of a disagreement between the parties relating to the interpretation of the terms of this Agreement or that the other is not in compliance with the terms of this Agreement, both parties agree to meet and negotiate in good faith at least twice. If Agreement is not attained, the parties agree such disputes shall be resolved by binding arbitration pursuant to the rules then promulgated by the Arbitration Services of Portland, Inc. ("ASP"). The arbitration shall be conducted in the City of Stevenson, Washington. Despite the amount in controversy the arbitration shall be conducted by a single arbitrator assigned by ASP.
- b) The Parties may agree on another arbitrator not appointed by ASP. In the event ASP is unable or unwilling to provide an arbitrator and the Parties cannot otherwise agree, then the presiding judge of the Skamania County Superior Court shall designate an arbitrator.
- c) The cost of the arbitrator shall be shared equally. Each party shall bear the cost of preparation and presentation, including attorneys' fees and expert witness fees, of its case before the arbitration.

**15) Benefits**

- a) This Agreement is entered into for the benefits of the Parties only and shall confer no benefits, direct or implied, to any third persons.

**16) Severability**

- a) If any provision of this Agreement or its application is held invalid, the remainder is not affected.

**17) Annexation**

- a) If any portion of the District is annexed by the City during the term of this Agreement, the pro rate allocation of costs in Section 11 will be renegotiated.

**18) Interlocal Agreement Representations**

- a) This is an interlocal Agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- i) Duration. This AGREEMENT shall terminate on December 31, 2029, or sooner as provided in Section 12, above. It may be renewed as outlined in Section 2, above.
- ii) Organization. No new entity will be created to administer this Agreement.
- iii) Purpose. The purpose is to enable the Skamania County Fire District #2 and City of Stevenson to contract with each other for fire protection services.
- iv) Manner of Financing. The Parties intend to finance this Agreement in cash as part of their general funds' budgets.
- v) Termination of Agreement. The Parties shall have the right to terminate this Agreement as provided in Section 12, above.
- vi) Other. All terms are covered by this Agreement. No additional terms are contemplated.
- vii) Selection of Administrator. The Fire Chief shall be the Administrator for this Interlocal Agreement.
- viii) Filing. Prior to its entry into force, this Agreement shall be filed with the Skamania County Auditor and/or listed by subject on each public agency's web site or other electronically retrievable public source.

**19) Independent Municipal Governments**

- a) The Parties recognize and agree they are independent governments. Except for the specific terms herein, nothing herein shall be construed to limit the discretion of the governing bodies of each Party.
- b) Each Party shall remain responsible for their own financial operation, the preparation of its budget, and the levying of its tax levy and other revenue sources. The Chief shall be responsible for preparing the draft of the District budget in consultation with the Board of Commissioners.
- c) Neither Party, except as expressly set forth herein or as required by law, shall be liable for any debts or obligations of the other.

**20) Public Duty Doctrine**

- a) This Agreement shall not be construed to provide any benefits to any third parties. Specifically, and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.

**21) Further Assurances**

- a) In addition to the specific actions described herein, the Parties agree to take such other actions, (e.g., payroll, records transfer and employee benefit coordination) and to reasonably cooperate with each other to effectuate this Agreement.

**22) Non-Waiver of Breach**

- a) The failure of either Party to insist upon strict performance of any of the covenants and Agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, Agreements, or options, and the same shall be and remain in full force and effect.

**23) Assignment**

- a) Any assignment of this Agreement by either Party without the prior written consent of the non-assigning Party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

**24) Compliance with Laws**


- a) Each Party agrees to comply with all local, federal, and state laws, rules, and regulations that are now effective or in the future become applicable to this Agreement.


**25) Agreement Counterparts**

- a) This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

**IN WITNESS WHEREOF**, the **DISTRICT** has caused this contract to be duly executed on its behalf, and thereafter the **CITY** has caused the same to be duly executed on its behalf.

CITY OF STEVENSON  
A Municipal Corporation,

By:   
\_\_\_\_\_  
Mayor

Attest:  
  
\_\_\_\_\_  
City Administrator

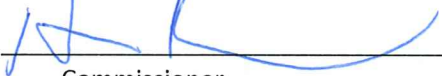
Approved as to form only:  
\_\_\_\_\_  
\_\_\_\_\_: District Attorney

  
\_\_\_\_\_  
Robert C. Muth, City Attorney, City of Stevenson

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 2  
Board of Commissioners

By:   
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

Attest:  
  
\_\_\_\_\_  
Clerk of the Board

# MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED



## Stevenson Fire Department Needs Assessment

May 2019



## **OUR HISTORY. OUR FUTURE. OUR PROMISE.**

The values of our founder, Tom Mackenzie, remain the hallmarks of our firm.

Upon this foundation we have, steadily and intentionally, built leaders in architecture, interiors, engineering, and planning, focused on delivering the highest level of design excellence in service to our clients.

This mark is our signature and our promise.

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The information in this document has been obtained from sources believed reliable. Our findings have been based on limited information and on-site observation. Because of the limited scope of our initial review, these preliminary findings should not be used as a principal basis for any decision relating to the site and/or building, and confirmation of the information contained within this document with the applicable government body may be necessary.

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# PROJECT TEAM

## CITY OF STEVENSON FIRE DESIGN TEAM

- Leana Kinley, City Administrator
- Rob Farris, Fire Chief
- Karl Russell, Commissioner, Building Inspector, Fire Inspector, Water System Manager
- John Carlson, Skamania County, Department of Emergency Management



## MACKENZIE

- Jeff Humphreys, Project Principal
- Cathy Bowman, Project Architect



## SUBCONSULTANTS

- Ethan Spoo - BergerABAM
- Steve Gunn - Cost Estimator, CFI
- Greg Burr - Cost Estimator, CFI





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# Introduction

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# PROJECT INTRODUCTION

The Stevenson Fire Department is seeking to address serious issues at their existing Fire Station, built in 1967. The objective is to develop a facility to better meet their needs and goals; provide a more efficient operational model and layout; better align with the current space demand for the Fire Department; and allow for future prospective staff and facility growth. The improved facility will be located on a new site on the corner of SW Rock Creek Road and Foster Creek Road.

To aid the City of Stevenson with these efforts, the City selected Mackenzie to assist with an evaluation of the site conditions and work with Department staff to determine the operations-based needs.

Mackenzie, established in 1960 and based in Portland, Oregon, provides an integrated design approach to projects, including architecture, structural engineering, landscape architecture, civil engineering, land use planning, transportation planning and interior design services. Mackenzie's Public Projects team specializes in municipal and emergency response facility design, space needs evaluations, and bond campaign assistance. In the past decade, Mackenzie has worked on publicly funded projects in Oregon and Washington for more than 50 counties and municipalities, providing design and engineering services for more than 80 fire facilities, 20 police facilities and six municipal office buildings.

At the start of the design process, the goal was to develop a facility to meet the 50-year needs of the Fire Department and Skamania County's Department of Emergency Management. The validated facility program includes spaces identified in the Stevenson Fire Hall Strike Team Report for the Fire Department (completed in 2016), and ideally would also include the relocation of the Emergency Operations Center. This new facility is envisioned to be appropriately scaled and respectful of its surrounding site context and will be developed to meet the current and future needs of the Stevenson Fire Department.

The information contained within this report provides a detailed overview of Mackenzie's work with the City of Stevenson, Stevenson Fire Department, and Skamania County's Department of Emergency Management. All steps involved in this process have been documented and organized based on the associated task and are contained within the pages of this report for the City of Stevenson's consideration. Recommendations for next steps have been outlined at the end of the Executive Summary.

# EXECUTIVE SUMMARY

Public facility design, specifically fire station projects, is unique in that the building and all its functions are tools required to most effectively and efficiently enhance agency operations and safety. Fire station design focuses on functionality and meeting the stringent requirements associated with protection and security of the building, its staff, and the communities they serve. Jurisdictional, state, and federal criteria for safety, security and operational procedures drive these requirements and invariably impact design considerations. These criteria ensure that this facility not only is able to improve operational efficiency on a day-to-day basis, but is capable of evolving over the life of the building, resisting and responding to emergency events, providing critical services for the citizens of Stevenson, enhancing the built environment of the surrounding area with a strong civic presence, and encouraging investment in the community.

The following report encompasses the primary tasks requested by the Stevenson Fire Department to determine the feasibility of a replacement facility for their Station in meeting the criteria stated above including:

- 1) Program Development
- 2) Visioning / Public Outreach
- 3) Plan Development
- 4) Conceptual Design
- 5) Project Cost Development

## **Process and Methodology**

Mackenzie employed programming, communication, consensus-building, and goal-setting techniques to ensure that the final report meets the expectations of the stakeholders involved in the process. Using a multidisciplinary approach, extensive public project experience, and lessons learned on previous fire station and public building projects, the team provided architectural, structural, space planning, site planning and land use planning services to meet the project objectives and deliverables.

Mackenzie worked with the City of Stevenson and Fire Department staff to confirm the key stakeholders who needed to be involved throughout the design process and to support and strengthen dialogue between the Design Team and the City.

## **Task #1: Program Validation**

Mackenzie worked closely with the Stevenson Fire Department staff and Department of Emergency Management to better understand the current space needs and projected those needs out based on a 20-year and 50-year growth forecast. The facility program was created using the previously completed Programming and Needs Assessment (2016), while incorporating comments from current Department staff. It includes circulation space and requirements for utilitarian areas, such as mechanical, electrical, and data room spaces; and a projection of growth with the expectation that the building will be in use for 50 years. It also includes identified site-related requirements (secure parking, visitor parking, staff patio area, recycling and trash enclosure, fueling, emergency generator, etc.).

Mackenzie guided the Fire Department through the process of space needs identification and their required space allocations. From that, the Design Team developed a program matrix that identified the required spaces, their approximate size, and amenities to be provided within them. Upon development of this document and prior to gaining Department staff approval, Mackenzie reviewed the findings with the Department to clarify any questions or comments brought up over the course of creating the matrix. During this review, as a comparison tool, Mackenzie also shared project information of similarly-sized fire facilities. The Stevenson Fire Department currently operates out of a 4,300 square foot station on First Street. It consists primarily of an apparatus bay (2 38-foot deep bays and 2 48-foot deep bays), a small meeting room, and a small storage area.

The initial 2013 program totaled 17,840 SF shared with Stevenson Fire Department, Department of Emergency Management, and Skamania Hospital District. After rigorous staff review with the City, Fire Department, and Department of Emergency Management, the facility size pared down to approximately 12,388 SF. As part of this calculation, the building square footage total includes an average 20% increase for general building circulation and interstitial space (i.e. wall thicknesses), which has been found to be a typical escalation for facilities of this type. As the design progressed past program validation, Mackenzie was able to optimize the building's circulation space and therefore bring down the total square footage to 11,800 SF. Projections for the site indicate a 20-year demand of 30 paved parking stalls for public and staff vehicles. Mackenzie further validated these identified growth projections and space needs through the use of comparable jurisdictions and newly constructed facilities in the region (see page 01-16 for trending spreadsheet).

### **Task #2: Visioning / Public Outreach**

The next step was meeting with the stakeholder groups, including the Fire Hall Design Committee, to discuss the massing and aesthetics of the project through a series of public outreach to solicit community input. The community outreach was conducted at a city of Stevenson Fair booth where members of the community who have a vested interest in the aesthetics of the facility as well as fire staff who aren't active participants in the design meetings could vote on the aesthetics of the facility through precedent images.

### **Task #3: Plan Development**

After programming had been confirmed, Mackenzie prepared a series of site development scenarios to evaluate the operational flow and larger programming adjacencies of the site and building. To allow for a comprehensive analysis, the Design Team advanced the two adjacency concepts that best met the functional needs of the department to illustrate in more detail the spatial adjacencies and relationships specific to the requirements of the Fire Hall. These concepts were developed to graphically represent programming functions and their relationships to each other while also taking into consideration department culture, work philosophies, and general circulation.

Mackenzie evaluated the site and building program with the Department and used it to identify the strengths and weaknesses of a few initial alternative concepts for the new facility. Preliminary site plans and floor plans were developed based on the information gathered during the programming task and reviewed with the Fire Department to obtain input on a selected scheme and required refinement.

### **Task #4: Concept Design**

Based on the selected scheme and input that incorporates the massing and aesthetics identified in the visioning process, the Design Team developed conceptual site plans, floor plans, and elevations for the station. This was a collaborative process where the design team worked with the Department to refine the preferred scheme. The refined design enabled Mackenzie to establish a more accurate cost estimate in the next task.

### Task #5: Project Cost Development

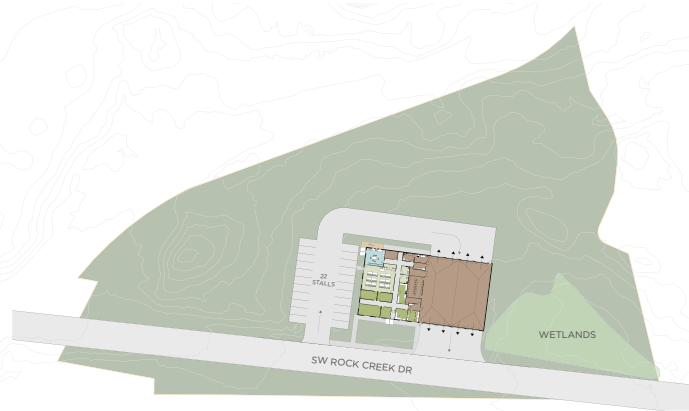
Based on the selected conceptual design, Construction Focus, Inc., developed an opinion of probable construction cost for the new Fire Hall and associated site development improvements for the project. These cost projections were comprised of the range of costs related to the anticipated raw construction costs and anticipated general contractor margins based on a publicly funded project requiring prevailing wage rates for construction.

In conjunction with the development of the construction costs, Mackenzie prepared cost forecasts for consultant costs, including architectural/engineering fees, construction management fees, special inspections, geotechnical inspections, etc. Additionally, Mackenzie worked with the Fire Hall Design Team to evaluate and compile potential owner costs, including fixtures, furnishings and equipment, lockers and shelving, moving costs, and applicable permit fees. A final cost matrix was prepared that provides a comprehensive look at all anticipated costs associated with the project summarized to reflect the construction cost, consultant costs, and owner costs.

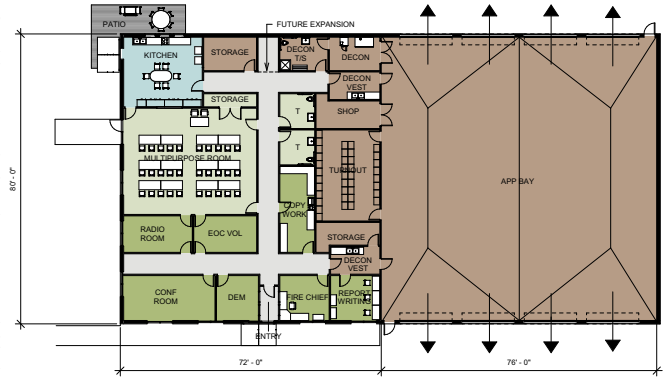
<b>Stevenson Fire Hall</b>		
Construction Cost - Building		\$2,841,806
Construction Cost - On-Site		\$916,103
Construction Cost - Off-Site		\$83,820
<b>Total Construction Cost</b>		<b>\$3,841,829</b>
<b>Total Consultant Cost</b>		<b>\$905,363</b>
<b>Total Owner Cost</b>		<b>\$172,045</b>
	<b>LOW</b>	<b>HIGH</b>
Contingency	\$494,203	\$1,072,847
Sales Tax (7.7%)	\$333,874	\$373,417
<b>Total Project Cost Range</b>	<b>\$5,747,314</b>	<b>\$6,300,406</b>

# SUMMARY OF RECOMMENDATIONS

Our recommendation is for the Stevenson Fire Department to move forward with a replacement of the headquarters station promptly with a new facility that meets their operational and essential facility requirements.



Site Plan



Floor Plan





# NEXT STEPS

- **Establish a desired time line and budget for the project:**

Based on the findings of Mackenzie's analysis, it is determined that the overall projected costs of the project as described in this report are estimated to be between \$5,747,314 and \$6,300,416. It is encouraged that the Department agree on an expectation of project costs and schedule development to provide clear direction to those that represent the Department and their consultants.

- **Determine funding mechanism:**

Confirm the funding mechanism(s) the Department expects to pursue to complete the project. Once determined, the Department should assess the financial impact, if any, to the local community in comparison to previous voter approvals, and the timing for pursuing the selected funding mechanism.

- **Begin the Public Outreach/Campaign Process:**

Begin the process of presenting the need for the project to local community. This effort should entail community visioning sessions to allow attendees to observe the condition of the existing station, as well as presenting the findings of the Needs Assessment process. A process for outreach to local community organizations and private business with an interest in the project should be developed and executed. Provide consistent updates and feedback to the community to ensure that the message reaches as many people as possible. Identify advocates for your project and solicit their participation in the assembly of a Public Advisory Committee (PAC). This committee should be comprised of local community members, either active in, or supportive of the needs of the City of Stevenson and the Stevenson Fire Department.

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# Program Development

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# PROGRAMMING SUMMARY

Mackenzie began the programming effort by working closely with Stevenson Fire Department staff to review the previously completed Fire Hall Programming and Needs Assessment (2013). Using a combination of this document and past experience with fire facilities, all while incorporating current staff feedback, Mackenzie determined current space needs and forecast future needs that will accommodate Department functions for the next 20 years, and beyond.

The initial 2013 program totaled 17,840 SF and after rigorous staff review, the Fire Department pared down the facility size to 12,338 SF - all while retaining the necessary spaces for functionality. Mackenzie has developed space standards (see pages 01-11 to 01-13) that are used to organize and indicate the spaces and sizes typically required by a fire facility of this size.

As previously mentioned, completion of the space needs assessment indicated a total requirement of 12,338 SF of building area, with a total of 4,674 SF that is comprised of the apparatus bay and its support functions. As part of the calculation, the building square footage requirement includes a 20% increase for general building circulation and interstitial space (i.e. wall thicknesses), which has been found to be an average escalation for facilities of this type.

	<b>Square Footage at Move-In</b>
<b>Apparatus Bay and Support</b>	4,674 SF
<b>Living Quarters</b>	2,148 SF
<b>Administration and Building Support</b>	1,662 SF
<b>Community</b>	1,798 SF
<b>Total</b> (Includes 20% circulation)	<b>12,338 SF</b>

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City of Stevenson Fire Hall, WA

9/13/2018

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Room Type	Total Required Square Footage			Comments
	Exist	2018	2038	Exist	2018	2038	W	L	Area		Exist	2018	2038	
<b>City of Stevenson Fire Hall, WA</b>														
Apparatus Bay and Support Rooms												4,674	4,674	
Administration and Support												1,662	1,662	
Living Quarters												2,148	2,148	
Community / Training Rooms												1,798	1,798	
<b>SUBTOTAL</b>												10,282	10,282	Acres
<b>GENERAL CIRCULATION (20%)</b>												2,056	2,056	
<b>TOTAL BUILDING SQUARE FOOTAGE</b>												4,320	12,338	12,338
<b>TOTAL EXTERIOR REQUIREMENTS</b>													44,704	44,704
<b>TOTAL SITE REQUIREMENTS</b>													57,042	57,042

<b>PREVIOUS SQUAREFOOTAGE ASSUMPTIONS</b>	
Existing Fire Station	4,320
2016 Fire Hall Study	11,000
Mackenzie Assessment (9/11/18)	12,338



Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Room Type	Total Required Square Footage			Comments
	Exist	2018	2038	Exist	2018	2038	W	L	Area		Exist	2018	2038	
<b>Apparatus Bay and Support Rooms</b>														
<b>Apparatus Bay</b>														
Apparatus Bay				4	4		14	70	980			3,920	3,920	4 double deep apparatus bay, 14'x14' overhead doors, exhaust ventilation system, required clearance per WAC
<i>Group Total</i>												3,920	3,920	
<b>Apparatus Support Rooms</b>														
Turnouts				1	1		18	22	396			396	396	(30) Lockers @ 24" wide; Open Lockers
Decontamination				1	1		10	12	120			120	120	Floor Sink, Eyewash, Stainless steel counter & sink, extractor, hooks for drying
Equipment Supply/General Storage				1	1		6	8	48			48	48	Truck cleaning supplies; flares; chains; 2x4 Fire/Hazmat locker, etc.
Shop				1	1		10	11	110			110	110	Tools and workbench & compressed air (FUTURE BUILD OUT)
Decon - Unisex Toilet/Shower Room				1	1		8	10	80			80	80	Include Decon shower, can be combined with Decon Room
Fire Riser				1	1		0	0	0			0	0	In Apparatus Bay
Mezzanine				1	1		0	0	0			0	0	Above Support Rooms; Accessed by Fork Lift; Additional Storage (Wish list) compressor/storage if mezzanine is built out
<i>Group Total</i>												754	754	
<b>TOTAL SQUARE FOOTAGE (Apparatus Bay and Related Rooms)</b>											4,674	4,674		

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Room Type	Total Required Square Footage			Comments
	Exist	2018	2038	Exist	2018	2038	W	L	Area		Exist	2018	2038	
<b>Administration and Support</b>														
<b>Fire Administration</b>														
Fire Chief's Office	1	1	1		1	1	10	14	140	OFFICE		140	140	Desk, credenza, guest seating for 2, windows
Training Officer/Report Writing	1	1	1		1	1	12	16	192	OPEN		192	192	(3) Workstations (Sit/Stand) / Report Writing / Radio Charging Station
Fire District Office - District Secretary	1	1	1		1	1	8	10	80	OFFICE		80	80	Workstation and file storage area
Secure Storage					1	1	3	6	18	SECURE		18	18	Secure storage for billing, personnel, payroll, open storage for office supplies, etc.
<i>Group Total</i>	3	3	3									430	430	
<b>DEM/EOC Administration</b>														
DEM Coordinator	1	1	1		1	1	10	14	140	OFFICE		140	140	Desk, table, multi guest seating, filing cabinets, white board
Radio Room/Alternative PSAP					1	1	15	20	300	OFFICE		300	300	Radio operator room, storage of all high frequency radios, secure room, noise filter, (3) workstations
EOC Staff (volunteer)		6	8		1	1	12	16	192	OPEN		192	192	Drop in Workstations, file storage, white board,
EOC Secure Storage					1	1	8	10	80	SECURE		80	80	EOC Storage to be accessible from the multi-purpose room
<i>Group Total</i>	4	10	12									712	712	
<b>Building Support</b>														
Work / Supply / Copy / Mail / Breakroom /Kitchenette					1	1	10	16	160	OPEN		160	160	Volunteer mail boxes, bulletin board for postings; Adjacent to entry; Copy/fax machine; plotter; supply cabinet; open area that flows with a large island or counter space and additional storage. Kitchenette to include fridge, microwave, coffee maker, and sink
Conference Room					1	1	16	16	256	CLOSED		256	256	Table and Seating for 8; double as incident response planning room for EOC/DEM.
Electrical / Data (IT)					1	1	8	10	80			80	80	
Mechanical									0			0	0	On Roof / Attic Space
Janitor Closet					1	1	4	6	24			24	24	Close to Toilets & Kitchen
<i>Group Total</i>												520	520	
<b>TOTAL SQUARE FOOTAGE (Administration and Building Support)</b>											1,662	1,662		

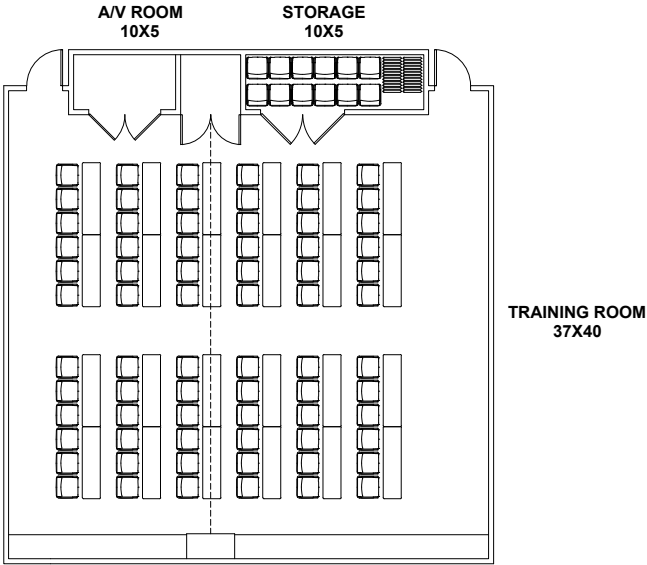
Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Room Type	Total Required Square Footage			Comments	
	Exist	2018	2038	Exist	2018	2038	W	L	Area		Exist	2018	2038		
<b>Living Quarters</b>															
<b>Living Quarters</b>															
Bunk Rooms					3	3	10	12	120	CLOSED			360	360	Bed with nighstand; exterior window for egress (FUTURE BUILD OUT)
Restroom/Shower					1	1	10	10	100	CLOSED			100	100	Unisex - the decon toilet/shower room to be close to future bunk rooms for use as additional toilet shower room
Kitchen/Day Room/ Dining					1	1	24	40	960	OPEN			960	960	(1) Dishwasher, Fridge, Range, Double Oven, Coffee Maker, etc. shift pantry; Great Room. (FUTURE BUILD OUT) - Kitchen to be shared between the multi-purpose/training room and Living Quarters.
Laundry Room					1	1	8	10	80	CLOSED			80	80	1 washer / 1 dryer - mop sink and utility sink
Fitness					1	1	20	30	600	CLOSED			600	600	(FUTURE BUILD OUT)
General Storage					1	1	6	8	48				48	48	Shelves both sides (FUTURE BUILD OUT)
<b>Group Total</b>													2,148	2,148	
<b>TOTAL SQUARE FOOTAGE (Living Quarters)</b>													2,148	2,148	

<b>Community / Training Room</b>															
<b>Community / Training Room</b>															
Entry / Lobby					1	1	8	10	80				80	80	
Training / Multi-Purpose Room					1	1	36	40	1440				1,440	1,440	Accommodate 40x people / Conference table and chairs / Video conferencing with A/V capabilities / EOC / Adjacent to EOC training storage / adjacent to kitchen / adjacent to conference room or proximity
Training Storage					1	1	10	15	150				150	150	Table / Chairs
Public Restrooms					2	2	8	8	64				128	128	ADA compliant
<b>Group Total</b>													1,798	1,798	
<b>TOTAL SQUARE FOOTAGE (Community / Training Rooms)</b>													1,798	1,798	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Room Type	Total Required Square Footage			Comments
	Exist	2018	2038	Exist	2018	2038	W	L	Area		Exist	2018	2038	
<b>Exterior Requirements</b>														
<b>Parking</b>														
Visitor/Personnel Parking				30	30		9	18	162			4,860	4,860	Combined Staff and Visitory Parking
<i>Group Total</i>				30	30							4,860	4,860	
<b>Site Elements</b>														
Apparatus Bay Aprons				10	10		15	40	600			6,000	6,000	Either side of Drive-Thru Bay
Flag Pole				1	1		4	4	16			16	16	Flag Pole area with small gathering space
Generator				1	1		8	12	96			96	96	Dual Fuel - Natural Gas/Diesel or Propane/Diesel to back up entire building
Trash / Recycling				1	1		6	3	18			18	18	Store roll out carts
Ground Maintenance Equipment Storage				1	1		9	10	90			90	90	Lawn mower, weed eater, power washer, exterior door (Wish List)
Patio				1	1		8	12	96			96	96	Gas grill, covered
<i>Group Total</i>												6,316	6,316	
<b>SUBTOTAL</b>											11176	11176		
<b>GENERAL CIRCULATION (300%)</b>											33528	33528		
<b>TOTAL SQUARE FOOTAGE (Exterior Requirements)</b>											44704	44704		

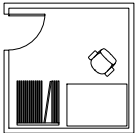
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# SPACE STANDARDS

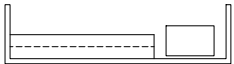


- Based on existing emergency response facilities, past experience, and general architectural standards, space standards have been developed and depicted to aid in efficiently comparing space sizes for offices, support spaces, and primary functions unique to this particular type of facility, a fire station.
- These space standards have been utilized in the development and validation of identified program elements.

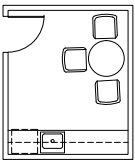
## SHARED ROOM LAYOUTS



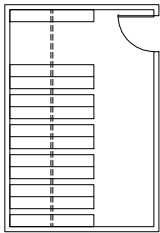
PLAN REVIEW  
10X10



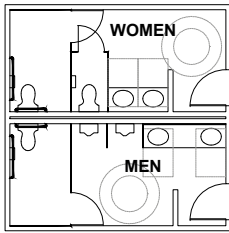
COPY ROOM  
18X5



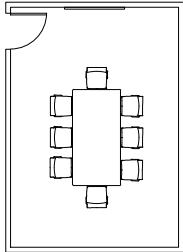
LOUNGE  
10X12



RECORDS ROOM  
12X18



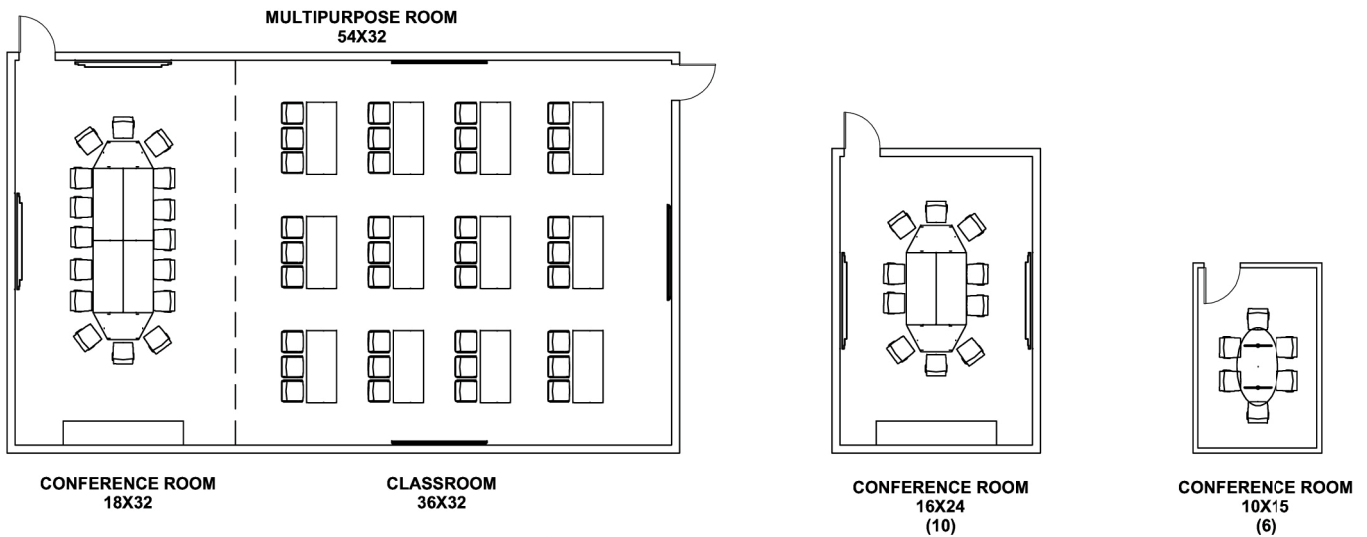
TOILET ROOM  
18X18



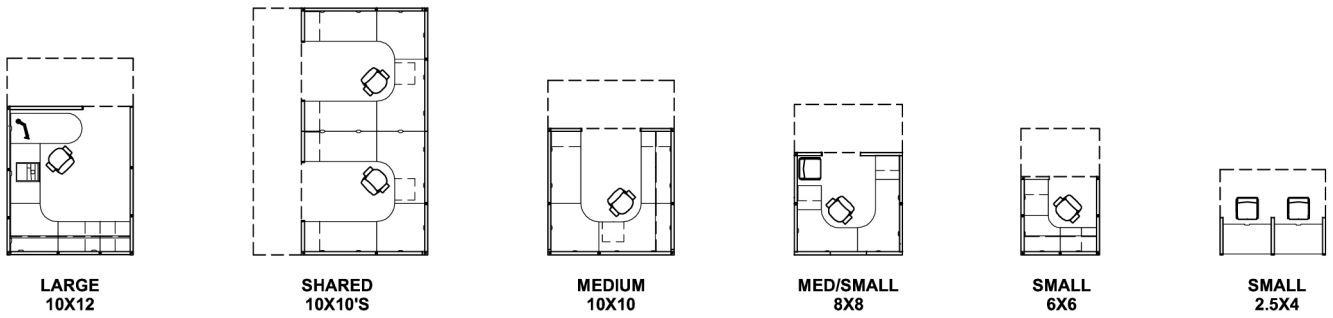
CONFERENCE  
14X20

## TYPICAL OFFICE SUPPORT ROOM LAYOUTS

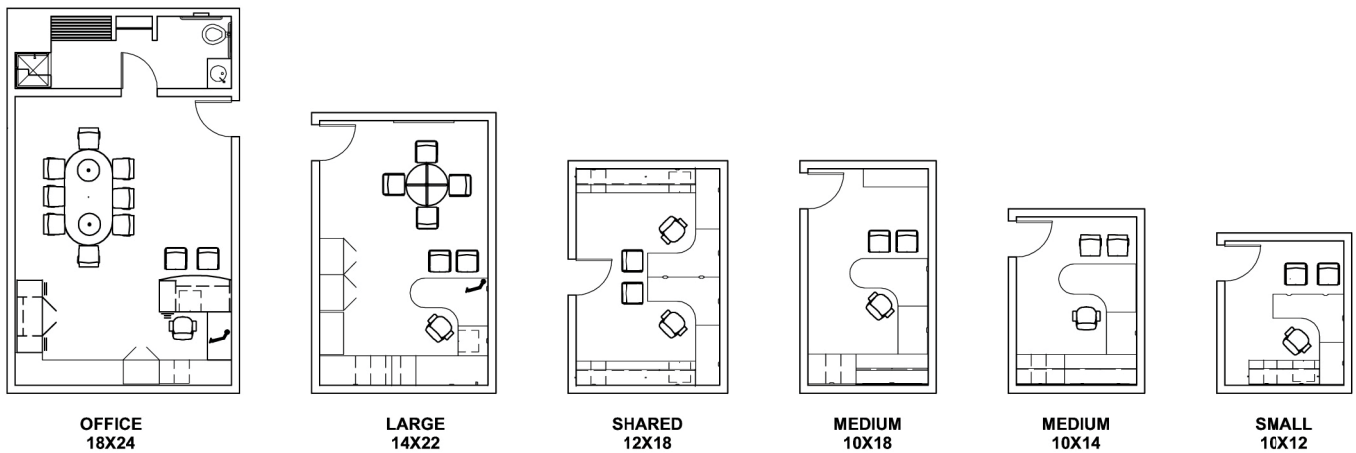
Scale 1/16" = 1'-0"



**TYPICAL CONFERENCE LAYOUTS**

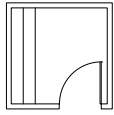


**TYPICAL CUBICLE LAYOUTS**

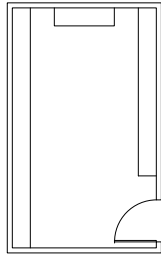


**TYPICAL OFFICE LAYOUTS**

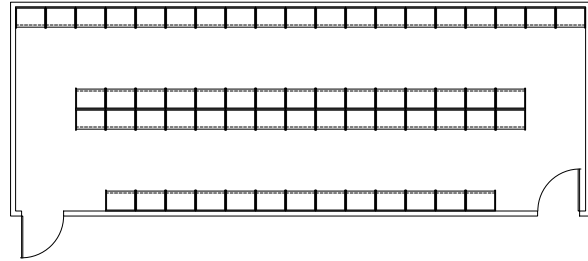
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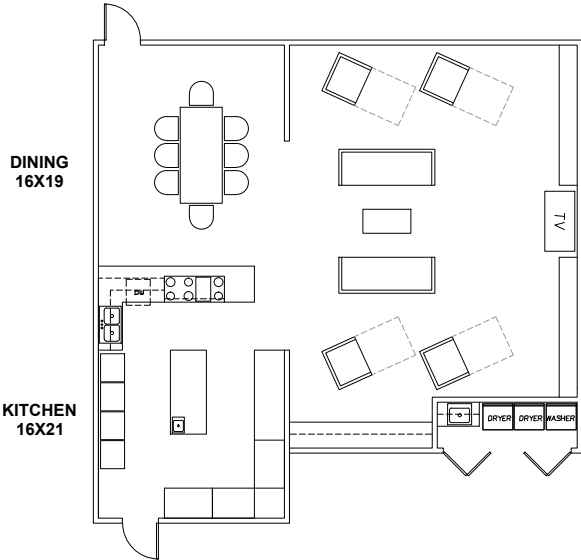
EMS STORAGE  
14X29



SUPPLY STORAGE  
12X20



TURN OUT  
48X17

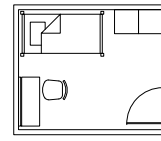


DINING  
16X19

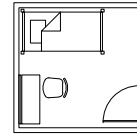
DAYROOM  
24X34

KITCHEN  
16X21

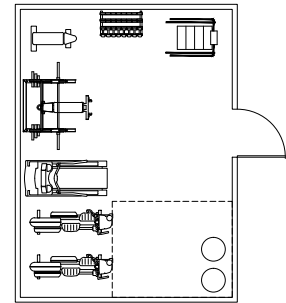
LAUNDRY  
4X12



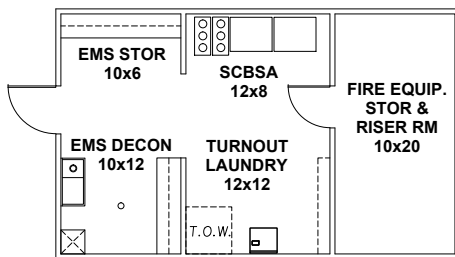
RESIDENT QUARTERS  
10X12



ON-SHIFT QUARTERS  
10X10



PHYSICAL  
TRAINING  
18X24



EMS STOR  
10x6

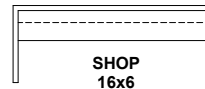
SCBSA  
12x8

FIRE EQUIP.  
STOR &  
RISER RM  
10x20

EMS DECON  
10x12

TURNOUT  
LAUNDRY  
12x12

T.O.W.



SHOP  
16x6

## TYPICAL APPARATUS BAY SUPPORT ROOM LAYOUTS

Scale 1/16" = 1'-0"



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# PRECEDENT FACILITIES

## Facility Comparisons

The following chart on pages 01-16 and 01-17 presents a comparison of Stevenson Fire Hall to other fire station facilities to both illustrate differences and show commonalities among them.

Individual fire station programs, and thus space needs, can vary greatly due to a number of factors, including:

- Primary function(s) of the station.
- Number of staff on duty or housed in the facility.
- Department/district structure.
- Staffing approach (e.g., volunteer, career, combined).
- Unique or specialized elements (e.g., resident program, EMS, water rescue, training elements).

Differences among these elements impact the layout and size of a facility and make direct, apple-to-apple comparisons between stations challenging. The size of the apparatus bay—driven by the quantity and type of equipment it houses—is a key variable in station size. For example, a single fire station may be responsible for responding to commercial and residential structure fires, wildland fires, or water rescue calls, with specialized rigs to respond to these varying emergency needs. The presence of ladder trucks, as an example, will necessitate a greater bay depth than is typical. There may be the need for tender rigs if the department serves an area without hydrants; the greater the extent of that area the larger the number of required tender rigs may be.

The rooms and support functions off the apparatus bay will vary correspondingly in size and quantity to meet the service and support needs of the specific rigs housed in the facility. The size and makeup of the staff will, in turn, drive the size and layout of the administrative areas and living quarters. The more staff on duty at one time, the greater the needed quantity of bunk rooms, showers and toilets and the larger the day room, kitchen and dining areas will likely be. The ways in which a department interacts with the public will also influence station size. For example, a rural district providing preliminary triage or basic medical screening and care will require facilities that a station without these services would not.

# FACILITY COMPARISON



<u>PROJECT</u>	<u>N. LINCOLN ROSE LODGE STATION</u>	<u>DUNDEE FIRE &amp; RESCUE</u>
LOCATION	Lincoln City, OR	Dundee, OR
YEAR COMPLETE	Remodel 2018	2014
SITE SIZE	0.69 acres	1.5 acres
APPARATUS BAY	3,257 sf	8,184 sf
LIVING QUARTERS	0 sf	2,850 sf
ADMINISTRATION	789 sf	2,797 sf
PUBLIC	0 sf	1,574 sf
<b>TOTAL SQ. FT.</b>	4,046 sf	17,623 sf <sup>†</sup>
RESIDENT PROGRAM	YES	YES
BUNK ROOMS	0	4
RESPONSE AREA	80 sq. mi	13 sq. mi
POPULATION SERVED	12,000	5,500
QUANTITY OF STATIONS IN DISTRICT	6	1
STAFFING	Volunteer	Career/Volunteer
STATION TYPE	Satellite	Headquarters

\* Response Area is not reflective of surrounding rural areas for EMS.



CLARK COUNTY  
FIRE STATION 62

MCKENZIE FIRE

VANCOUVER  
FIRE STATION 2

Vancouver, WA	Leaburg, OR	Vancouver, WA
Remodel 2018	2013	2018
2.03 acres	0.99 acres	2.15 acres
3,979 sf	5,237 sf	6,003 sf
1,758 sf	284 sf	4,488 sf
1,334 sf	3,268 sf	1,212 sf
98 sf	94 sf	750 sf
7,169 sf	11,031 sf	13,350 sf
YES	YES	YES
3	3	10
37 sq. mi	35 sq. mi	91 sq. mi
69,000	9,000/12,000 (tourist/yr)	246,000
4	5	10
Career/Volunteer	Career/Volunteer	Career/Volunteer
Satellite	Headquarters	Satellite

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# Visioning/Public Outreach

2

# PUBLIC OUTREACH



Columbia Gorge Interpretive Center



A1 Skamania Lodge



A2 Consumer Power Initiative - Mackenzie

A3



Cascade Locks Fire Station



A4 Rock Cove Assisted Living



A5 Snohomish County Fire Station 18 - TCA

A6



Gresham Fire Station 76 - Hennebury Eddy



A7 Roanoke Island Fire Department



A8 NLFR - Delake Station - Mackenzie

A9

## VISIONING SURVEY PART A







Stevens County Station 8 - Mackenzie B1



McKenzie Fire Leaburg Station - Mackenzie B2



Canby Utility - Mackenzie B3



Salem Fire Station 7 - Mackenzie B4



Vancouver Fire Station 2 - Mackenzie B5



Montrose Fire Protection District Station 2 B6



Hood River Fire Station - Mackenzie B7



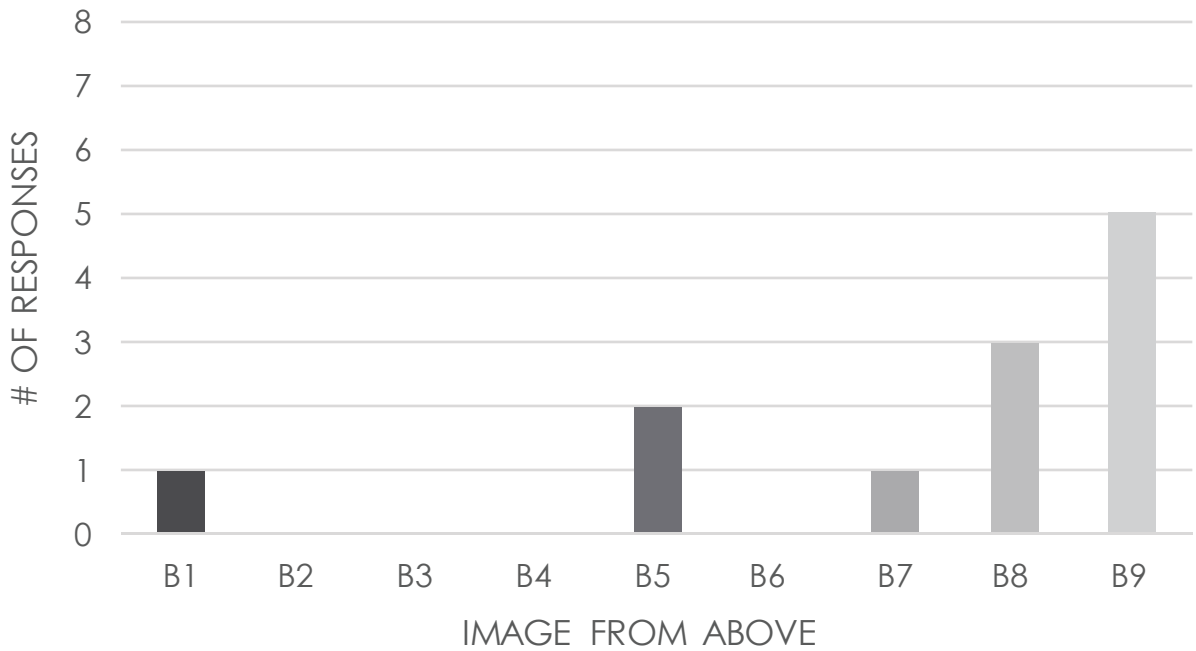
Snohomish County Fire Station 21 - TCA B7



SHED - Jensen Architects B8

B9

## VISIONING SURVEY PART B





# VISIONING IMAGERY

# PNW STYLE



North Lincoln Fire and Rescue Delake Station  
MACKENZIE

Vancouver Fire Station 2  
MACKENZIE

# AFFORDABILITY

# WARM AND RUSTIC



Rock Cove Assisted Living

Snohomish County Fire Station 21  
TCA



Cascade Locks Fire Station

Snohomish County Fire Station 18  
TCA





Shed  
JENSEN ARCHITECTS

## CONSTRUCTABILITY



Hood River Fire Station  
MACKENZIE

## LOW LIFE-CYCLE COST



Roanoke Island Fire Department  
PREMIERE CONTRACTING

The preferred images from the public visioning meeting were compiled here to represent the vision of the new Fire Hall. These precedent projects were utilized to aid in the development of perspectives of the building in the following concept design section of this report.

In addition to taking note of building elements such as materiality, amount of transparency, and scale, it is also important to incorporate design ideas early on in the process about the surrounding site in which the building resides. When considering the nature of the Fire Hall site, its history, and the anticipated use by the Fire Department, it is important to closely examine and understand the outside environment and the community in which the building will reside within.

The Fire Hall site provides opportunities for shared open space. The incorporation of gathering space of all varieties is important, whether as a group or for an individual. As the building will be a pre-engineered metal building structural system, the massing will be simple, yet functional.

- Utilize local PNW style and materials.
- Reflect character of Stevenson while incorporating modern elements.
- Ease of constructability and affordable to the community.
- Support the existing neighborhood fabric.
- Create warm and inviting space.

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# Plan Development

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# PLAN DEVELOPMENT

Fire station facilities are unique in that the relationships of all elements are closely linked to the ability of the fire department to efficiently and effectively serve the community. Having an understanding of the relative sizes, proximity, and relationships between spaces is key. In conjunction with developing the space-needs program (see Section 1) for the Stevenson Fire Hall, Mackenzie prepared a series of site development scenarios to evaluate the operational flow and larger programmatic adjacencies of the site and building. To allow for a comprehensive analysis, the Design Team advanced the two adjacency concepts that best met the functional needs of the Department. These block diagram concepts were developed to graphically represent programming functions and their relationships to each other while also taking into consideration department culture, division work philosophies, and general circulation.

The initial site development scenarios (page 03-07) looked at locating the Apparatus Bay in line with SW Rock Creek Rd to provide easily accessible drive-thru bays with access onto SW Rock Creek Rd. The options subsequently compared the position of the living quarters, administrative functions, and community spaces in relationship to the Apparatus Bay as well site access and parking (both staff and public parking).

When evaluating these options, a key criteria that was considered was “turnout time”: how fast emergency response staff can get from where they are located in the facility to the Apparatus Bay when a call comes in. The adjacency diagrams (pages 04-08 and 04-09) and block diagrams (pages 03-08 through 03-09) specifically looked at separation of operational traffic flow and public traffic, access points to the site, apparatus turning radius, and the sequence of entry for the public.

While the adjacency and block diagrams were developed based on the relative sizes of each programmatic element, expectations of proximity, and general anticipation of building circulation; further development of the site and floor plans took into consideration many additional aspects of the context. Some examples of these aspects include building orientation, site elements (i.e. public vs. secure parking; site access points; public plaza space); zoning restrictions, and overall impact on the neighborhood. The selected site and floor plans (pages 03-10 through 03-11) reflect more refinement and development to meet Department expectations - honing in on programmed square footages, increasing efficiencies, and anticipating future growth.



①



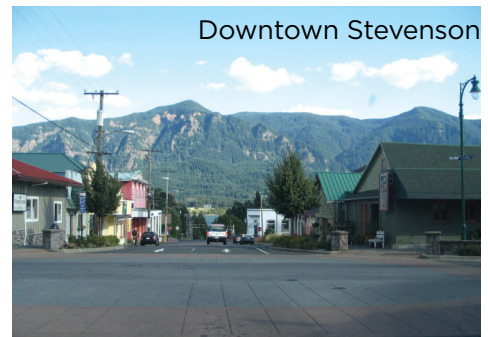
Skamania Lodge

②



Rock Cove Assisted Living

③



Downtown Stevenson

④



Bridge of the Gods

⑤



Columbia Interpretive Center

⑥

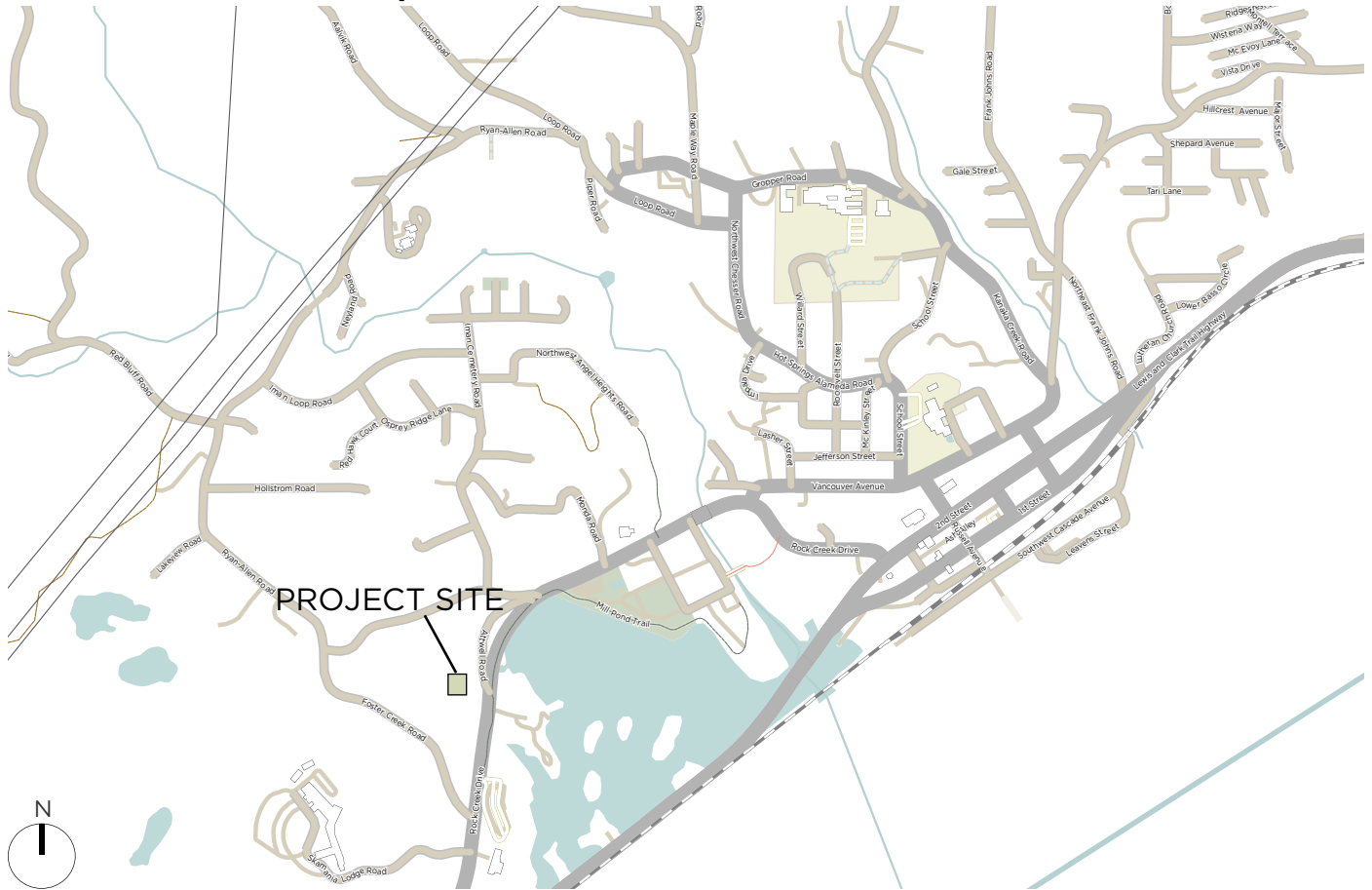


Stevenson City Hall

# SITE ANALYSIS

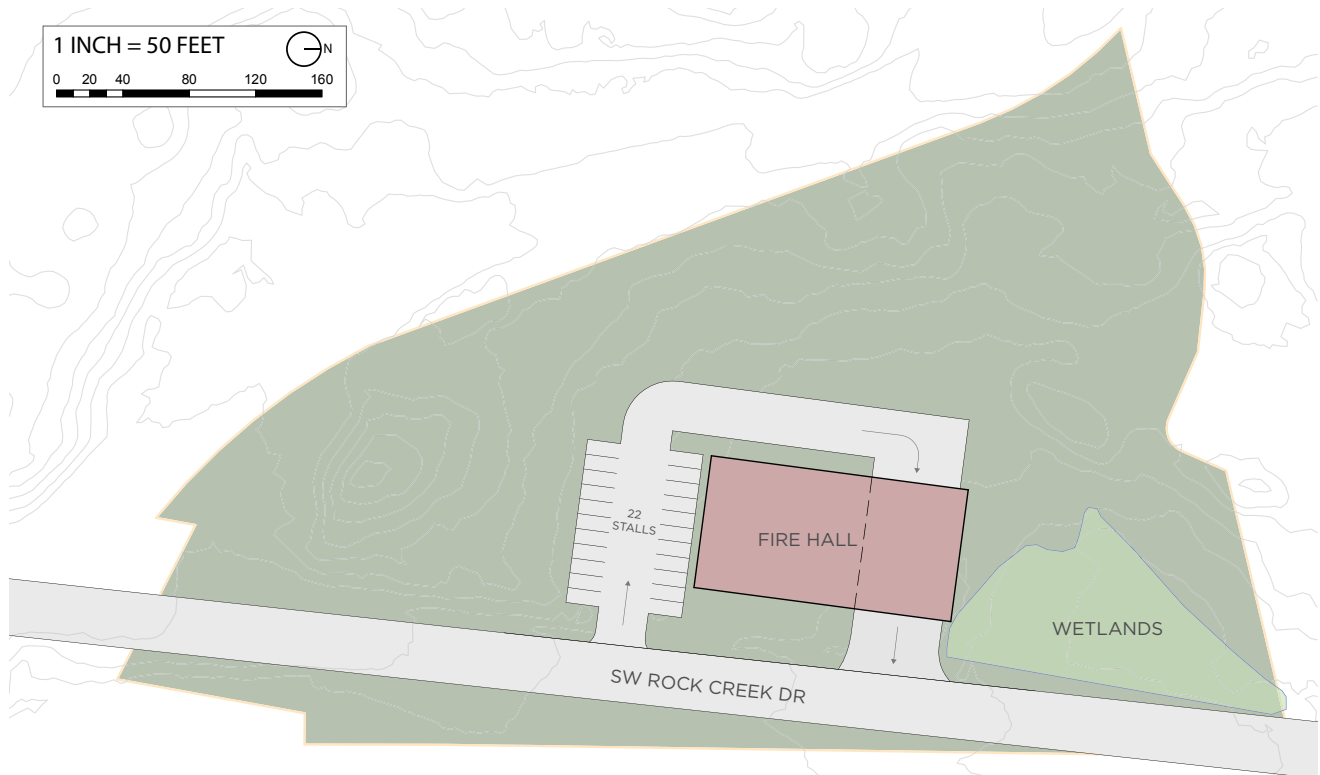
The new fire facility will be located on the corner of SW Rock Creek Road and Foster Creek Road. It is located across the street from the Columbia Gorge Interpretive Center. Mackenzie spent time on and around the site observing and photographing the surrounding buildings and context in order to better understand how best to design a new fire station well-suited Stevenson, Washington.

## Downtown Stevenson Map





# SITE DEVELOPMENT SCENARIOS



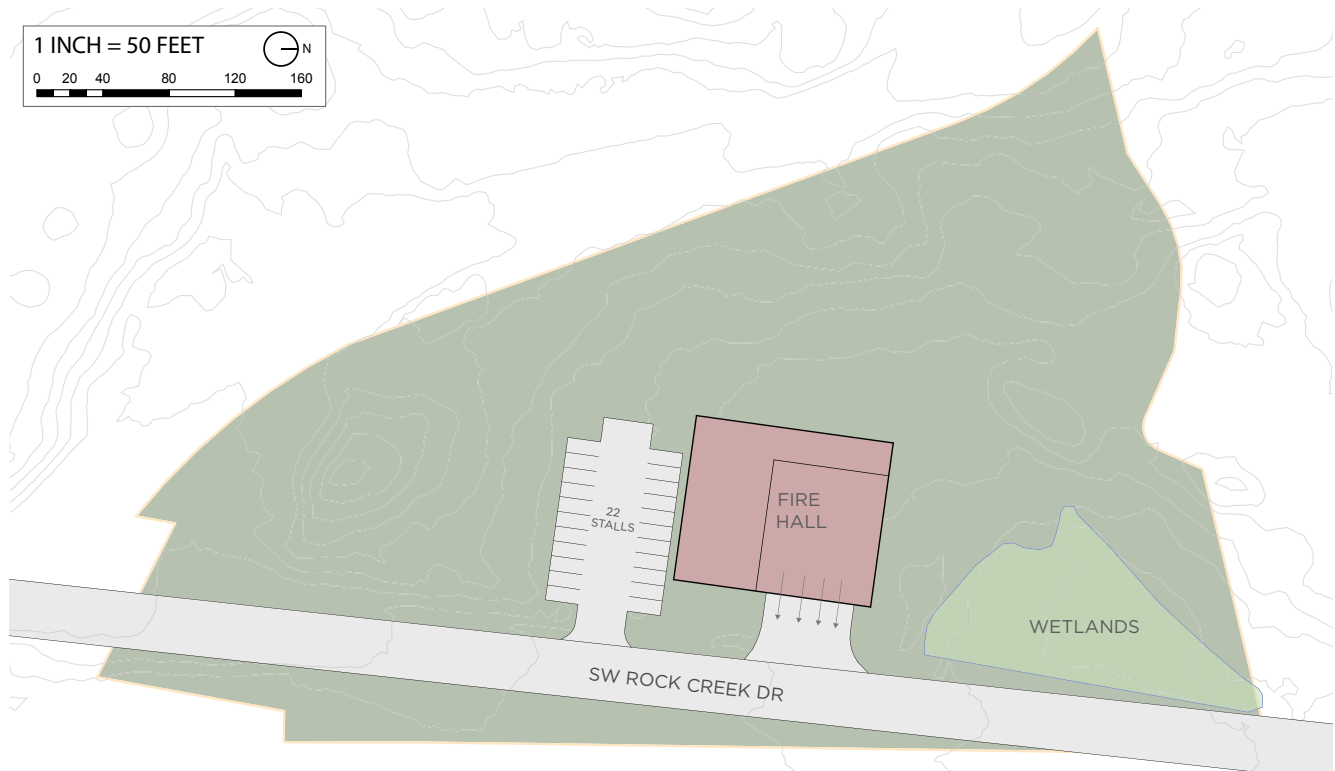
## SITE OPTION A

### Advantages

- Drive through bays.

### Disadvantages

- Very close to the wetlands.
- Majority of the building facade faces West or East, which presents challenges with controlling glare and heat gain.



## SITE OPTION B

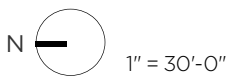
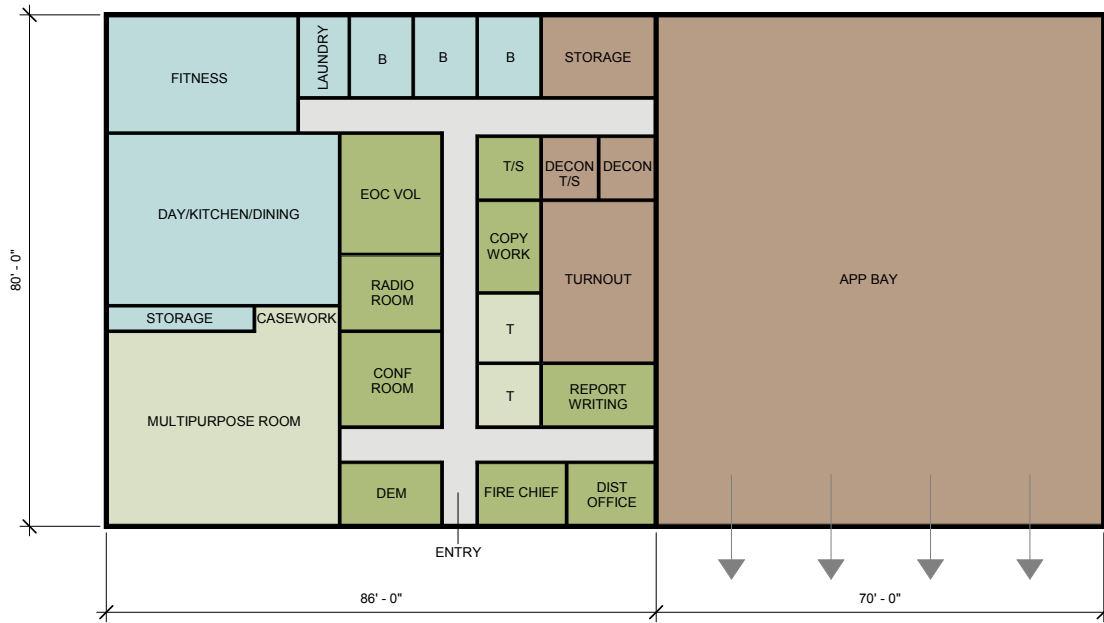
### Advantages

- Optimal interior operational flow.

### Disadvantages

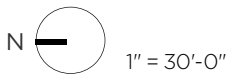
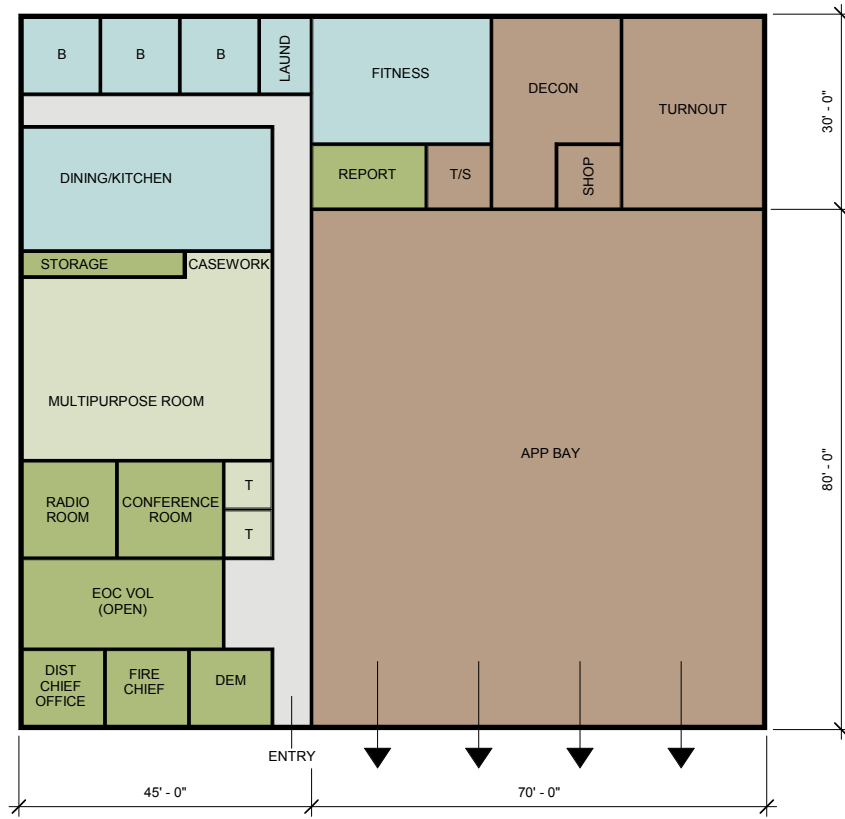
- 70% of the building facade faces west or east, which presents challenges with controlling glare and heat gain.
- Challenging massing configuration due to square nature of the building
- Back in bays.

# BLOCK DIAGRAMS



## BUILDING OPTION A

Apparatus Bay and Support	6,318 SF
Living Quarters	2,019 SF
Administration and Building Support	1,494 SF
Community	1,322 SF
<b>Total</b> (Includes 20% circulation)	<b>11,153 SF</b>



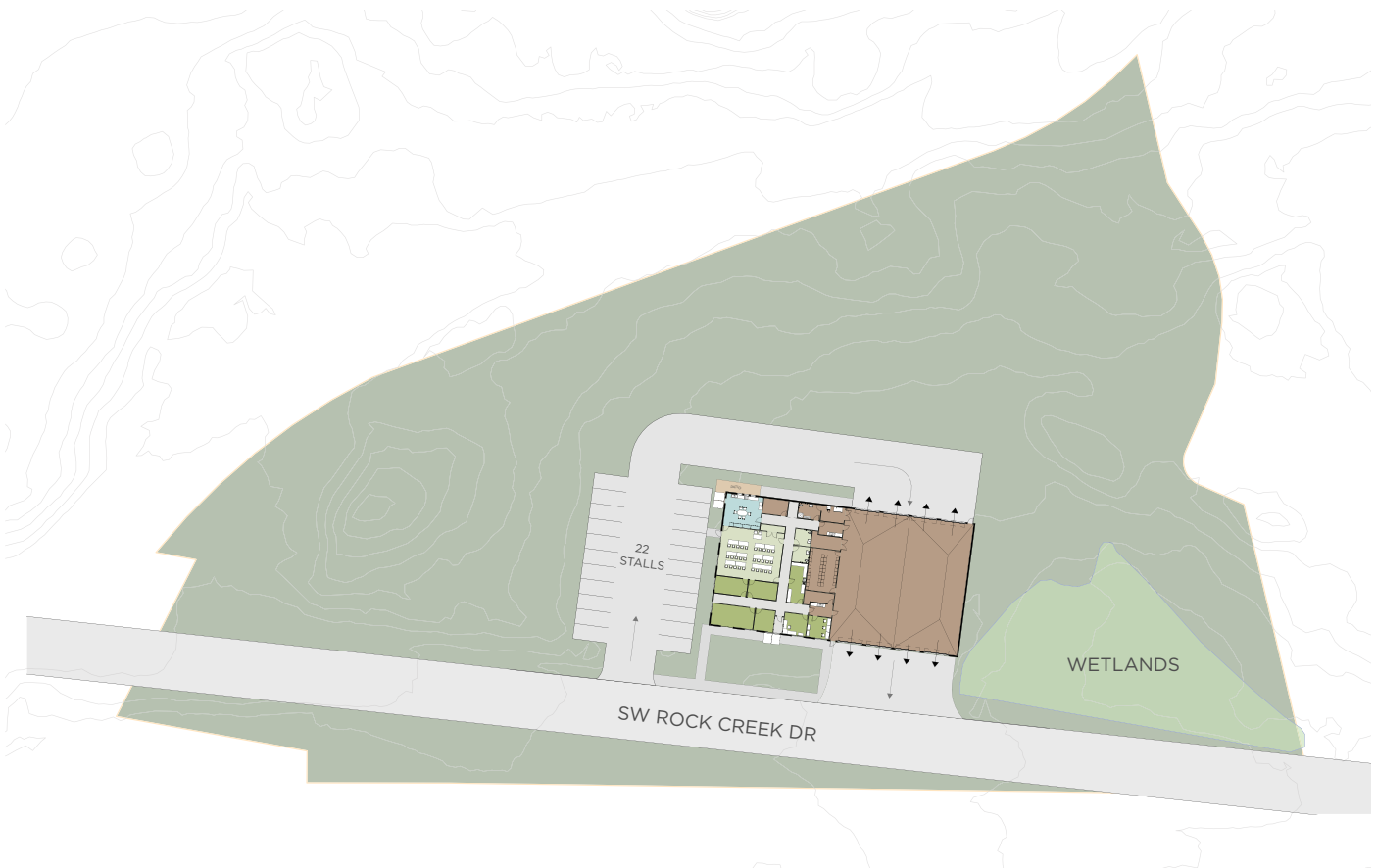
## BUILDING OPTION B

Apparatus Bay and Support	6,748 SF
Living Quarters	1,726 SF
Administration and Building Support	1,372 SF
Community	1,213 SF
<b>Total (Includes 20% circulation)</b>	<b>11,059 SF</b>

# SITE PLAN

A modified Option A was selected by the Department as the preferred adjacency and site plan.

The approved site plan and floor plans were developed based on feedback received during review of the preliminary site plan options and block diagram schemes. During this discussion, additional site elements were identified and the plans were further refined to meet Department expectations, honing in on programmed square footages, increasing efficiencies, and taking into consideration future growth.

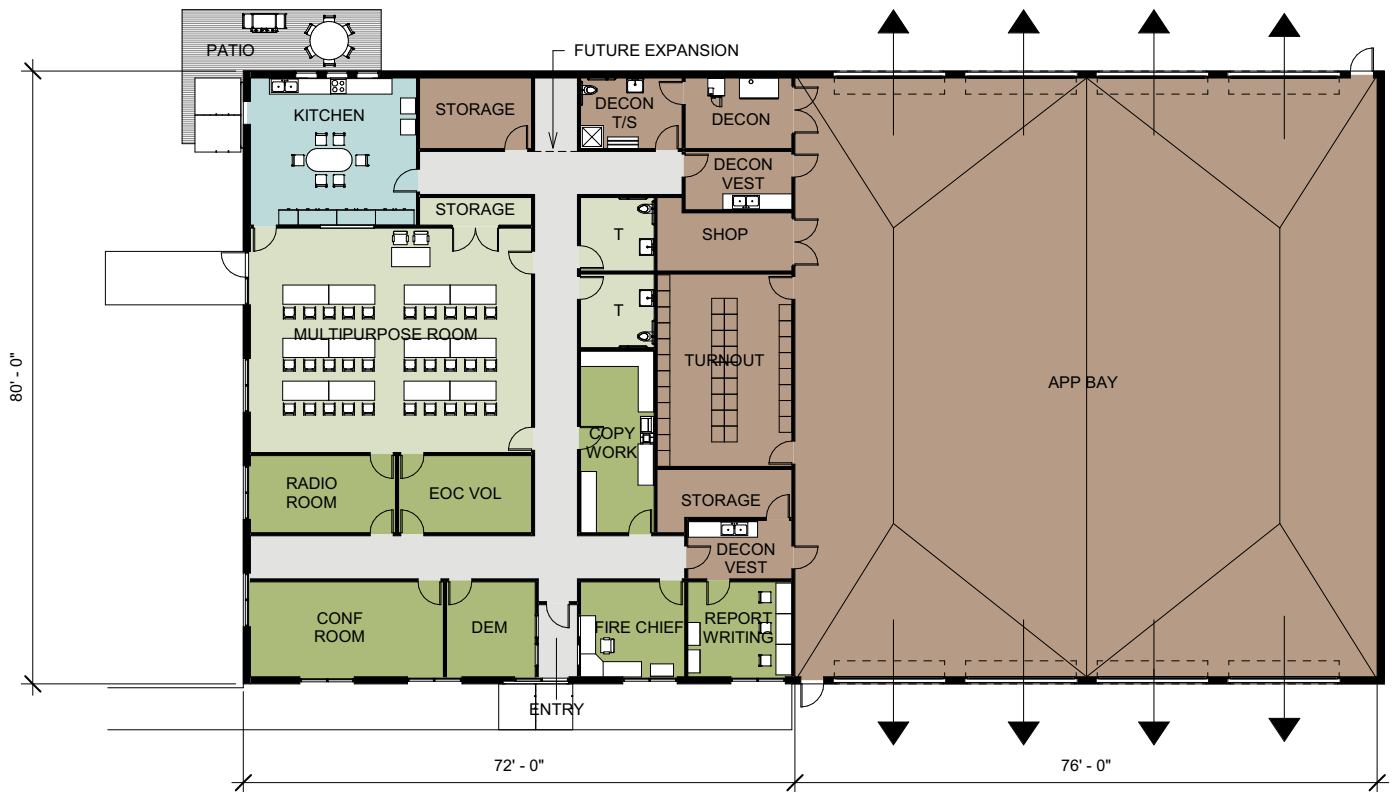


## Site Summary

Total Site Area: 69,900 SF

Shared Parking: 30 Stalls

# SELECTED PLAN



The block diagram for Option A was further refined to a floor plan level of detail in coordination with the Fire Hall Design Team. Access points into rooms, furniture, and equipment were added to further evaluate the proposed scheme and verify the design met the teams requirements.

As you enter the vestibule and small lobby area, the DEM and fire chief office affords a clear line of site to the front door, and access to the rest of the fire hall. The DEM support rooms are located with easy access to the multipurpose room, which will function as an E.O.C in an event of an emergency. The apparatus bay and its support rooms are located to the north. All access from the apparatus bay to administration areas have a hand washing station to remove contaminants.

## Legend

- Apparatus Bay and Support
- Living Quarters
- Administration and Support
- Community
- Circulation

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# Conceptual Design

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# CONCEPTUAL DESIGN

Following cues from the visioning process, the Design Team worked with the District and Fire Department to craft a conceptual design molded from the key concepts. Stevenson Washington stands proud of the long and rich history that surrounds both the City and the Fire Department. Important considerations were that the building uses materials representative of the city, consider the neighboring properties for use and scale, and the building responds to a desire for street frontage. The construction techniques indicative of this design has sought to be responsible, cost-effective, long lasting, and low maintenance approaches to building construction.

To assist the Department to visualize design options, Mackenzie produced two massing studies of the new building, using the approved site and floor plans. The three massing options utilize similar material pallets to achieve aesthetic and formal massing that speaks to the variety of responses received from the community during the public visioning session. The selected material pallet reinforces the overall longevity of the building, both physically due to the durability of the materials and in terms of the external perception of the facility. The pre-engineered metal building structure allows for an open concept and simple exterior framing, while the fiber cement siding infuses a modern, minimalist aesthetic that responds to the community's desire for a low maintenance, cost-effective facility.

Responding to the rhythmic repetition of openings found at the overhead doors, Option 01 uses panel-like window openings in the panels and bays of the building, which captures the qualities found in pre-engineered metal buildings. To then break up the scale and provide larger daylighting and view opportunities at appropriate interior program spaces, wood panel and larger glass openings were introduced. The two different types of roof, one gabled and the other low slope.

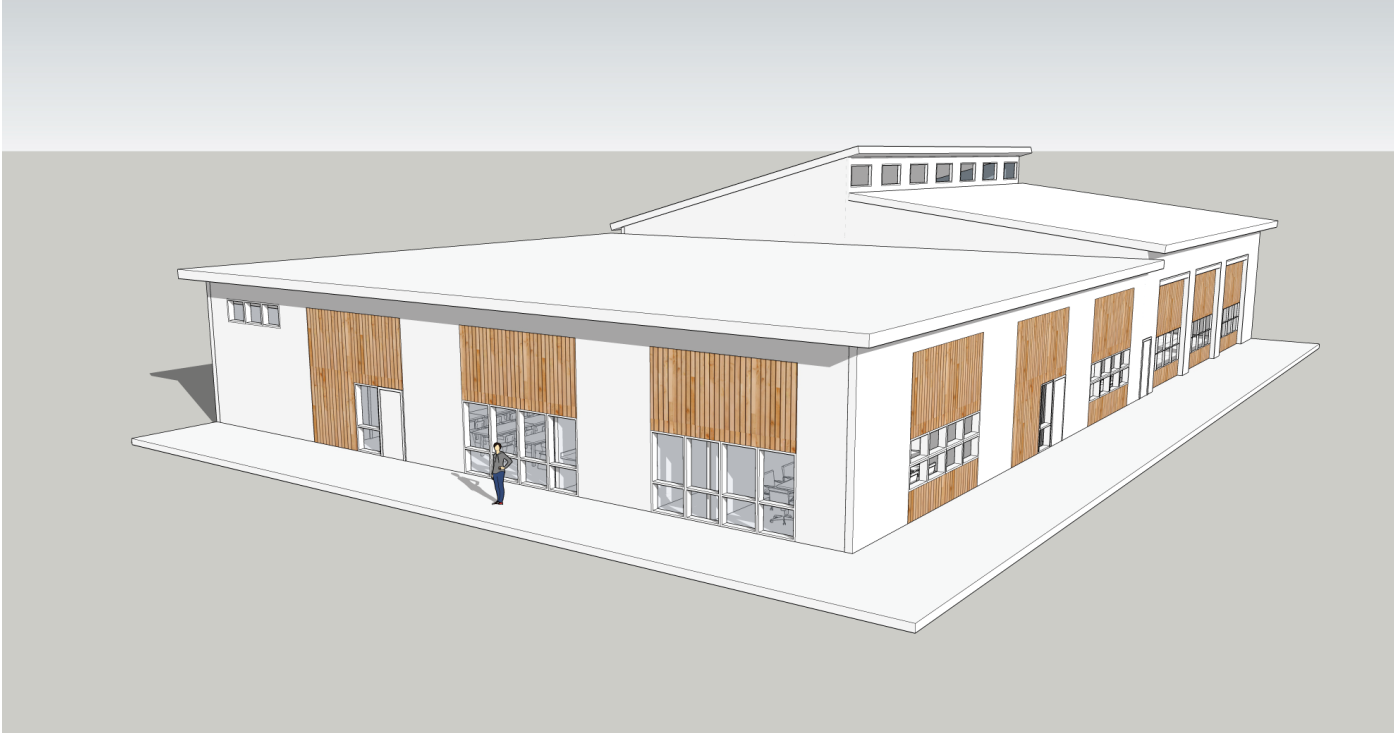
In contrast, Option 02 showcases the structural system at the south elevation with smaller individual window openings that match the glazing of the apparatus bay overhead doors. The roof is a simple gabled roof with a clerestory pop up gable to maximize natural light in the interior spaces.

Option 03 uses the same materiality of option 01 and 02, but with clerestory windows across the entire length of the building. The administration and public area are further defined by a wrapping motion of the wood siding to tie the facility with the Stevenson and Pacific Northwest look.

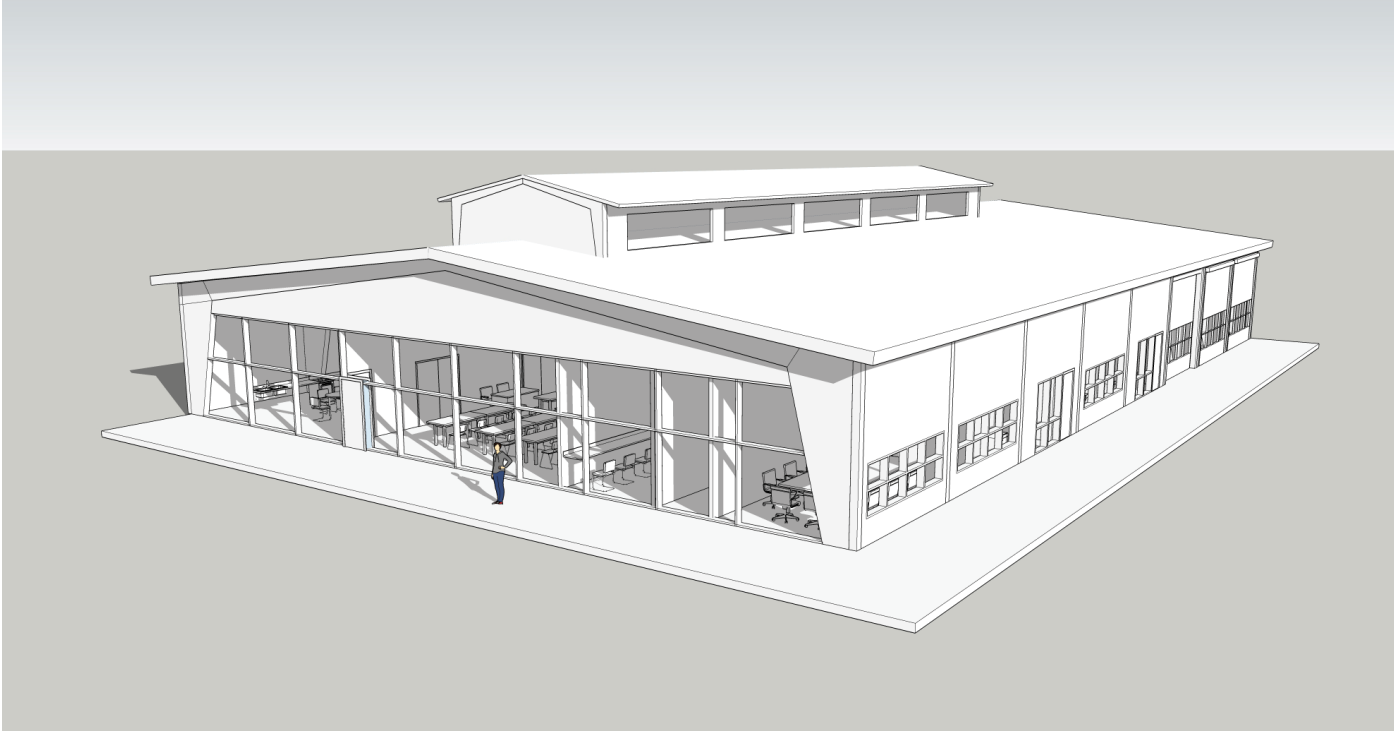
The Fire Department selected Option 03 as the preferred option for refinement and pricing. Revisions of note include adding a canopy at the entry and defining the entry to the building more clearly.

The following pages illustrate the progression of the design.

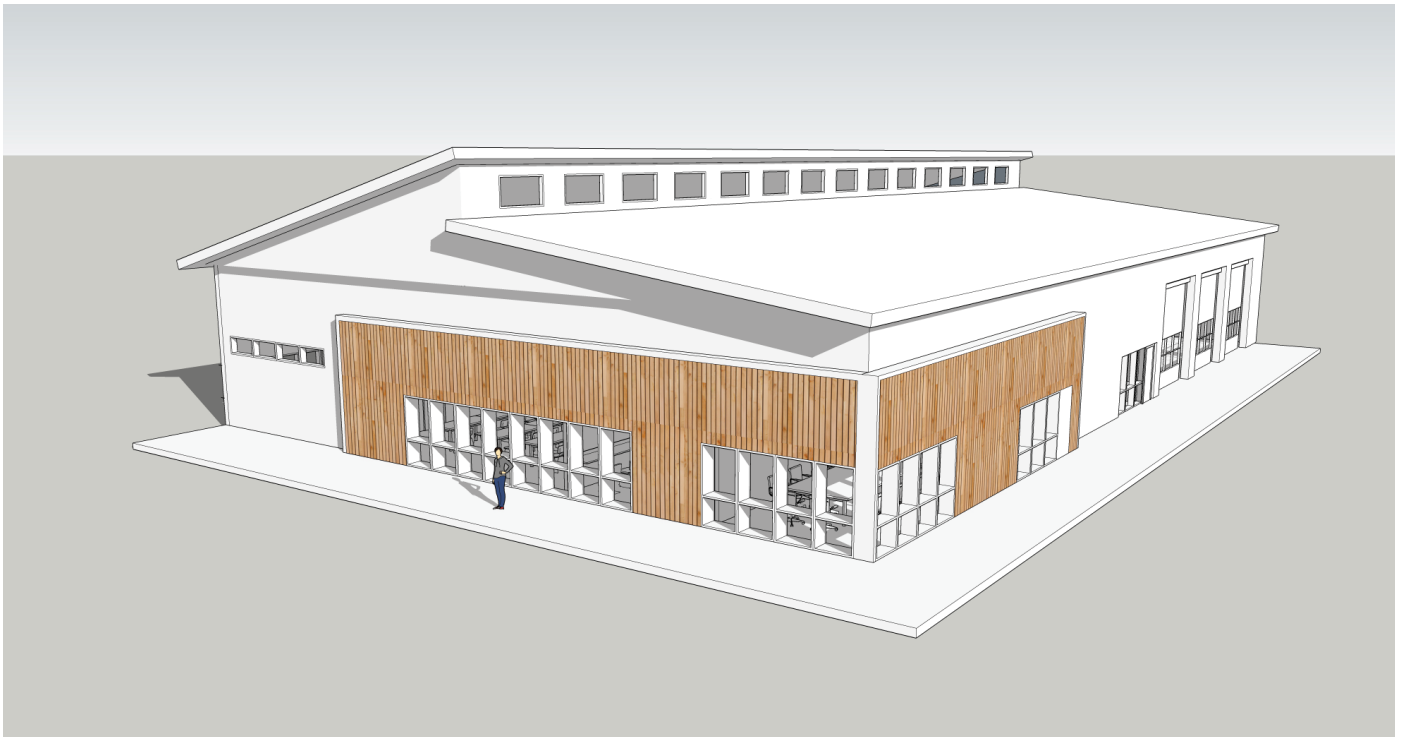
### CONCEPT OPTION 01

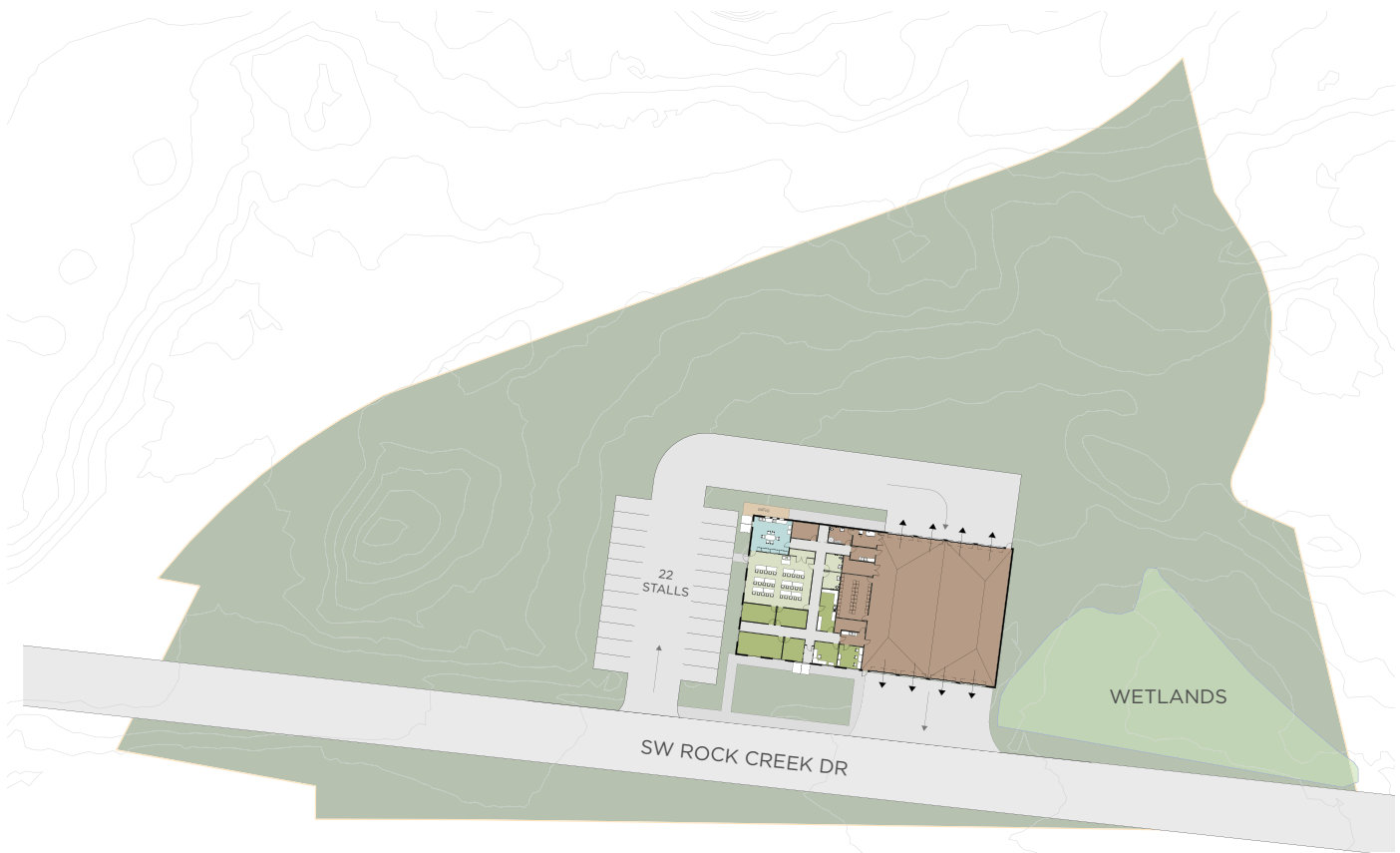


### CONCEPT OPTION 02



**CONCEPT OPTION 03**





Site Plan



Floor Plan

# SELECTED CONCEPT DESIGN



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# Project Cost Development



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# COST SUMMARY

Following completion of the conceptual design, Mackenzie evaluated cost impacts of the fire facility to meet Department needs for the next 30 years. The following cost summary shows projections of a total development cost, including estimated construction costs, design costs, and owner costs.

**Development costs** of a project are not limited to construction costs alone and require consideration of other variables. These variables differ between new construction and renovation or expansion, and invariably change from one project to the next depending on site conditions, existing building conditions, building codes, seismic zones and the environment of the construction industry. Differences between estimates arise depending on the design approach, construction costs, and design and engineering costs. Owner costs for furniture, fixtures and equipment are often constant, based on a predetermined budget set by the Department. New construction can often differ substantially due to the single variable of land acquisition. This cost, coupled with higher construction costs, often leads to this being a more expensive option.

**Construction costs** reflect the raw costs incurred by a general contractor for overhead and profit, bonding and insurance, securing of materials and general construction of the site and building. In addition to the identified construction costs, a design contingency is recommended to ensure dollars are carried through construction for owner changes, design omissions, unforeseen conditions or jurisdictional requirements, among others. A high and a low range of Construction Cost contingency has been calculated in the Project Cost Summaries, shown on the following pages.

**Consultant costs** reflect the costs incurred for project management and design of the project from conceptual design through construction administration. Though design fees can vary, these costs are generally factored using a fee based on the construction costs for the project. In addition to architectural and engineering services, costs include marketing materials and required services such as topographical surveys and special inspections. A contingency is provided for this category for any unforeseen or additionally requested design services throughout the project.

**Owner costs** reflect the costs generally incurred directly by the owner throughout the project. This includes all items the owner may wish to contract separately from the general construction of the project. Additional owner-related costs include relocation into the new facility, legal documentation and counsel for project documents and issuances, and jurisdictional fees associated with design review, building permits, SDCs, TIF fees and BOLI fees. A contingency is provided in this category for any unforeseen or undefined costs not currently represented.

**The Jurisdictional Fee Summary** reflects a preliminary estimate of the fees which will be assessed by the governing jurisdiction. This information is based on the information available at the date of the report, and the actual fees may vary at the time of permit application or issuance. For the purposes of this estimate, any fees that are expected to be credited back once the permit is issued have been removed from the summary.

The following project development cost estimate examines the construction values of the programmed design concept. The design concept has been estimated for a high range and a low range, with details of scope and assumptions detailed in the Statement of Probable Costs, found in Appendix A.

# COST SUMMARY

## Stevenson Fire Hall - Cost Summary Low

New Construction

3/5/2019

		Comments
<b>Construction Cost of Facility</b>		
Building Hardcost	\$2,841,806	
On-Site Hardcost	\$916,103	
Off-Site Hardcost	\$83,920 <sup>2</sup>	
<b>Subtotal</b>	<b>\$3,841,829</b>	
<b>Margins</b>		
Owner's Contingency	\$494,203	15.0% Allowance
Sales Tax	\$333,874 <sup>1</sup>	7.7% Sales Tax
<b>Subtotal</b>	<b>\$828,077</b>	
<b>Total Construction Costs</b>	<b>\$4,669,906</b>	
	<b>\$394.42 /sf</b>	
<b>Consultants Costs</b>		
	<b>Original Design</b>	
A/E Design and Construction - Base	\$725,000	12.5% Allowance
Sustainability Certification	\$0	Excluded
Reimbursables	\$7,250	1.0% Allowance
Owner's Project Manager	\$0	Excluded
Marketing Materials	\$0	Excluded
Topo and Boundary Survey	\$12,000	Allowance
Special Inspections	\$35,000	Allowance
Geotechnical Services (Design + Inspections)	\$40,000	Allowance
Environmental Services	\$25,000 <sup>3</sup>	Allowance
Transportation Engineering	\$7,500	Allowance
Haz. Material Survey/Testing/Mitigation Specs	\$0	Excluded
Air-Barrier Testing	\$5,500	Allowance
Commissioning	\$0	Excluded
Arborist	\$5,000	Allowance
<b>Subtotal - Consultants</b>	<b>\$862,250</b>	
Consultants Contingency	\$43,113	5.0%
<b>Total Consultants Costs</b>	<b>\$905,363</b>	
	<b>\$76.47 /sf</b>	
<b>Owner Costs</b>		
	<b>Original Design</b>	
Land Acquisition	\$0	Excluded
Fixtures, Furniture & Equipment (FF&E)	\$98,600 <sup>4</sup>	Allowance
Fitness Equipment	\$0	Excluded
Telephone/Data/AV/Security Equipment	\$30,000	Allowance
Sustainability Registration (i.e. LEED)	\$0	Excluded
Moving Allowance	\$0	Excluded
Temporary Facilities	\$0	Excluded
Permit Fees	\$20,000	Estimated
<b>Subtotal - Owner Costs</b>	<b>\$148,600</b>	
Owner Contingency	\$11,145	7.5% of Owner Costs
Sales Tax	\$12,300 <sup>1</sup>	7.7% Sales Tax
<b>Total Owner Costs</b>	<b>\$172,045</b>	
	<b>\$14.53 /sf</b>	
<b>Total Project Cost</b>	<b>\$5,747,314</b>	
	<b>\$485.42 /sf</b>	
<b>Building Size (SF):</b>	<b>11,840 SF</b>	

## Notes

- 1 Assumes Highest Rate, Combine State, County and City Tax Rate
- 2 Driveway and street improvements for SW Rock Creek Drive
- 3 Environmental Services include initial report and wetland delineation report
- 4 Furniture for DEM excluded for estimate, includes appliances, generator

## Stevenson Fire Hall - Cost Summary High

New Construction

3/5/2019

		Comments
<b>Construction Cost of Facility</b>		
Building Hardcost	\$3,001,896	
On-Site Hardcost	\$916,103	
Off-Site Hardcost	\$83,920 <sup>2</sup>	
<b>Subtotal</b>	<b>\$4,001,919</b>	
<b>Margins</b>		
Owner's Contingency	\$847,662	25.0% Allowance
Sales Tax	\$373,417 <sup>1</sup>	7.7% Sales Tax
<b>Subtotal</b>	<b>\$1,221,079</b>	
<b>Total Construction Costs</b>	<b>\$5,222,998</b>	
	<b>\$441.13 /sf</b>	
<b>Consultants Costs</b>		
	<b>Original Design</b>	
A/E Design and Construction - Base	\$725,000	12.5% Allowance
Sustainability Certification	\$0	Excluded
Reimbursables	\$7,250	1.0% Allowance
Owner's Project Manager	\$0	Excluded
Marketing Materials	\$0	Excluded
Topo and Boundary Survey	\$12,000	Allowance
Special Inspections	\$35,000	Allowance
Geotechnical Services (Design + Inspections)	\$40,000	Allowance
Environmental Services	\$25,000 <sup>3</sup>	Allowance
Transportation Engineering	\$7,500	Allowance
Haz. Material Survey/Testing/Mitigation Specs	\$0	Excluded
Air-Barrier Testing	\$5,500	Allowance
Commissioning	\$0	Excluded
Arborist	\$5,000	Allowance
<b>Subtotal - Consultants</b>	<b>\$862,250</b>	
Consultants Contingency	\$43,113	5.0%
<b>Total Consultants Costs</b>	<b>\$905,363</b>	
	<b>\$76.47 /sf</b>	
<b>Owner Costs</b>		
	<b>Original Design</b>	
Land Acquisition	\$0	Excluded
Fixtures, Furniture & Equipment (FF&E)	\$98,600 <sup>4</sup>	Allowance
Fitness Equipment	\$0	Excluded
Telephone/Data/AV/Security Equipment	\$30,000	Allowance
Sustainability Registration (i.e. LEED)	\$0	Excluded
Moving Allowance	\$0	Excluded
Temporary Facilities	\$0	Excluded
Permit Fees	\$20,000	Estimated
<b>Subtotal - Owner Costs</b>	<b>\$148,600</b>	
Owner Contingency	\$11,145	7.5% of Owner Costs
Sales Tax	\$12,300 <sup>1</sup>	7.7% Sales Tax
<b>Total Owner Costs</b>	<b>\$172,045</b>	
	<b>\$14.53 /sf</b>	
<b>Total Project Cost</b>	<b>\$6,300,406</b>	
	<b>\$532.13 /sf</b>	
<b>Building Size (SF):</b>	<b>11,840 SF</b>	

## Notes

<sup>1</sup> Assumes Highest Rate, Combine State, County and City Tax Rate

<sup>2</sup> Driveway and street improvements for SW Rock Creek Drive

<sup>3</sup> Environmental Services include initial report and wetland delineation report

<sup>4</sup> Furniture for DEM excluded for estimate, includes appliances, generator

# FACILITY COST COMPARISON



<u>PROJECT</u>	<u>MCKENZIE FIRE</u>	<u>ALBANY FIRE</u>
LOCATION	Leaburg, OR	Albany, OR
YEAR COMPLETE	2013	2017
CONSTRUCTION TYPE	Wood & Metal Framing w/ Cement Board Siding and Brick Veneer	Structural Masonry
BUILDING SIZE	11,031 sf	26,568 sf
STORIES	SINGLE	TWO
BUILDING COST per sf	\$140.44 per sf	\$189.13 per sf
SITE COST per sf of building	\$35.39 per sf of building	\$20.46 per sf of building
OFF-SITE COST per sf of building	\$0	\$1.45 per sf of building
<b>TOTAL CONSTRUCTION COST per sf of building</b>	<b>\$144.63 per sf of building</b>	<b>\$289.46 per sf of building</b>
<b>FINAL CONSTRUCTION COST ESTIMATE per sf of building</b>	<b>\$185.97 per sf of building</b>	<b>\$312.60 per sf of building</b>
<b>LOW BID (AVERAGE BID) per sf of building</b>	<b>\$160.32 (\$181.18) per sf of building</b>	<b>\$226.33 (\$244.17) per sf of building</b>

\* - Mezzanine not included

† - Based on Mackenzie's preliminary estimate validated by Construction Focus, Inc.

City of Stevenson

May 2019



**AVERAGE  
BUILT COST**

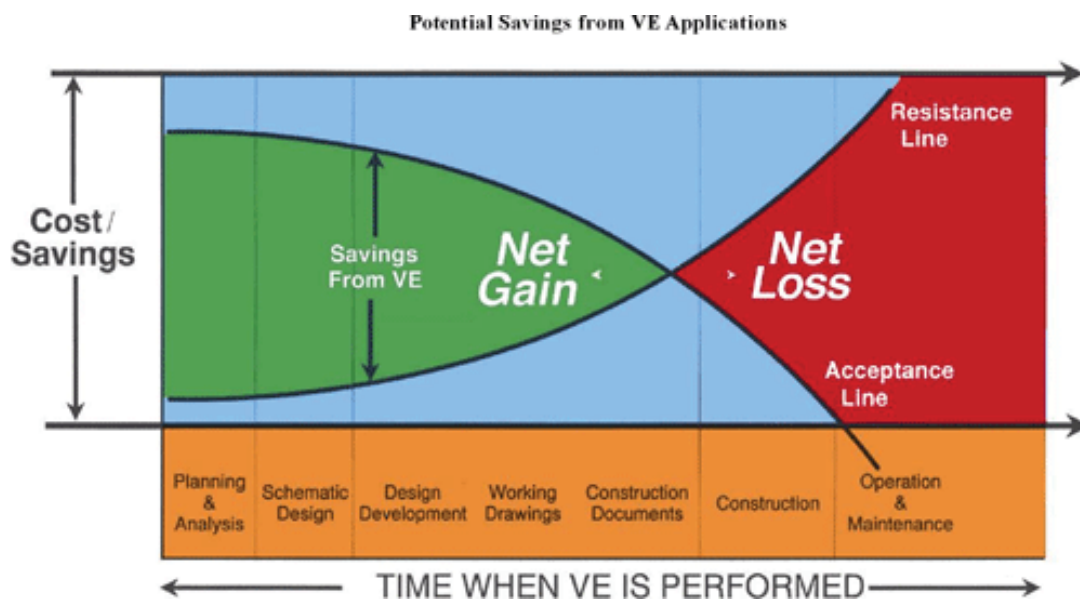


<u>VANCOUVER FIRE</u>	<u>CLARK COUNTY STATION 63</u>		<u>STEVENSON FIRE</u>
Vancouver, WA	Vancouver, WA		Stevenson, WA
2018	2019		Conceptual Design
Structural Masonry and Wood Framing w/ Cement Board Siding	Wood Framing w/ Cement Board Siding		Pre-engineered metal building with wood siding
14,524 sf	17,693 sf		11,840 sf *
SINGLE	TWO		SINGLE STORY
\$214.16 per sf	\$403.76 per sf	<b>\$236.87</b>	\$185.70 + per sf
\$17.33 per sf of building	\$19.29 per sf of building	<b>\$23.12</b>	\$28.30 + per sf of building
\$7.60 per sf of building	\$0	<b>\$2.26</b>	\$0
<b>\$368.96</b> per sf of building	<b>\$565.06</b> per sf of building	<b>\$342.03</b>	<b>\$441.13 +</b> per sf of building
<b>\$234.49</b> per sf of building	<b>\$490.41</b> per sf of building		N/A
<b>\$319.55</b> <b>(\$323.76)</b> per sf of building	<b>\$443.08</b> <b>(\$466.60)</b> per sf of building		N/A

# VALUE ENGINEERING

Upon conclusion of forecasting probable costs for the facilities, at the request of Stevenson, we identified the following possible strategies to reduce costs for the facilities. These strategies are a number of the more significant strategies to reduce cost. The list is not exhaustive to include all possibilities but does illustrate several options that can be chosen for reducing project costs. As the project moves into the next phases of design, cost forecasting, validation and value engineering are normal events that we would recommend occur as the design and construction documents are being developed.

Value Engineering is a conscious and explicit set of disciplined procedures designed to seek out optimum value for both initial and long-term investment.



Courtesy of : [http://www.wbdg.org/resources/value\\_engineering.php](http://www.wbdg.org/resources/value_engineering.php)

The following table illustrates the value engineering strategies and applicable cost savings per station if implemented. The total of these collective strategies would yield a cost savings between 10-20% (varying per each project) over the forecasted project costs. These strategies have not been evaluated in terms of merits and the specific advantages and disadvantages of each. They have simply been denoted to illustrate some of the possibilities.

	Value Engineering Items	Cost
1	Eliminate Apparatus bay doors and utilize back-in bays	\$23,119
2	Eliminate drive thru bays - back bollards	\$4,400
3	Eliminate back drive aisles	\$127,955
4	Self perform landscape installation	\$20,250
5	Change concrete apron to asphalt 6" apron	\$5,426
6	Remove site benches	\$6,000
7	Eliminate (2) site lighting poles	\$8,500
8	Reduce on-site sidewalk	\$3,000
9	Trash Enclosure to be chain link in lieu of CMU	\$3,800
10	Change light gage framing to wood studs	\$12,546
11	If wood studs - change domestic water piping to PEX	\$1,700
12	If wood studs - change waste piping to ABS	\$3,500
13	Reduce apparatus bay trench drain by 24 feet	\$4,200
14	If wood studs - change from electrical conduit to Romex	\$6,500
15	Eliminate gypsum board soffits	\$1,749
16	Change countertop from solid surface quartz to plastic laminate	\$9,000
17	Gypsum board finish from Level 4 to Orange Peel	\$15,804
18	Appliance and Turnout Lockers purchased by City - OFOI	\$15,000
19	Shop Lockers to be casework	\$1,000
20	Remove (1) baby changing station	\$642
21	Change storefront windows to vinyl windows	\$51,615
22	Eliminate room signage and white board - OFOI	\$4,400
23	Change roller shades to horizontal blinds	\$6,336
24	Generator to be purchased by City - OFCI	\$43,000
25	apparatus bay to 4'-0" wainscot CDX plywood	\$855
26	Reduce the amount of wood siding and extrusion	\$2,500
27	Reduce the height of building by 5'-0" at non-apparatus bay area	\$44,341
28	Turn the gable roof of apparatus bay 90 degrees - non apparatus bay area roof to die into apparatus bay roof	-\$9,000

<b>Sub-Total</b>	<b>\$418,138</b>
<i>Inflation &amp; Market Conditions (High Side) @ 6%</i>	<i>\$25,088</i>
<i>Contingency (High Side) @ 25%</i>	<i>\$110,807</i>
<i>General Conditions @ 7%</i>	<i>\$38,782</i>
<i>Profit and Overhead @ 6%</i>	<i>\$35,569</i>
<i>Performance Bond</i>	<i>\$5,655</i>
<i>Sales Tax @ 7.7%</i>	<i>\$48,821</i>
<b>Total:</b>	<b>\$682,860</b>



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# Appendix A: Supporting Cost Estimate

A



February 12, 2019  
Revision #0-A

**CITY OF STEVENSON  
STEVENSON FIRE DEPARTMENT**



**STATEMENT OF PROBABLE COST**

**Prepared for:**  
Mackenzie  
Portland, OR

**Prepared by:**  
Steve Gunn

A handwritten signature in blue ink that reads "Steve Gunn".

President  
Construction Focus, Inc.

# STEVENSON FIRE HALL

## Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
<b>STEVENSON FIRE HALL</b>						
Ground Floor Gross Area			11,840	SF		
<b>Building Earthwork</b>						<b>35,341</b>
	Crushed rock pad 6"		427	TON	37.00	15,799
	Footing excavation		374	CY	33.00	12,342
	Footing backfill		360	TON	20.00	7,200
<b>Concrete</b>						<b>147,382</b>
At PEMB	Pad footing	6' x 6' x 2'd	20	EA	1,650.00	33,000
Perim	Grade beam		232	LF	65.00	15,080
	Slab on grade	6"t	6,080	SF	9.00	54,720
	Slab on grade	4"t	5,760	SF	7.74	44,582
<b>Steel</b>						<b>8,800</b>
	Shell	included in PEMB				
	Stl bollard	6" round_4'h	16	EA	550.00	8,800
<b>Rough Carpentry</b>						<b>19,915</b>
	Wall sheathing	cdx_1/2"	6,840	SF	2.78	19,015
Elec	Plywood sheathing	fire rated ply	360	SF	2.50	900
<b>Finish Carpentry</b>						<b>2,500</b>
Interior	Trims	allowance	1	LS	2,500.00	2,500
<b>Light Gage Framing</b>						<b>82,012</b>
Living ext	Wall furring	ltga_3-5/8" @ 16" o.c.	3,480	SF	4.40	15,312
Appar ext	Wall furring	ltga_3-5/8" @ 16" o.c.	3,360	SF	4.40	14,784
Living ext	Wall furring	hat channel @ 16" o.c.	3,480	SF	2.80	9,744
Appar ext	Wall furring	hat channel @ 16" o.c.	3,360	SF	2.80	9,408
Interior	Wall framing	3 5/8" @ 16"oc	7,100	SF	4.40	31,240
Soffit	Soffit framing	ltga_3 5/8" @ 16"oc	150	SF	6.50	975
Soffit	Soffit wall framing	ltga_3 5/8" @ 16"oc	100	SF	5.49	549
<b>Casework</b>						<b>43,130</b>
	Base cabinet w/ doors	p-lam	50	LF	265.00	13,250
	Upper cabinet w/doors	p-lam	50	LF	145.00	7,250
	Countertop	solid surface_quartz	100	SF	125.00	12,500
	Work station	p-lam	130	SF	40.00	5,200
	Full hgt cabinet	p-lam	17	LF	290.00	4,930
<b>Insulation &amp; WRB</b>						<b>41,554</b>
Living ext	Insulation	thermal R-25	3,480	SF	1.32	4,594
Appar ext	Insulation	thermal R-25	3,360	SF	1.32	4,435
	Insulation	acoustic batt	7,100	SF	1.00	7,100
	WRB	building wrap	3,480	SF	1.64	5,707
Under slab	Vapor barrier	Stego wrap	11,840	SF	1.20	14,208
	WRB	building wrap	3,360	SF	1.64	5,510
<b>Cladding</b>						<b>72,092</b>
Living	Wood siding	Hardie panel	2,088	SF	14.39	30,046
Apparatus	Wood siding	Hardie panel	1,792	SF	14.39	25,787
Living	Wood siding	Hardie lap_wood grain	1,392	SF	11.68	16,259

# STEVENSON FIRE HALL

## Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	<b>Roofing and Sheet Metal</b>					
	(included in PEMB)					
	<b>Waterproofing and Sealants</b>					
	Sealant	allowance	1	LS	1,500.00	1,500
	<b>Doors, Frames, and Hardware</b>					
	Swing door	3x7 hm_hm frm	8	EA	2,000.00	16,000
	Swing door	3x7 sc wd_hm frm	18	EA	2,100.00	37,800
	Swing door	6x7 hm_hm frm	2	PR	4,000.00	8,000
	Swing door	6x7 sc wd_hm frm	1	PR	4,200.00	4,200
	Overhead door	steel_alum frm_1/2 glz_14x14	8	EA	8,600.00	68,800
	<b>Glass &amp; Glazing</b>					
Exterior	Storefront	Kawneer 451UT/glaz	1,044	SF	85.35	89,105
	Storefront door	3x7 alum	2	EA	2,400.00	4,800
	Reception window	alum_pass-thru_6x4	1	EA	800.00	800
	<b>Floor Coverings</b>					
	Flooring	carpet tile	1,390	SF	5.50	7,645
	Flooring	polished concrete	2,806	SF	6.92	19,418
	Flooring	sealed concrete	7,075	SF	2.50	17,688
	Flooring	walk-off mat	60	SF	8.50	510
	Wall base	4" rubber	1,745	LF	2.15	3,752
	<b>Ceilings</b>					
Apparatus	Exposed PEMB	-no ceiling -				
Living	ACT	2x4_ceiling grid w/ act	5,580	SF	6.50	36,270
	Ceiling: suspended	type: X LVL 4_5/8" w/grid	180	SF	5.80	1,044
Soffit	Gypsum board	5/8" gyp board_LVL-4	150	SF	6.80	1,020
	<b>Wall Board and Wall Coverings</b>					
	Gypsum bd	5/8" gyp board_LVL-4	14,200	SF	4.00	56,800
	Gypsum bd	5/8" gyp board_LVL-4	3,360	SF	4.00	13,440
Janitor	Wallcover	FRP	50	SF	7.67	384
	<b>Painting and Finishing</b>					
	Painting @ door/frame	2 top coats	12	EA	100.00	1,200
	Stain/seal @ door/frame	2 top coats	20	EA	110.00	2,200
	Painting @ gypbd	prime + 2 top coats	14,270	SF	1.00	14,270
Apparatus	Painting @ exposed structure	prime + 2 top coats	6,080	SF	1.60	9,728
	<b>Appliances</b>					
	Appliances	allowance	4	EA	900.00	3,600
	<b>Lockers</b>					
	Lockers	2x2 turnout storage lockers	38	EA	300.00	11,400
	Lockers	shop lockers 3x6	6	EA	700.00	4,200
	<b>Specialties and Equipment</b>					
OFCI	Extractor cabinet		1	EA	1,500.00	1,500
	Fire extinguisher & cabinet		2	EA	360.00	720
	Toilet accessories	foldable baby changing station	2	EA	641.96	1,284
	Toilet accessories	various types	10	EA	110.00	1,100

# STEVENSON FIRE HALL

## Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$	
Exterior	Whiteboards		1	LS	2,000.00	2,000	
	<b>Signage</b>						<b>5,400</b>
	Room signage	frosted glass/ss standoffs	20	RM	120.00	2,400	
	Signage	allowance	1	LS	3,000.00	3,000	
	<b>PEMB</b>						<b>477,507</b>
	Essential Fac PEMB	frames/roofing/erection	11,840	SF	38.53	456,195	
	PEMB	Simple Saver insulation	11,840	SF	1.80	21,312	
	<b>Furnishings</b>						<b>17,568</b>
	Window treatment	cloth roller shades	1,044	SF	12.00	12,528	
	Window treatment	blackout shades	360	SF	14.00	5,040	
	<b>Fire Sprinklers</b>						<b>43,808</b>
	Fire protection	riser/mains/drops/heads	11,840	SF	3.70	43,808	
	<b>Plumbing</b>						<b>152,955</b>
	Grille Compressor	WC	rough-in/set/finish	3	EA	3,834.00	11,502
		Lav	rough-in/set/finish	3	EA	3,644.00	10,932
Dbl sink		rough-in/set/finish	1	EA	4,833.00	4,833	
Shower		rough-in/set/finish	1	EA	5,122.00	5,122	
Water heater		100 gal elec	2	EA	5,679.00	11,358	
Hose bibs			4	EA	800.00	3,200	
Accessories		cleanouts/floor drains	11,840	SF	4.20	49,728	
Domestic water piping/insulation			240	LF	40.00	9,600	
Waste piping			180	LF	50.00	9,000	
Vent piping			140	LF	32.00	4,480	
Trench drains			104	LF	175.00	18,200	
Gas piping			1	LS	1,500.00	1,500	
Air piping			1	LS	1,500.00	1,500	
Tests/permits/coord/GCs			1	LS	12,000.00	12,000	
<b>HVAC</b>						<b>186,240</b>	
Offices	HVAC	split-system/HRV/ducted air	5,760	SF	26.00	149,760	
Apparatus	HVAC	exhaust/IR heat/MUA	6,080	SF	6.00	36,480	
<b>Electrical</b>						<b>420,320</b>	
	Power	svce/feeders/devices/connect	11,840	SF	13.00	153,920	
	Lighting	lighting & contols	11,840	SF	11.50	136,160	
	Low voltage	comm/AV/fire	11,840	SF	11.00	130,240	
<b>STEVENSON FIRE HALL HARDCOST</b>						<b>2,198,702</b>	
<b>SITWORK</b>							
<b>Earthwork</b>						<b>164,082</b>	
	Mobilization		1	LS	20,000.00	20,000	
	Traffic/ped control		1	LS	6,000.00	6,000	
	Temp erosion control		1	LS	4,000.00	4,000	
	Surveying		1	LS	12,000.00	12,000	
	Clearing		1	LS	15,000.00	15,000	
	Excavation	bldg_24" avg.	877	CY	38.00	33,327	

# STEVENSON FIRE HALL

## Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
	Excavation	hardscape_13" avg.	683	CY	38.00	25,958
	CR rock 10"	bldg & parking	1,648	TON	29.00	47,797
<b>Over-excavation &amp; Backfill</b>						<b>414,910</b>
	Building/parking	bldg avg. 6ft/parking avg. 4ft	6,074	CY	35.00	212,590
	Backfill	crushed rock	11,240	TON	18.00	202,320
<b>Hardscapes &amp; Curbs</b>						<b>71,329</b>
Parking	Asphalt pave 3"		120	TON	130.00	15,577
Drive	Asphalt pave 4"		198	TON	130.00	25,683
	Apron concrete 6"		1,075	SF	9.50	10,213
	Curb	type A	819	LF	23.00	18,837
	Mowstrip		85	SF	12.00	1,020
<b>Site Improvements</b>						<b>58,542</b>
North	Trash enclosure	slab/cmu walls/gates	1	EA	10,000.00	10,000
	Retaining wall		519	SF	60.00	31,140
	Flagpole		1	EA	5,500.00	5,500
On bldg	Antenna		1	EA	5,000.00	5,000
	Bike rack	stl-loop_galv	1	EA	350.00	350
	Benches		4	EA	1,500.00	6,000
	Striping	cars and lanes	420	LF	0.60	252
	Handicap symbol/sign		1	EA	300.00	300
<b>Landscaping</b>						<b>20,250</b>
	Landscaping	topsoil-12"/plants/irrig	4,500	SF	4.50	20,250
<b>Storm</b>						<b>21,000</b>
	8" PVC storm		200	LF	48.00	9,600
	Catch basin		6	EA	1,200.00	7,200
	3 Way valve & vault		1	EA	4,200.00	4,200
<b>Sanitary</b>						<b>17,250</b>
	6" Sani pipe		100	LF	80.00	8,000
	Sanitary cleanout		1	EA	450.00	450
	Oil water seperator		1	EA	8,500.00	8,500
	Connect to mainline		1	EA	300.00	300
<b>Water</b>						<b>41,740</b>
	6" Fireline w/trench		100	LF	155.00	15,500
	2" Hot tap		1	EA	4,000.00	4,000
	2" Dom water		100	LF	38.00	3,800
	2" Water meter vault		1	EA	1,000.00	1,000
	6" DDCV vault		1	EA	15,000.00	15,000
	FDC		1	EA	1,400.00	1,400
	Asphalt trench patch		104	SF	10.00	1,040
<b>Site Electrical</b>						<b>107,000</b>
	Site lighting		8	EA	3,500.00	28,000
	Generator	150KW	1	EA	50,000.00	50,000
	Conduits		300	LF	30.00	9,000
	Site laterals		500	LF	40.00	20,000
<b>SITWORK HARD COST</b>						<b>916,103</b>

# STEVENSON FIRE HALL

## Statement of Probable Cost

LOC	ITEM	DESCRIPTION	QNTY	UNIT	\$/UNIT	TOTAL \$
<b>STREET WORK</b>						
<b>Street Construction</b>						<b>83,920</b>
	Sawcut		680	LF	2.50	1,700
	Excavation		178	CY	60.00	10,680
	Traffic/ped control		1	LS	12,000.00	12,000
	Crushed rock base		300	TON	35.00	10,500
	Asphalt paving		48	TON	200.00	9,600
	Curb & gutter		680	LF	23.00	15,640
	Sidewalk		3,400	SF	7.00	23,800
<b>STREET WORK HARDCOST</b>						<b>83,920</b>
<b>HARDCOST TOTAL</b>						<b>3,198,725</b>
<p>The above HARDCOST TOTAL does not include typical general contractor markups.                  Those plus contingencies are listed below as part of a Low-High Range.                  Variables include fluctuations in market conditions, material selections, and design considerations.                  The Cost Estimate Range will be consolidated as we move closer to the actual Bid Date.</p>						
<b>LOW RANGE</b>			<b>HIGH RANGE</b>			
	@ 3%:	95,962	<b>Markups:</b>		@ 6%:	191,923
	@ 15%:	494,203	Inflation & Market Conditions		@ 25%:	847,662
		265,222	Contingency			296,682
		243,247	Gen Conditions @ 7%:			272,100
		38,673	Profit & Overhead @ 6%:			42,489
	7.70%	333,874	Performance Bond:		7.70%	373,418
			WA Tax			
		1,471,181	<b>Markup Subtotals:</b>		2,024,273	
<b>4,669,906</b>		<b>BASE BID TOTAL</b>			<b>5,222,998</b>	
<b>ALTERNATE</b>						
	67,402	Additional parking				74,827
<b>NOTES</b>						
This estimate assumes competitive bidding by local contractors						
Add 7% to this estimate if a CMGC is used						
<b>EXCLUSIONS</b>						
Design fees, permit fees, system development fees, utility hookup charges, testing.						
Hazardous materials abatement, moving expenses, fireproofing.						
Rock excavation, wet weather sitework.						



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# Appendix B: Project Narrative

B

## PROJECT DESCRIPTION

The new Stevenson Fire Hall consist of new single-story facility of size indicated on the drawings and associated site work as indicated on the Site Drawings. The building occupancy is primarily S-2 for the Apparatus Bay and Support Areas, and A-3 for the Multi-purpose space. The construction classification of the facility is Type III-B and a pre-engineered metal building..

The building is designed with a combination of both structural steel and wood framing with a concrete floor slab on grade; a combination of lap hardi panels and painted wood faux look of hardi panel veneer exterior walls; and aluminum storefront glazing. The project includes mechanical, electrical, low voltage and plumbing systems as well as on-site and off-site improvements.

### A. SUBSTRUCTURE

#### A10 FOUNDATIONS

##### A1010 Standard Foundations

- Bearing interior and exterior stud walls on thickened slabs.
- Columns on spread footings.
- Foundation to be designed by engineer of record, based on foundation loads provided by the metal building manufacturer.

##### A1020 Special Foundations

- The geotechnical report by GN Northern, dated December 2018, states the proposed site may have soils that are subject to liquefaction during a seismic event. Liquefaction is a condition that may occur in some soil types after a seismic event, resulting in excessive foundation settlement – an important consideration for buildings designed to remain operational after a seismic event. See Geotechnical Report.
- The geotechnical report recommends completing “a site-specific liquefaction analysis to assess the risk of soil liquefaction of liquefaction-induced settlement at the site during a seismic event”.
- The geotechnical report’s recommends carrying a cost contingency to capture soil improvements needed to mitigate liquefaction, based on the outcome of the liquefaction analysis.

##### A1030 Slab on Grade

- 4” thick concrete slab-on-grade in the administration/multipurpose room half of the building.
- 6” thick concrete slab-on-grade in the apparatus bay.

#### A20 BASEMENTS – NOT USED

**B. SHELL**

## B10 SUPERSTRUCTURE

## B1010 Floor Construction

- Slab on grade

## B1020 Roof Construction

- Roof Framing System: Pre-Engineered Metal Building (such as Nucor) Pre-engineered metal building are designed by the manufacturer and typically consist of steel moment frames in the transverse direction to resist gravity and lateral forces, and a combination of moment frames or brace frames to resist lateral forces in the longitudinal direction. This fire station is an essential facility, meaning the metal building design criteria should reflect this.
- Canopy: Framing to consist of wide flange framing, 1 ½” metal decking, supported by HSS columns.

## B20 EXTERIOR ENCLOSURE

## B2010 Exterior Walls

- Assume the building exterior walls will be comprised of the following:
- Option 0-A:
  - Pre Engineered Metal Building with off-set ridge gable roof and metal studs with R-25 in the wall cavity. Air and vapor barrier with gypsum board finish on the interior on side. Factory finished thru body color hardi panel lap siding – wood grain texture. Hardi panel lap siding – painted wood grain faux as shown on the perspectives.
- Option 1:
  - Pre Engineered Metal Building with a simple gable with metal studs with R-25 in the wall cavity. Air and vapor barrier with gypsum board finish on the interiors side. Vertical corrugated metal siding in lieu of hardi panel.
- Option 2:
  - Pre Engineered Metal Building with a simple gable with wood frame studs with R-25 in the wall cavity. Air and vapor barrier with gypsum board finish on the interiors side. Vertical corrugated metal siding in lieu of hardi panel.

## B2020 Exterior Windows

- Frames:

- Fixed: Kawneer 451UT storefront system; Architectural Class I, clear anodized aluminum finish.
- Location: See elevations
- Glazing: 1” O/A dual seal silicone; ¼ Guardian SN 68 (#2) Clear Annealed, ½” Mill Spacer, ¼” Clear Annealed. Values: VLT (.68), SC (.43), SHGC (.38), U-Val (.29).

**B2030 Exterior Doors**

- Storefront Doors: Aluminum framed storefront entry system by Kawneer.
- Hollow Metal Doors: Painted, metal doors with painted fully grouted and welded steel frames.
- Overhead Coiling Doors: 511 Aluminum Glass Door System by Overhead Door Company, 12’ x 14’, Extra Heavy-Duty, Color clear anodized aluminum.

**B30 ROOFING****B3010 Roof Coverings**

- Roofing: Span-lok hp metal roofing system with water tight seam design by AEP Span; mechanically fastened over ½” protection board and rigid insulation (R-30). 20-year weathertight warranty.

**B3020 Roof Openings**

- Option 0A - Clerestory windows as shown on the perspective drawings.
- Roof Access:
  - Provide fixed FL Series roof access ladder with Extend-A-Rail post extension, and roof hatch by Precision Ladders, LLC

**C. INTERIORS****C10 INTERIOR CONSTRUCTION****C1010 Partitions**

- Option 0A & 1: Metal framing with gypsum wall board with acoustical batt insulation, typical unless noted otherwise.
- Option 2: 2x wood framing with gypsum wallboard, typical unless noted otherwise.
- Acoustical insulation in all interior walls, typical.
- Interior walls run to bottom of structural decking, typical.
- Wall Furring: Interior furred walls made of 2” polystyrene rigid insulation, 1” air gap, 2x wood studs with R-15 batt insulation and 5/8” gypsum board, painted.

**C1020 Interior Doors**

- Solid wood doors: Solid core, stain grade wood veneer doors with painted, fully welded hollow metal frames. Finish Natural Cherry, aged, stained to match architect’s sample.
- Steel doors and fully welded frames: Painted.
- Hardware: Schlage ND series typical at interior wood doors. Panic hardware at all exterior doors and doors from Administration side into Apparatus Bay Finish brushed nickel.

#### Interior Glazing

- Interior Relites: Frameless butt glazing, width and height per plans. See floor plans for extent.

#### C1030 Fittings

- Interior signage: Provide allowance for code required.
- Lockers and Shelving: Provide 24” wide, fixed system by Ready-Rack, Inc. See floor plans for extent.
- Toilet Accessories: Bobrick Contour Series. Provide combination trash/automatic paper towel dispenser, soap dispensers at vanities, toilet stall accessories typical per restroom.

#### C20 STAIRS – NOT USED

#### C30 INTERIOR FINISHES

##### C3010 Wall Finishes

- All walls to receive Level 3 finish with two coats of paint over a primer coat (3 coats total), typical unless noted otherwise. Assume two accent paint colors, location TBD.
- FRP on wet walls to 3’-0” AFF in Janitor’s closets.
- Wall Furring: Interior furred walls made of 2” polystyrene rigid insulation, 1” air gap, 2x wood studs with R-15 batt insulation and 5/8” gypsum board, painted.

##### C3020 Floor Finishes

- Carpet tiles at multipurpose room, offices, and conference rooms.
- Polished concrete throughout the administration area and all corridors and restrooms/
- Sealed concrete throughout the apparatus bay and apparatus bay support rooms.
- Walk off mat to be provided at every exterior entry as well as between apparatus bay and administration entry.

##### C3030 Ceiling Finishes

- Assume 10' ceiling height at all locations where not otherwise defined.
- Suspended acoustical ceiling:
  - Typical: SAT-1: Armstrong, Dune 2'-0"x2'-0" Tegular
- Open to Structure:
  - Apparatus Bay Typical: Painted structure, piping, ductwork, SAT cabling, typical where exposed.

## **D. SERVICES**

### **D20 PLUMBING**

#### **D2010 Plumbing Fixtures (ADA compliant as appropriate) – See product sheets**

- Water Closets: Porcelain, floor-mounted, provided with manual 1.28 GPF flushometer valves. Public water closets will be sensor-operated
- Lavatories: Porcelain, wall-mounted sinks with trap guards at restrooms.
- Sinks: Stainless steel, self-rimming. No garbage disposals will be provided.
- Faucets:
  - Two-handle faucets with wrist blades and chrome finish.
  - Public faucets will be sensor-operated.
- Showers: solid surface shower walls and receptor, adaptable for ADA.
- Mop sinks: Terrazzo construction with stainless steel rim guards
- Emergency Shower: An emergency shower and eyewash will be provided in the Apparatus Bay near the Decon Room. It will be supplied from an emergency mixing valve assembly.

#### **D2020 Domestic Water Distribution**

- Domestic cold water distributed to plumbing fixtures at an initial pressure between 50 and 80 psi using Type L copper piping above grade with lead-free solder joints, Type K copper piping below grade with brazed joints.
- PEX water piping will be accepted for sizes 2-inch and smaller.
- The domestic hot water will be provided by a central natural gas fired high efficiency water heater system with circulation system. The recirculation pump will be monitored by the BAS system.
- Hose bibbs will be provided at each end of the Apparatus Bay. There will also be hose bibbs place at 100-foot intervals around the perimeter of the Station.

#### **D2030 Sanitary Waste & Vent**

- Cast iron sanitary and storm sewer piping with heavy-duty couplings used to collect waste from plumbing fixtures and connect to building's sewer service. Solid-core PVC pipe will be accepted for sanitary vents and trap arms.
- Piping systems are to be provided with cleanouts at every 135 degree change in direction and at the upper terminal of each branch line.

- The trench drains within the Apparatus Bay will be connected to an oil/water separator prior to connecting to sanitary sewer.
- Electronic trap primers will be provided.

D2040 Storm Drainage

- Interior roof drains, cast iron piping with no-hub bands.
- Roof overflow drains to daylight to the exterior of the building, primary roof drains will connect to the site storm water system.

D2090 Other Plumbing Systems

- Natural gas distributed to mechanical units, Bar-B-Q, and water heater at 2 psi. Steel piping distributed below roof deck and within ceiling spaces, welded construction within return air plenums.
- Shop air compressor will be provided. There will be a vertical receiver with an air compressor mounted on top.
- 3/4-inch hose reels located in the ceiling over the fire trucks.

D30 HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

D3050 Variable Refrigerant Volume (VRV) with Heat Recovery Ventilator (HRV), Gas Fired Radiant Heat, Electric Heat, and Exhaust

- Heating and cooling will be provided from one approximately 20 ton outdoor VRV heat recovery heat pump, connected to indoor fan coils and ceiling cassettes through refrigerant piping. Ventilation air will be ducted to occupied spaces from a single 1,200 cfm indoor HRV with fixed plate heat exchanger. Tempered ventilation air will be ducted to the inlet of the VRV fan coils and ceiling cassettes. The fan coils will be ducted to individual zones. Exhaust air will be ducted from the HRV to restrooms and Turnouts Ceiling fans will be provided in the Kitchen.
- The Apparatus Bay will be heated by low intensity gas fired radiant heat. The radiant heating system will be interlocked with the overhead doors to be turned off when the doors are opened. General exhaust will be provided by a inline exhaust fan controlled by wall-mounted push button, CO, NO<sub>2</sub>, and opening/closing of the overhead doors. Space temperatures will be maintained between 60 and 65 degrees F during heating. There will be no mechanical cooling for this space.
- A residential range hood will be provided over the cooktop in the Kitchen.
- Shop will be provided with an electric unit heater suspended from the ceiling. The Shop will also be provided with a cabinet exhaust fan, discharging directly to the outdoors, pulling make-up air from the Apparatus Bay. Electrical room will be provided with an electric wall heater.
- Indoor design temperatures maintained between 70 and 75 degrees F year-round for spaces served by the VRV system.



- Low-pressure ductwork will be sized at 0.08” of water column and no more than 750 feet per minute (FPM). All sheet metal design and installation will be per SMACNA standards. Flexible duct is not allowed in exposed areas.

#### D3060 HVAC Instrumentation and Controls

- HVAC controls will consist of a series of controllers provided by the VRV manufacturer. The control system will offer trending, scheduling, downloading memory to field devices, real-time “live” graphic programs, parameter changes of properties, set point adjustments, alarm/event information, confirmation of operators, and execution of global commands. Fire alarm systems, security systems and elevator systems shall not be controlled by the HVAC control system. The control system will directly control indoor fan coils, outdoor unit, and HRV.
- Heating and cooling energy in each zone shall be controlled by a temperature sensor located in that zone. Independent perimeter systems will have at least one temperature sensor for each perimeter zone. A 5°F dead band will be used between independent heating and cooling operations within the same zone.
- Controls for the various operating conditions must include maintaining pressurization requirements.
- General exhaust for the Apparatus Bay will be controlled through a wall-mounted push button, CO or NO2 sensor, or door opening
- Ducted VRV fan coil unit controls serving Turnouts will be set up for heating only.
- Electric heaters and individual exhaust fans will be locally controlled.
- Lighting control shall be accomplished by use of separate control equipment that is not connected to the HVAC control system.

#### D3070 Air Distribution

- All ductwork sheet metal will be galvanized.
- Return air ducts, supply air ducts, and general exhaust ducts: SMACNA low pressure duct standards (0” to 2”).
- All supply, return, and exhaust ducts will be sealed for a maximum of class per SMACNA.
- All supply ducts upstream of terminal boxes will be leak and pressure tested for a maximum of class per SMACNA.
- Flexible Ducts: Pre-insulated with vapor barrier, used for diffuser connection and in concealed ceiling space only.
- Insulation for Ductwork:
  - Concealed supply and return ducts: R-8, 1-1/2” thick fiberglass blanket duct wrap with foil facing.
  - Exposed supply and return ducts: Insulation is not required for ductwork exposed in conditioned space.
  - Internal duct liner: 1-inch thick, Armaflex.
  - Exhaust ducts: Not insulated except for acoustic liner where required.

- **Balancing Dampers:** Adjustable balancing dampers in each branch take-off for proper control of balancing of the air distribution system will be provided. All operating levers will be readily accessible and be of extended type so as to not be in contact with insulation. Where dampers are inaccessible for adjustment, ceiling flush mounted concealed damper regulators with rod extension to damper, and die cast gears, as manufactured by Ventlock and Young Regulator, or equal will be provided. Dampers will be Ruskin, Johnson, or equal.
- **Seismic Restraints:** Piping, ductwork, and equipment will be provided with adequate restraints conforming to the Oregon Structural Specialty Code.

#### D3080 Testing, Adjusting, and Balancing

- An independent testing and balancing contractor will be required (as a sub-contractor to the general contractor), AABC certified to balance all air and water systems and heating and cooling equipment to the required quantities; and to verify the capacity and operating conditions of each piece of equipment.
- They will submit detailed test procedures, forms, etc. for approval prior to beginning the work.
- After balancing is complete and all airflows have been balanced to within +/- 5% of design airflow, the contractor shall submit three complete balance reports.

#### D40 FIRE PROTECTION

##### D4010 Sprinklers

- The fire sprinkler system design will be performed by the contractor and will be hydraulically designed.
- The building will be provided with a wet pipe system per NFPA 13, International Building Code, local building codes and Fire Marshal requirements. Areas subject to freezing, such as overhangs, canopies and unconditioned spaces, will be protected with a dry pipe system or dry sprinklers.
- Sprinklers, valves, switches, pipe, fittings, backflow preventers, hangers, sway braces and the like will be UL Listed or FM Global Approved for fire protection.
- There will be a new water service to the building. A double check valve backflow prevention assembly, listed for fire protection will be provided between the fire sprinkler system and the public water supply connection.
- It is anticipated that the backflow device will be located in a vault on site near the city water connection or at the main sprinkler riser. If located in an outside vault, the vault will be provided with a sump pump or other method of gravity drainage.
- The backflow preventer control valves will be electrically supervised by the fire alarm system.
- The fire sprinkler main riser will be located immediately adjacent to an exterior wall. If the fire sprinkler riser is located in a room with immediate exterior access, the system control valve can be located at the riser and no yard or wall PIV will be required.

- A fire department connection (“FDC”) with check valve and method of drainage will be provided.
- Black steel piping will be used for wet and dry sprinklers systems. Piping will be concealed where possible.
- Quick response sprinklers will be provided throughout. Finishes will be white polyester, with white polyester escutcheons, or as coordinated with the architect. Recessed sprinklers will be provided.
- Where sprinkler heads are installed in suspended ceilings a flexible sprinkler connection will be provided between the branch line(s) and the sprinkler(s). . Alternately, suspended ceilings will have sprinkler penetrations two inches larger than the sprinkler to accommodate seismic requirements and will be provided with large escutcheons.
- Seismic sway bracing, interval-and end-of-branch line restraints will be provided for the sprinkler system.
- Apparatus Bay and Equipment/Storage areas will be an Ordinary Hazard Group 2 density.
- Administrative areas will be a Light Hazard density.
- Electrical connections and wiring will be provided for a complete and operable fire protection system, including, but not limited to valve supervisory switches, flow alarms, etc. Audible electric sprinkler flow alarms on the exterior of the building will be provided. Supervisory switches, flow switches, pressure switches, and the like will be monitored by the fire alarm system.

## D50 ELECTRICAL

### D5010 Electrical Service and Distribution

- The building will be served with by an 600amp, 120/208V, 3 phase service with a single utility meter.
- A main electrical room will provide distribution to the building with branch panelboards spaced throughout the facility. Provide all branch panels shown in one-line diagram.
- Lighting will be served at 120V. Provide electrical connections for HVAC units as required by mechanical design. Provide duplex receptacles on 25 foot centers in shell spaces; provide GFCI duplex receptacles in all bathrooms.
- Emergency power will be provided from a 150 Kilowatt diesel fuel generator with base tank adequately sized to serve the life safety loads as well as loads designated by Owner as requiring emergency backup. Provide two automatic transfer switches, one to serve “normal” power loads and one to serve “life safety” loads.
- Anticipated Emergency Loads are
  - Life Safety Power:
    - Egress Lighting.
    - Exit signs.
    - Exterior lighting at exits.
    - Fire Alarm Control Panel.

- Standby Power:
  - Remainder of building electrical loads
- Provide receptacles and branch wiring to accommodate furniture layout. Provide receptacles on 10 foot centers in all office areas and 25 foot centers in corridors and public areas.
- Provide grounding conductor in all branch circuits.

#### D5020 Lighting and Branch Wiring

- Electrical, Mechanical and Fire Sprinkler rooms: Provide industrial LED luminaires with wireguards in the following areas to provide 20 footcandles.
- Lobby Areas and Public Corridors: Recessed LED narrow slot fixtures, downlights and pendant lights. Provide LED wall mounted linear fixtures to highlight photos, displays and art.
- Conference Rooms: Provide dimmable decorative linear LED direct/indirect pendant mounted fixture.
- Reception: Recessed linear LED Slot lighting.
- Corridors: LED pendant fixture.
- Offices: Provide in each space LED recessed 2x2 volumetric troffer luminaires with direct illumination spaced on 8'x8' array.
- Kitchen, Copy, Work, Apparatus Support Rooms: Provide in each space LED recessed 2x2 volumetric troffer luminaires with direct illumination spaced on 10'x10' array.
- Emergency Lighting: Provide emergency lighting of one footcandle average maintained throughout exit pathway.
- Switches: Provide switching in each of the following rooms:
  - Occupancy sensor in Janitor rooms
  - Wall switch in Electrical rooms
  - Wall switch in Fire Sprinkler room
  - Occupancy sensors in open office areas
  - Switched occupancy sensors in private office areas
  - Occupancy sensors in all storage rooms
  - Dimmable controls in all conference rooms

#### D5030 Communication and Security

- A microprocessor-based, analog-addressable fire detection and alarm system will be installed to provide protection for both the building occupants and the property.
- System annunciation will be located in the main entrance for fire department responders.
- Off-site notification will be provided.
- The system will utilize ADA compliant visual notification appliances with Temporal-3 audible alert throughout the building.

- Area smoke detectors will be installed in electrical rooms, telephone/data rooms, corridors, and remaining spaces as required by code. Duct-mounted smoke detectors will be installed as required by code for the air handling systems. Single-action manual pull stations will be installed at all emergency exits.
- The system will monitor the fire protection sprinkler system status.
- The system will have emergency generator backup as well as 24 hours of battery backup power in normal mode, five minutes of battery backup in alarm mode.
- Extend detection, notification and monitoring to all spaces as required by code.
- The system will utilize ADA compliant visual notification appliances with Temporal-3 audible alert throughout the building.
- Area smoke detectors will be installed in corridors, offices, open offices, conference rooms and remaining spaces as required by code. Duct-mounted smoke detectors will be installed as required by code for the air handling systems. Single-action manual pull stations will be installed at all emergency exits.

#### PATHWAYS FOR COMMUNICATIONS SYSTEMS

- (1) 4-inch conduit will be installed from the Telecom Room to the City
- Wire Basket style cable tray will be provided in accessible ceiling space in the corridors. The wire basket tray will be mounted to structure with trapeze style supports.
- Category rated J-hooks are required for lower density areas where cable is not routed in cable tray to bundle cables together in a common path. EMT conduit will be provided over inaccessible ceiling spaces. Metallic 2-5/8-inch by 4-inch square, 2-gang outlet boxes with single gang adapters with 1-inch metallic conduit/raceways to accessible ceiling space will be provided for routing and termination of low voltage cabling.
- A conduit pathway will be provided from the Telecom Room to the rooftop antennas.
- Raceway installed per ANSI/TIA/EIA-569-C standards.

#### VOICE, DATA, and CATV HORIZONTAL CABLING INFRASTRUCTURE

- This facility will be cabled with 4-pair unshielded twisted pair (UTP) Category 6 voice and data network cabling. The design and will require that the successful bidder submit at least a 20-year, end-to-end solution warranty for the completed installation of these products. Each telecommunications outlet will consist of three 8-pin connector modules. Each outlet will be capable of delivering voice or data as selected by the Owner. These locations will be coordinated with the Owner to ensure exact placement as needed.
- Each wireless outlet will be cabled with Category 6 cabling and consist of one cable per outlet. All WAPS are furnished and installed by the City.

- Each outlet will also be capable of accepting a CATV insert/cable as required by the Owner. The CATV insert will be modular and designed to be used in the modular faceplate selected. The CATV outlet locations will utilize RG-6 Quadshield coaxial cable. The specific location requirements will be coordinated with the Owner. Amplifiers and splitters will be specified as required to maintain video signal integrity to each outlet.

#### RACKS

- The Storage room will consist of 8'H x19"W standalone equipment racks to support horizontal cable installation as well as Owner-provided network equipment. Quantities to be determined during design phase based on total number of cables and the amount of Owner provided and installed equipment.

#### WIRE MANAGEMENT

- All equipment racks will have one 6-inch vertical wire manager on each end and in between each equipment rack.
- All equipment racks will have one single unit horizontal wire manager at the top and bottom of each column of patch panels and equipment, and one double unit horizontal wire manager in between each patch panel. Wire managers will be Siemens.

#### ELECTRONIC ACCESS CONTROL and INTRUSION DETECTION

- Card readers will be placed at all exterior entrances, interior doors from the Lobby, the telecom room and two exterior gates. Card readers will be keypad/proximity combination units.
- Door contacts will be placed on all exterior doors and all card access controlled doors for door position monitoring. This system allows the Owner to ensure all doors are securely closed. The access control system is AMAG.

#### AUDIO-VISUAL SYSTEMS

- The Kitchen and conference room will have an HDMI connection from the flat screen location to a wall outlet. The flat screen is Owner furnished Contractor installed.
- The multipurpose room will have a wall mounted short throw projector system installed on the teaching wall.

#### PAGING AND INTERCOM SYSTEMS

- A push button intercom will be installed at the front door. The intercom will have the ability to be programmed to call outside the station if needed.
- A zoned paging system will be provided throughout the facility

## PROGRAMMING AND DESIGN NOTES

- Additional programming information will be garnered from the Owner in further coordination meetings. Design reviews with the City’s technology staff will be accomplished to confirm device location and quantities.

### D60 FIRE ALARM

#### D6010 Addressable Fire Alarm System

- The fire alarm system design will be by the contractor and will be a deferred submittal.
- An automatic, addressable fire alarm system will be provided to meet the requirements of the adopted editions of the International Building Code and International Fire Code, with Washington Amendments, NFPA 72, and the City of Stevenson, Washington.
- The fire alarm system will provide system alarm, supervisory and trouble signal monitoring, and alarm notification for the building. A communicating transmitter will facilitate off-premises monitoring of the individual signals to a listed central station facility. The system will have batteries to provide a secondary power source in case of primary power loss to the control panel or any remote power supply.
- A fire alarm annunciator will be located in the main entrance.
- The system will utilize ADA compliant visual notification appliances in common use and public areas. Audible notification appliances will be provided throughout the building to meet audibility requirements of NFPA 72.
- Area smoke detectors will be installed in spaces as required by code as well as electrical rooms, telephone/data rooms and corridors and spaces open to corridors. Combination fire alarm system smoke/carbon monoxide detectors will be installed in sleeping rooms and in common spaces as required by code. Low frequency sounder bases will be provided in all sleeping rooms. Duct-mounted smoke detectors will be installed as required by code for the air handling systems and for fire/smoke dampers. Single-action manual pull stations will be installed at all exits and entrances to enclosed exit stairwells.
- Activation of system smoke detectors, manual pull stations, sprinkler water flow switches and suppression systems will initiate alarm signals on the fire alarm control panel (FACP) and fire alarm annunciator (FAA), and activate the audible and visual notification appliances throughout the building. Activation of sprinkler tamper switches and HVAC duct smoke detectors will initiate supervisory signals, which will announce on the FACP and the FAA.
- Control outputs will be provided for fire safety functions, such as air handler shut down, fire smoke damper closure, fire door release and elevator control.

## E. EQUIPMENT AND FURNISHINGS

## E10 EQUIPMENT

## E1010 Commercial Equipment

- Office equipment (TBD)
- Video conference equipment provided by Owner, installed by Contractor.
- Provide allowance for blocking for all OFCI equipment.

## E1020 Institutional Equipment – NOT USED

## E1030 Vehicular Equipment – NOT USED

## E1090 Other Equipment

- Kitchen Equipment provided by Owner, installed by Contractor, including the following:
  - (1) commercial refrigerator
  - (1) commercial ice machine
  - (1) stove with hood
  - (1) microwaves
  - (1) dishwasher
  - (1) clothes washing machine
  - (1) clothes dryer

## E20 FURNISHINGS

## E2010 Fixed Furnishings

- Casework: (uppers, counter, lowers)
  - Typical Countertops: Plastic Laminate, Solid Surface or Quartz (at sink locations), countertops.
- Typical Cabinet Vertical Surfaces: Plastic laminate.
- Mirrors:
  - 4'-6"H frameless mirrors, full length of counters (Men's and Women's Restrooms and Shower Rooms)
- Window Treatments:
  - Hunter Douglas roller shades with PVC-free fabric at all exterior windows.
  - Hunter Douglas roller shades, blackout at Multi Purpose Rooms windows.

## E2020 Movable Furnishings – NOT USED

**F. SPECIAL CONSTRUCTION AND DEMOLITION**

## F10 SPECIAL CONSTRUCTION – NOT USED



F20 SELECTIVE DEMOLITION – NOT USED

**G. BUILDING SITEWORK**

G10 SITE PREPARATION

G1010 Site Clearing

- Removal of existing trees and landscaping. Some trees and landscaping will remain with the proposed site improvements.
- Wetland mitigation as required, including some liquefaction as identified in the Geotechnical Report.

G1020 Site Demolition and Relocations – NOT USED

G1030 Site Earthwork

- Preparation on building footings and slab subgrade. Grading also includes that required for parking lot and sidewalk subgrades. Additional grading as required for landscaped areas.
- Retaining wall will be required along the northern – keystone retaining wall to be engineered as required per grading.

G1040 Hazardous Waste Remediation – NOT USED

G20 SITE IMPROVEMENTS

G2010 Roadways

- Provide new curb, sidewalk and street trees as described below and in the geotechnical report.

G2020 Parking Lots

- Asphalt, concrete curbs, striping and signage. See geotechnical report for cross section recommendations.
- Drive aisles to be as identified on the site plan concrete where shown. See geotechnical report for cross section recommendations.

G2030 Pedestrian Paving

- To extend the full length of SW Rock Creek Drive and to tie into any existing sidewalk present.

G2040 Site Development

- Optional Cost: Secure Parking lot to the north of the fire hall
- Trash enclosure to be constructed of 6ft tall Structural Brick masonry wall with steel fabricated gate leaves.
- Provide concrete retaining walls at SW property area adjacent to back drive aisle
- Provide one flag pole for station.
  - Size: 1x 35ft

G2040 Security Enclosure – NOT USED

G2050 Landscaping

- See site drawings for basic lawn and native landscape on the site.

G30 SITE CIVIL / MECHANICAL UTILITIES

G3010 Water Supply

- Site survey not available, assumed connection at SW Rock Creek Drive

G3020 Sanitary Sewer

- Site survey not available, assumed connection at SW Rock Creek Drive

G3030 Storm Sewer

- Roof areas drain to flow through planters with overflow to drywells.
- Parking area sheet flow to catch basins and piped to onsite treatment areas.

G40 SITE ELECTRICAL UTILITIES

G4010 Electrical Distribution

G4020 Site Lighting

- Parking lot; provide 250W Induction luminaire on 20 foot pole.
- Provide 12 Ft. Pedestrian lights along walking paths and building entry paths.

G4030 Site Communications and Security

- Allowance to be provided

G4090 Other Site Electrical Utilities

- Emergency generator as noted above.

G4090 Other Site Electrical Utilities

G90 OTHER SITE CONSTRUCTION

G9010 Service Tunnels – NOT USED

G9090 Other Site Systems

- Irrigation system (fully automatic irrigation system at all planting area providing 100% coverage with current technology water conservation features). Irrigation system to be temporary system to be shut down and/or removed at a maximum of 18 months.

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# Appendix C: Site Report

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## Site Assessment



## City of Stevenson New Fire Station

Prepared for  
**City of Stevenson**  
Stevenson, Washington

January 2019



## **Site Assessment**

**City of Stevenson  
New Fire Station**

**Submitted to**

**City of Stevenson  
Stevenson, Washington**

**January 2019**

**Submitted by**

**BergerABAM  
210 East 13th Street, Suite 300  
Vancouver, Washington 98660**

**A19.0048.00**

**SITE ASSESSMENT**

**City of Stevenson  
New Fire Station**

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**SITE ASSESSMENT  
CITY OF STEVENSON  
NEW FIRE STATION**

## **1.0 INTRODUCTION**

The City of Stevenson (City) has contracted with Mackenzie to assess the feasibility of developing a previously purchased site with a new fire station and accessory uses such as parking, circulation, and landscaped areas. If constructed, the new fire station would serve the City and Skamania County Fire District 2 and would replace the existing fire station located at 160 First Street in downtown Stevenson. The existing station has been home to the department's activities since 1912 and has housed its equipment since 1967. Population growth and time highlight its shortcomings, including the structural deficiencies exposed by a minor collision in 2011 that damaged one of the City's trucks and the building.

The City conducted a needs assessment in 2013 led by its consultant, Rice Fergus Miller, to identify a building footprint that would meet its needs and to determine whether a new fire hall could be shared with other emergency service providers, including the Skamania County Hospital District, Skamania County Department of Emergency Management, Skamania County Fire District 2, and the Stevenson Volunteer Fire Department. The Hospital District later decided that colocation with the other service providers would not serve its best interests and the footprint of the 2013 study no longer applied. In 2015–2016, the City led a process with key stakeholders to reevaluate the required building footprint and to select a site to meet the Fire Department's needs. Their findings were contained in the Stevenson Fire Hall Strike Team Report. The report recommends a 9,700-square-foot facility with room to expand to over 11,000 square feet.

In 2017, the City purchased property located near the intersection of Foster Creek Road and SW Rock Creek Drive on Parcel No. 020702003100, immediately across the street from the Rock Cove Assisted Living Community. As part of Mackenzie's team, BergerABAM is assisting the City by completing this site assessment to evaluate the required permits, development standards, permitting schedule, and fees involved in developing the site for a new fire station.

## **2.0 EXISTING CONDITIONS**

The 3.45-acre subject site is triangular and characterized by thick vegetation and trees on its southern, western, and northern portions. The eastern portion has an existing circular gravel entrance within a cleared area. The gravel entrance road crosses the site from SW Rock Creek Drive and heads southwest where it connects to Foster Creek Road. Overhead power lines parallel both SW Rock Creek Drive and Foster Creek Road. The site is otherwise unimproved. The City's comprehensive plan maps show water lines in both Rock Creek Drive and Foster Creek Road. The City's sewer map shows that the site is within the City's sewer service area.

## **2.1 Comprehensive Plan and Zoning**

The site is designated as Low Intensity Trade (LIT) by the City's future land use map (2013). This designation is intended to allow auto-oriented regional tourism and service industries to coexist in the same area with recreational and public/institutional uses.

The site is zoned Commercial Recreation (CR) on the City's zoning map (2016). The CR zone is implemented in areas designated LIT on the future land use map. According to the City's zoning ordinance (Stevenson Municipal Code [SMC] Title 17), trade districts are intended to "ensure that the local business community remains a healthy component of Stevenson's economy."

## **2.2 Natural Features, Critical and Sensitive Areas**

The site slopes downhill from west to east with slopes exceeding 25 percent along the northern, western, and southern property boundaries in some locations (see Appendix A for site maps). Slopes level off in the central, eastern portion of the site in the cleared area where the existing gravel entrance drive is located. The site also slopes slightly downhill from south to north. The Natural Resource Conservation Service (NRCS) Web Soil Survey maps the on-site soils as Steever stony clay loam (2 to 30 percent slopes), a well-drained, non-hydric soil. Vegetation varies across the site and can be categorized by forested and grassy cleared areas. Vegetation in the forested areas generally consists of a combination of coniferous and deciduous tree species and an understory of woody shrubs. Vegetation along the roadside and in the cleared areas has been disturbed and consists of common facultative grasses, herbaceous species, and wetland plants.

### **2.2.1 Wetlands**

The City's critical areas and geologic hazards map indicate the presence of a small, palustrine emergent (PEM) wetland located in the northeastern site area. Neither the National Wetland Inventory (NWI) online mapper nor Skamania County MapSifter indicates the presence of wetlands within or close to the study area. On 15 November 2018, two BergerABAM wetland scientists visited the site, conducted a wetland field investigation, and documented their findings in a wetland delineation and assessment (Appendix B). The scientists identified one wetland (Wetland A) on the northeastern part of the project site. They classified the wetland as a Category IV (lowest quality), palustrine scrub-shrub (PSS) wetland of 0.01 acre (587 square feet) with a habitat rating of 3 points.

### **2.2.2 Fish and Wildlife Habitat Conservation Areas**

The wetlands and stream habitat areas map (Map 4.9) in the City's comprehensive plan shows an unnamed stream of unknown classification along the site's eastern boundary paralleling SW Rock Creek Drive. Neither the Washington State Department of Natural Resources (DNR) online Forest Practices Application Mapping Tool nor the United States Geologic Survey (USGS) online National Map shows a stream in this location. Additionally, the City's critical areas and geologic hazards map does not show any streams on or adjacent to the site. The BergerABAM scientists' wetland site visit did not identify any streams that would be subject to regulation by the City, state, or federal

agencies. Given that neither DNR nor USGS shows a stream located on the site and the BergerABAM scientists did not locate a stream during their site visit, this report presumes that none is present and that there are no regulated riparian or aquatic habitat conservation areas on the site. Likewise, the Washington Department of Fish and Wildlife (WDFW) online mapping tool, PHS on the Web, shows no non-riparian habitat, such as Oregon white oak, on the site.

A review of the U.S. Fish and Wildlife Service (USFWS) online application Information for Planning and Consultation (IPaC) indicates that one endangered species, three threatened species, and one proposed threatened species do, or may, occur within the boundaries of the project area. They are:

- Gray wolf (*Canis lupus*) – Endangered
- Northern spotted owl (*Strix occidentalis caurina*) – Threatened
- Yellow-billed cuckoo (*Coccyzus americanus*) – Threatened
- Bull trout (*Salvelinus confluentus*) – Threatened
- North American wolverine (*Gulo luscus*) – Proposed Threatened

The IPaC website states

*The primary information used to generate a species list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population, even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near a project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.*

The Washington Natural Heritage Program's website states that currently there are nearly 400 plants and nonvascular species with conservation status in the state, 11 of which are also listed under the Endangered Species Act (ESA) as either endangered or threatened. Review of the USFWS website Environmental Conservation Online System shows that no threatened or endangered plant species occur or have been identified within Skamania County. In addition, the BergerABAM scientists observed no threatened or endangered plant species during their site visit.

Based on this information, BergerABAM presumes there are no fish and wildlife habitat conservation critical areas on the site.

### **2.2.3 Geologically Hazardous Areas**

#### ***Landslide and Erosion Hazards***

The City's critical areas and geologic hazards map shows potential landslide hazards and slopes 25 percent or steeper near the western and southern property boundaries on

the site. In addition, Map 4.11 of the comprehensive plan shows slopes 25 percent or greater on the site near the southern tip and northeastern corner of the property. These slopes are classified as moderately hazardous landslide areas in Table SMC 18.13.090-1. The 2018 DNR digital landslide inventory of the Columbia River Gorge identifies landslide deposits covering the entire site, as is the case with much of Stevenson and the surrounding area.

GN Northern, Inc. completed a geotechnical investigation in December 2018 of the site (Appendix C) and concurs that the site is classified as a moderate hazard.

According to NRCS, erosion hazards are not mapped on the site. The GN Northern report indicates that, even in the absence of erosion-prone soils, the site may be susceptible to erosion because of the steepness and length of the slopes on the site. However, because the City's critical area regulations rely on NRCS mapping, BergerABAM does not consider that there are erosion hazard critical areas subject to regulation on the site.

### *Seismic Hazards*

The site is mapped as site class "D" by the Site Class Map of Skamania County, Washington (Palmer et al., 2004). The GN Northern report notes that the Liquefaction Susceptibility Map of Skamania County, Washington (Palmer et al., 2004) designates the site as having a low to moderate relative susceptibility of liquefaction. The City's critical areas ordinance identifies that Site Class D is considered a seismic hazard for residential construction, but the ordinance does not specifically identify the seismic design category or liquefaction category considered to be a seismic hazard for non-residential construction. GN Northern stated that a detailed assessment of the liquefaction potential at the site was beyond the scope of its investigation. Critical facilities such as fire stations are commonly subject to seismic design requirements. Thus, for the purposes of this site assessment report, BergerABAM presumes that the site is located within a seismic hazard area, and that a critical areas permit must be obtained for its development, which must meet the seismic design requirements of the critical areas ordinance.

#### **2.2.4 Other Critical Areas**

The City and the Federal Emergency Management Agency (FEMA) do not map critical aquifer recharge areas and special flood hazard areas on the subject site. FEMA's online Flood Insurance Rate Map panels do not include the subject site. However, FEMA is in the process of updating flood hazard mapping for Skamania County. Their new mapping, which covers the area of the subject site, indicates there is no floodplain on the site (see Appendix A). The nearest floodplain is located east of the subject site across Rock Creek Drive along Rock Cove.

For the above reasons, critical aquifer and floodplain critical areas are assumed not to be present on the site and are not discussed further in this report.

### **2.2.5 Shoreline Jurisdiction**

Rock Cove, located east of the site, is a regulated shoreline waterbody per Revised Code of Washington 90.58.020(2)(e). The City is currently in the process of updating its adopted shoreline master program (SMP), which dates to 1975. The City adopted Skamania County's SMP, which designates shorelines as all lands within 200 feet of the ordinary high water mark of shoreline waterbodies. The City's draft SMP, which is expected to be adopted in September 2018, contains a shoreline jurisdiction map. In both the existing SMP and draft SMP update, the site falls outside shoreline jurisdiction.

### **2.2.6 Archaeological and Cultural Resources**

The Washington Department of Archaeology and Historic Preservation's (DAHP) Washington Information System for Architectural and Archaeological Records Data (WISAARD) online mapping system indicates the site is mapped as "High Risk" for discovery of archaeological and/or historic resources and highly advises that a survey be completed. The City does not have an archaeological review process. The Washington State Governor's Executive Order 05-05 requires all state-funded capital projects to undergo archaeological review. Given that state resources may be used for the construction of the fire station and there is a high probability for encountering archaeological resources on the site, BergerABAM recommends that an archaeological assessment and/or survey be completed for the project site.

## **2.3 Transportation and Utility Infrastructure**

The City's comprehensive plan streets map (Map 4.6) designates both SW Rock Creek Drive and Foster Creek Road as rural major collectors. According to the City's "Engineering Standards for Public Works Construction" (updated 2016), major collectors have a 60-foot right of way including two drive lanes, two parking lanes, and sidewalks and planter strips on each side. There is an existing gravel turnaround serving the site that will need to be improved in accordance with the standards in section 4.6.2 of this report.

Based on as-built information from the City, there is a 4-inch sewer lateral stubbed out for the subject parcel that is located approximately 40 feet north of the northernmost driveway on Rock Creek Drive. There is an 8-inch ductile iron water line on Ray Allen Road and a 6-inch ductile iron water line on Rock Creek Drive.

Skamania Public Utility District (PUD) is the electricity purveyor. Electrical infrastructure includes overhead lines in both Foster Creek Road and SW Rock Creek Drive adjacent to the site. Skamania PUD stated that the amperage of the lines is unknown until a load calculation is performed during a site survey. According to the PUD, connection to power would likely come from the Rock Creek Drive line.

Internet providers serving the site include Wave Broadband and CenturyLink. Wave Broadband has coaxial cable adjacent to the site in SW Rock Creek Drive with speeds of up to 250 megabits per second. Wave stated that fiber-optic line is not currently available to the site, but could be constructed, if requested. Costs to construct a fiber-



optic line would be determined in consultation with Wave representatives. CenturyLink reports that they have coaxial cable in Foster Creek Road and SW Rock Creek Drive and, additionally, have fiber-optic cable in Rock Creek Drive. The CenturyLink coaxial cable has speeds of 20 megabits per second and the fiber-optic cable of up to 1 gigabit per second.

### **3.0 PERMIT ASSESSMENT**

This section of the report identifies the federal, state and City permits that may be required to construct a new fire station at the subject site. The permit assessment is based on a review of the City's zoning (SMC Title 17) and critical areas ordinances (SMC Chapter 18.13), and BergerABAM's knowledge and experience with state and federal permitting requirements, as well as our site visit. The potentially required permits, review agencies, permit triggers, submittal requirements, and review timelines are summarized in Table 1 in section 3.4. The permit assessment is based on the schematic site plan provided by Mackenzie. Should the schematic site plan change, the requirement for different permits may be triggered, and BergerABAM recommends updating the permit assessment.

#### **3.1 Federal Permits**

##### **3.1.1 Section 404 Clean Water Act**

A Clean Water Act (CWA) Section 404 permit is administered by the U.S. Army Corps of Engineers (USACE). This permit is required for the discharge of dredged or fill material into waters of the United States such as may be required for impacts to the on-site wetland. If project site plans change and impacts to the wetland are proposed, it may be necessary to obtain a Section 404 permit.

Any proposed impacts to the on-site wetland would require the completion of a Joint Aquatic Resources Permit Application (JARPA) and the same information would be used for a USACE permit in accordance with Section 404 of the CWA. The items that must accompany the application include completed USACE forms, background information in the form of supporting documents (wetland and waterbodies delineation, habitat assessment, revegetation plan, engineering plans, etc.), and graphics.

##### **3.1.2 Endangered Species Act and Magnuson-Stevens Fishery Conservation and Management Act**

Actions of federal agencies (i.e., issuance of federal permits) that may affect endangered species or designated critical habitat must be evaluated under Section 7 of the ESA. In addition, the action's effects on essential fish habitat must be considered in accordance with the Magnuson-Stevens Fishery Conservation and Management Act. Based on the lack of potential presence of ESA-listed species on the site, the project is not anticipated to undergo formal ESA Section 7 consultation.

##### **3.1.3 Section 106 National Historic Preservation Act**

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to determine how a proposed project may affect recorded or undiscovered cultural resources and/or historic properties within the permit area. Section 106 directs federal

agencies with jurisdiction over a proposed federal undertaking (i.e., federal permitting) to take into account the effect of the undertaking on any historic property listed, or eligible for listing, in the National Register of Historic Places. Compliance with Section 106 is a requirement of all Section 404 permits.

A cultural resource/historic property survey conducted by a professional archaeologist will be necessary before a Section 404 authorization can be completed. Applicants should be aware that Section 106 coordination and/or consultation may add significant time to the Section 404 permit application review process. A Section 106 permit will not be required if there are no impacts to the on-site wetland.

## **3.2 State Permits**

### **3.2.1 Section 401 Clean Water Act – Water Quality Certification**

Under Section 401 of the CWA, any activity involving a discharge into waters of the United States authorized by a federal permit must receive water quality certification from the Washington State Department of Ecology (Ecology). That agency is authorized to make 401 certification decisions for activities on all federal, public, and private lands in Washington. A Section 401 water quality certification is required if there will be impacts to the on-site wetland.

### **3.2.2 National Pollutant Discharge Elimination System –Construction Stormwater Permit**

Ecology regulates stormwater discharges during construction through the National Pollutant Discharge Elimination System (NPDES) permit program for disturbances greater than 1 acre. When this report was being written, information about whether site disturbance would exceed 1 acre was not available, so the applicability of this permit is unknown. However, if there will be more than 1 acre of site disturbance, an NPDES 1200 Construction Stormwater Permit will be required.

## **3.3 City of Stevenson Permits**

According to staff, the City typically reviews zoning, engineering, and building permits simultaneously. Because this project will require a conditional use permit, zoning and critical areas review will likely occur first. Applicants may optionally conduct a pre-application conference with the City. Each review/application process is discussed further below. Appendix D contains City application forms and fee schedules.

### **3.3.1 Pre-application Conference**

Pre-application conferences are an opportunity for applicants to present a preliminary development proposal to staff and receive informal feedback regarding the applicability of regulations and potential design changes required to make the development code-compliant. Pre-application conferences, although not required by the City, are encouraged and highly advised because they are occasions to obtain information as early as possible that may influence a project's design, permitting schedule, and/or review requirements.

### 3.3.2 Land Use Review

#### *Technical Completeness Review*

The City does not have a formal technical completeness review process. Staff indicates that technical completeness usually occurs within two weeks after applications are submitted. Materials must be submitted that correspond to the type of applications whose approval is being requested and based on the submittal requirements in the City's code and on its application forms.

#### *Conditional Use Permit*

Fire stations require the submittal and approval of a conditional use permit (CUP) application in the CR zone. The CUP process is a quasi-judicial review with final approval authority given to the Planning Commission after a public hearing. The Planning Commission must make a decision within 30 days following the public hearing (see SMC 17.39). According to the City's website, CUP decisions are anticipated within 50 days after an application is deemed fully complete.

#### *Critical Areas Permit*

The new fire station is likely to be located in a geologically hazardous area (landslide and seismic hazards) as discussed in section 2.2.3. The City's draft critical area ordinance requires critical areas permit review for any regulated activities "within, adjacent to, or likely to affect one or more critical areas or their buffers." Reports are required specific to the type of critical area impacted. Critical areas report(s) and other submittal requirements are listed in Table 1 and on the critical areas permit application in Appendix D. The permit process includes the completion of an application form and the submittal of site plans, a geotechnical assessment, and a geotechnical stabilization report. Critical areas reports must be prepared by qualified professionals (a geotechnical engineer). City staff is the final decision-making authority for critical areas permits. Critical area permits are valid for one year after the date of issuance, but City staff may grant an extension for an unspecified period of time (see SMC 18.13.040.D). Critical areas decisions may be appealed to the Board of Adjustment.

Although the onsite wetland is exempt under SMC 18.13.100(B)(4), a wetland delineation must be submitted to verify its exempt status. Should the site plan change in the future and impact the wetland, a critical area permit for wetlands would be needed, and in that case, BergerABAM recommends updating this report with a discussion of the development standards and mitigation requirements that apply to wetlands.

#### *Variance*

The City reviews requests for variances from the terms and provisions of the land use regulatory codes. Examples of variances could include deviations from the City's numerical zoning standards such as building height or lot coverage or setbacks that exceed a 50 percent administrative adjustment authorized by SMC 17.38.040. Variances are subject to a public hearing and review by the City's Board of Adjustment and must meet the criteria listed in SMC 2.14.010, including that:

- Granting the variance does not constitute a special privilege.
- Strict application of the land use regulation would deprive the subject property of rights and privileges enjoyed by other properties in the zoning district.
- The hardship resulting in the variance request is not self-imposed.

BergerABAM's review of the schematic site plan (Appendix E) did not reveal the need for a variance application.

#### *State Environmental Policy Act Review*

The purpose of State Environmental Policy Act (SEPA) review is to determine whether a given development proposal will result in a significant environmental impact and, if significant, to identify mitigations to lessen the impact to a nonsignificant level. SEPA review is required for all developments that do not meet specific categorical exemptions in WAC 197-11-800. Because the proposed fire station is not exempt, the proposal would require the completion of a SEPA environmental checklist and a review and issuance of a determination by the City. SEPA review is conducted concurrent with land use review. The SEPA checklist is completed by the applicant and submitted with the conditional use and critical areas permit submittal requirements. According to the City's website, the SEPA determination is issued approximately 30 days after a complete land use application is submitted.

#### **3.3.3 Engineering and Building Reviews**

Based on information provided by City staff, engineering and building permit reviews typically occur at the same time as land use review. In this case, the CUP and critical areas land use reviews would occur first followed by engineering and building review. Engineering review would encompass street and utility (water, sewer, storm) design and construction. Engineering review typically, takes three weeks according to public works staff.

Building permit review would assess all structural, mechanical, electrical, and plumbing aspects of the building. Building permit review typically takes three weeks.

In order to make the driveway improvements connecting to SW Rock Creek Drive and to make the street improvements, the City Public Works Department will require a Type B right of way permit which is reviewed simultaneously with other engineering review items.

#### **3.4 Permit Summary**

The following table summarizes the federal, state, and City permits potentially required for a fire station on the subject site.

**Table 1. Summary of Potential Permits**

Permit	Review Agency	Permit Trigger	Submittal/Fee Requirements	Review Timelines
<b>Federal Permits</b>				
CWA Section 404 Authorization	USACE	Dredge and fill activities in waters of the United States (e.g., wetland) to a regulated wetland.	<ul style="list-style-type: none"> <li>JARPA form; graphics, engineering drawings, mitigation/revegetation plan, wetland and waterbodies delineation.</li> <li>Fee: \$100</li> </ul>	6-18 months
ESA Section 7 Consultation	USFWS NOAA Fisheries/ National Marine Fisheries Service (NMFS)	Federal agencies must consult with USFWS and NMFS when actions have the potential to affect listed species.	<ul style="list-style-type: none"> <li>Formal consultation is not anticipated. If federal permit or review is required, a no effect letter is necessary.</li> <li>Fee: \$0</li> </ul>	6-18 months
NHPA Section 106	USACE State Historic Preservation Act	Federal agencies must consider impacts of federal actions (e.g., Section 404 permit) on cultural and historic resources	<ul style="list-style-type: none"> <li>Cultural resources report.</li> <li>Fee: \$0</li> </ul>	6-18 months
<b>State Permits</b>				
CWA Section 401 – Water Quality Certification	Ecology	Applicants seeking federal approval must receive water quality certification prior to issuance of federal permit. Only required if there are impacts to wetlands.	<ul style="list-style-type: none"> <li>JARPA form, graphics, engineering drawings, mitigation/revegetation plan, water quality specific information, wetland and waterbodies delineation/habitat assessment.</li> <li>Fee: \$0</li> </ul>	3-6 months
NPDES – 1200 Construction Stormwater Permit	Ecology	Construction disturbing more than 1 acre of land will require a general or individual NPDES construction stormwater permit.	<ul style="list-style-type: none"> <li>Application form, land use compatibility statement, erosion and sediment control plan.</li> <li>Fee: \$707</li> </ul>	2 months
<b>City of Stevenson</b>				
Pre-application Conference Application	City of Stevenson	Encouraged – not required	<ul style="list-style-type: none"> <li>No specific submittal requirements. The more information, the better.</li> </ul>	Scheduled within 2 weeks of submittal.

Permit	Review Agency	Permit Trigger	Submittal/Fee Requirements	Review Timelines
CUP	City of Stevenson	Per SMC 17.25, fire stations are conditional uses.	<ul style="list-style-type: none"> <li>Signed application form, property title, easements/covenants, site plan, narrative, traffic study (likely), owner names &amp; mailing addresses of properties within 300 feet, any other information requested by director.</li> <li>Fee: \$500</li> </ul>	<ul style="list-style-type: none"> <li>2-week completeness review</li> <li>50-day review period</li> </ul>
Variance (if necessary)	City of Stevenson	Variation from the terms and provisions of the land use regulatory codes. No variances identified at this time.	<ul style="list-style-type: none"> <li>Signed application form, covenants and conditions, site plan, narrative, owner names &amp; mailing addresses of properties within 300 feet, any other information requested by director.</li> <li>Fee: \$500</li> </ul>	<ul style="list-style-type: none"> <li>2-week completeness review</li> <li>30-day review period (grouped with CUP would be 50 days).</li> </ul>
Critical Areas Permits (Geologically Hazardous Areas)	City of Stevenson	Regulated activities likely within, adjacent to, likely to affect critical areas (geologically hazardous areas) or buffers.	<ul style="list-style-type: none"> <li>Application form, site plan, geotechnical assessment, geotechnical stabilization report, erosion control plan and BMPs, drainage plan, conservation covenant, wetland delineation (to verify exempt status).</li> <li>Fee: \$50 (wetland exemption) + \$200 (geologically hazardous critical areas permit).</li> </ul>	<ul style="list-style-type: none"> <li>2-week completeness review</li> <li>30-day review period (grouped with CUP would be 50 days)</li> </ul>
SEPA	City of Stevenson	Development of a service building exceeding 4,000 square feet and 20 parking spaces.  Fill or excavation exceeding 100 cubic yards.	<ul style="list-style-type: none"> <li>Completed SEPA checklist, any associated reports (wetland, geotech, traffic, etc.).</li> <li>Fee: \$200</li> </ul>	<ul style="list-style-type: none"> <li>2-week completeness review</li> <li>30 day review period (grouped with CUP would be 50 days)</li> </ul>
Engineering Review	City of Stevenson	Public projects.	<ul style="list-style-type: none"> <li>Application form, engineered construction drawings (site, grading, storm, sewer, and water plans), stormwater report, final geotechnical report, traffic report.</li> <li>Fee: TBD</li> </ul>	<ul style="list-style-type: none"> <li>3 weeks</li> </ul>

Permit	Review Agency	Permit Trigger	Submittal/Fee Requirements	Review Timelines
Building/Mechanical/ Plumbing/Electrical	City of Stevenson	Proposed fire station with associated mechanical, plumbing, and electrical infrastructure	<ul style="list-style-type: none"> <li>• Application for Improvement; site plan</li> <li>• Fees: <ul style="list-style-type: none"> <li>○ Building: \$5,608.75 for first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction. Plan review fees – 65% of building permit fees</li> <li>○ Mechanical: See fee schedule in Appendix D.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks</li> </ul>
Right of Way Permit	City of Stevenson	Required for work within the public right of way	<ul style="list-style-type: none"> <li>• Right of way permit application form, plan drawings</li> <li>• Fee: \$50</li> </ul>	<ul style="list-style-type: none"> <li>• 30-day review period.</li> </ul>

Note: Fees are based on information current when this report was written and are subject to change.

#### 4.0 ZONING AND CRITICAL AREA DEVELOPMENT STANDARDS

This section of the report summarizes the zoning and development standards that apply to the project based on the City's desire to construct a fire station and appurtenant facilities (parking, site circulation, landscaping, etc.) at the site.

#### 4.1 Dimensional Standards

Development in the CR zone is subject to the development standards shown in Table 2 below.

**Table 2. CR Zone Development Standards**

Standard	Requirement
Lot Coverage	35%
Maximum Building Height <sup>1</sup>	35 feet
<b>Minimum Setbacks</b>	
Front	25 feet (Rock Creek Drive)
Interior side <sup>2</sup>	0 feet (15 feet adjoining residential zone)
Street side	20 feet (Foster Creek Road)
Rear interior lot	0 feet
Rear through lot	N/A
Maximum Setbacks	N/A

Source: SMC Tables 17.25.050-1 and 17.025.060

1. Building height may be exceeded as allowed by the Planning Commission provided it does not interfere with existing or planned residential views. For each additional 10 feet in building height, an additional 15 feet of setback is required.
2. Setback along zone transitions must equal the setback from the more restrictive zone or 15 feet in this case.

The site is subject to a 35 percent lot coverage defined as the "portion of a lot that is occupied by the principal and accessory buildings, expressed as a percentage of the lot area" (see SMC 17.10.440). The lot coverage does not include improvements that are not buildings such as access drives and a parking lot. The maximum building height is 35 feet, but this height can be exceeded as approved through the Planning Commission if the increase does not interfere with existing or planned residential views. Buildings that exceed 35 feet in height must be set back an additional 15 feet adjacent to the existing or planned residences.

The triangular lot meets the definition of a corner lot (see SMC 17.10.422) because it is located at the intersection of two streets (SW Rock Creek Drive and Foster Creek Road) with an angle of less than 105 degrees. To determine which setbacks apply to this irregularly shaped lot, staff indicates that they would apply a three-part test to determine the front lot line: (1) which road provides vehicular access; (2) which road the front door faces; and (3) what direction the property's rectangle faces. If at least two of the three point to a particular lot line, that line is considered the front. Based on the provided schematic site plan and floor plan (Appendix E), the site would take access from, and therefore the front door of the building would face, Rock Creek Drive, meaning that Rock Creek Drive would be the front lot line and subject to a 25-foot



setback. Foster Creek Road would be the street side yard and subject to a 20-foot setback. The northern lot line would be the interior side yard and would be subject to a 15-foot setback equal to the side yard in the adjacent residential zone. The site does not have a rear interior or rear through lot line or setback.

Exceedance of the lot coverage or setback standards would require submittal of a variance application (see section 3.3.2 of this report). Based on the schematic site plan (Appendix E) provided by Mackenzie, the proposed site design appears to comply with setback and coverage standards.

#### **4.2 Building and Site Design Standards**

The CR zone contains building and site design standards applicable to a new fire station including the following (see SMC 17.25.070):

- Building material preference for nonglossy finishes and earth tone colors.
- Outdoor storage must be screened by fences, walls, or enclosures.
- Refuse containers must be enclosed and covered with materials matching the building.
- Screening and buffering must be provided adjacent to residential uses and on the lot perimeter.
- Pedestrian improvements must minimize vehicular conflicts including providing safety crossings.
- Improvements must be designed to minimize grading and site natural characteristics.
- Surface drainage must not affect neighboring properties.

#### **4.3 Landscaping Requirements**

Landscaping in accordance with CR zone standards requires the following (see SMC 17.25.100):

- Landscaping is required on 100 percent of the area between the right of way and the building, excluding drives, parking areas, and pathways.
- Landscaping types must be compatible with nearby landscaping and of a size, condition, and density to be initially effective.
- Wherever practical, natural vegetation and grades must be retained.

#### **4.4 Parking and Loading Standards**

Parking and loading must meet the requirements of SMC Chapter 17.42. This code chapter does not specify the number of spaces required for fire stations or similar uses; in such cases, the number of spaces that would be required is determined by the Planning Commission. The Planning Commission met in January, 2016 to discuss parking requirements for the fire station and opted to provide guidance that 30 spaces “would be an appropriate number to use.” However, based on discussions with the City’s planning director, Ben Shumaker, a final decision would need to be made to

justify any standard. If the fire station application justifies a different number of spaces, Mr. Shumaker indicated he thought “the Planning Commission would be open to it.” BergerABAM recommends providing parking spaces consistent with the latest edition of the Institute of Transportation Engineers Parking Generation Manual and accounting for peak usage of the building, including community meeting spaces. Loading spaces are required for uses that require routine delivery of goods, merchandise, or equipment and are, therefore, assumed not to be required for a fire station. Parking lot dimensions are shown in Table 3.

**Table 3. Parking Lot Dimensions**

Standard	Requirement
Standard stall dimensions	9 by 18 feet
Compact stall dimensions	8 by 16 feet
Drive aisles	20 feet wide (not specified two or one way)

#### 4.5 Signs

SMC Section 17.25.145 contains CR zone sign standards. Signs placed by a government agency are permitted outright in the CR zone. Illumination can be either dark-sky or externally illuminated. Directly illuminated signs are allowed as an accessory sign when placed in windows limited to 4 square feet. Sign dimensional standards are provided in Table 4.

**Table 4. Sign Standards**

Standard	Regulation
Maximum sign area (Individual sign)	40 square feet
Cumulative Signage allowed	
Primary building wall <sup>1</sup>	10% of wall area
Secondary building wall <sup>2</sup>	3% of wall area
Windows <sup>3</sup>	25% of window area
Sign Height (building, freestanding)	26 feet, 12 feet
Sign setback from property line	5 feet

1. Freestanding signs are included in the cumulative area calculation for the closest primary building wall.
2. The area for signs facing more than one street is included in the cumulative area calculation for the closest primary or secondary building wall.
3. Subject to overall maximum cumulative signage of building wall.

#### 4.6 Critical Area Development Standards

As discussed in section 2.2, the site likely contains geologically hazardous areas and wetlands. Wetlands would not be impacted by the proposal according to the schematic site plan (Appendix E).

The development standards for geologically hazardous areas – the only impacted critical area – are discussed further below.

#### 4.6.1 Geologically Hazardous Areas

Applicants who propose development located within mapped landslide hazard areas are required to submit a geotechnical assessment and a geotechnical stabilization report that assess the risk posed by new development and include design recommendations that demonstrate that the proposed development “will not decrease the factor of safety below acceptable limits” (see SMC 18.30.090(C)(2)). There are no specific development limitation or code-required buffers in moderate hazard landslide areas. Instead, requirements for development in landslide hazard areas come from the geotechnical assessment and geotechnical stabilization report. Developments located within seismic hazards must comply with the International Building Code.

#### 4.6.2 Street Improvements

According to City staff, a traffic study will likely be required to project trips and the necessity for road improvements. The rural major collector designation of Foster Creek Road requires a 60-foot right of way. Rock Creek Drive appears to have an approximately 100-foot existing right of way and Foster Creek Road has a 60-foot right of way meaning that dedication may not be required, but this should be confirmed with staff during the pre-application conference.

The City’s “Engineering Standards for Public Works Construction” requires driveways to be spaced 150 feet from another driveway. Based on that driveway spacing and the existing driveway location serving the Rock Cove Assisted Living Community, any new driveway may need to be located where the northern gravel driveway on the existing site is located.

### 5.0 FINDINGS AND RECOMMENDATIONS

This section is a summary of the key findings and recommendations of this report:

- The City of Stevenson permits that will be required include a CUP and engineering and building permits, and a critical areas permit may be required. While a pre-application conference is not required, it is strongly recommended to confirm design requirements prior to design development and permitting.
- The required state permits may include an NPDES Construction Stormwater Permit.
- The site is encumbered by a wetland and geologically hazardous critical areas. The City will conduct a critical area permit review for geologically hazardous areas at the same time as the CUP review.
- The applicant should complete an archaeological assessment and/or survey for the subject site because of the high probability of encountering resources as mapped by DAHP.
- The permit assessment contained in this report is based on the schematic site plan provided by Mackenzie. Should the site plan change, the need for different permits may be triggered and the permit assessment should be updated.
- The City does not have an adopted parking standard for fire stations. The Planning Commission selected 30 spaces as guidance, but the City’s planning director

indicated that the Commission would be open to the justification of a different number of spaces. BergerABAM recommends using the latest edition of the Institute of Transportation Engineering Parking Generation Manual to establish peak parking demand and the number of required spaces.

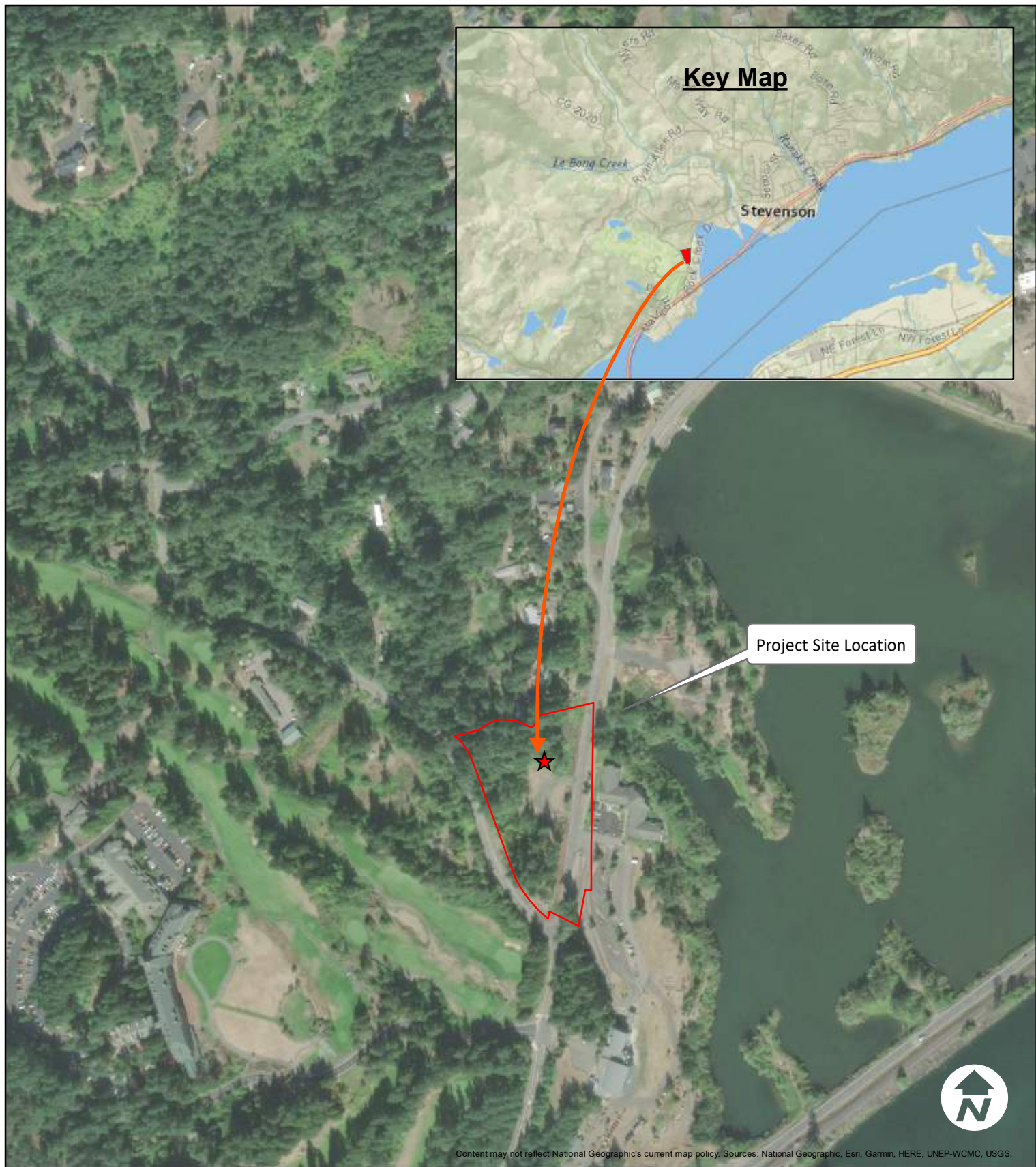
- The project team should confirm that street right of way dedication is not required given the apparent adequate right of way widths of Rock Creek Drive and Foster Creek Road.

**Site Assessment  
City of Stevenson  
Stevenson, Washington**

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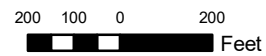
**Appendix A  
Site Maps**

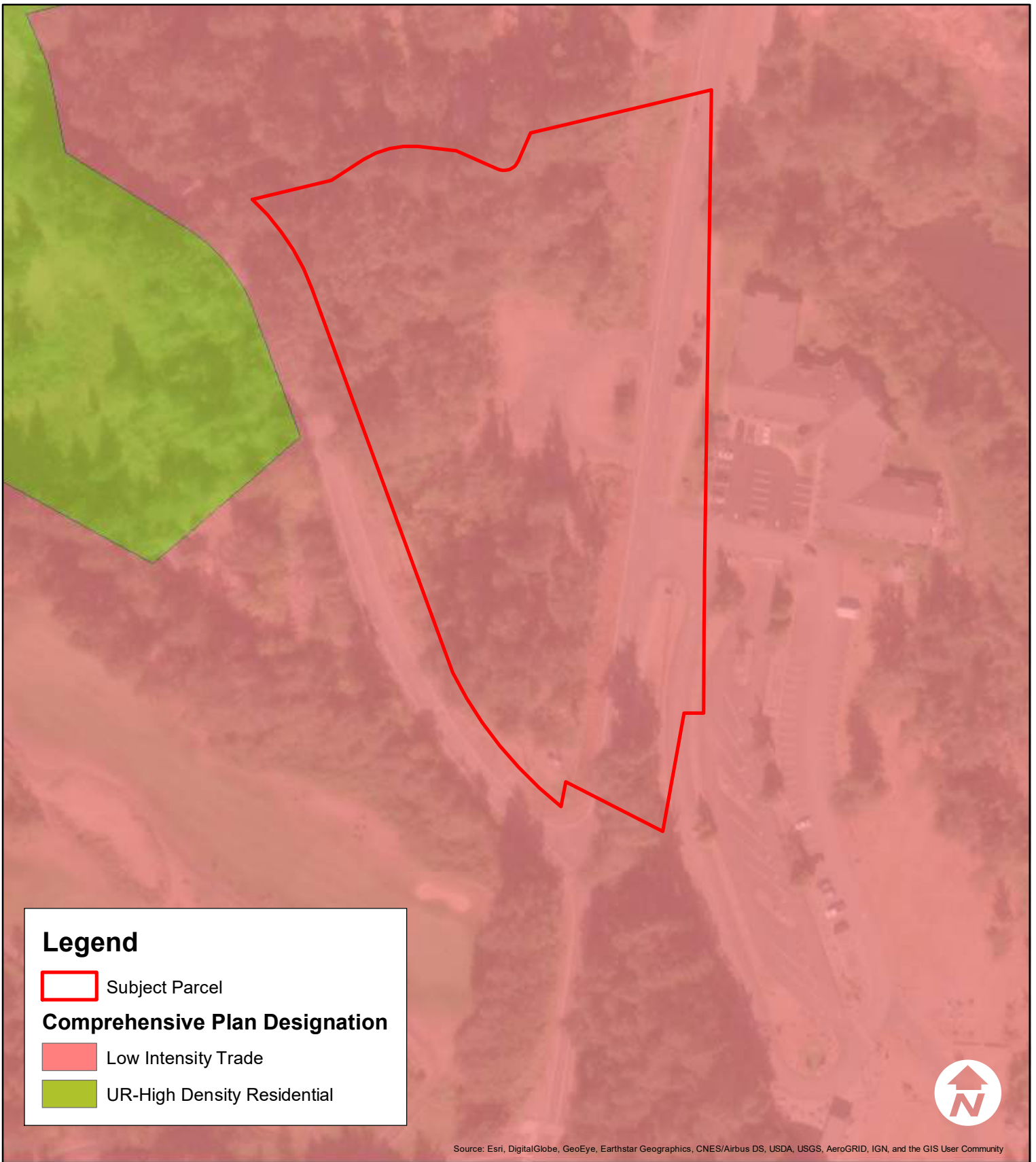




**Figure 1 - Vicinity Map**

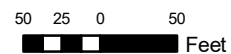
Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 8/22/2018



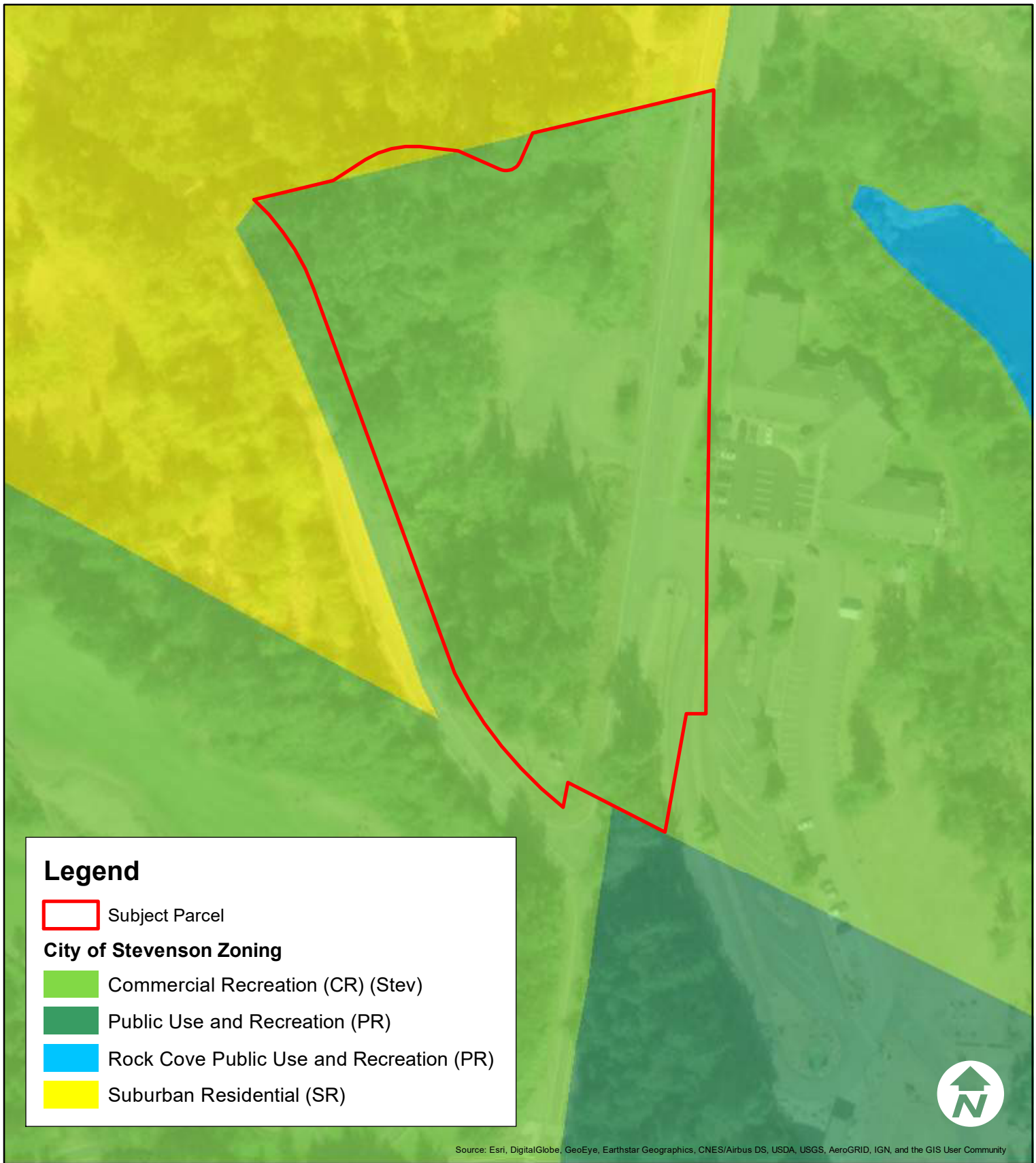


**Figure 2 - Comprehensive Plan Designations**

Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 8/22/2018

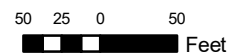






**Figure 3 -Zoning Designations**

Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 8/22/2018

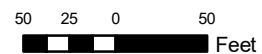






**Figure 4 -Topographic Map**

Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 8/22/2018

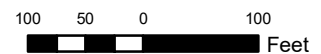




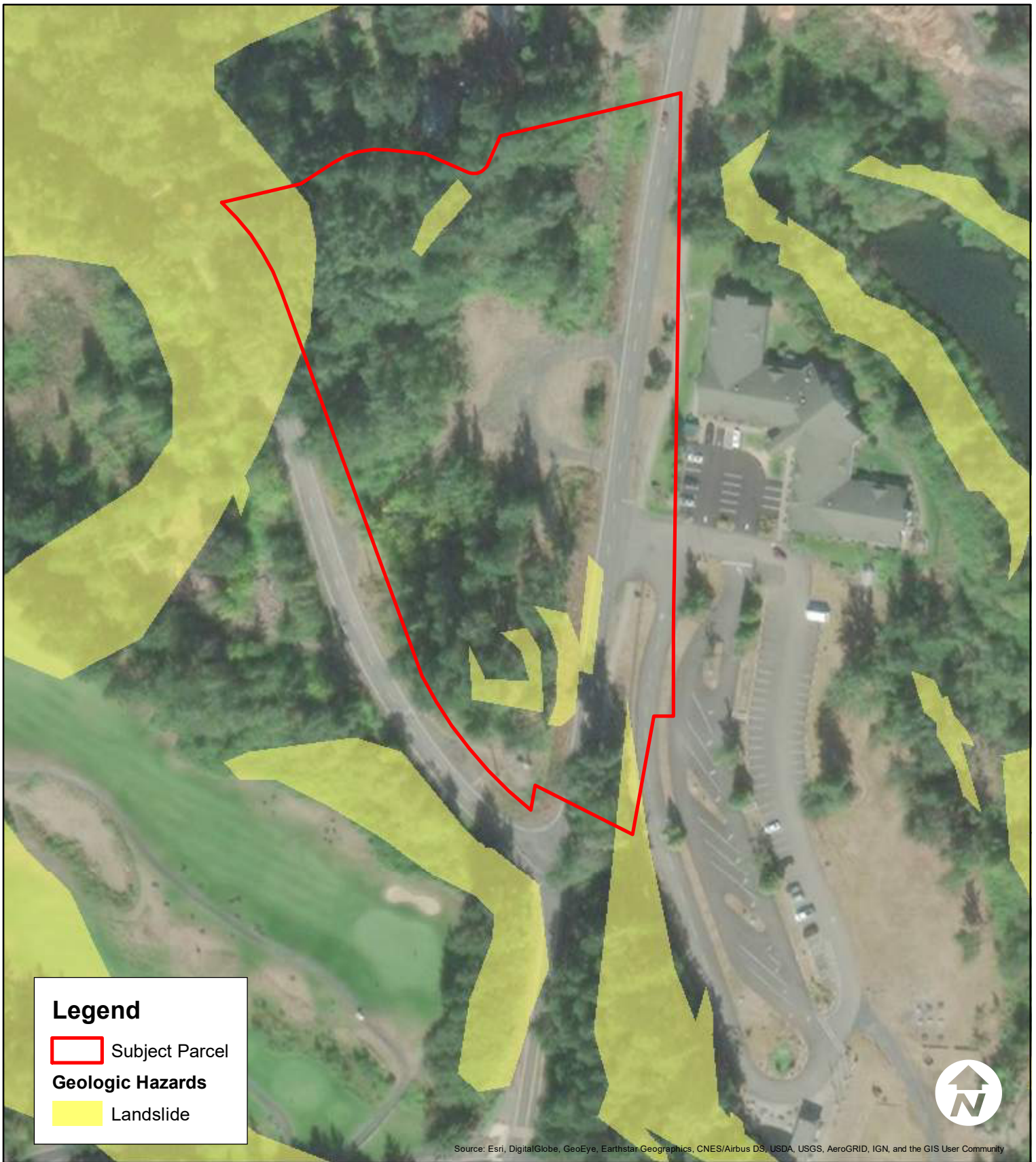


**Figure 5 -Wetlands**

Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 12/7/2018







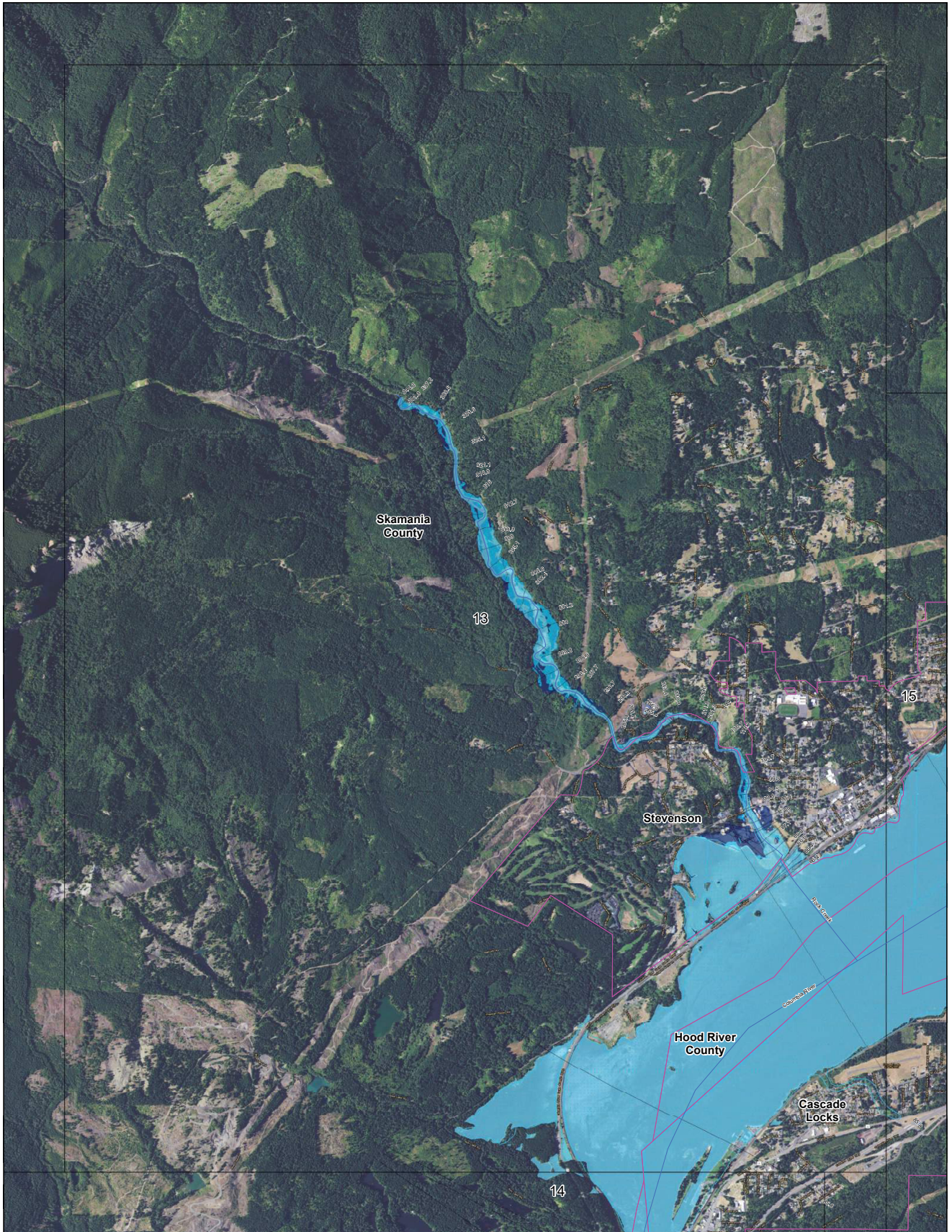
**Figure 6- Geologically Hazardous Areas**

Purpose: Site Assessment  
 Client: City of Stevenson  
 Project #: A19.0048.00  
 Date: 8/22/2018

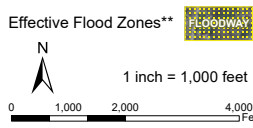
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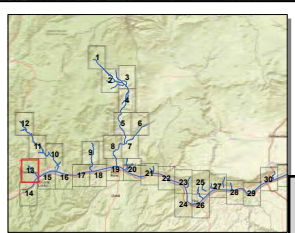




- Basic Approximate Streamlines
  - Automated Approximate Streamlines
  - Cross Sections\*
  - 1% Minus
  - 1% Annual Chance
  - 1% Plus
  - Political Boundaries
  - Unresolvable with MZA
- \*Labeled with 1%-Annual Chance WSEL, NAVD88 ft  
 \*\*Some or all effective data is derived from Q3 data



**FEMA Region X**  
**Middle Columbia Hood Watershed**  
**Washington**  
**HUC 17070105**  
**MZA study**  
**Draft Workmaps**  
**January 2017**





**Site Assessment  
City of Stevenson  
Stevenson, Washington**

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**Appendix B  
Wetland Delineation and Assessment**



## City of Stevenson | New Fire Station Wetland Delineation and Assessment

Prepared for  
**City of Stevenson**

Prepared by  
**BergerABAM**

December 2018

# Wetland Delineation and Assessment

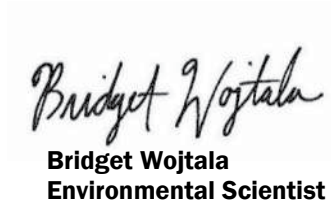
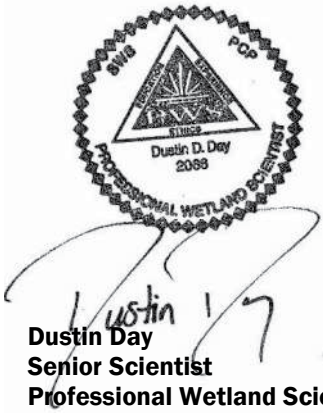
## City of Stevenson New Fire Station

### Prepared for

City of Stevenson  
7121 E. Loop Road  
Stevenson, Washington 98648

December 2018

### Prepared by



BergerABAM  
210 East 13th Street, Suite 300  
Vancouver, Washington 98660

A19.0048.01

**WETLAND DELINEATION AND ASSESSMENT**

**City of Stevenson  
New Fire Station**

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**WETLAND DELINEATION AND ASSESSMENT  
CITY OF STEVENSON  
NEW FIRE STATION PROJECT**

**1.0 INTRODUCTION**

The City of Stevenson (City) has contracted with Mackenzie and BergerABAM to assess the feasibility of developing a new fire station and accessory uses such as parking, circulation, and landscaped areas at a previously purchased site. (Figure 1; all of the figures are included as Appendix A.) If constructed, the new fire station would serve the City and Skamania County Fire District 2 and would replace the existing fire station located at 160 First Street in downtown Stevenson. The existing station has been home to the department's activities since 1912 and has housed its equipment since 1967. Population growth and time highlight its shortcomings, including the structural deficiencies exposed by a minor collision in 2011 that damaged one of the City's trucks and the building.

A needs assessment conducted in 2013 by the City and its consultant, Rice Fergus Miller, identified a building footprint that would meet the City's needs and examined whether a new fire hall could be shared with other emergency service providers (i.e., the Skamania County Hospital District, the Skamania County Department of Emergency Management, Skamania County Fire District 2, and the Stevenson Volunteer Fire Department). The hospital district later decided that colocation with the other service providers would not serve its best interests and the footprint of the 2013 study no longer applied. In 2015–2016, the City led a process with key stakeholders to reevaluate the required building footprint and to select a site that would meet the Fire District's needs. The findings are contained in "2016 Stevenson Fire Hall Strike Team Report," which recommends a 9,700-square foot facility with room to expand to over 11,000 square feet. The site has been defined as parcel number 02070200310000 located west of SW Rock Creek Drive and east of Foster Creek Road on a City-owned, triangular parcel (Figure 2).

In preparation for the fire station project, the City contracted with BergerABAM to investigate the existence on the site of jurisdictional wetlands and waterbodies as defined and regulated by the U.S. Army Corps of Engineers (USACE), the Washington State Department of Ecology (Ecology), the Washington Department of Fish and Wildlife, and/or the City. BergerABAM delineated and assessed wetlands and waterbodies within the study area of the proposed project. The study area is mostly forested on its west and north sides. The fire station would presumably be located in a flat area on the site's eastern side with access from Rock Creek Drive. The study area was measured to be approximately 4.4 acres, and is located in the NE 1/4 of Section 42, of Township 2 North, Range 7 East of the Willamette Meridian.

Dustin Day, BergerABAM Senior Scientist and Professional Wetland Scientist (No. 2066), and Bridget Wojtala, BergerABAM Environmental Scientist, used the routine on-site

wetland delineation method described below for the delineation and assessment. They identified one palustrine scrub-shrub wetland within the study area.

## 2.0 METHODS

Guidance for determining wetland boundaries came from the 2010 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* (the regional supplement) (USACE 2010). According to the regional supplement, wetlands are defined as:

*... areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.*

The regional supplement uses three parameters in making wetland determinations: wetland hydrology, hydrophytic vegetation, and hydric soils.

- Wetland hydrology is present when an area is inundated or the water table is within 12 inches of the surface for at least 14 consecutive days of the growing season at a minimum frequency of 5 years in 10. The growing season is defined as the portion of the year when soil temperature at 19.7 inches below the soil surface is greater than biologic zero (5 degrees C).
- Hydrophytic vegetation consists of plants that, because of morphological, physiological, and/or reproductive adaptations, have the ability to grow, effectively compete, reproduce, and/or persist in anaerobic soil conditions.
- Hydric soils are soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions.

Except in atypical situations as defined in the regional supplement, evidence of a minimum of one positive wetland indicator from each of the three parameters (hydrology, vegetation, and soil) must be found in order to make a positive wetland determination.

In addition to the regional supplement, the scientists used the following information to develop a preliminary indication of where potential wetlands might exist and aid on-site data collection:

- Skamania County GIS wetland inventory data
- Hydric Soils List (U.S. Department of Agriculture [USDA] Natural Resources Conservation Service [NRCS]) States Soil Data Access (SDA) Hydric Soils List (USDA-NRCS 2018a)
- National List of Plant Species that Occur in Wetlands: Northwest Region 9 (Reed 1988)
- National Wetland Plant List (Lichvar et al. 2016)
- Preliminary Monthly Climate Data: Troutdale (National Weather Service, NOAA)
- Supplement to List of Plant Species that Occur in Wetlands: Northwest Region 9 (Reed 1993)

- U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) Online Mapper (USFWS 2018)
- Washington State Wetland Rating System for Western Washington—Revised (Hruby 2014)
- Web Soil Survey (USDA-NRCS 2018b)
- Wetlands Delineation Manual, Technical Report Y-87-1 (USACE 1987)

On 15 November 2018, the two BergerABAM wetland scientists conducted a field investigation for the wetland delineation and assessment. The scientists used the methodology discussed in the regional supplement, as well as technical guidance and documentation issued by USACE and Ecology, to observe any visible wetland conditions. In this case, the BergerABAM wetland scientists used the routine on-site wetland delineation method. The scientists walked the entire site looking for visible indicators of wetland conditions. Once the general location of a wetland area had been identified, the scientists took paired data plots in areas that represented the conditions of the uplands and wetlands. In general, each plot was chosen in a uniform topographic position that was representative of a single plant community. Paired plots were generally located approximately 5 to 10 feet apart to minimize the margin of error. The scientists inspected the soils at each data point to a depth of 16 inches (or more, depending on conditions) to determine the presence or absence of hydric soil characteristics and/or wetland hydrology.

During the site visit, the scientists identified one wetland within the study area. The on-site wetland was classified according to the USFWS classification system (Cowardin et al. 1979) and the hydrogeomorphic (HGM) classification system (Adamus 2001) based on observations made in the field. In addition, the scientists recorded hydrologic conditions, soils, and vegetation at five sample plots and used a GPS unit to record the sample plot locations and wetland boundary. The wetland in the study area is discussed in greater detail in section 4.0.

### **3.0 SITE CHARACTERISTICS**

The 4.4-acre study area is triangular, and its southern, western, and northern portions are characterized by thick vegetation and trees. The eastern portion has an existing circular gravel entrance within a cleared area. The gravel entrance road crosses the site from SW Rock Creek Drive and heads southwest where it connects to Foster Creek Road (Figure 2). Overhead power lines parallel SW Rock Creek Drive and Foster Creek Road. The City's comprehensive plan maps show water lines in both SW Rock Creek Drive and Foster Creek Road. The City's sewer map shows that the site is within the City's sewer service area.

Topographically, the site slopes downhill from west to east with slopes exceeding 25 percent along the northern, western, and southern property boundaries in some locations. Slopes level off in the central and eastern portions of the site, in the cleared area where the existing gravel entrance drive is located (Figure 3). The site also slopes

slightly downhill from south to north, with the lowest elevation found in the northeast corner (Figure 3). The vegetation within the wetland area consists of red osier dogwood (*Cornus sericea*), Oregon ash (*Fraxinus latifolia*), black cottonwood (*Populus balsamifera*), and black hawthorn (*Crataegus douglasii*), but the area is mostly bare ground.

The study area is located in the Wind-White Salmon watershed. The watershed consists of the Wind and White Salmon rivers and numerous tributary creeks and streams. The Wind and White Salmon rivers drain to the Columbia River; the Wind-White Salmon watershed covers a large portion of southeast Skamania County, and includes the entire City of Stevenson. The study area is located in the southern portion of the Wind-White Salmon watershed, near the boundary line between it and the Salmon-Washougal watershed.

### 3.1 Precipitation and Hydrology

The growing season for Skamania County (Troutdale Station) is 137 days, starting on 17 May and ending on 1 October (Haagen 1990). This growing season includes those dates on which average recorded temperatures are 28 degrees F or greater. According to the USACE wetland delineation manual, flooding, ponding, or saturation in the upper 12 inches of the soil profile for a period of at least 14 consecutive days during the growing season is indicative of wetland hydrology.

Table 1 displays precipitation data for the 14 days prior to and including the 15 November 2018 site visit. The information comes from the National Weather Service station in Troutdale, Oregon, approximately 30 miles southwest of the site.

**Table 1. Precipitation Data for 14 Days Prior to 15 November 2018 Site Visit**

Date	Rain (Inches)	Date	Rain (Inches)
1 November	0.01	9 November	0.00
2 November	0.15	10 November	0.00
3 November	0.01	11 November	0.00
4 November	0.14	12 November	0.00
5 November	0.04	13 November	0.00
6 November	0.01	14 November	0.00
7 November	0.00	15 November	0.00
8 November	0.00	<b>Total:</b>	0.36

Source: NOAA 2018

In addition to daily rainfall total for the 14 days prior to the 15 November 2018 site visit, the BergerABAM wetland scientists reviewed other historic precipitation data available on the NOAA website. That data shows:

- For the two weeks preceding and through the 15 November site visit, a total of 0.36 inch of precipitation was observed. Historical rainfall data shows a normal record of 3.59 inches of precipitation for these dates, so the observed precipitation is 3.23 inches below the historical normal.

- As of 15 November 2018, the observed precipitation for 2018 was 21.96 inches, 14.15 inches below the historical normal of 36.11 inches.
- The observed precipitation for the water year (beginning on 1 October 2018), through the date of the site visit, was 4.55 inches, 2.99 inches below the average of 7.54 inches for the water year through 15 November.

The site conditions were drier than the historical normal at the time of the site visit, but considered appropriate for the wetland delineation. The wetland scientists were still able to accurately evaluate the presence of wetland hydrology.

During the site investigation, the scientists documented the presence or absence of field indicators for wetland hydrology in each of the five soil pits excavated in the sample plots. Data recorded included depth of inundation, depth to water table, and/or soil saturation, when found, as well as primary and secondary indicators of wetland hydrology, including redoximorphic features along living roots, high water table, and saturation. Current hydrologic inputs come from direct precipitation, overland flow from adjacent uplands, and a seasonally high water table.

### 3.2 Wetlands

The NWI online mapper does not show the presence of any wetlands within or close to the site (Figure 4). Similarly, Skamania County MapSifter does not show the presence of any wetlands within or close to the study area. However, according to the City's Critical Areas & Geologic Hazards Map, there is a palustrine emergent wetland in the northeast corner of the subject site. The on-site investigation identified one palustrine scrub-shrub wetland, which is located within the wetland area identified on the Critical Areas & Geologic Hazards Map cited above.

### 3.3 Soils

The USDA-NRCS Web Soil Survey identifies the following soil mapping units within the study area (Figure 5). The descriptions are excerpted from the Soil Survey of Skamania County Area (Haagen 1990).

- *Steever stony clay loam, 2 to 30 percent slopes (123)* – This very deep, well-drained soil is on toe slopes and foot slopes. It formed in colluvial landslide material derived dominantly from basalt, andesite, and conglomerate. Typically, the surface is covered with a mat of decomposed needles, leaves, and twigs 2 inches thick. The upper part of the surface layer is very dark brown stony clay loam 5 inches thick, and the lower part is dark brown gravelly clay loam 7 inches thick. The upper 8 inches of the subsoil is dark brown very gravelly clay loam, and the lower 10 inches is dark brown very gravelly loam. The substratum to a depth of 60 inches or more is dark brown very gravelly loam. Permeability of this Steever soil is moderate. Available water capacity is high, runoff is medium, and the hazard of water erosion is moderate. This soil is not listed as hydric within Skamania County according to the state's SDA list of hydric soils (USDA-NRCS 2018).

- *Arents, 0 to 5 percent slopes (2)* – These very deep, well drained to somewhat excessively drained soils are on alluvial river terraces. They formed in alluvium derived dominantly from recent construction. No single profile of Arents is typical, but one commonly observed in the survey area has a surface layer of dark brown gravelly sandy loam 24 inches thick. The underlying material to a depth of 60 inches or more is stratified gravelly or very gravelly loamy sand. In some areas the surface layer is nongravelly. The permeability of these Arents is rapid. Available water capacity is moderate, runoff is slow, and the hazard of water erosion is slight. This soil is not listed as hydric within Skamania County according to the state SDA list (USDA-NRCS 2018).

The location of the soil types within the study area was obtained from the USDA-NRCS Web Soil Survey (USDA-NRCS 2018b), and the hydric classification came from the SDA list of hydric soils (USDA-NRCS 2018a). The BergerABAM scientists examined each soil pit for hydric soil indicators and recorded its soil profile and characteristics (matrix color, redoximorphic features, texture, and other features). Observations of soil conditions during the site visit were typically consistent with the map units described and identified in the USDA-NRCS soil survey. Although both of the mapped soils within the study area are non-hydric, soil conditions within the wetland area met the criteria for hydric soils.

### 3.4 Vegetation

Hydrophytic vegetation consists of plant species that have adapted to growing in periodically inundated or saturated substrates. Five basic groups of vegetation are recognized based on how frequently they occur in wetlands (Reed 1988 and 1993).<sup>1</sup> From the wettest to the driest plant communities, the categories are obligate wetland (OBL), facultative wetland (FACW), facultative (FAC), facultative upland (FACU), and obligate upland (UPL) plants. Hydrophytic vegetation is present when more than 50 percent of the dominant species have an indicator status of OBL, FACW, and/or FAC.

The BergerABAM wetland scientists documented the visual percent cover of the dominant plant community species for key sample sites. Using the five soil pit locations as centers of reference, the scientists investigated sample plots of varying proportions for dominant species of trees, shrubs, herbs, and woody vines. The composition and orientation of the plant communities within the plot determined the size and shape of each sample plot. Sample plots were set up so that their boundaries included a representative cross section of the plant community within the plot. Estimating the percent of aerial cover of each species within each stratum determined the dominance of plant species.

The scientists listed species from each stratum in descending order of percent cover, and used the USACE's 50-20 technique to determine the predominance of hydrophytic vegetation. Using this method, when the most abundant plant species are ranked in



descending order of abundance and totaled, any species immediately exceeding 50 percent cover, plus any species comprising more than 20 percent cover, represent the dominant species. If more than 50 percent of the dominant species included by these criteria are FAC or wetter, the vegetation community is considered hydrophytic.

A prevalence index is used as another method of evaluating the presence or absence of hydrophytic vegetation based on the relative dominance of species within each indicator status. Using the prevalence index, vegetation percentages within each designation (OBL, FACW, FAC, FACU, and UPL) are added together and are given a different multiplier. Once calculated, the total in the multiplied column is divided by the original percentage total before multiplying. If the number given is less than or equal to 3.0, the vegetation community is considered hydrophytic. If the number is greater than 3.0, the vegetation community is not considered hydrophytic.

A portion of the study area is maintained with a gravel driveway, while other portions are generally unmanaged. Species noted throughout the study area include the red osier dogwood (FACW), Oregon ash (FACW), black hawthorn (FAC), and black cottonwood (FAC) noted in the wetland area plus reed canarygrass (*Phalaris arundinacea*, FACW), Himalayan blackberry (*Rubus armeniacus*, FAC), western sword fern (*Polystichum munitum*, FACU), English ivy (*Hedera helix*, FACU), hairy cat's-ear (*Hypochaeris radicata*, FACU), white moth mullein (*Verbascum blattaria*, UPL), common St. John's-wort (*Hypericum perforatum*, FACU), woolly hawkweed (*Hieracium triste*, FACU), common tansy (*Tanacetum vulgare*, FACU), lemonbalm (*Melissa officinalis*, FACU), curly dock (*Rumex crispus*, FAC), common velvet grass (*Holcus lanatus*, FAC), colonial bentgrass (*Agrostis capillaris*, FAC), Canada thistle (*Cirsium arvense*, FAC), trailing blackberry (*Rubus ursinus*, FACU), and snowberry (*Symphoricarpos albus*, FACU), among others.

#### 4.0 WETLAND A DESCRIPTION

BergerABAM's investigation of hydrology, soils, and vegetation identified one wetland within the study area (Wetland A). No streams were identified within the study area that would be subject to regulation by the City or state or federal agencies.

Appendix B contains five wetland determination forms that show the data collected during the site visit. The numbers assigned to the data sheets correspond to the sample plots, which were numbered sequentially SP1 to SP5. The wetland was rated using the revised wetland rating form that Ecology developed in 2014 (Appendix C). The wetland received a Category IV rating with a score within the range of 9 to 15 points. Figure 6 is an overview of the location of the delineated wetland within the study area, overlaid on an aerial image of the study area. Figures 7 and 8 consist of site photos taken during the field investigation.

Wetland A (0.01 acre) is in the northeast area of the subject site. This palustrine scrub-shrub wetland includes areas that are dominated by scrub-shrub wetland plant species, and while the vegetation in the scrub-shrub wetland area is composed of red osier dogwood and Oregon ash saplings, the wetland area is mostly bare ground. Hydrology is

supported by overland flow from adjacent uplands and roads, direct precipitation, and a seasonally high water table. Wetland A was rated under the depressional HGM classification and received a Category IV rating with a score of 15. Indicators of hydrology within Wetland A include drift deposits (B3), a sparsely vegetated concave surface (B8), water-stained leaves (B9), and geomorphic position (D2).

Soils within Wetland A include a 3-inch surface layer of a black (10YR 2/1) silty loam matrix to a depth of 3 inches, followed by a dark grey (10YR 4/1) matrix with 20 percent dark reddish brown (5YR 3/4) concentrations in the matrix and along pore linings, to a depth of 14 inches. Following this layer, to a depth of greater than 16 inches, is a very dark gray (10YR 3/1) matrix, with 15 percent of dark yellowish brown (10YR 3/4) concentrations in the matrix. This soil profile meets the criteria for the Depleted Dark Surface (F7) hydric soil indicator.

Table 2 is a summary of the identified wetland.

**Table 2. Summary of Identified Wetland**

Wetland	Wetland Classification			Wetland Area	
	Cowardin <sup>a</sup>	HGM	Wetland Rating	SF	Ac
Wetland A	PSS	Depressional	IV	587.09	0.01

Source: Wetland Rating System for Western WA 2014

Notes:

a Cowardin et al. (1979) or NWI class based on vegetation: PEM = Palustrine Emergent, PSS = Palustrine Scrub-Shrub, PFO = Palustrine Forested.

b HGM classification according to Hruby (2014).

c Wetland rating according to Hruby (2014).

## 5.0 REGULATORY REVIEW

This section is an overview of regulatory requirements as they pertain to wetlands identified within the study area that are located within the jurisdiction of the City. The new fire station will be subject to SMC Chapter 18.13.100 – Critical Area – Wetlands.

The wetlands section of the ordinance establishes protective buffers associated with wetlands and requires that proponents obtain certain permits or approvals for projects containing wetlands and/or their buffers. The ordinance requires the use of Ecology’s revised wetland rating system to determine a wetland’s category and its score for habitat, water quality, and hydrologic functions. Per guidance found in the 2014 Wetland Rating System for Western Washington, Wetland A was rated using the depressional HGM classification. The wetland received a Category IV rating with a score of 15.

According to SMC Chapter 18.13.100.4, Wetland A is exempt from all the buffer provisions of the chapter, because it is a Category IV wetland of less than 4,000 square feet that is not associated with a riparian area or its buffer; is not associated with shorelines of the state or their associated buffers; is not part of a wetland mosaic; did not score 6 or more points for habitat function based on the rating system; and contains none of the following: a priority habitat or priority area for priority species identified by the



Washington Department of Fish and Wildlife; or federally listed species or their critical habitat; or species of local importance identified in SMC 18.13.095. SMC Chapter 18.13.100.4 also states that wetlands less than 1,000 square feet that meet the above criteria and do not contain federally listed species or their critical habitat are exempt from the buffer provisions contained in the chapter. Therefore the wetland would not require a protective buffer in accordance with the SMC 18.13.100.4, but would still require a critical areas permit for any direct project related impacts to the wetland.

In addition to the City ordinance, USACE and Ecology regulate jurisdictional wetlands at the federal and state levels under sections 404 and 401 of the Clean Water Act, respectively. Because of the potential direct hydrologic connection to Rock Cove, the on-site wetland would likely be considered a jurisdictional wetland based on U.S. Environmental Protection Agency/USACE guidance. Any direct impacts to the wetland will require notifying USACE and Ecology and obtaining the appropriate approvals.

## **6.0 CONCLUSIONS**

Activities within the identified wetland are subject to regulation by the City, Ecology, and the USACE. Any fill placed within the regulated wetland would require a critical areas permit from the City, a Section 401 water quality certification through Ecology and a Section 404 permit through the USACE. Any mitigation that would be required to compensate for wetland impacts would be determined during the permitting process.

Finally, it should be noted that the wetland boundary and classification in this report were determined using the most appropriate field techniques and best professional judgment of the wetland scientists. The City, Ecology, and the USACE have the final authority in the determination of the boundaries, categories, and jurisdictional status of wetlands under their respective jurisdictions. Therefore, BergerABAM recommends submitting this delineation and assessment report to these agencies for their concurrence before beginning any development or planning activities that would affect the wetland within the study area.

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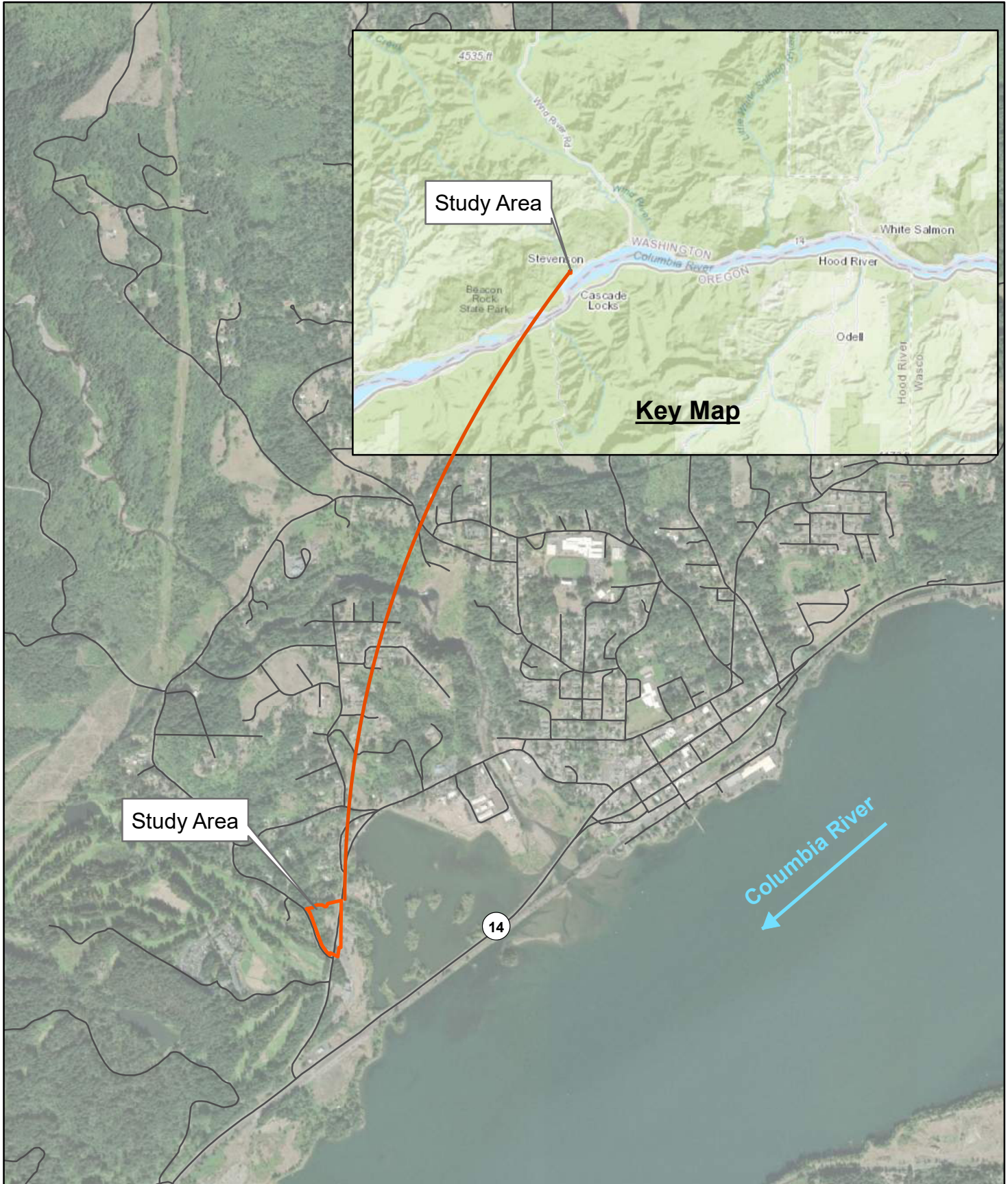
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<https://www.fws.gov/wetlands/Data/Mapper.html>

**Wetland Delineation and Assessment  
New Fire Station  
Stevenson, Washington**

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**Appendix A  
Figures**

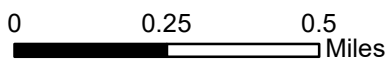


**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**



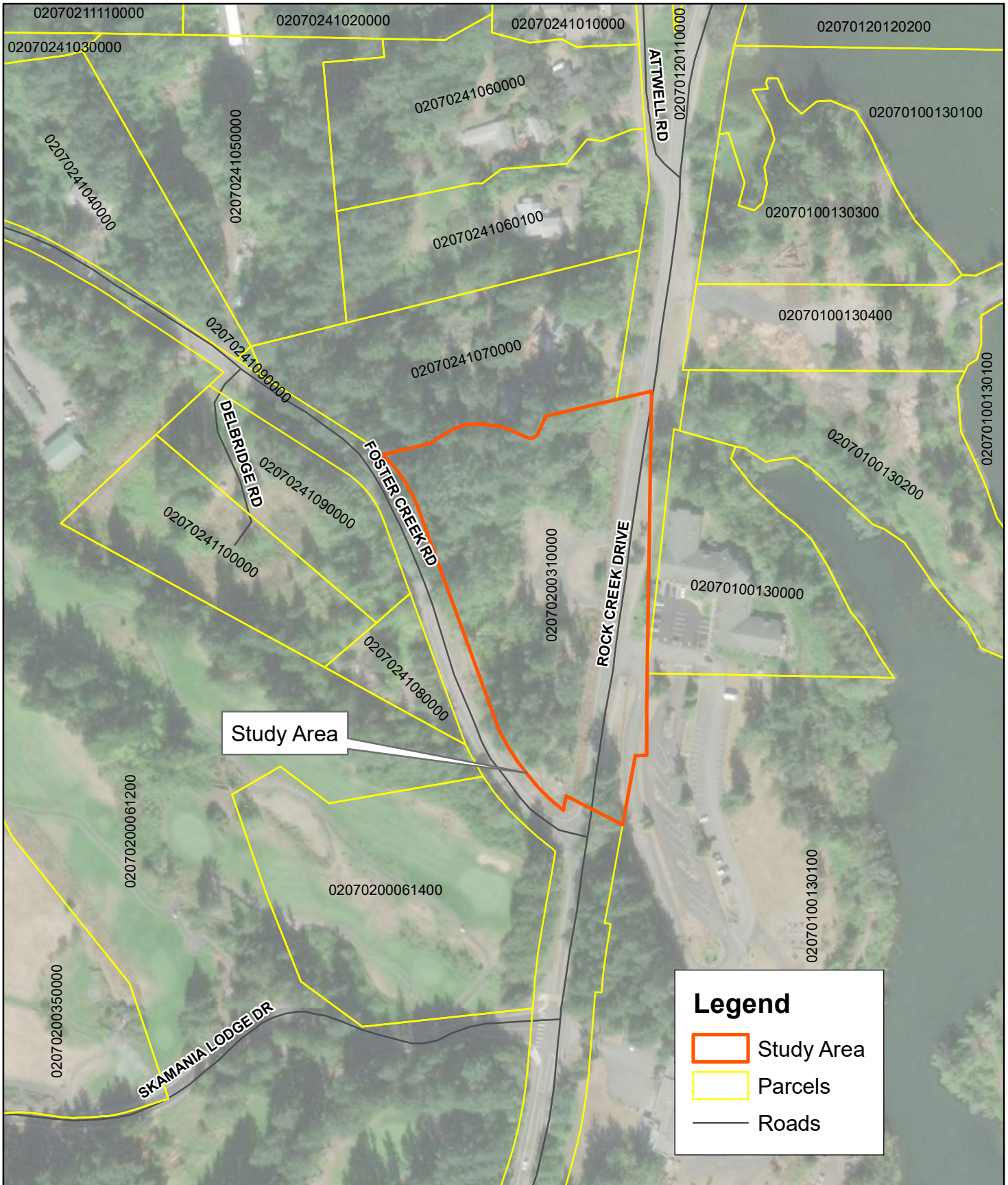
**FIGURE 1: VICINITY MAP**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018







**Legend**


- Study Area
- Parcels
- Roads

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road,  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**


 **BergerABAM**

0      125      250  
 Feet

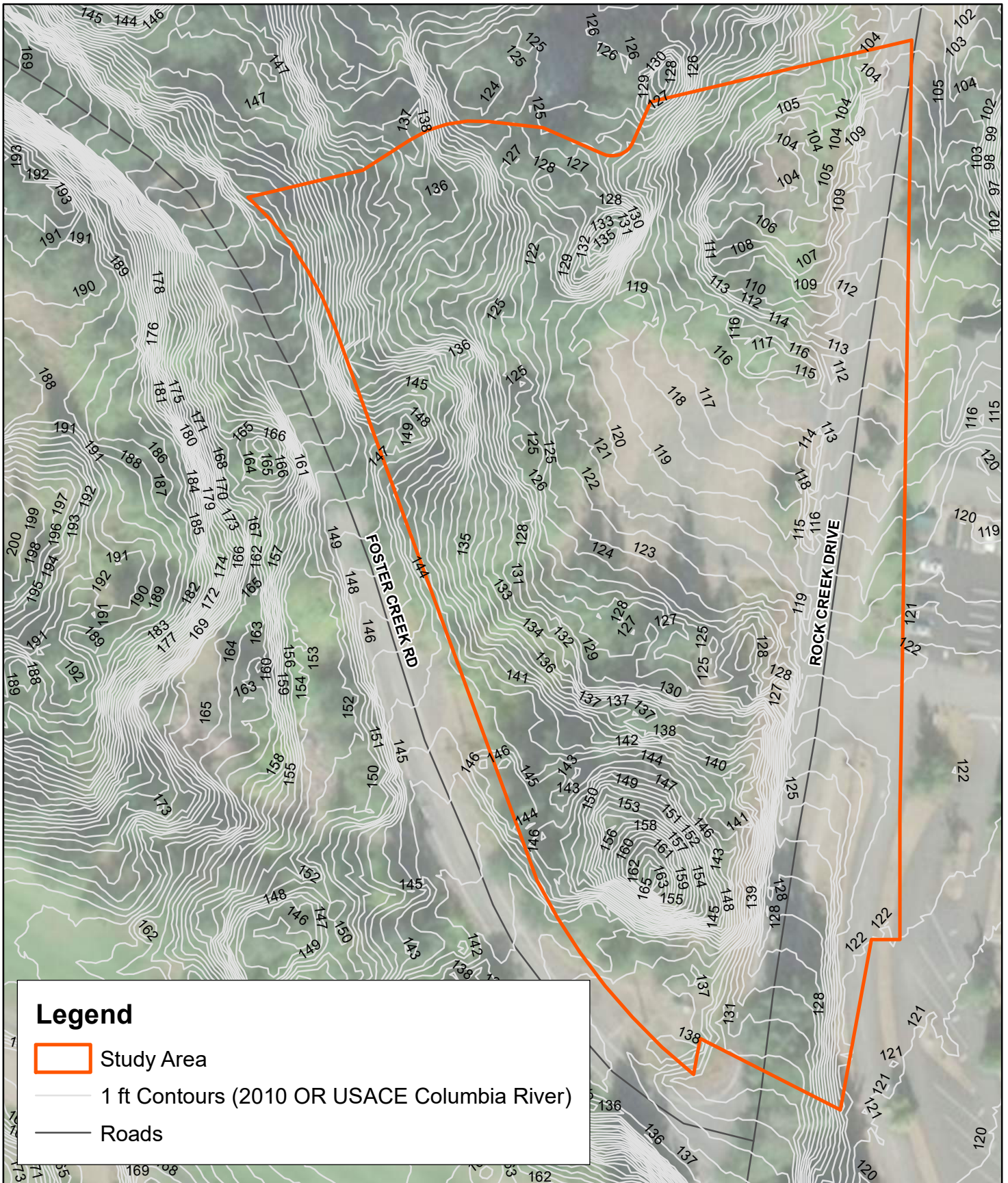
**FIGURE 1: PARCEL MAP**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983



December 2018


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**Legend**


-  Study Area
-  1 ft Contours (2010 OR USACE Columbia River)
-  Roads

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road,  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**




0 50 100  
 Feet

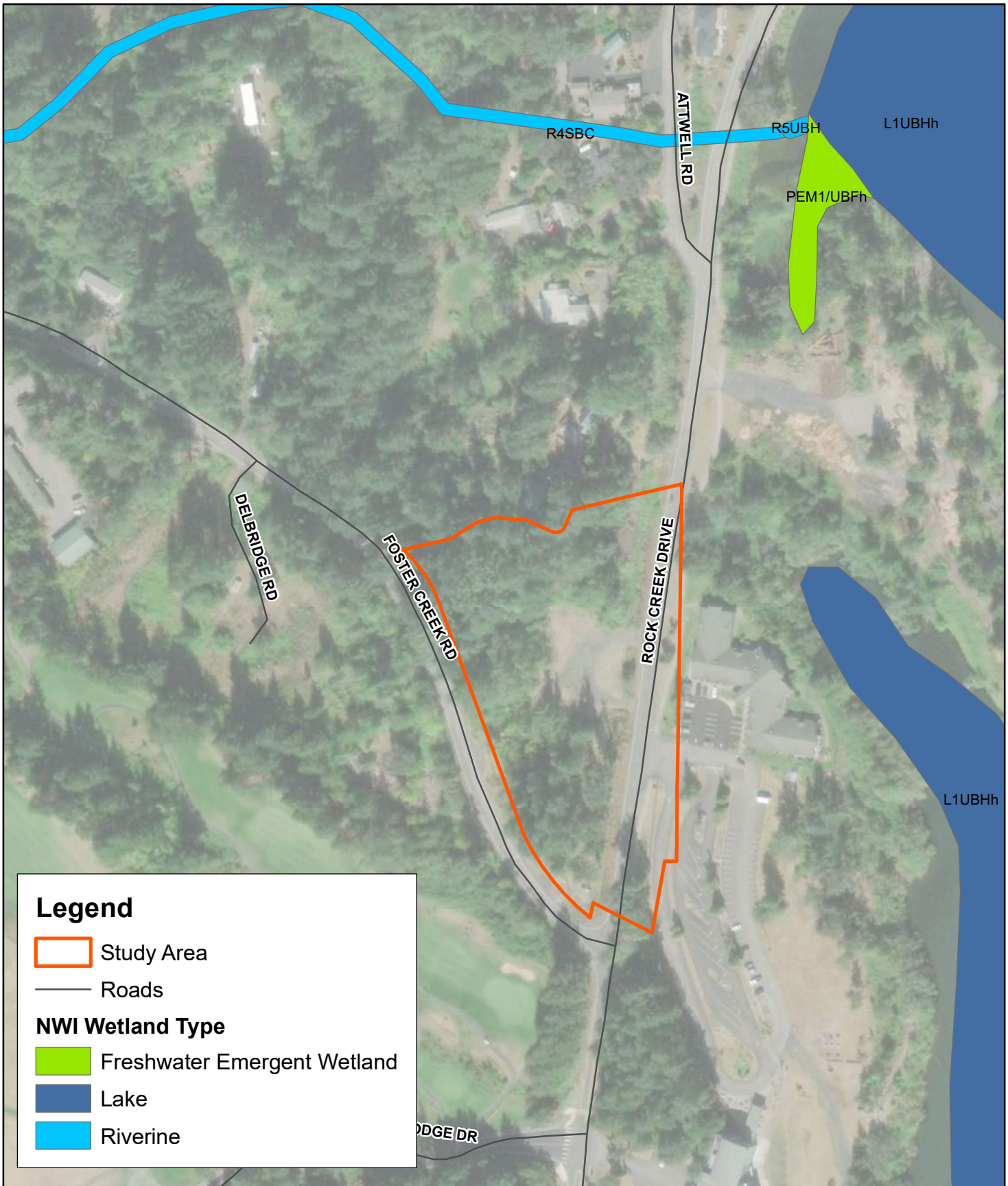
**FIGURE 1: TOPO MAP**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018







**Legend**

- Study Area
- Roads

**NWI Wetland Type**


- Freshwater Emergent Wetland
- Lake
- Riverine

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road,  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**




0      125      250  
 Feet

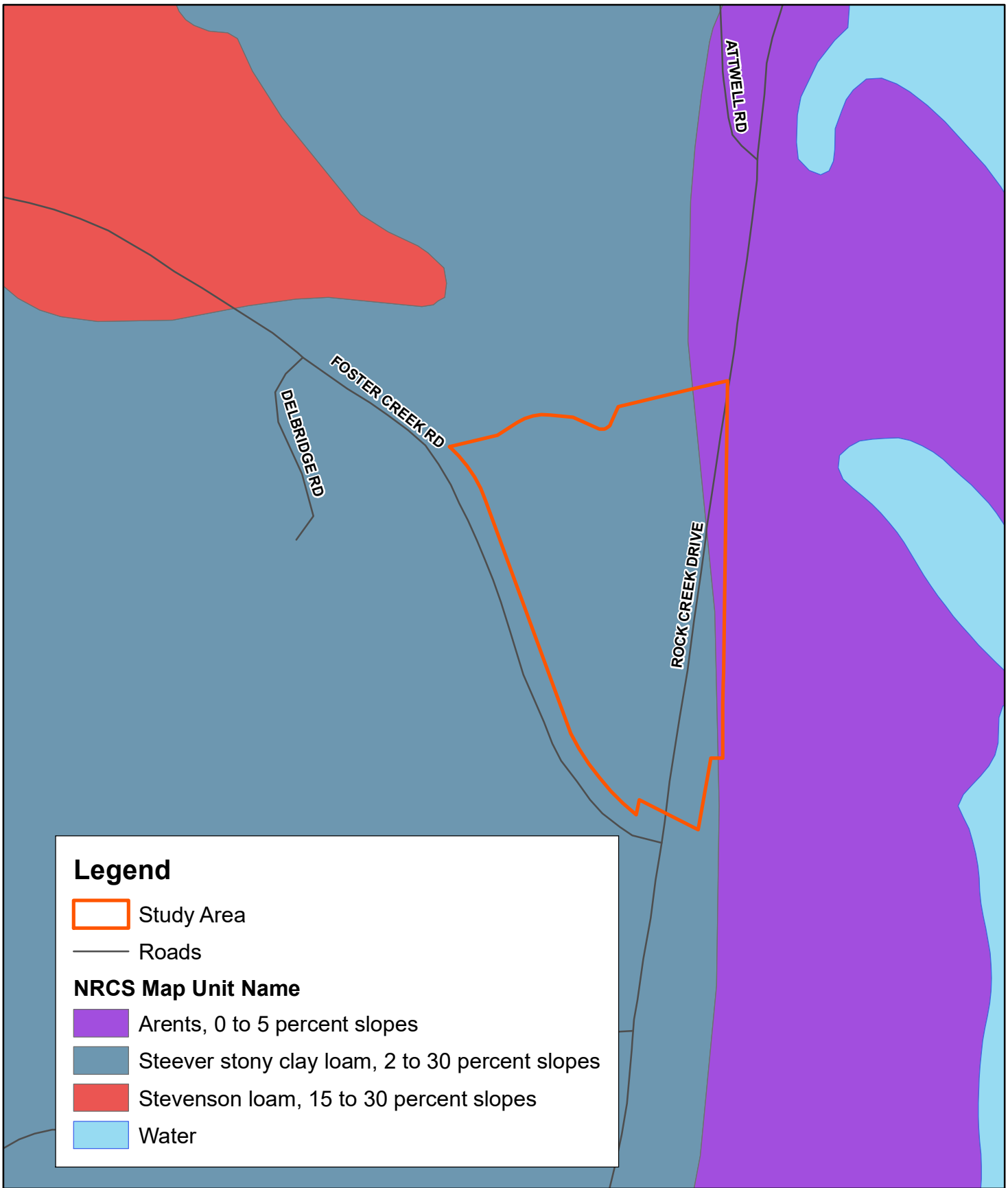
**FIGURE 4: NWI MAP**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018


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**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road,  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**




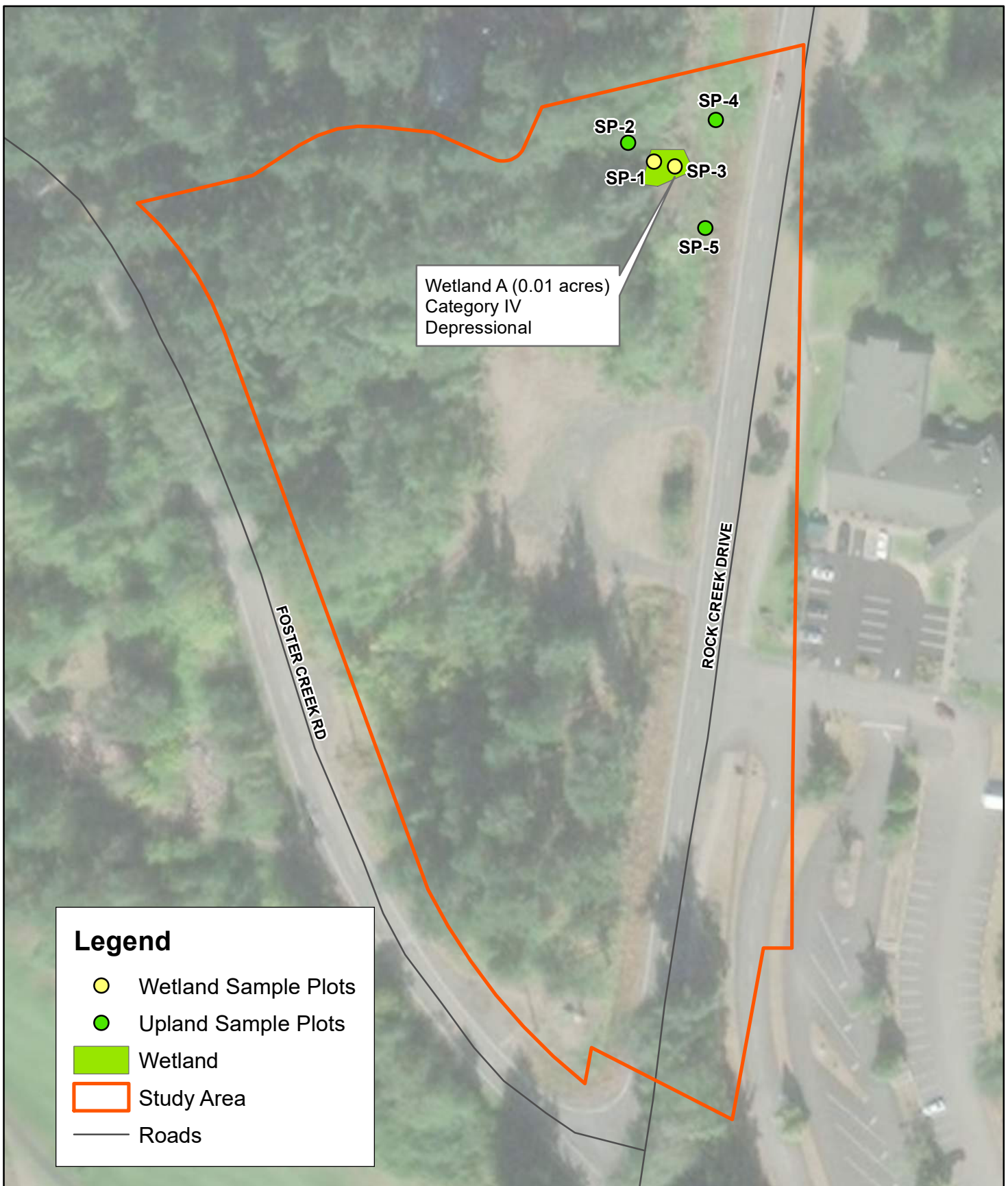
0      125      250  
 Feet

**FIGURE 5: SOILS**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018





Wetland A (0.01 acres)  
 Category IV  
 Depressional

**Legend**


- Wetland Sample Plots
- Upland Sample Plots
- Wetland
- Study Area
- Roads

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 7121 E. Loop Road,  
 Stevenson, WA 98648

**STEVENSON FIRE STATION**




0      50      100  
 Feet

**FIGURE 6: DELINEATED WETLAND**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018







Northeast portion of subject site, facing north, with Wetland A to the west.



Wetland A- located on the northeast corner of subject site, facing west



East side of subject site, facing north



Slope on the southern area of subject site, facing south



View of gravel driveway from the central portion of subject site, facing northeast



West side of subject site, facing south

<p><b>PURPOSE: WETLAND DELINEATION</b></p> <p>LATITUDE: 45°41'18.00"N LONGITUDE: 121°53'59.46"W</p> <p>City of Stevenson 7121 E. Loop Road, Stevenson, WA 98648</p>	<p><b>STEVENSON FIRE STATION</b></p> 	<p><b>FIGURE 7: SITE PHOTOS</b></p> <p>In: Stevenson County: Skamania State: WA Datum: DATUM: NAD_1983</p> <p>December 2018</p>
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**Wetland Delineation and Assessment  
New Fire Station  
Stevenson, Washington**

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**Appendix B  
Wetland Determination Data Forms**



**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: New Fire Station Project City/County: Stevenson/Skamania County Sampling Date: 15 November 2018  
 Applicant/Owner: City of Stevenson State: WA Sampling Point: SP-1  
 Investigator(s): Dustin Day, Bridget Wojtala Section, Township, Range: NE 1/4 of Section 42, T2N, R7E  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): <5%  
 Subregion (LRR): LRR A Lat: 45°41'18.00"N Long: 121°53'59.46"W Datum: None  
 Soil Map Unit Name: Steever stony clay loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes \_\_\_\_\_ No  (If no, explain in Remarks.)  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ significantly disturbed? Are "Normal Circumstances" present? Yes  No \_\_\_\_\_  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No _____ Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____ Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____	<b>Is the Sampled Area within a Wetland?</b> Yes <input checked="" type="checkbox"/> No _____
Remarks: National Weather Service data indicated that precipitation for November 2018 prior to the site visit was 3.23 inches below the observed normal for the month.	

**VEGETATION – Use scientific names of plants.**

<u>Tree Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Populus balsamifera</u>	5%	no	FAC	<b>Dominance Test worksheet:</b> Number of Dominant Species That Are OBL, FACW, or FAC: <u>3</u> (A) Total Number of Dominant Species Across All Strata: <u>3</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100%</u> (A/B)
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
5% = Total Cover				<b>Prevalence Index worksheet:</b> Total % Cover of: _____ Multiply by: _____ OBL species _____ x 1 = _____ FACW species _____ x 2 = _____ FAC species _____ x 3 = _____ FACU species _____ x 4 = _____ UPL species _____ x 5 = _____ Column Totals: _____ (A) _____ (B) Prevalence Index = B/A = _____
<u>Sapling/Shrub Stratum</u> (Plot size: _____)				
1. <u>Fraxinus latifolia</u>	20%	yes	FACW	
2. <u>Cornus sericea</u>	10%	yes	FACW	
3. <u>Crataegus douglasii</u>	10%	yes	FAC	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
40% = Total Cover				
<u>Herb Stratum</u> (Plot size: _____)				<b>Hydrophytic Vegetation Indicators:</b> ___ 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% ___ 3 - Prevalence Index is ≤3.0 <sup>1</sup> ___ 4 - Morphological Adaptations <sup>1</sup> (Provide supporting data in Remarks or on a separate sheet) ___ 5 - Wetland Non-Vascular Plants <sup>1</sup> ___ Problematic Hydrophytic Vegetation <sup>1</sup> (Explain) <sup>1</sup> Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
6. _____	_____	_____	_____	
7. _____	_____	_____	_____	
8. _____	_____	_____	_____	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
11. _____	_____	_____	_____	
_____ = Total Cover				
<u>Woody Vine Stratum</u> (Plot size: _____)				<b>Hydrophytic Vegetation Present?</b> Yes <input checked="" type="checkbox"/> No _____
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
_____ = Total Cover				
% Bare Ground in Herb Stratum <u>100%</u>				
Remarks:				



**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: New Fire Station Project City/County: Stevenson/Skamania County Sampling Date: 15 November 2018  
 Applicant/Owner: City of Stevenson State: WA Sampling Point: SP-2  
 Investigator(s): Dustin Day, Bridget Wojtala Section, Township, Range: NE 1/4 of Section 42, T2N, R7E  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): <5%  
 Subregion (LRR): LRR A Lat: 45°41'18.00"N Long: 121°53'59.46"W Datum: None  
 Soil Map Unit Name: Steever stony clay loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation , Soil , or Hydrology  significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation , Soil , or Hydrology  naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks: National Weather Service data indicated that precipitation for November 2018 prior to the site visit was 3.23 inches below the observed normal for the month.	

**VEGETATION – Use scientific names of plants.**

Tree Stratum (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <i>Pseudotsuga menziesii</i>	10%	no	UPL	<b>Dominance Test worksheet:</b> Number of Dominant Species That Are OBL, FACW, or FAC: <u>1</u> (A)  Total Number of Dominant Species Across All Strata: <u>2</u> (B)  Percent of Dominant Species That Are OBL, FACW, or FAC: <u>50%</u> (A/B)														
2. <i>Populus balsamifera</i>	10%	no	FAC															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
<u>20%</u> = Total Cover				<b>Prevalence Index worksheet:</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Total % Cover of:</th> <th style="width:50%;">Multiply by:</th> </tr> </thead> <tbody> <tr> <td>OBL species <u>0%</u></td> <td>x 1 = <u>0%</u></td> </tr> <tr> <td>FACW species <u>20%</u></td> <td>x 2 = <u>40%</u></td> </tr> <tr> <td>FAC species <u>15%</u></td> <td>x 3 = <u>45%</u></td> </tr> <tr> <td>FACU species <u>45%</u></td> <td>x 4 = <u>180%</u></td> </tr> <tr> <td>UPL species <u>10%</u></td> <td>x 5 = <u>50%</u></td> </tr> <tr> <td>Column Totals: <u>90%</u> (A)</td> <td><u>315%</u> (B)</td> </tr> </tbody> </table> Prevalence Index = B/A = <u>3.5</u>	Total % Cover of:	Multiply by:	OBL species <u>0%</u>	x 1 = <u>0%</u>	FACW species <u>20%</u>	x 2 = <u>40%</u>	FAC species <u>15%</u>	x 3 = <u>45%</u>	FACU species <u>45%</u>	x 4 = <u>180%</u>	UPL species <u>10%</u>	x 5 = <u>50%</u>	Column Totals: <u>90%</u> (A)	<u>315%</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0%</u>	x 1 = <u>0%</u>																	
FACW species <u>20%</u>	x 2 = <u>40%</u>																	
FAC species <u>15%</u>	x 3 = <u>45%</u>																	
FACU species <u>45%</u>	x 4 = <u>180%</u>																	
UPL species <u>10%</u>	x 5 = <u>50%</u>																	
Column Totals: <u>90%</u> (A)	<u>315%</u> (B)																	
<u>40%</u> = Total Cover																		
<b>Sapling/Shrub Stratum (Plot size: _____)</b>																		
1. <i>Symphoricarpos albus</i>	20%	yes	FACU															
2. <i>Cornus sericea</i>	20%	yes	FACW															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
<u>40%</u> = Total Cover																		
<b>Herb Stratum (Plot size: _____)</b>																		
1. <i>Polystichum munitum</i>	10%	no	FACU															
2. <i>Rubus ursinus</i>	10%	no	FACU															
3. <i>Rubus armeniacus</i>	5%	no	FAC															
4. <i>Hedera helix</i>	5%	no	FACU															
5. _____	_____	_____	_____															
6. _____	_____	_____	_____															
7. _____	_____	_____	_____															
8. _____	_____	_____	_____															
9. _____	_____	_____	_____															
10. _____	_____	_____	_____															
11. _____	_____	_____	_____															
<u>30%</u> = Total Cover																		
<b>Woody Vine Stratum (Plot size: _____)</b>																		
1. _____	_____	_____	_____															
2. _____	_____	_____	_____															
_____ = Total Cover																		
% Bare Ground in Herb Stratum <u>70%</u>																		
Remarks: Mossy ground cover																		
<b>Hydrophytic Vegetation Present?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																		





**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: New Fire Station Project City/County: Stevenson/Skamania County Sampling Date: 15 November 2018  
 Applicant/Owner: City of Stevenson State: WA Sampling Point: SP-3  
 Investigator(s): Dustin Day, Bridget Wojtala Section, Township, Range: NE 1/4 of Section 42, T2N, R7E  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): <5%  
 Subregion (LRR): LRR A Lat: 45°41'18.00"N Long: 121°53'59.46"W Datum: None  
 Soil Map Unit Name: Steever stony clay loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation , Soil , or Hydrology  significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation , Soil , or Hydrology  naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Hydric Soil Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Wetland Hydrology Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Remarks: National Weather Service data indicated that precipitation for November 2018 prior to the site visit was 3.23 inches below the observed normal for the month.					

**VEGETATION – Use scientific names of plants.**

Tree Stratum (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	<b>Dominance Test worksheet:</b>	
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>2</u> (A)	
2. _____	_____	_____	_____	Total Number of Dominant Species Across All Strata: <u>2</u> (B)	
3. _____	_____	_____	_____	Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100%</u> (A/B)	
4. _____	_____	_____	_____		
= Total Cover					
Sapling/Shrub Stratum (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	<b>Prevalence Index worksheet:</b>	
1. <i>Fraxinus latifolia</i>	20%	yes	FACW	Total % Cover of: _____ Multiply by: _____	
2. <i>Cornus sericea</i>	5%	no	FACW	OBL species _____ x 1 = _____	
3. _____	_____	_____	_____	FACW species _____ x 2 = _____	
4. _____	_____	_____	_____	FAC species _____ x 3 = _____	
5. _____	_____	_____	_____	FACU species _____ x 4 = _____	
25% = Total Cover				UPL species _____ x 5 = _____	
				Column Totals: _____ (A) _____ (B)	
				Prevalence Index = B/A = _____	
Herb Stratum (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	<b>Hydrophytic Vegetation Indicators:</b>	
1. <i>Phalaris arundinacea</i>	10%	yes	FACW	___ 1 - Rapid Test for Hydrophytic Vegetation	
2. _____	_____	_____	_____	<input checked="" type="checkbox"/> 2 - Dominance Test is >50%	
3. _____	_____	_____	_____	___ 3 - Prevalence Index is ≤3.0 <sup>1</sup>	
4. _____	_____	_____	_____	___ 4 - Morphological Adaptations <sup>1</sup> (Provide supporting data in Remarks or on a separate sheet)	
5. _____	_____	_____	_____	___ 5 - Wetland Non-Vascular Plants <sup>1</sup>	
6. _____	_____	_____	_____	___ Problematic Hydrophytic Vegetation <sup>1</sup> (Explain)	
7. _____	_____	_____	_____	<sup>1</sup> Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.	
8. _____	_____	_____	_____		
9. _____	_____	_____	_____		
10. _____	_____	_____	_____		
11. _____	_____	_____	_____		
10% = Total Cover					
Woody Vine Stratum (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	<b>Hydrophytic Vegetation Present?</b>	
1. _____	_____	_____	_____	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2. _____	_____	_____	_____		
_____ = Total Cover					
% Bare Ground in Herb Stratum <u>90%</u>					
Remarks:					



**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: New Fire Station Project City/County: Stevenson/Skamania County Sampling Date: 15 November 2018  
 Applicant/Owner: City of Stevenson State: WA Sampling Point: SP-4  
 Investigator(s): Dustin Day, Bridget Wojtala Section, Township, Range: NE 1/4 of Section 42, T2N, R7E  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): <5%  
 Subregion (LRR): LRR A Lat: 45°41'18.00"N Long: 121°53'59.46"W Datum: None  
 Soil Map Unit Name: Steever stony clay loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation , Soil , or Hydrology  significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation , Soil , or Hydrology  naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks: National Weather Service data indicated that precipitation for November 2018 prior to the site visit was 3.23 inches below the observed normal for the month.	

**VEGETATION – Use scientific names of plants.**

<u>Tree Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
= Total Cover				
<u>Sapling/Shrub Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Symphoricarpos albus</u>	5%	yes	FACU	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
5% = Total Cover				
<u>Herb Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Rubus armeniacus</u>	25%	yes	FAC	
2. <u>Hypochaeris radicata</u>	10%	no	FACU	
3. <u>Verbascum blattaria</u>	10%	no	UPL	
4. <u>Cornus sericea</u>	10%	no	FACW	
5. <u>Epilobium sp.</u>	5%	no	_____	
6. <u>Tanacetum vulgare</u>	5%	no	FACU	
7. <u>Hieracium triste</u>	5%	no	FACU	
8. <u>Hypericum perforatum</u>	5%	no	FACU	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
11. _____	_____	_____	_____	
85% = Total Cover				
<u>Woody Vine Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
_____ = Total Cover				
% Bare Ground in Herb Stratum <u>15%</u>				
Remarks:				

**Dominance Test worksheet:**  
 Number of Dominant Species That Are OBL, FACW, or FAC: 1 (A)  
 Total Number of Dominant Species Across All Strata: 2 (B)  
 Percent of Dominant Species That Are OBL, FACW, or FAC: 50% (A/B)

**Prevalence Index worksheet:**  
 Total % Cover of: \_\_\_\_\_ Multiply by: \_\_\_\_\_  
 OBL species \_\_\_\_\_ x 1 = \_\_\_\_\_  
 FACW species \_\_\_\_\_ x 2 = \_\_\_\_\_  
 FAC species \_\_\_\_\_ x 3 = \_\_\_\_\_  
 FACU species \_\_\_\_\_ x 4 = \_\_\_\_\_  
 UPL species \_\_\_\_\_ x 5 = \_\_\_\_\_  
 Column Totals: \_\_\_\_\_ (A) \_\_\_\_\_ (B)  
 Prevalence Index = B/A = \_\_\_\_\_

**Hydrophytic Vegetation Indicators:**  
 \_\_\_ 1 - Rapid Test for Hydrophytic Vegetation  
 \_\_\_ 2 - Dominance Test is >50%  
 \_\_\_ 3 - Prevalence Index is ≤3.0<sup>1</sup>  
 \_\_\_ 4 - Morphological Adaptations<sup>1</sup> (Provide supporting data in Remarks or on a separate sheet)  
 \_\_\_ 5 - Wetland Non-Vascular Plants<sup>1</sup>  
 \_\_\_ Problematic Hydrophytic Vegetation<sup>1</sup> (Explain)  
<sup>1</sup>Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

**Hydrophytic Vegetation Present?** Yes  No



**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: New Fire Station Project City/County: Stevenson/Skamania County Sampling Date: 15 November 2018  
 Applicant/Owner: City of Stevenson State: WA Sampling Point: SP-5  
 Investigator(s): Dustin Day, Bridget Wojtala Section, Township, Range: NE 1/4 of Section 42, T2N, R7E  
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): <5%  
 Subregion (LRR): LRR A Lat: 45°41'18.00"N Long: 121°53'59.46"W Datum: None  
 Soil Map Unit Name: Steever stony clay loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation , Soil , or Hydrology  significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation , Soil , or Hydrology  naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks: National Weather Service data indicated that precipitation for November 2018 prior to the site visit was 3.23 inches below the observed normal for the month.	

**VEGETATION – Use scientific names of plants.**

<u>Tree Stratum</u> (Plot size: _____)	Absolute % Cover	Dominant Species?	Indicator Status	
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
= Total Cover				
<u>Sapling/Shrub Stratum</u> (Plot size: _____)				
1. <u>Symphoricarpos albus</u>	10%	yes	FACU	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
10% = Total Cover				
<u>Herb Stratum</u> (Plot size: _____)				
1. <u>Melissa officinalis</u>	40%	yes	FACU	
2. <u>Rumex crispus</u>	10%	no	FAC	
3. <u>Agrostis capillaris</u>	10%	no	FAC	
4. <u>Phalaris arundinacea</u>	5%	no	FACW	
5. <u>Tanacetum vulgare</u>	5%	no	FACU	
6. <u>Holcus lanatus</u>	5%	no	FAC	
7. _____	_____	_____	_____	
8. _____	_____	_____	_____	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
11. _____	_____	_____	_____	
75% = Total Cover				
<u>Woody Vine Stratum</u> (Plot size: _____)				
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
_____ = Total Cover				
% Bare Ground in Herb Stratum <u>25%</u>				

**Dominance Test worksheet:**  
 Number of Dominant Species That Are OBL, FACW, or FAC: 0 (A)  
 Total Number of Dominant Species Across All Strata: 2 (B)  
 Percent of Dominant Species That Are OBL, FACW, or FAC: 0% (A/B)

**Prevalence Index worksheet:**  
 Total % Cover of: \_\_\_\_\_ Multiply by: \_\_\_\_\_  
 OBL species \_\_\_\_\_ x 1 = \_\_\_\_\_  
 FACW species \_\_\_\_\_ x 2 = \_\_\_\_\_  
 FAC species \_\_\_\_\_ x 3 = \_\_\_\_\_  
 FACU species \_\_\_\_\_ x 4 = \_\_\_\_\_  
 UPL species \_\_\_\_\_ x 5 = \_\_\_\_\_  
 Column Totals: \_\_\_\_\_ (A) \_\_\_\_\_ (B)  
 Prevalence Index = B/A = \_\_\_\_\_

**Hydrophytic Vegetation Indicators:**  
 \_\_\_ 1 - Rapid Test for Hydrophytic Vegetation  
 \_\_\_ 2 - Dominance Test is >50%  
 \_\_\_ 3 - Prevalence Index is ≤3.0<sup>1</sup>  
 \_\_\_ 4 - Morphological Adaptations<sup>1</sup> (Provide supporting data in Remarks or on a separate sheet)  
 \_\_\_ 5 - Wetland Non-Vascular Plants<sup>1</sup>  
 \_\_\_ Problematic Hydrophytic Vegetation<sup>1</sup> (Explain)  
<sup>1</sup>Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---

Remarks:



**Wetland Delineation and Assessment  
New Fire Station  
Stevenson, Washington**

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**Appendix C  
Wetland Rating Forms**

Wetland name or number Wetland A

# RATING SUMMARY – Western Washington

Name of wetland (or ID #): Wetland A Date of site visit: 11/15/2018  
 Rated by Dustin Day and Bridget Wojtala Trained by Ecology?  Yes  No Date of training 09/2014  
 HGM Class used for rating Depressional Wetland has multiple HGM classes?  Y  N

**NOTE: Form is not complete without the figures requested (figures can be combined).**  
 Source of base aerial photo/map \_\_\_\_\_

**OVERALL WETLAND CATEGORY IV** (based on functions  or special characteristics )

## 1. Category of wetland based on FUNCTIONS

- \_\_\_\_\_ Category I – Total score = 23 - 27
- \_\_\_\_\_ Category II – Total score = 20 - 22
- \_\_\_\_\_ Category III – Total score = 16 - 19
- Category IV – Total score = 9 - 15

**Score for each function based on three ratings (order of ratings is not important)**

9 = H,H,H  
 8 = H,H,M  
 7 = H,H,L  
 7 = H,M,M  
 6 = H,M,L  
 6 = M,M,M  
 5 = H,L,L  
 5 = M,M,L  
 4 = M,L,L  
 3 = L,L,L

FUNCTION	Improving Water Quality			Hydrologic			Habitat			
<i>Circle the appropriate ratings</i>										
Site Potential	H	<b>M</b>	L	H	<b>M</b>	L	H	M	<b>L</b>	
Landscape Potential	H	<b>M</b>	L	H	<b>M</b>	L	H	M	<b>L</b>	
Value	<b>H</b>	M	L	H	M	<b>L</b>	H	M	<b>L</b>	<b>TOTAL</b>
Score Based on Ratings	7			5			3			15

## 2. Category based on SPECIAL CHARACTERISTICS of wetland

CHARACTERISTIC	CATEGORY
Estuarine	I II
Wetland of High Conservation Value	I
Bog	I
Mature Forest	I
Old Growth Forest	I
Coastal Lagoon	I II
Interdunal	I II III IV
<b>None of the above</b>	



Wetland name or number Wetland A

## Maps and figures required to answer questions correctly for Western Washington

### Depressional Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	D 1.3, H 1.1, H 1.4	2
Hydroperiods	D 1.4, H 1.2	2
Location of outlet ( <i>can be added to map of hydroperiods</i> )	D 1.1, D 4.1	2
Boundary of area within 150 ft of the wetland ( <i>can be added to another figure</i> )	D 2.2, D 5.2	2
Map of the contributing basin	D 4.3, D 5.3	3
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and undisturbed habitat	H 2.1, H 2.2, H 2.3	1
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	D 3.1, D 3.2	4
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	D 3.3	N/A

### Riverine Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Ponded depressions	R 1.1	
Boundary of area within 150 ft of the wetland ( <i>can be added to another figure</i> )	R 2.4	
Plant cover of trees, shrubs, and herbaceous plants	R 1.2, R 4.2	
Width of unit vs. width of stream ( <i>can be added to another figure</i> )	R 4.1	
Map of the contributing basin	R 2.2, R 2.3, R 5.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and undisturbed habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	R 3.1	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	R 3.2, R 3.3	

### Lake Fringe Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	L 1.1, L 4.1, H 1.1, H 1.4	
Plant cover of trees, shrubs, and herbaceous plants	L 1.2	
Boundary of area within 150 ft of the wetland ( <i>can be added to another figure</i> )	L 2.2	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and undisturbed habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	L 3.1, L 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	L 3.3	

### Slope Wetlands

Map of:	To answer questions:	Figure #
Cowardin plant classes	H 1.1, H 1.4	
Hydroperiods	H 1.2	
Plant cover of <b>dense</b> trees, shrubs, and herbaceous plants	S 1.3	
Plant cover of <b>dense, rigid</b> trees, shrubs, and herbaceous plants ( <i>can be added to figure above</i> )	S 4.1	
Boundary of 150 ft buffer ( <i>can be added to another figure</i> )	S 2.1, S 5.1	
1 km Polygon: Area that extends 1 km from entire wetland edge - including polygons for accessible habitat and undisturbed habitat	H 2.1, H 2.2, H 2.3	
Screen capture of map of 303(d) listed waters in basin (from Ecology website)	S 3.1, S 3.2	
Screen capture of list of TMDLs for WRIA in which unit is found (from web)	S 3.3	

Wetland name or number Wetland A

## HGM Classification of Wetlands in Western Washington

For questions 1-7, the criteria described must apply to the entire unit being rated.

If the hydrologic criteria listed in each question do not apply to the entire unit being rated, you probably have a unit with multiple HGM classes. In this case, identify which hydrologic criteria in questions 1-7 apply, and go to Question 8.

1. Are the water levels in the entire unit usually controlled by tides except during floods?

**NO** - go to 2

**YES** - the wetland class is **Tidal Fringe** - go to 1.1

- 1.1 Is the salinity of the water during periods of annual low flow below 0.5 ppt (parts per thousand)?

**NO** - **Saltwater Tidal Fringe (Estuarine)**

**YES** - **Freshwater Tidal Fringe**

*If your wetland can be classified as a Freshwater Tidal Fringe use the forms for **Riverine** wetlands. If it is Saltwater Tidal Fringe it is an **Estuarine** wetland and is not scored. This method **cannot** be used to score functions for estuarine wetlands.*

2. The entire wetland unit is flat and precipitation is the only source (>90%) of water to it. Groundwater and surface water runoff are NOT sources of water to the unit.

**NO** - go to 3

**YES** - The wetland class is **Flats**

*If your wetland can be classified as a Flats wetland, use the form for **Depressional** wetlands.*

3. Does the entire wetland unit **meet all** of the following criteria?

- The vegetated part of the wetland is on the shores of a body of permanent open water (without any plants on the surface at any time of the year) at least 20 ac (8 ha) in size;  
 At least 30% of the open water area is deeper than 6.6 ft (2 m).

**NO** - go to 4

**YES** - The wetland class is **Lake Fringe** (Lacustrine Fringe)

4. Does the entire wetland unit **meet all** of the following criteria?

- The wetland is on a slope (*slope can be very gradual*),  
 The water flows through the wetland in one direction (unidirectional) and usually comes from seeps. It may flow subsurface, as sheetflow, or in a swale without distinct banks,  
 The water leaves the wetland **without being impounded**.

**NO** - go to 5

**YES** - The wetland class is **Slope**

**NOTE:** Surface water does not pond in these type of wetlands except occasionally in very small and shallow depressions or behind hummocks (depressions are usually <3 ft diameter and less than 1 ft deep).

5. Does the entire wetland unit **meet all** of the following criteria?

- The unit is in a valley, or stream channel, where it gets inundated by overbank flooding from that stream or river,  
 The overbank flooding occurs at least once every 2 years.

Wetland name or number Wetland A

**NO – go to 6**

**YES – The wetland class is Riverine**

**NOTE:** The Riverine unit can contain depressions that are filled with water when the river is not flooding

6. Is the entire wetland unit in a topographic depression in which water ponds, or is saturated to the surface, at some time during the year? *This means that any outlet, if present, is higher than the interior of the wetland.*

NO – go to 7

**YES – The wetland class is Depressional**

7. Is the entire wetland unit located in a very flat area with no obvious depression and no overbank flooding? The unit does not pond surface water more than a few inches. The unit seems to be maintained by high groundwater in the area. The wetland may be ditched, but has no obvious natural outlet.

NO – go to 8

**YES – The wetland class is Depressional**

8. Your wetland unit seems to be difficult to classify and probably contains several different HGM classes. For example, seeps at the base of a slope may grade into a riverine floodplain, or a small stream within a Depressional wetland has a zone of flooding along its sides. **GO BACK AND IDENTIFY WHICH OF THE HYDROLOGIC REGIMES DESCRIBED IN QUESTIONS 1-7 APPLY TO DIFFERENT AREAS IN THE UNIT** (make a rough sketch to help you decide). Use the following table to identify the appropriate class to use for the rating system if you have several HGM classes present within the wetland unit being scored.

**NOTE:** Use this table only if the class that is recommended in the second column represents 10% or more of the total area of the wetland unit being rated. If the area of the HGM class listed in column 2 is less than 10% of the unit; classify the wetland using the class that represents more than 90% of the total area.

HGM classes within the wetland unit being rated	HGM class to use in rating
Slope + Riverine	Riverine
Slope + Depressional	Depressional
Slope + Lake Fringe	Lake Fringe
Depressional + Riverine along stream within boundary of depression	Depressional
Depressional + Lake Fringe	Depressional
Riverine + Lake Fringe	Riverine
Salt Water Tidal Fringe and any other class of freshwater wetland	Treat as ESTUARINE

*If you are still unable to determine which of the above criteria apply to your wetland, or if you have **more than 2 HGM classes** within a wetland boundary, classify the wetland as Depressional for the rating.*

Wetland name or number Wetland A

<b>DEPRESSIONAL AND FLATS WETLANDS</b>		
<b>Water Quality Functions - Indicators that the site functions to improve water quality</b>		
<b>D 1.0. Does the site have the potential to improve water quality?</b>		
D 1.1. <u>Characteristics of surface water outflows from the wetland:</u> Wetland is a depression or flat depression (QUESTION 7 on key) with no surface water leaving it (no outlet). <span style="float: right;">points = 3</span> Wetland has an intermittently flowing stream or ditch, OR highly constricted permanently flowing outlet. <span style="float: right;">points = 2</span> Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing <span style="float: right;">points = 1</span> Wetland is a flat depression (QUESTION 7 on key), whose outlet is a permanently flowing ditch. <span style="float: right;">points = 1</span>	<b>2</b>	
D 1.2. <u>The soil 2 in below the surface (or duff layer) is true clay or true organic (use NRCS definitions).</u> Yes = 4 No = 0		<b>0</b>
D 1.3. <u>Characteristics and distribution of persistent plants (Emergent, Scrub-shrub, and/or Forested Cowardin classes):</u> Wetland has persistent, ungrazed, plants > 95% of area <span style="float: right;">points = 5</span> Wetland has persistent, ungrazed, plants > ½ of area <span style="float: right;">points = 3</span> Wetland has persistent, ungrazed plants > 1/10 of area <span style="float: right;">points = 1</span> Wetland has persistent, ungrazed plants < 1/10 of area <span style="float: right;">points = 0</span>	<b>1</b>	
D 1.4. <u>Characteristics of seasonal ponding or inundation:</u> <i>This is the area that is ponded for at least 2 months. See description in manual.</i> Area seasonally ponded is > ½ total area of wetland <span style="float: right;">points = 4</span> Area seasonally ponded is > ¼ total area of wetland <span style="float: right;">points = 2</span> Area seasonally ponded is < ¼ total area of wetland <span style="float: right;">points = 0</span>	<b>4</b>	
Total for D 1		<b>7</b>

**Rating of Site Potential** If score is: 12-16 = H X 6-11 = M 0-5 = L Record the rating on the first page

<b>D 2.0. Does the landscape have the potential to support the water quality function of the site?</b>		
D 2.1. Does the wetland unit receive stormwater discharges?	Yes = 1 No = 0	<b>1</b>
D 2.2. Is > 10% of the area within 150 ft of the wetland in land uses that generate pollutants?	Yes = 1 No = 0	<b>0</b>
D 2.3. Are there septic systems within 250 ft of the wetland?	Yes = 1 No = 0	<b>0</b>
D 2.4. Are there other sources of pollutants coming into the wetland that are not listed in questions D 2.1-D 2.3? Source _____	Yes = 1 No = 0	<b>0</b>
Total for D 2		<b>1</b>

**Rating of Landscape Potential** If score is: 3 or 4 = H X 1 or 2 = M 0 = L Record the rating on the first page

<b>D 3.0. Is the water quality improvement provided by the site valuable to society?</b>		
D 3.1. Does the wetland discharge directly (i.e., within 1 mi) to a stream, river, lake, or marine water that is on the 303(d) list?	Yes = 1 No = 0	<b>1</b>
D 3.2. Is the wetland in a basin or sub-basin where an aquatic resource is on the 303(d) list?	Yes = 1 No = 0	<b>1</b>
D 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality (answer YES if there is a TMDL for the basin in which the unit is found)?	Yes = 2 No = 0	<b>0</b>
Total for D 3		<b>2</b>

**Rating of Value** If score is: X 2-4 = H 1 = M 0 = L Record the rating on the first page

Wetland name or number Wetland A**DEPRESSIONAL AND FLATS WETLANDS****Hydrologic Functions** - Indicators that the site functions to reduce flooding and stream degradation

D 4.0. Does the site have the potential to reduce flooding and erosion?

D 4.1. Characteristics of surface water outflows from the wetland:

Wetland is a depression or flat depression with no surface water leaving it (no outlet)	points = 4	2
Wetland has an intermittently flowing stream or ditch, OR highly constricted permanently flowing outlet	points = 2	
Wetland is a flat depression (QUESTION 7 on key), whose outlet is a permanently flowing ditch	points = 1	
Wetland has an unconstricted, or slightly constricted, surface outlet that is permanently flowing	points = 0	

D 4.2. Depth of storage during wet periods: Estimate the height of ponding above the bottom of the outlet. For wetlands with no outlet, measure from the surface of permanent water or if dry, the deepest part.

Marks of ponding are 3 ft or more above the surface or bottom of outlet	points = 7	3
Marks of ponding between 2 ft to < 3 ft from surface or bottom of outlet	points = 5	
Marks are at least 0.5 ft to < 2 ft from surface or bottom of outlet	points = 3	
The wetland is a "headwater" wetland	points = 3	
Wetland is flat but has small depressions on the surface that trap water	points = 1	
Marks of ponding less than 0.5 ft (6 in)	points = 0	

D 4.3. Contribution of the wetland to storage in the watershed: Estimate the ratio of the area of upstream basin contributing surface water to the wetland to the area of the wetland unit itself.

The area of the basin is less than 10 times the area of the unit	points = 5	3
The area of the basin is 10 to 100 times the area of the unit	points = 3	
The area of the basin is more than 100 times the area of the unit	points = 0	
Entire wetland is in the Flats class	points = 5	

Total for D 4

Add the points in the boxes above

8

**Rating of Site Potential** If score is: 12-16 = H X 6-11 = M 0-5 = L

Record the rating on the first page

D 5.0. Does the landscape have the potential to support hydrologic functions of the site?

D 5.1. Does the wetland receive stormwater discharges?

Yes = 1 No = 0

1

D 5.2. Is &gt;10% of the area within 150 ft of the wetland in land uses that generate excess runoff?

Yes = 1 No = 0

0

D 5.3. Is more than 25% of the contributing basin of the wetland covered with intensive human land uses (residential at &gt;1 residence/ac, urban, commercial, agriculture, etc.)?

Yes = 1 No = 0

0

Total for D 5

Add the points in the boxes above

1

**Rating of Landscape Potential** If score is: 3 = H X 1 or 2 = M 0 = L

Record the rating on the first page

D 6.0. Are the hydrologic functions provided by the site valuable to society?

D 6.1. The unit is in a landscape that has flooding problems. Choose the description that best matches conditions around the wetland unit being rated. Do not add points. Choose the highest score if more than one condition is met.

The wetland captures surface water that would otherwise flow down-gradient into areas where flooding has damaged human or natural resources (e.g., houses or salmon redds):

- Flooding occurs in a sub-basin that is immediately down-gradient of unit. points = 2
  - Surface flooding problems are in a sub-basin farther down-gradient. points = 1
- Flooding from groundwater is an issue in the sub-basin. points = 1

The existing or potential outflow from the wetland is so constrained by human or natural conditions that the water stored by the wetland cannot reach areas that flood. Explain why \_\_\_\_\_ points = 0

There are no problems with flooding downstream of the wetland. points = 0

0

D 6.2. Has the site been identified as important for flood storage or flood conveyance in a regional flood control plan?

Yes = 2 No = 0

0

Total for D 6

Add the points in the boxes above

0

**Rating of Value** If score is: 2-4 = H 1 = M X 0 = L

Record the rating on the first page

City of Stevenson

May 2019

Wetland name or number \_\_\_\_\_

**RIVERINE AND FRESHWATER TIDAL FRINGE WETLANDS**  
**Water Quality Functions - Indicators that the site functions to improve water quality**

<b>R 1.0. Does the site have the potential to improve water quality?</b>	
R 1.1. Area of surface depressions within the Riverine wetland that can trap sediments during a flooding event:	
Depressions cover $> \frac{3}{4}$ area of wetland	points = 8
Depressions cover $> \frac{1}{2}$ area of wetland	points = 4
Depressions present but cover $< \frac{1}{2}$ area of wetland	points = 2
No depressions present	points = 0
R 1.2. Structure of plants in the wetland (areas with >90% cover at person height, <b>not</b> Cowardin classes)	
Trees or shrubs $> \frac{2}{3}$ area of the wetland	points = 8
Trees or shrubs $> \frac{1}{3}$ area of the wetland	points = 6
Herbaceous plants (> 6 in high) $> \frac{2}{3}$ area of the wetland	points = 6
Herbaceous plants (> 6 in high) $> \frac{1}{3}$ area of the wetland	points = 3
Trees, shrubs, and ungrazed herbaceous $< \frac{1}{3}$ area of the wetland	points = 0
<b>Total for R 1</b>	<b>Add the points in the boxes above</b>

**Rating of Site Potential** If score is:    **12-16 = H**      **6-11 = M**      **0-5 = L** *Record the rating on the first page*

<b>R 2.0. Does the landscape have the potential to support the water quality function of the site?</b>	
R 2.1. Is the wetland within an incorporated city or within its UGA?	Yes = 2 No = 0
R 2.2. Does the contributing basin to the wetland include a UGA or incorporated area?	Yes = 1 No = 0
R 2.3. Does at least 10% of the contributing basin contain tilled fields, pastures, or forests that have been clearcut within the last 5 years?	Yes = 1 No = 0
R 2.4. Is > 10% of the area within 150 ft of the wetland in land uses that generate pollutants?	Yes = 1 No = 0
R 2.5. Are there other sources of pollutants coming into the wetland that are not listed in questions R 2.1-R 2.4 Other sources _____	Yes = 1 No = 0
<b>Total for R 2</b>	<b>Add the points in the boxes above</b>

**Rating of Landscape Potential** If score is:    **3-6 = H**      **1 or 2 = M**      **0 = L** *Record the rating on the first page*

<b>R 3.0. Is the water quality improvement provided by the site valuable to society?</b>	
R 3.1. Is the wetland along a stream or river that is on the 303(d) list or on a tributary that drains to one within 1 mi?	Yes = 1 No = 0
R 3.2. Is the wetland along a stream or river that has TMDL limits for nutrients, toxics, or pathogens?	Yes = 1 No = 0
R 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality? ( <i>answer YES if there is a TMDL for the drainage in which the unit is found</i> )	Yes = 2 No = 0
<b>Total for R 3</b>	<b>Add the points in the boxes above</b>

**Rating of Value** If score is:    **2-4 = H**      **1 = M**      **0 = L** *Record the rating on the first page*

Wetland name or number \_\_\_\_\_

### RIVERINE AND FRESHWATER TIDAL FRINGE WETLANDS

#### Hydrologic Functions - Indicators that site functions to reduce flooding and stream erosion

**R 4.0. Does the site have the potential to reduce flooding and erosion?**

R 4.1. Characteristics of the overbank storage the wetland provides:

*Estimate the average width of the wetland perpendicular to the direction of the flow and the width of the stream or river channel (distance between banks). Calculate the ratio: (average width of wetland)/(average width of stream between banks).*

If the ratio is more than 20	points = 9
If the ratio is 10-20	points = 6
If the ratio is 5-<10	points = 4
If the ratio is 1-<5	points = 2
If the ratio is < 1	points = 1

R 4.2. Characteristics of plants that slow down water velocities during floods: *Treat large woody debris as forest or shrub. Choose the points appropriate for the best description (polygons need to have >90% cover at person height. These are NOT Cowardin classes).*

Forest or shrub for $> \frac{1}{3}$ area OR emergent plants $> \frac{2}{3}$ area	points = 7
Forest or shrub for $> \frac{1}{10}$ area OR emergent plants $> \frac{1}{3}$ area	points = 4
Plants do not meet above criteria	points = 0

Total for R 4

Add the points in the boxes above

**Rating of Site Potential** If score is: 12-16 = H 6-11 = M 0-5 = L

*Record the rating on the first page*

**R 5.0. Does the landscape have the potential to support the hydrologic functions of the site?**

R 5.1. Is the stream or river adjacent to the wetland downcut?

Yes = 0 No = 1

R 5.2. Does the up-gradient watershed include a UGA or incorporated area?

Yes = 1 No = 0

R 5.3. Is the up-gradient stream or river controlled by dams?

Yes = 0 No = 1

Total for R 5

Add the points in the boxes above

**Rating of Landscape Potential** If score is: 3 = H 1 or 2 = M 0 = L

*Record the rating on the first page*

**R 6.0. Are the hydrologic functions provided by the site valuable to society?**

R 6.1. Distance to the nearest areas downstream that have flooding problems?

*Choose the description that best fits the site.*

The sub-basin immediately down-gradient of the wetland has flooding problems that result in damage to human or natural resources (e.g., houses or salmon redds)	points = 2
Surface flooding problems are in a sub-basin farther down-gradient	points = 1
No flooding problems anywhere downstream	points = 0

R 6.2. Has the site been identified as important for flood storage or flood conveyance in a regional flood control plan?

Yes = 2 No = 0

Total for R 6

Add the points in the boxes above

**Rating of Value** If score is: 2-4 = H 1 = M 0 = L

*Record the rating on the first page*



Wetland name or number \_\_\_\_\_

<b>LAKE FRINGE WETLANDS</b>	
<b>Water Quality Functions - Indicators that the site functions to improve water quality</b>	
<b>L 1.0. Does the site have the potential to improve water quality?</b>	
L 1.1. Average width of plants along the lakeshore ( <i>use polygons of Cowardin classes</i> ):	
Plants are more than 33 ft (10 m) wide	points = 6
Plants are more than 16 ft (5 m) wide and <33 ft	points = 3
Plants are more than 6 ft (2 m) wide and <16 ft	points = 1
Plants are less than 6 ft wide	points = 0
L 1.2. Characteristics of the plants in the wetland: Choose the appropriate description that results in the highest points, and do not include any open water in your estimate of coverage. The herbaceous plants can be either the dominant form or as an understory in a shrub or forest community. <i>These are not Cowardin classes. Area of cover is total cover in the unit, but it can be in patches. Herbaceous does not include aquatic bed.</i>	
Cover of herbaceous plants is >90% of the vegetated area	points = 6
Cover of herbaceous plants is $> \frac{2}{3}$ of the vegetated area	points = 4
Cover of herbaceous plants is $> \frac{1}{3}$ of the vegetated area	points = 3
Other plants that are not aquatic bed $> \frac{2}{3}$ unit	points = 3
Other plants that are not aquatic bed in $> \frac{1}{3}$ vegetated area	points = 1
Aquatic bed plants and open water cover $> \frac{2}{3}$ of the unit	points = 0
<b>Total for L 1</b>	<b>Add the points in the boxes above</b>

**Rating of Site Potential** If score is:     8-12 = H     4-7 = M     0-3 = L

*Record the rating on the first page*

<b>L 2.0. Does the landscape have the potential to support the water quality function of the site?</b>	
L 2.1. Is the lake used by power boats?	Yes = 1 No = 0
L 2.2. Is > 10% of the area within 150 ft of wetland unit on the upland side in land uses that generate pollutants?	Yes = 1 No = 0
L 2.3. Does the lake have problems with algal blooms or excessive plant growth such as milfoil?	Yes = 1 No = 0
<b>Total for L 2</b>	<b>Add the points in the boxes above</b>

**Rating of Landscape Potential:** If score is:     2 or 3 = H     1 = M     0 = L

*Record the rating on the first page*

<b>L 3.0. Is the water quality improvement provided by the site valuable to society?</b>	
L 3.1. Is the lake on the 303(d) list of degraded aquatic resources?	Yes = 1 No = 0
L 3.2. Is the lake in a sub-basin where water quality is an issue (at least one aquatic resource in the basin is on the 303(d) list)?	Yes = 1 No = 0
L 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality? <i>Answer YES if there is a TMDL for the lake or basin in which the unit is found.</i>	Yes = 2 No = 0
<b>Total for L 3</b>	<b>Add the points in the boxes above</b>

**Rating of Value** If score is:     2-4 = H     1 = M     0 = L

*Record the rating on the first page*



Wetland name or number \_\_\_\_\_

**LAKE FRINGE WETLANDS****Hydrologic Functions** - Indicators that the wetland unit functions to reduce shoreline erosion

L 4.0. Does the site have the potential to reduce shoreline erosion?		
L 4.1. Distance along shore and average width of Cowardin classes along the lakeshore ( <b>do not</b> include Aquatic bed): <i>Choose the highest scoring description that matches conditions in the wetland.</i>		
> ¾ of distance is Scrub-shrub or Forested at least 33 ft (10 m) wide		points = 6
> ¾ of distance is Scrub-shrub or Forested at least 6 ft (2 m) wide		points = 4
> ¼ distance is Scrub-shrub or Forested at least 33 ft (10 m) wide		points = 4
Plants are at least 6 ft (2 m) wide (any type except Aquatic bed)		points = 2
Plants are less than 6 ft (2 m) wide (any type except Aquatic bed)		points = 0

**Rating of Site Potential:** If score is:     6 = M     0-5 = L*Record the rating on the first page*

L 5.0. Does the landscape have the potential to support the hydrologic functions of the site?		
L 5.1. Is the lake used by power boats with more than 10 hp?	Yes = 1 No = 0	
L 5.2. Is the fetch on the lake side of the unit at least 1 mile in distance?	Yes = 1 No = 0	
Total for L 5	Add the points in the boxes above	

**Rating of Landscape Potential** If score is:     2 = H     1 = M     0 = L*Record the rating on the first page*

L 6.0. Are the hydrologic functions provided by the site valuable to society?		
L 6.1. Are there resources along the shore that can be impacted by erosion? If more than one resource is present, choose the one with the highest score.		
There are human structures or old growth/mature forests within 25 ft of OHWM of the shore in the unit		points = 2
There are nature trails or other paths and recreational activities within 25 ft of OHWM		points = 1
Other resources that could be impacted by erosion		points = 1
There are no resources that can be impacted by erosion along the shores of the unit		points = 0

**Rating of Value:** If score is:     2 = H     1 = M     0 = L*Record the rating on the first page*

NOTES and FIELD OBSERVATIONS:

Wetland name or number \_\_\_\_\_

<b><u>SLOPE WETLANDS</u></b>	
<b>Water Quality Functions - Indicators that the site functions to improve water quality</b>	
S 1.0. Does the site have the potential to improve water quality?	
S 1.1. Characteristics of the average slope of the wetland: <i>(a 1% slope has a 1 ft vertical drop in elevation for every 100 ft of horizontal distance)</i>	
Slope is 1% or less	points = 3
Slope is > 1%-2%	points = 2
Slope is > 2%-5%	points = 1
Slope is greater than 5%	points = 0
S 1.2. <u>The soil 2 in below the surface (or duff layer)</u> is true clay or true organic <i>(use NRCS definitions)</i> : Yes = 3 No = 0	
S 1.3. Characteristics of the plants in the wetland that trap sediments and pollutants:	
Choose the points appropriate for the description that best fits the plants in the wetland. <i>Dense means you have trouble seeing the soil surface (&gt;75% cover), and uncut means not grazed or mowed and plants are higher than 6 in.</i>	
Dense, uncut, herbaceous plants > 90% of the wetland area	points = 6
Dense, uncut, herbaceous plants > ½ of area	points = 3
Dense, woody, plants > ½ of area	points = 2
Dense, uncut, herbaceous plants > ¼ of area	points = 1
Does not meet any of the criteria above for plants	points = 0
Total for S 1	Add the points in the boxes above

**Rating of Site Potential** If score is: 12 = H 6-11 = M 0-5 = L

*Record the rating on the first page*

S 2.0. Does the landscape have the potential to support the water quality function of the site?	
S 2.1. Is > 10% of the area within 150 ft on the uphill side of the wetland in land uses that generate pollutants?	
Yes = 1 No = 0	
S 2.2. Are there other sources of pollutants coming into the wetland that are not listed in question S 2.1?	
Other sources _____	Yes = 1 No = 0
Total for S 2	Add the points in the boxes above

**Rating of Landscape Potential** If score is: 1-2 = M 0 = L

*Record the rating on the first page*

S 3.0. Is the water quality improvement provided by the site valuable to society?	
S 3.1. Does the wetland discharge directly (i.e., within 1 mi) to a stream, river, lake, or marine water that is on the 303(d) list?	
Yes = 1 No = 0	
S 3.2. Is the wetland in a basin or sub-basin where water quality is an issue? <i>At least one aquatic resource in the basin is on the 303(d) list.</i>	
Yes = 1 No = 0	
S 3.3. Has the site been identified in a watershed or local plan as important for maintaining water quality? <i>Answer YES if there is a TMDL for the basin in which unit is found.</i>	
Yes = 2 No = 0	
Total for S 3	Add the points in the boxes above

**Rating of Value** If score is: 2-4 = H 1 = M 0 = L

*Record the rating on the first page*

Wetland name or number \_\_\_\_\_

**SLOPE WETLANDS****Hydrologic Functions** - Indicators that the site functions to reduce flooding and stream erosion

S 4.0. Does the site have the potential to reduce flooding and stream erosion?

S 4.1. Characteristics of plants that reduce the velocity of surface flows during storms: Choose the points appropriate for the description that best fits conditions in the wetland. *Stems of plants should be thick enough (usually > 1/8 in), or dense enough, to remain erect during surface flows.*Dense, uncut, **rigid** plants cover > 90% of the area of the wetland

points = 1

All other conditions

points = 0

**Rating of Site Potential** If score is: \_\_\_ **1** = M \_\_\_ **0** = L

Record the rating on the first page

S 5.0. Does the landscape have the potential to support the hydrologic functions of the site?

S 5.1. Is more than 25% of the area within 150 ft upslope of wetland in land uses or cover that generate excess surface runoff?

Yes = 1 No = 0

**Rating of Landscape Potential** If score is: \_\_\_ **1** = M \_\_\_ **0** = L

Record the rating on the first page

S 6.0. Are the hydrologic functions provided by the site valuable to society?

S 6.1. Distance to the nearest areas downstream that have flooding problems:

The sub-basin immediately down-gradient of site has flooding problems that result in damage to human or natural resources (e.g., houses or salmon redds)

points = 2

Surface flooding problems are in a sub-basin farther down-gradient

points = 1

No flooding problems anywhere downstream

points = 0

S 6.2. Has the site been identified as important for flood storage or flood conveyance in a regional flood control plan?

Yes = 2 No = 0

Total for S 6

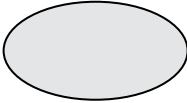
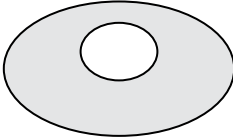
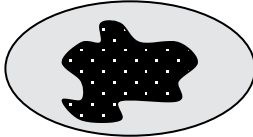
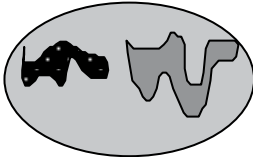
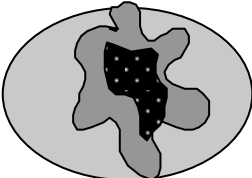
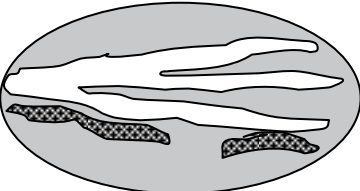
Add the points in the boxes above

**Rating of Value** If score is: \_\_\_ **2-4** = H \_\_\_ **1** = M \_\_\_ **0** = L

Record the rating on the first page

NOTES and FIELD OBSERVATIONS:

Wetland name or number Wetland A

<b>These questions apply to wetlands of all HGM classes.</b>	
<b>HABITAT FUNCTIONS - Indicators that site functions to provide important habitat</b>	
<b>H 1.0. Does the site have the potential to provide habitat?</b>	
<p>H 1.1. Structure of plant community: <i>Indicators are Cowardin classes and strata within the Forested class. Check the Cowardin plant classes in the wetland. Up to 10 patches may be combined for each class to meet the threshold of ¼ ac or more than 10% of the unit if it is smaller than 2.5 ac. Add the number of structures checked.</i></p> <p> <input type="checkbox"/> Aquatic bed <span style="float: right;">4 structures or more: points = 4</span>  <input type="checkbox"/> Emergent <span style="float: right;">3 structures: points = 2</span>  <input checked="" type="checkbox"/> Scrub-shrub (areas where shrubs have &gt; 30% cover) <span style="float: right;">2 structures: points = 1</span>  <input type="checkbox"/> Forested (areas where trees have &gt; 30% cover) <span style="float: right;">1 structure: points = 0</span> </p> <p><i>If the unit has a Forested class, check if:</i></p> <p> <input type="checkbox"/> The Forested class has 3 out of 5 strata (canopy, sub-canopy, shrubs, herbaceous, moss/ground-cover) that each cover 20% within the Forested polygon                 </p>	<b>0</b>
<p>H 1.2. Hydroperiods</p> <p>Check the types of water regimes (hydroperiods) present within the wetland. The water regime has to cover more than 10% of the wetland or ¼ ac to count (<i>see text for descriptions of hydroperiods</i>).</p> <p> <input type="checkbox"/> Permanently flooded or inundated <span style="float: right;">4 or more types present: points = 3</span>  <input checked="" type="checkbox"/> Seasonally flooded or inundated <span style="float: right;">3 types present: points = 2</span>  <input type="checkbox"/> Occasionally flooded or inundated <span style="float: right;">2 types present: points = 1</span>  <input type="checkbox"/> Saturated only <span style="float: right;">1 type present: points = 0</span> </p> <p> <input type="checkbox"/> Permanently flowing stream or river in, or adjacent to, the wetland  <input type="checkbox"/> Seasonally flowing stream in, or adjacent to, the wetland                 </p> <p> <input type="checkbox"/> <b>Lake Fringe wetland</b> <span style="float: right;"><b>2 points</b></span>  <input type="checkbox"/> <b>Freshwater tidal wetland</b> <span style="float: right;"><b>2 points</b></span> </p>	<b>1</b>
<p>H 1.3. Richness of plant species</p> <p>Count the number of plant species in the wetland that cover at least 10 ft<sup>2</sup>. <i>Different patches of the same species can be combined to meet the size threshold and you do not have to name the species. Do not include Eurasian milfoil, reed canarygrass, purple loosestrife, Canadian thistle</i></p> <p>                     If you counted: &gt; 19 species <span style="float: right;">points = 2</span>                      5 - 19 species <span style="float: right;">points = 1</span>                      &lt; 5 species <span style="float: right;">points = 0</span> </p>	<b>0</b>
<p>H 1.4. Interspersion of habitats</p> <p>Decide from the diagrams below whether interspersion among Cowardin plants classes (described in H 1.1), or the classes and unvegetated areas (can include open water or mudflats) is high, moderate, low, or none. <i>If you have four or more plant classes or three classes and open water, the rating is always high.</i></p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p><b>None = 0 points</b></p> </div> <div style="text-align: center;">  <p><b>Low = 1 point</b></p> </div> <div style="text-align: center;">  <p><b>Moderate = 2 points</b></p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <p>All three diagrams in this row are <b>HIGH = 3points</b></p>	<b>1</b>

Wetland name or number Wetland A

<p>H 1.5. Special habitat features:                  Check the habitat features that are present in the wetland. <i>The number of checks is the number of points.</i>  <input type="checkbox"/> Large, downed, woody debris within the wetland (&gt; 4 in diameter and 6 ft long).  <input type="checkbox"/> Standing snags (dbh &gt; 4 in) within the wetland  <input type="checkbox"/> Undercut banks are present for at least 6.6 ft (2 m) <b>and/or</b> overhanging plants extends at least 3.3 ft (1 m) over a stream (or ditch) in, or contiguous with the wetland, for at least 33 ft (10 m)  <input type="checkbox"/> Stable steep banks of fine material that might be used by beaver or muskrat for denning (&gt; 30 degree slope) OR signs of recent beaver activity are present (<i>cut shrubs or trees that have not yet weathered where wood is exposed</i>)  <input type="checkbox"/> At least ¼ ac of thin-stemmed persistent plants or woody branches are present in areas that are permanently or seasonally inundated (<i>structures for egg-laying by amphibians</i>)  <input checked="" type="checkbox"/> Invasive plants cover less than 25% of the wetland area in every stratum of plants (<i>see H 1.1 for list of strata</i>)</p>		1
Total for H 1	Add the points in the boxes above	3

**Rating of Site Potential** If score is: 15-18 = H 7-14 = M X 0-6 = L *Record the rating on the first page*

<p>H 2.0. Does the landscape have the potential to support the habitat functions of the site?</p>		
<p>H 2.1. Accessible habitat (include <i>only habitat that directly abuts wetland unit</i>).  <i>Calculate:</i> % undisturbed habitat <u>2.2</u> + [(% moderate and low intensity land uses)/2] <u>0.15</u> = <u>2.35</u> %                  If total accessible habitat is:                  &gt; 1/3 (33.3%) of 1 km Polygon <span style="float: right;">points = 3</span>                  20-33% of 1 km Polygon <span style="float: right;">points = 2</span>                  10-19% of 1 km Polygon <span style="float: right;">points = 1</span>                  &lt; 10% of 1 km Polygon <span style="float: right;">points = 0</span></p>		0
<p>H 2.2. Undisturbed habitat in 1 km Polygon around the wetland.  <i>Calculate:</i> % undisturbed habitat <u>27</u> + [(% moderate and low intensity land uses)/2] <u>3.8</u> = <u>30.8</u> %                  Undisturbed habitat &gt; 50% of Polygon <span style="float: right;">points = 3</span>                  Undisturbed habitat 10-50% and in 1-3 patches <span style="float: right;">points = 2</span>                  Undisturbed habitat 10-50% and &gt; 3 patches <span style="float: right;">points = 1</span>                  Undisturbed habitat &lt; 10% of 1 km Polygon <span style="float: right;">points = 0</span></p>		1
<p>H 2.3. Land use intensity in 1 km Polygon: If                  &gt; 50% of 1 km Polygon is high intensity land use <span style="float: right;">points = (- 2)</span>                  ≤ 50% of 1 km Polygon is high intensity <span style="float: right;">points = 0</span></p>		-2
Total for H 2	Add the points in the boxes above	

**Rating of Landscape Potential** If score is: 4-6 = H 1-3 = M X < 1 = L *Record the rating on the first page*

<p>H 3.0. Is the habitat provided by the site valuable to society?</p>		
<p>H 3.1. Does the site provide habitat for species valued in laws, regulations, or policies? <i>Choose only the highest score that applies to the wetland being rated.</i>                  Site meets ANY of the following criteria: <span style="float: right;">points = 2</span>  <input type="checkbox"/> It has 3 or more priority habitats within 100 m (see next page)  <input type="checkbox"/> It provides habitat for Threatened or Endangered species (any plant or animal on the state or federal lists)  <input type="checkbox"/> It is mapped as a location for an individual WDFW priority species  <input type="checkbox"/> It is a Wetland of High Conservation Value as determined by the Department of Natural Resources  <input type="checkbox"/> It has been categorized as an important habitat site in a local or regional comprehensive plan, in a Shoreline Master Plan, or in a watershed plan                  Site has 1 or 2 priority habitats (listed on next page) within 100 m <span style="float: right;">points = 1</span>                  Site does not meet any of the criteria above <span style="float: right;">points = 0</span></p>		0
<p><b>Rating of Value</b> If score is: <u>2 = H</u> <u>1 = M</u> <u>X 0 = L</u> <span style="float: right;"><i>Record the rating on the first page</i></span></p>		

Wetland name or number Wetland A

## WDFW Priority Habitats

Priority habitats listed by WDFW (see complete descriptions of WDFW priority habitats, and the counties in which they can be found, in: Washington Department of Fish and Wildlife. 2008. Priority Habitat and Species List. Olympia, Washington. 177 pp. <http://wdfw.wa.gov/publications/00165/wdfw00165.pdf> or access the list from here: <http://wdfw.wa.gov/conservation/phs/list/>)

Count how many of the following priority habitats are within 330 ft (100 m) of the wetland unit: **NOTE:** *This question is independent of the land use between the wetland unit and the priority habitat.*

- **Aspen Stands:** Pure or mixed stands of aspen greater than 1 ac (0.4 ha).
- **Biodiversity Areas and Corridors:** Areas of habitat that are relatively important to various species of native fish and wildlife (*full descriptions in WDFW PHS report*).
- **Herbaceous Balds:** Variable size patches of grass and forbs on shallow soils over bedrock.
- **Old-growth/Mature forests:** Old-growth west of Cascade crest – Stands of at least 2 tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha ) > 32 in (81 cm) dbh or > 200 years of age. Mature forests – Stands with average diameters exceeding 21 in (53 cm) dbh; crown cover may be less than 100%; decay, decadence, numbers of snags, and quantity of large downed material is generally less than that found in old-growth; 80-200 years old west of the Cascade crest.
- **Oregon White Oak:** Woodland stands of pure oak or oak/conifer associations where canopy coverage of the oak component is important (*full descriptions in WDFW PHS report p. 158 – see web link above*).
- **Riparian:** The area adjacent to aquatic systems with flowing water that contains elements of both aquatic and terrestrial ecosystems which mutually influence each other.
- **Westside Prairies:** Herbaceous, non-forested plant communities that can either take the form of a dry prairie or a wet prairie (*full descriptions in WDFW PHS report p. 161 – see web link above*).
- **Instream:** The combination of physical, biological, and chemical processes and conditions that interact to provide functional life history requirements for instream fish and wildlife resources.
- **Nearshore:** Relatively undisturbed nearshore habitats. These include Coastal Nearshore, Open Coast Nearshore, and Puget Sound Nearshore. (*full descriptions of habitats and the definition of relatively undisturbed are in WDFW report – see web link on previous page*).
- **Caves:** A naturally occurring cavity, recess, void, or system of interconnected passages under the earth in soils, rock, ice, or other geological formations and is large enough to contain a human.
- **Cliffs:** Greater than 25 ft (7.6 m) high and occurring below 5000 ft elevation.
- **Talus:** Homogenous areas of rock rubble ranging in average size 0.5 - 6.5 ft (0.15 - 2.0 m), composed of basalt, andesite, and/or sedimentary rock, including riprap slides and mine tailings. May be associated with cliffs.
- **Snags and Logs:** Trees are considered snags if they are dead or dying and exhibit sufficient decay characteristics to enable cavity excavation/use by wildlife. Priority snags have a diameter at breast height of > 20 in (51 cm) in western Washington and are > 6.5 ft (2 m) in height. Priority logs are > 12 in (30 cm) in diameter at the largest end, and > 20 ft (6 m) long.

**Note:** All vegetated wetlands are by definition a priority habitat but are not included in this list because they are addressed elsewhere.





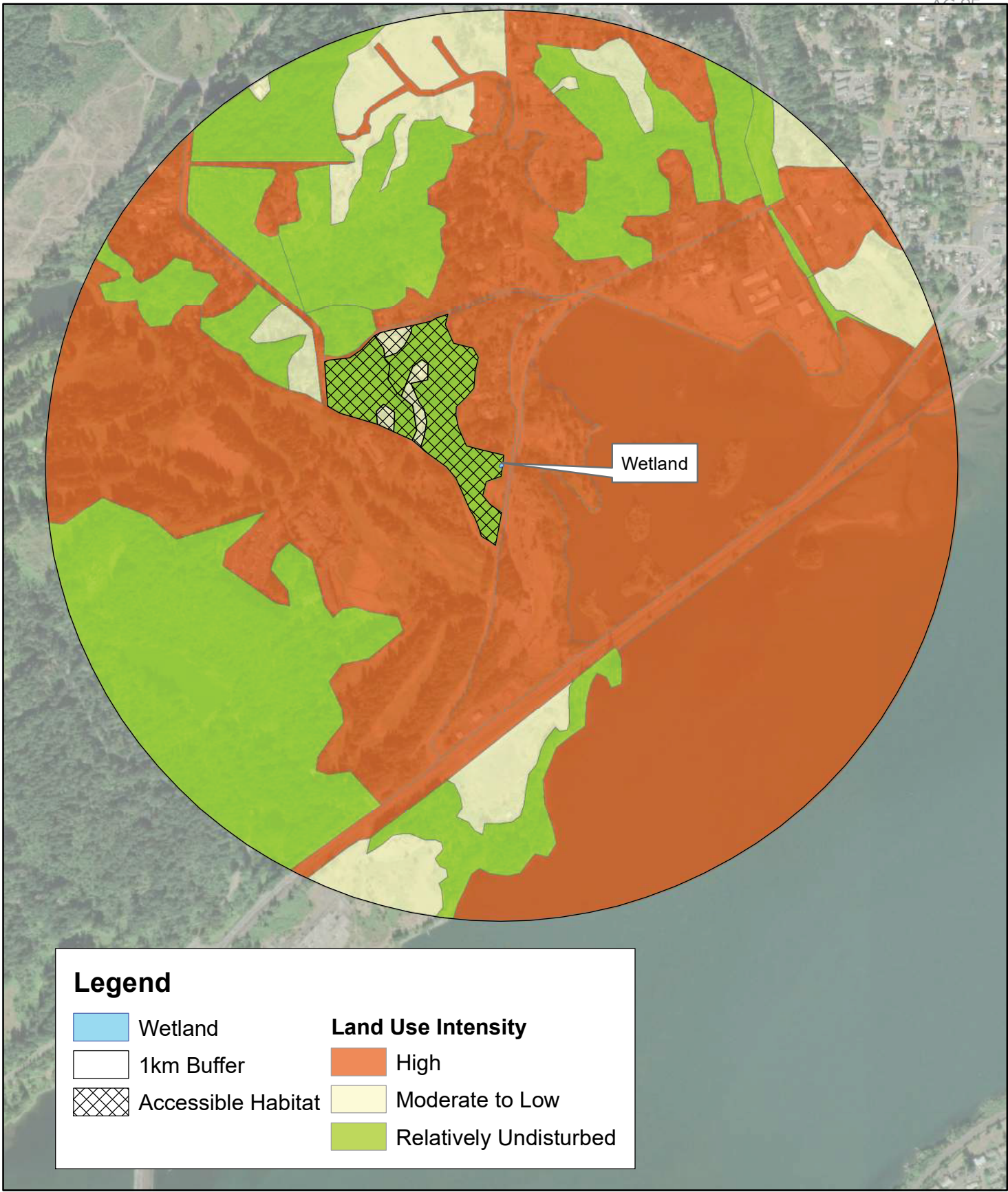
Wetland name or number Wetland A

<p><b>SC 4.0. Forested Wetlands</b></p> <p>Does the wetland have at least <u>1 contiguous acre</u> of forest that meets one of these criteria for the WA Department of Fish and Wildlife’s forests as priority habitats? <b><i>If you answer YES you will still need to rate the wetland based on its functions.</i></b></p> <ul style="list-style-type: none"> <li>— <b>Old-growth forests</b> (west of Cascade crest): Stands of at least two tree species, forming a multi-layered canopy with occasional small openings; with at least 8 trees/ac (20 trees/ha) that are at least 200 years of age OR have a diameter at breast height (dbh) of 32 in (81 cm) or more.</li> <li>— <b>Mature forests</b> (west of the Cascade Crest): Stands where the largest trees are 80- 200 years old OR the species that make up the canopy have an average diameter (dbh) exceeding 21 in (53 cm).</li> </ul> <p style="text-align: right;">Yes = <b>Category I</b>    <b>No</b> = <b>Not a forested wetland for this section</b></p>	<p><b>Cat. I</b></p>
<p><b>SC 5.0. Wetlands in Coastal Lagoons</b></p> <p>Does the wetland meet all of the following criteria of a wetland in a coastal lagoon?</p> <ul style="list-style-type: none"> <li>— The wetland lies in a depression adjacent to marine waters that is wholly or partially separated from marine waters by sandbanks, gravel banks, shingle, or, less frequently, rocks</li> <li>— The lagoon in which the wetland is located contains ponded water that is saline or brackish (&gt; 0.5 ppt) during most of the year in at least a portion of the lagoon (<i>needs to be measured near the bottom</i>)</li> </ul> <p style="text-align: right;">Yes – Go to <b>SC 5.1</b>    <b>No</b> = <b>Not a wetland in a coastal lagoon</b></p> <p><b>SC 5.1.</b> Does the wetland meet all of the following three conditions?</p> <ul style="list-style-type: none"> <li>— The wetland is relatively undisturbed (has no diking, ditching, filling, cultivation, grazing), and has less than 20% cover of aggressive, opportunistic plant species (see list of species on p. 100).</li> <li>— At least ¾ of the landward edge of the wetland has a 100 ft buffer of shrub, forest, or un-grazed or un-mowed grassland.</li> <li>— The wetland is larger than 1/10 ac (4350 ft<sup>2</sup>)</li> </ul> <p style="text-align: right;">Yes = <b>Category I</b>    No = <b>Category II</b></p>	<p><b>Cat. I</b></p> <p><b>Cat. II</b></p>
<p><b>SC 6.0. Interdunal Wetlands</b></p> <p>Is the wetland west of the 1889 line (also called the Western Boundary of Upland Ownership or WBUO)? <b><i>If you answer yes you will still need to rate the wetland based on its habitat functions.</i></b></p> <p>In practical terms that means the following geographic areas:</p> <ul style="list-style-type: none"> <li>— Long Beach Peninsula: Lands west of SR 103</li> <li>— Grayland-Westport: Lands west of SR 105</li> <li>— Ocean Shores-Copalis: Lands west of SR 115 and SR 109</li> </ul> <p style="text-align: right;">Yes – Go to <b>SC 6.1</b>    <b>No</b> = <b>not an interdunal wetland for rating</b></p> <p><b>SC 6.1.</b> Is the wetland 1 ac or larger and scores an 8 or 9 for the habitat functions on the form (rates H,H,H or H,H,M for the three aspects of function)?  <span style="float: right;">Yes = <b>Category I</b>    No – Go to <b>SC 6.2</b></span></p> <p><b>SC 6.2.</b> Is the wetland 1 ac or larger, or is it in a mosaic of wetlands that is 1 ac or larger?  <span style="float: right;">Yes = <b>Category II</b>    No – Go to <b>SC 6.3</b></span></p> <p><b>SC 6.3.</b> Is the unit between 0.1 and 1 ac, or is it in a mosaic of wetlands that is between 0.1 and 1 ac?  <span style="float: right;">Yes = <b>Category III</b>    No = <b>Category IV</b></span></p>	<p><b>Cat I</b></p> <p><b>Cat. II</b></p> <p><b>Cat. III</b></p> <p><b>Cat. IV</b></p>
<p><b>Category of wetland based on Special Characteristics</b></p> <p>If you answered No for all types, enter “Not Applicable” on Summary Form</p>	










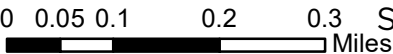
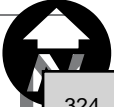
Wetland name or number Wetland A

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**Legend**

 Wetland	<b>Land Use Intensity</b>
 1km Buffer	 High
 Accessible Habitat	 Moderate to Low
	 Relatively Undisturbed

<p><b>PURPOSE: WETLAND DELINEATION</b></p> <p>LATITUDE: 45°41'18.00"N LONGITUDE: 121°53'59.46"W</p>	<p><b>STEVENSON FIRE STATION</b></p> 	<p><b>FIGURE 1: LAND USE INTENSITY</b></p> <p>In: Stevenson County: Skamania State: WA Datum: DATUM: NAD_1983</p>
<p>City of Stevenson 1525 Broadway Street Longview, WA 98632</p>	 <p>0 0.05 0.1 0.2 0.3 Miles</p>	<p>Stevenson Fire Department December 2018 2180193.00</p> 



**Legend**

150ft Buffer

**Cowardin Class**

Scrub-Shrub

**Hydroperiod**

Saturated Only

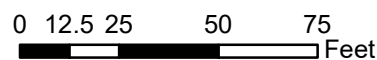
Seasonally Flooded or Inundated

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 1525 Broadway Street  
 Longview, WA 98632

**STEVENSON FIRE STATION**



**FIGURE 2: HYDROPERIOD AND COWARDIN CLASS**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018









Wetland

**Legend**


-  Wetland
-  ContributingBasin

**PURPOSE: WETLAND DELINEATION**

LATITUDE: 45°41'18.00"N  
 LONGITUDE: 121°53'59.46"W

City of Stevenson  
 1525 Broadway Street  
 Longview, WA 98632

**STEVENSON FIRE STATION**




0 25 50 100 150  
 Feet

**FIGURE 3: CONTRIBUTING BASIN**

In: Stevenson  
 County: Skamania  
 State: WA  
 Datum: DATUM: NAD\_1983

December 2018



Path: Q:\Vancouver\2019\A19.0048\00\GIS\02\_MXD\WetlandRatings\Fig3\_ContributingBasin.mxd









Figure 4. 303(d) Map - Listed Waters in Basin.





**Assessed Waters/Sediment**

Water

-  Category 5 - 303d
-  Category 4C
-  Category 4B
-  Category 4A
-  Category 2
-  Category 1

Sediment

-  Category 5 - 303d
-  Category 4C
-  Category 4B
-  Category 4A
-  Category 2
-  Category 1

**Site Assessment  
City of Stevenson  
Stevenson, Washington**

---

**Appendix C  
Geotechnical Site Investigation Report**



## **GEOTECHNICAL SITE INVESTIGATION REPORT**

**NEW FIRE HALL**

**SW ROCK CREEK DRIVE**

**STEVENSON, WASHINGTON**

**GNN PROJECT NO. 218-1038**

**DECEMBER 2018**

*Prepared for*

**CITY OF STEVENSON**

**7121 E. LOOP ROAD**

**P.O. BOX 371**

**STEVENSON, WA 98648**

*Prepared by*

**GN NORTHERN, INC.**

**CONSULTING GEOTECHNICAL ENGINEERS**

**YAKIMA, WASHINGTON**

**(509) 248-9798 / (541) 387-3387**

*Common Sense Approach to Earth and Engineering  
Since 1995*



*At GN Northern our mission is to serve our clients in the most efficient, cost effective way using the best resources and tools available while maintaining professionalism on every level. Our philosophy is to satisfy our clients through hard work, dedication and extraordinary efforts from all of our valued employees working as an extension of the design and construction team.*



December 10, 2018

City of Stevenson  
7121 E. Loop Road  
P.O. Box 371  
Stevenson, WA 98648

Attn: Leana (Johnson) Kinley, EMPA, CMC, City Administrator

**Subject: Geotechnical Site Investigation Report  
New Fire Hall  
SW Rock Creek Drive  
Stevenson, Washington**

**GNN Project No. 218-1038**

Dear Ms. Kinley,

As requested, GN Northern (GNN) has completed a geotechnical site investigation for the proposed fire station to be constructed at a vacant site located on SW Rock Creek Drive, northwest of the intersection with Foster Creek Road, in the City of Stevenson, Washington.


Based on the findings of our subsurface study, we conclude that the site is suitable for the proposed construction provided that our geotechnical recommendations presented in this report are followed during the design and construction phases of the project.

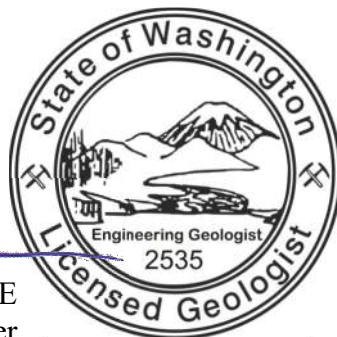
This report describes in detail the results of our investigation, summarizes our findings and presents our recommendations concerning earthwork and the design and construction of foundation for the proposed project. It is important that GN Northern provide consultation during the design phase as well as field compaction testing and geotechnical monitoring services during the earthwork phase to ensure implementation of the geotechnical recommendations.

If you have any questions regarding this report, please contact us at 509-248-9798 or 541-387-3387.


Respectfully submitted,

**GN Northern, Inc.**

  
Karl A. Harmon, LEG, PE  
Senior Geologist/Engineer



Karl A. Harmon

  
M. Yousuf Memon, PE  
Geotechnical Engineer



Exp: 7-15-2020

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### APPENDICES

- APPENDIX I – VICINITY MAP (FIGURE 1), SITE EXPLORATION MAP (FIGURE 2)
- APPENDIX II – EXPLORATORY TEST-PIT LOGS, KEY CHART (FOR SOIL CLASSIFICATION)
- APPENDIX III – LABORATORY TESTING RESULTS
- APPENDIX IV – SITE & EXPLORATION PHOTOGRAPHS
- APPENDIX V – NRCS SOIL SURVEY
- APPENDIX VI – USGS DESIGN MAPS SUMMARY

## 1.0 PURPOSE AND SCOPE OF SERVICES

This report has been prepared for the proposed fire station to be constructed at a vacant site located on SW Rock Creek Drive, northwest of the intersection with Foster Creek Road, in the City of Stevenson, Washington; site location is shown on the *Vicinity Map* (Figure 1, Appendix I). Our investigation was conducted to collect information regarding subsurface conditions and present recommendations for suitability of the subsurface materials to support the proposed building and allowable bearing capacity for the proposed construction.

GN Northern, Inc. has prepared this report for use by the client and their design consultants in the design of the proposed development. Do not use or rely upon this report for other locations or purposes without the written consent of GN Northern, Inc.

Our study was conducted in general accordance with our *Proposal for Geotechnical Engineering Services* dated November 9, 2018. Notice to proceed was provided on November 15, 2018 in the form of a Professional Services Contract.

A draft site plan (*Option A: Site*) prepared by Mackenzie, dated 10/2/2018, was provided by Ms. Kinley via email on October 24, 2018. Field exploration, consisting of six (6) test-pits, was completed on December 4, 2018. Locations of the exploratory test-pits are shown on the *Site Exploration Map* (Figure 2, Appendix I), and detailed test-pit logs are presented in Appendix II.

This report has been prepared to summarize the data obtained during this study and to present our recommendations based on the proposed construction and the subsurface conditions encountered at the site. Results of the field exploration were analyzed to develop recommendations for site development, earthwork, pavements, and foundation bearing capacity. Design parameters and a discussion of the geotechnical engineering considerations related to construction are included in this report.

## 2.0 PROPOSED CONSTRUCTION

Based on the information presented on the draft site plan, we understand that a new ~12,400 SF fire hall building is proposed at the site. A parking lot with 22 stalls is planned along the south side of the building, with drive-lanes providing access to and from SW Rock Creek Road. Based on the 2016 Stevenson Fire Hall Strike Team Report referenced within the scope of work described in the

City of Stevenson's Request for Qualifications for the project, the fire station building will include an apparatus bay to house two brush trucks, one tender and up to three fire engines, along with cleanup and storage areas, a training room, offices for the fire chief and director, restrooms and utility rooms, and may also include sleeping, shower, laundry and copy rooms.

Structural loading information was not available at the time of this report. Based on our experience with similar projects, we expect maximum wall loads to be on the order of 3,000 plf and maximum column loads to be less than 75 kips. It shall be noted that assumed loading is based on limited preliminary information provided at the time of this report. If loading conditions differ from those described herein, GNN should be given an opportunity to perform re-analysis. Settlement tolerances for structures are assumed to be limited to 1 inch, with differential settlement limited to ½ inch.

### **3.0 FIELD EXPLORATION & LABORATORY TESTING**

The field exploration was completed on December 4, 2018. A local public utility clearance was obtained prior to the field exploration. Six (6) exploratory test-pits were completed within the footprint of the proposed development; locations are shown on *Site Exploration Map* (Figure 2). Test-pits were excavated by Riley Materials using a Link-Belt 145x4 excavator to depths of approximately 13 to 14.5 feet below existing ground surface (BGS) and logged by a GNN field geologist/engineer. Upon completion, all excavations were loosely backfilled with excavation spoils.

The soils observed during our field exploration were classified according to the Unified Soil Classification System (USCS), utilizing the field classification procedures as outlined in ASTM D2488. A copy of the USCS Classification Chart is included in Appendix II. Photographs of the site and exploration are presented in Appendix IV. Depths referred to in this report are relative to the existing ground surface elevation at the time of our investigation. The surface and subsurface conditions described in this report are as observed at the time of our field investigation.

Representative samples of the subsurface soils obtained from the field exploration were selected for testing to determine the index properties of the soils in general accordance with ASTM procedures. The following laboratory tests were performed:

**Table 1: Laboratory Tests Performed**

Test	To determine
Particle Size Distribution (ASTM D6913)	Soil classification based on proportion of sand, silt, and clay-sized particles
Natural Moisture Content (ASTM D2216)	Soil moisture content indicative of in-situ condition at the time samples were taken
Atterberg Limits (ASTM D4318)	Liquid limit, plastic limit and plasticity index of soils

Results of the laboratory test are included on the test-pit logs and are also presented in graphic form in Appendix III attached to the end of the report.

#### **4.0 SITE CONDITIONS**

The project site is located northwest of the intersection of SW Rock Creek Drive and Foster Creek Road, approximately 0.3-miles north of State Highway 14 in the City of Stevenson, Washington. The 3.45-acre parcel is currently identified by the Skamania County Assessor as Parcel No. 02070200310000, and is located within Section 42, Township 2 North and Range 7 East, Willamette Meridian. Surrounding properties include existing residence(s) to the north, an assisted living facility on the east side of Rock Creek Drive, and a portion of the Skamania Lodge golf course on the southwest side of Foster Creek Road.

Based on our observations, the site currently includes a relatively flat area in the east-central portion of the site surrounded by natural hummocky terrain along the south, west and north sides. The central portion of the site is currently accessed via two un-paved driveways that also include buried culverts at the drainage ditch crossing along Rock Creek Drive. Surface conditions across the site include a dense growth of mature trees and vegetation, while the central portion of the site includes a gravel cover at the surface with a sparse vegetation growth. The City of Stevenson's Critical Areas & Geologic Hazards Map and the site plan prepared by MacKenzie identify a low-lying area in the northeastern portion of the site as a 'wetland'. Based on Google Earth topography, site elevations range from 163' at the peak of an elevated nob in the southern portion of the site to 102' in the low-lying area in the northeast portion. Surface elevations within the proposed building footprint range from 123' near the southwest corner to 115' along the northeast portion.

The history of past use and development of the property was not investigated as part of our scope of services for this geotechnical site investigation. However, from a cursory review of available USGS historic aerial photographs, it appears that the site had been developed by at least 1973. The USGS topographic map from 1979 shows a building structure in the north-central portion of the site (see Figure 2). The noted building later appears to be absent in the 1984 USGS historic aerial photo. A 2005 Lidar image of the area, available through the WA DNR Lidar Portal, also shows the apparent site disturbance and land leveling in this portion of the site. Buried wood debris encountered during our exploration in the vicinity of the pre-existing building (see *Subsurface Conditions* section below) further confirms man-made site alterations in this portion of the site.

## 5.0 SITE & REGIONAL GEOLOGY

The City of Stevenson and Skamania County are located in the South Cascades physiographic province that extends from the Columbia River to the south to Interstate 90 to the north, and is dominated by three massive stratovolcanoes. The current day volcanoes are the most recent installments of a 40-million-year-old volcanic complex called the Cascades Volcanic Arc. The bedrock geology of the western Columbia Gorge is dominated by Oligocene to early Miocene volcanoclastic rocks and minor interbedded lava flows of the ancestral Cascade Volcanic Arc. At many locations, the ancestral arc rocks are unconformably overlain by lava flows of the middle Miocene Columbia River Basalt Group, late Miocene to Pliocene fluvial deposits, or Quaternary olivine-phyric mafic lavas (Pierson et al., 2016).

The western part of the Columbia River Gorge is characterized by massive landslides on the Washington side, and the instability of these land masses is associated with abundant rainfall, high relief, composition and structure of the underlying rocks, tectonic uplift associated with the structural evolution of the Cascade Range and Yakima Fold Belt, and valley-side erosion by the incising Columbia River, which flows across the uplifting terrains (Pierson et al., 2016). Cascadia landslide complex is one such landslide feature that spans from the town of North Bonneville to the western portion of Stevenson. The Cascade landslide complex is subdivided into four individual landslides: the Carpenters Lake, Bonneville, and Red Bluffs landslides, as well as a reactivated part of the Red Bluffs landslide body known as the Crescent Lake landslide. Immediately east of the Cascade landslide complex is the newly recognized Stevenson landslide which is occupied by the City of Stevenson.

The project site is located near the eastern toe of the Red Bluffs landslide, approximately 1-mile east of the reactivated Crescent Lake landslide. The head scarp of the Red Bluffs landslide is located approximately 3½ miles northwest of the site. Surface geology at the site is mapped as Quaternary landslide deposits [Qls] of the Red Bluffs landslide (mass wasting deposits), consisting of poorly sorted blocks, boulders, gravels, and fines sediments produced by the gravitational failure and rotational-translational slide of bedrock and/or unconsolidated sediments above the bedrock (Korosec, 1987).

## **6.0 SUBSURFACE CONDITIONS**

Based on the findings of our field exploration, subsurface soils at the project site include a variably-thick layer of artificial fill soils atop the native silty sand stratum (mass wasting deposits). The undocumented artificial fill soils were noted in the upper approximately 2.5 to 4 feet across the site, and as deep as 7 to 9 feet in test-pit TP-4 in the central portion of the proposed building. Fill soils were generally classified as Silty Gravel with Sand, and included significant wood debris and organic-rich clayey soils in the northern portion of the site. The fill soils at the site are likely to be related to the previous historic development at the site. The apparent native underlying soils were classified as Silty Sand with Gravel and included varying amounts of cobbles and boulders. The native soil stratum typically appeared medium dense. Test-pit logs in Appendix II show detailed descriptions and stratification of the soils encountered.

### **6.1 NRCS Soil Survey**

Although altered at the surface, the soil survey map of the site prepared by the Natural Resources Conservation Service (NRCS) identifies the site soils as *Steever stony clay loam* with typical profile described as *stony clay loam* grading to *very gravelly loam*. Based on the NRCS map (Appendix V), these units generally consists of *well drained* materials.

### **6.2 Groundwater**

Groundwater was encountered within the test-pits at depths ranging from approximately 10 to 12.5 feet BGS at the time of our exploration in early December. Approximate correlating groundwater elevations ranged from 113' in the southwest portion to 104' near the northeast portion. A review of the Washington Department of Ecology's online water well log database revealed a lack of nearby water wells in the site vicinity. Water levels within the nearby Rock Cove portion of the



Columbia River, controlled by the down-river Bonneville Dam, are typically noted at an elevation approximately 35 feet below the site elevation. Therefore, we believe groundwater at the site is not directly affected by pool elevations in the Columbia River, and is likely controlled by the complex hydrogeological conditions of the up-gradient mass-wasting landslide deposits. Groundwater levels will fluctuate with irrigation, precipitation, drainage, and regional pumping from wells.

## **7.0 GEOLOGIC HAZARDS**

Potential geologic hazards that may affect the proposed development include: [i] landslides & slope instability, [ii] seismic hazards (ground shaking, surface fault rupture, soil liquefaction, and other secondary earthquake-related hazards), and [iii] flooding & erosion. A small area near the western portion of the subject property is mapped by the City of Stevenson's Critical Areas & Geologic Hazards Map as 'Potentially Unstable Slope' which refers to an area with slopes of 25% or greater per Stevenson Municipal Code (SMC), Chapter 18.13, Section 18.13.090, Critical Area - Geologically Hazardous Areas. A discussion follows on the specific hazards to this site:

### **7.1 Landslides**

The Bonneville landslide has been dated to have occurred from 1416-1452 A.D. by a combination of dating methods. The Red Bluffs landslide has crosscutting morphologic features suggesting a younger age than that of the Bonneville landslide, with an age range of 1760-1770 A.D. The Crescent Lake landslide has reactivated within the last few decades and currently is moving downslope at an average rate of 11–18 cm/year and possibly as fast as 25 cm/year (Pierson et al., 2016). Results of another recent study (Hu et al., 2015) showed that the central upper part of the Crescent Lake landslide moved a total of 700 mm downslope during a 4-year observation period from 2007 to 2011, and that the movement was seasonal and showed a strong correlation with winter precipitation. In contrast to the Crescent Lake landslide, coherent parts of Red Bluffs, Bonneville and Stevenson landslides were observed to remain stable during the observation period.

Although considered a recent landslide (< 1,000 years old), the Red Bluffs landslide is not considered an active landslide (movement in last 20 years). Based on Table 18.13.090-1, Landslide Hazard Classification, of the Stevenson Municipal Code (SMC), the landslide hazard for the site classifies as 'Moderate Hazard'.

### 7.2 Regional Faulting & Surface Fault Rupture

The nearest regional faulting with Quaternary displacement (< 130,000 years) consists of the Faults near The Dalles located approximately 12 miles east of the project site (Czajkowski, 2014). Published slip rates for these faults are listed at less than 0.2 mm/year. For the purposes of this report, an active fault is defined as a fault that has had displacement within the Holocene epoch or last 11,700 years. Due to the lack of any known active fault traces in the immediate site vicinity, surface fault rupture is unlikely to occur at the subject property. While future fault rupture could occur at other locations, rupture would most likely occur along previously established fault traces.

### 7.3 Earthquakes & Seismic Conditions

Earthquakes caused by movements along crustal faults, generally in the upper 10 to 15 miles, occur on the crust of the North America tectonic plate when built-up stresses near the surface are released. The two largest crustal earthquakes felt in the state of Washington included the 1872, M 6.8 quake near Lake Chelan and the 1936, M 6.0 Walla Walla earthquake. Noteworthy to the City of Stevenson, the Mount Saint Helens Seismic Zone is located approximately 30 miles towards the north-northwest. The following list provides information gathered from the online USGS database regarding historic earthquakes ( $\geq 4.0$  M) within the past 50 years for epicenters within 100 kilometers of project site, sorted by magnitude (largest to smallest):

**Table 2: Earthquakes within 100-kilometers of project site**

Date(s) of Event	Magnitude(s)	Nearby Faults / Seismic Zone	Distance from Site (miles)
March to May, 1980	4.0 - 5.7	Mt. Saint Helens Seismic Zone	32.6 - 47.2
March 25, 1993	5.6	Mt. Angel Fault Zone	56.6
February 14, 1981	5.2	Mt. Saint Helens Seismic Zone	48.4
May 13, 1981	4.5	Mt. Saint Helens Seismic Zone	49.5
June 29, 2002	4.5	Faults near The Dalles	26.4
March 1, 1982	4.4	Mt. Saint Helens Seismic Zone	48.4
February 14, 2011	4.3	Mt. Saint Helens Seismic Zone	43.7
July 14, 2008	4.2	<i>unknown</i>	60.1
December 13, 1974	4.1	Faults near The Dalles	32.6
February 2, 1981	4.0	Toppenish Ridge Fault Zone	59.1

Based on seismic scenarios published by the Washington State Department of Natural Resources (DNR), M 7.0 Mount Saint Helens and M 7.1 Mill Creek earthquake events would result in a shaking intensity of ‘V’ (moderate shaking) on the Modified Mercalli Intensity (MMI) scale. We further used the USGS deaggregation tool which provides the relative contributions of hazard for

each seismic source based on Probabilistic Seismic Hazard Analysis (PSHA). Based on the deaggregation, it appears that about 23% of the contribution to the probabilistic hazard at the site comes from the Cascadia Subduction Zone, with the remaining contribution primarily from the shallower sources.

#### ***7.4 Soil Liquefaction***

Liquefaction is the loss of soil strength from sudden shock (usually earthquake shaking), causing the soil to become a fluid mass. In general, for the effects of liquefaction to be manifested at the surface, groundwater levels must be within 50 feet of the ground surface and the soils within the saturated zone must also be susceptible to liquefaction. Based on the published Liquefaction Susceptibility Map of Skamania County, Washington (Palmer et al., 2004a), the site is mapped with a ‘low to moderate’ relative susceptibility for seismically-induced liquefaction to occur. A detailed assessment of the liquefaction potential at the site, including liquefaction-induced settlement and the effects of lateral spreading, is beyond the scope of this investigation.

#### ***7.5 Secondary Seismic Hazards***

Additional secondary seismic hazards related to ground shaking include ground subsidence, tsunamis, and seiches. The site is far inland, so the hazard from tsunamis is non-existent. The potential hazard from seiches is also very low due to the elevation difference between the site and nearest water body.

#### ***7.6 Site Slopes***

While hummocky terrain prevails across the majority of the site, the proposed area of development is relatively flat and level. A topographic plan of the site was unavailable at the time of this report. A field reconnaissance of the subject property was performed to observe site conditions and look for common geomorphic features of landslides as well as indications of possible signs demonstrating recent activity and instability of slide masses. No apparent indications of recent failures or significant slope instability were observed.

#### ***7.7 Flooding and Erosion***

The subject property is mapped by Federal Emergency Management Agency (FEMA) as Zone ‘C’ which translates to areas of minimal flooding. Portions of the subject property are however situated in areas where sheet flow and erosion may occur. Soil erodibility is only one of several factors

affecting the erosion susceptibility. Soil erosion by water also increases with the length and steepness of the site slopes due to the increased velocity of runoff and resulting greater degree of scour and sediment transport. The need for and design of erosion protection measures is within the purview of the design Civil Engineer. Appropriate erosion and sediment control plan(s) and a drainage plan shall be prepared by the project civil engineer with the final construction drawings. Erosion should be mitigated with appropriate BMPs consisting of proper drainage design including collecting and disposal (conveyance) of water to approved points of discharge in a non-erosive manner. Appropriate project design, construction, and maintenance will be necessary to mitigate the site erosion hazards.

## 8.0 SEISMIC DESIGN PARAMETERS

Based on subsurface data obtained during or field exploration, along with our review of the published NEHRP Site Class Map of Skamania County, Washington (Palmer et al., 2004b), a site class ‘D’ as defined by 2015 International Building Code (IBC) is applicable. According to Mapped Spectral Acceleration obtained from the USGS Seismic Design Maps using the 2015 IBC (Appendix VI), the following site-specific design values may be used:

**Table 3: IBC Design Response Spectra Parameters**

Seismic Design Parameter	Value (unit)
$S_s$	0.657 (g)
$S_1$	0.292 (g)
$F_a$	1.275 (unitless)
$F_v$	1.815 (unitless)
$SM_s$	0.838 (g)
$SM_1$	0.530 (g)
$SD_s$	0.558 (g)
$SD_1$	0.354 (g)

$S_s$  = MCE spectral response acceleration at short periods

$S_1$  = MCE spectral response acceleration at 1-second period

$F_a$  = Site coefficient for short periods

$F_v$  = Site coefficient for 1-second period

$SM_s$  = MCE spectral response acceleration at short periods as adjusted for site effects

$SM_1$  = MCE spectral response acceleration at 1-second period as adjusted for site effects

$SD_s$  = Design spectral response acceleration at short periods

$SD_1$  = Design spectral response acceleration at 1-second period

It shall be noted that determination of an appropriate site class requires shear wave velocity, soil undrained shear strength, or standard penetration resistance (N-value) data in the upper 100 feet of the subsurface profile, which was beyond the scope of this investigation.

## 9.0 SUMMARY OF FINDINGS & CONCLUSIONS

Conditions imposed by the proposed development have been evaluated on the basis of assumed elevations and engineering characteristics of the subsurface materials encountered in the exploratory test-pits, and their anticipated behavior both during and after construction. The following is a summary of our findings, conclusions and professional opinions based on the data obtained from a review of selected technical literature and the site evaluation.

- Based on the findings of this geotechnical evaluation and our understanding of the proposed development, from a geotechnical perspective, it is our opinion that the site is suitable for the proposed development, provided the soil design parameters and site-specific recommendations in this report are followed in the design and construction of the project.
- Final design plans for the proposed development, including topographic, grading, drainage and finished elevations, were not provided at the time of this report. Once the plans are finalized, GNN **must** be provided an opportunity to review final design plans to provide revised recommendations if/as necessary.
- Site soils include a variably-thick layer of artificial fill soils atop the native silty sand with gravel. The undocumented artificial fill soils extended to depths ranging from 2.5 to 9 feet and included significant wood debris in the northern portion of the site.
- Groundwater was encountered within the test-pits at depths ranging from approximately 10 to 12.5 feet BGS at the time of our exploration in early December. Groundwater conditions will likely be a factor for design and construction at the site.
- The onsite silty sand and gravel soils, screened and processed to be free of oversize rocks (>5 inches) and any deleterious materials including trash and debris, are generally suitable for reuse as engineered fill and utility trench backfill.
- The proposed fire station building may be supported on conventional shallow foundations bearing on a layer of crushed rock atop the recompacted native subgrade in accordance with the recommendations of this report. However, due to presence of artificial fill soils with significant trash/debris within the proposed building footprint, over-excavation of the unsuitable fill soils to a competent native stratum and replacement with engineered fill will be required.

- Site grading shall incorporate the requirements of IBC 2015, Appendix J *Grading*.
- Upon completion, all test-pit excavations were loosely backfilled with excavation spoils. The contractor is responsible to locate the test-pits to re-excavate the loose soils and re-place as compacted engineered fill.
- The underlying geologic condition for seismic design is site class 'D'. The *minimum* seismic design should comply with the 2015 International Building Code (IBC) and ASCE 07-10, Minimum Design Loads for Buildings and Other Structures.
- The near-surface site soils are susceptible to wind and water erosion when exposed during grading operations. Preventative measures and appropriate BMPs to control runoff and reduce erosion should be incorporated into site grading plans.
- Based on the findings of our site evaluation, we recommend completing a site-specific liquefaction analysis to assess the risk of soil liquefaction and liquefaction-induced settlement at the site during a seismic event. Site-specific liquefaction analysis requires a 50-foot deep boring with continuous penetration testing.

## 10.0 GEOTECHNICAL RECOMMENDATIONS

The following geotechnical recommendations are based on our current understanding of the proposed project depicted on the site plan (Option A: Site) prepared by Mackenzie, dated 10/2/2018. The report is prepared to comply with the 2015 International Building Code Section 1803, Geotechnical Investigations, and as required by Subsection 1803.2, Investigations Required. Please note that Soil Design Parameters and Recommendations presented in this **Design-Level** report are predicated upon appropriate geotechnical monitoring and testing of the site preparation and foundation and building pad construction by a representative of GNN's Geotechnical-Engineer-of-Record (GER). Any deviation and nonconformity from this requirement may invalidate, partially or in whole, the following recommendations. We recommend that we be engaged to review grading and foundation plans in order to provide revised, augmented, and/or additional geotechnical recommendations as required.

### ***10.1 Site Development – Grading***

Site grading shall incorporate the requirements of IBC 2015 Appendix J. The project GER or a representative of the GER should observe site clearing, grading, and the bottoms of excavations before placing fills. Local variations in soil conditions may warrant increasing the depth of over-excavation and recompaction. Seasonal weather conditions may adversely affect grading operations. To improve compaction efforts and prevent potential pumping and unstable ground conditions, we suggest performing site grading during dryer periods of the year.

Soil conditions shall be evaluated by in-place density testing, visual evaluation, probing, and proof-rolling of the imported fill and re-compacted on-site soil as it is prepared to check for compliance with recommendations of this report. A moisture-density curve shall be established in accordance with the ASTM D1557 method for all onsite soils and imported fill materials used as structural fill.

### ***10.2 Clearing and Grubbing***

At the start of site grading, any vegetation, large roots, non-engineered/artificial fill, including trash and debris, and any abandoned underground utilities shall be removed from the proposed building and structural areas. The surface shall be stripped of all topsoil and/or organic growth (vegetation) that may exist within the proposed structural areas. The topsoil and organic rich soils shall either be stockpiled on-site separately for future use or be removed from the construction area. Depth of stripping can be minimized with real-time onsite observation of sufficient removals. Areas disturbed during clearing shall be properly backfilled and compacted as described below.

### ***10.3 Suitability of the Onsite Soils as Engineered Fill***

The onsite silty sand and gravel soils, screened and processed to be free of oversize rocks (>5 inches) and deleterious materials including trash and debris, are generally suitable for reuse as engineered fill and utility trench backfill. The clay-rich soils encountered within the fill strata in the northern portion of the site are not considered suitable for re-use. Suitable onsite soils shall be placed in maximum 8-inch lifts (loose) and compacted to at least 95% relative compaction (ASTM D1557) near its optimum moisture content. Compaction of these soils shall be performed within a range of  $\pm 2\%$  of optimum moisture to achieve the proper degree of compaction.



#### ***10.4 Temporary Excavations***

It shall be the responsibility of the contractor to maintain safe temporary slope configurations since the contractor is at the job site, able to observe the nature and conditions of the slopes and be able to monitor the subsurface conditions encountered. Unsupported vertical cuts deeper than 4 feet are not recommended if worker access is necessary. The cuts shall be adequately sloped, shored or supported to prevent injury to personnel from caving and sloughing. The contractor and subcontractors shall be aware of and familiar with applicable local, state and federal safety regulation including the current OSHA Excavation and Trench Safety Standards, and OSHA Health and Safety Standards for Excavations, 29 CFR Part 1929, or successor regulations.

According to chapter 296-155 of the Washington Administrative Code (WAC), it is our opinion that the soil encountered at the site is classified as Type C soils. We recommend that temporary, unsupported, open cut slopes shall be no steeper than 1.5 feet horizontal to 1.0 feet vertical (1.5H:1V) in Type C soils. No heavy equipment should be allowed near the top of temporary cut slopes unless the cut slopes are adequately braced. Final (permanent) fill slopes should be graded to an angle of 2H:1V or flatter. Where unstable soils are encountered, flatter slopes may be required.

#### ***10.5 Utility Excavation, Pipe Bedding and Trench Backfill***

To provide suitable support and bedding for the pipe, we recommend the utilities be founded on suitable bedding material consisting of clean sand and/or sand & gravel mixture. To minimize trench subgrade disturbance during excavation, the excavator should use a smooth-edged bucket rather than a toothed bucket.

Pipe bedding and pipe zone materials shall conform to Section 9-03.12(3) of the *2018 WSDOT Standard Specifications*. Pipe bedding should provide a firm uniform cradle for support of the pipes. A minimum 4-inch thickness of bedding material beneath the pipe should be provided. Prior to installation of the pipe, the pipe bedding should be shaped to fit the lower part of the pipe exterior with reasonable closeness to provide uniform support along the pipe. Pipe bedding material should be used as pipe zone backfill and placed in layers and tamped around the pipes to obtain complete contact. To protect the pipe, bedding material should extend at least 6 inches above the top of the pipe.

Placement of bedding material is particularly critical where maintenance of precise grades is essential. Backfill placed within the first 12 inches above utility lines should be compacted to at least 90% of the maximum dry density (ASTM D1557), such that the utility lines are not damaged during backfill placement and compaction. In addition, rock fragments greater than 1 inch in maximum dimension should be excluded from this first lift. The remainder of the utility excavations should be backfilled and compacted to 95% of the maximum dry density as determined by ASTM D1557.

Onsite soils are considered suitable for utility trench backfill provided they are free of oversize material and trash/debris and can be adequately compacted. All excavations should be wide enough to allow for compaction around the haunches of pipes and underground tanks. We recommend that utility trenching, installation, and backfilling conform to all applicable federal, state, and local regulations such as OSHA and WISHA for open excavations.

Compaction of backfill material should be accomplished with soils within  $\pm 2\%$  of their optimum moisture content in order to achieve the minimum specified compaction levels recommended in this report. However, initial lift thickness could be increased to levels recommended by the manufacturer to protect utilities from damage by compacting equipment.

### ***10.6 Temporary Dewatering***

Groundwater was encountered as shallow as 10 feet BGS at the time of our field exploration in late December. Seasonal variations, particularly during winter/spring, may elevate the groundwater table. Consequently, dewatering of excavations will be required for excavations extending below the groundwater table to facilitate construction. Dewatering should be accomplished in advance of construction, as necessary, so that excavation and placement of foundations, pipe, pipe bedding and backfill materials are completed in relatively dry conditions. Dewatering should be performed such that the groundwater level around nearby existing structures is unaffected, as lowering the water level around existing structures could induce settlements. Design and implementation of dewatering systems should be the responsibility of the contractor.

We recommend that the contract documents require the Contractor to prepare and submit a dewatering plan for review and approval by the geotechnical engineer. Contractor shall also be made responsible for the dewatering system installation and maintenance. In addition, the

Contractor should be responsible for control of surface water and should employ sloping, slope protection, ditching, sumps, and other measures as necessary.

### ***10.7 Imported Crushed Rock Structural Fill***

Imported structural fill shall consist of well-graded, crushed aggregate material meeting the grading requirements of Washington State Department of Transportation (WSDOT) Standard Specification 9-03.9(3) (1-1/4 inch minus Base Course Material) presented here:

**Table 4: WSDOT Standard Spec. 9-03.9(3)**

<b>Sieve Size</b>	<b>Percent Passing (by Weight)</b>
1¼ Inch Square	99 - 100
1 Inch Square	80 - 100
5/8 Inch Square	50 – 80
U.S. No. 4	25 - 45
U.S. No. 40	3 – 18
U.S. No. 200	Less than 7.5

A fifty (50) pound sample of each imported fill material shall be collected by GNN personnel prior to placement to ensure proper gradation and establish the moisture-density relationship (proctor curve).

### ***10.8 Compaction Requirements for Engineered Fill***

All fill or backfill shall be approved by a representative of the GER, placed in uniform lifts, and compacted to a minimum 95% of the maximum dry density as determined by ASTM D1557. The compaction effort must be verified by a representative of the GER in the field using a nuclear density gauge in accordance with ASTM D6938. The thickness of the loose, non-compacted, lift of structural fill shall not exceed 8 inches for heavy-duty compactors or 4 inches for hand operated compactors.

### ***10.9 Foundation Bearing Support***

Building structures may be supported on conventional shallow foundations bearing on recompacted dense native gravel stratum in accordance with the recommendations of this report. The minimum footing depth shall be 24 inches below adjacent grades for frost protection and bearing capacity considerations.

Following completion of site clearing and grubbing operations, all foundation areas shall be over-excavated to expose the native silty sand with gravel layer. We anticipate the native soils within the

footprint of the proposed structure at approximate depths of 2.5 to 9 feet BGS. In order to reduce the risk of differential settlement, we recommend the differential in depth of foundation over-excavation be limited to 50% (i.e. if the deepest required foundation over-ex is 8 feet, then no portion of the foundation excavation shall be less than 4 feet). The exposed native silty sand shall be moisture-conditioned (as necessary) and compacted to at least 95 percent of the maximum dry density as determined by the ASTM D1557 method to a minimum depth of 12 inches. Any soft spots encountered during compaction shall be over-excavated an additional 12 inches and replaced as compacted fill. Depending on the time of the year and the finished site elevations, deeper foundation over-excavations may extend into groundwater; consequently, appropriate means of dewatering shall be employed by the contractor (see *Temporary Dewatering* section).

Foundation backfill shall consist of suitable screened/processed onsite soils (see *Suitability of Onsite Soils as Engineered Fill*) and/or imported 2-inch minus Gravel Borrow material (meeting the grading and quality requirements of 2018 WSDOT Standard Spec. Sec. 9-03.14(1)). The upper 12 inches of backfill directly below the foundations shall consist of imported 1¼"-minus crushed rock structural fill placed as engineered fill, moisture-conditioned and compacted to at least 95 percent of the maximum dry density as determined by the ASTM D1557.

Footings constructed in accordance with the above recommendations may be designed for an allowable bearing capacity of **2,500 pounds per square foot (psf)**. The allowable bearing pressure may be increased by 1/3 for short-term transient loading conditions. The estimated total settlement for footings is approximately 1-inch with differential settlement less than half that magnitude. The weight of the foundation concrete below grade may be neglected in dead load computations. Footings, foundations and masonry walls should be reinforced as necessary to reduce the potential for distress caused by differential movement.

Lateral forces on foundations from short term wind and seismic loading would be resisted by friction at the base of foundations and passive earth pressure against the buried portions. We recommend an allowable passive earth pressure for the compacted onsite soil of **220 pcf**. This lateral foundation resistance value includes a factor of safety of 1.5. We recommend a coefficient of friction of **0.45** be used between cast-in-place concrete and imported crushed rock fill. An appropriate factor of safety should be used to calculate sliding resistance at the base of footings.

### ***10.10 Slab-on-Grade Floors***

Place a minimum 6-inch layer of crushed aggregate fill beneath the slabs. The material shall meet the *WSDOT Specification* section 9-03.9 (3), “Crushed Surfacing Top Course”, with less than 5 percent passing the No. 200 sieve (fines). The crushed rock material shall be compacted to at least 95% of the maximum dry density as determined by the ASTM D1557 method. Prior to placing the crushed rock layer, any artificial fill soils shall be completely removed and the native subgrade shall be moisture-conditioned (as necessary) and compacted to at least 95 percent of the maximum dry density as determined by the ASTM D1557 method to a minimum depth of 12 inches. Any soft spots or areas displaying pumping/deformation during compaction shall be over-excavated an additional 12 inches, backfilled with imported granular structural fill and re-compacted.

We recommend a modulus of subgrade reaction equal to 120 pounds per cubic inch (pci) based on a value for gravel presented in the Portland Cement Association publication No. EB075.01D. Slab thickness, reinforcement and joint spacing shall be determined by a licensed engineer based on the intended use and loading.

An appropriate vapor retarder (15-mil polyethylene liner) shall be used (ASTM E1745/E1643) beneath areas receiving moisture sensitive resilient flooring/VCT where prevention of moisture migration through slab is essential. The slab designer should refer to ACI 302 and/or ACI 360 for procedures and cautions regarding the use and placement of a vapor retarder. If a vapor retarder is used, we recommend placing a sand layer over the vapor retarder and immediately below the slab to promote proper curing and protect the vapor retarder during rebar placement. Relative humidity (RH) and moisture vapor emission rate (MVER) of concrete floor slabs shall be tested and measured in accordance with ASTM F2170-18 and ASTM E1869 when the building has been properly conditioned. Manufacturer's guidelines shall be adhered to in performing the slab moisture test. The architect shall determine the need and use of a vapor retarder and sand layer.

### ***10.11 Perimeter Footing Drain***

We recommend installing perimeter foundation drain systems. The drain-tiles should be installed adjacent to the outside of the footings with the drain pipe set at the bottom of footing. The drain-tile should be covered with a minimum of 6 inches of ½- to ¾ inch free-draining gravel and wrapped with a water-permeable geo-textile fabric (Mirafi ®140N or an equivalent) to limit the migration of fines that could clog the system. An alternative pre-wrapped perforated drain-tile may

also be considered that would eliminate the need for wrapped aggregate around the drain pipe. The drain pipe should be installed with the perforations oriented downward.

If site topography allows, the drain-tile system should outlet by gravity drainage down slope from the structure; otherwise, it should be routed to an interior sump constructed below the footing subgrade elevation. The sump dimensions should be a minimum of 18 inches in diameter and extend a minimum of 24 inches below the bottom of the footing elevation to allow space for the pump, piping, and storage volume. Discharge from the sump should be conveyed to the surface a sufficient distance from the structure to limit re-infiltration to the drain-tile system.

### ***10.12 Flexible Pavement***

Due to the presence of undocumented artificial fills throughout the project site, remedial grading will be required to minimize the risk of pavement distress. We recommend that the new pavement section be constructed on an improved subgrade. Due to the presence of undocumented artificial fills soils at the site, pavement areas shall be over-excavated to completely remove all artificial fill soils and trash/debris to eliminate any potential risk of future distresses. Based on our subsurface exploration, we anticipate the likely depth of over-excavation to be on the order of maximum 9 feet BGS. Deeper depths of artificial fill soils may be encountered in isolated and/or unexplored areas, and will require proper over-ex and removal.

After appropriate over-excavation is complete and confirmed by a representative of the GER, the exposed native subgrade shall be scarified, moisture-conditioned to near-optimum and compacted to minimum 95% of the maximum density (per ASTM D1557) and to a dense and non-yielding surface. After a suitable subgrade is confirmed by a representative of the GER, the over-excavation shall be backfilled with engineered structural fill soil consisting of suitable/screened onsite soil (see *Suitability of Onsite Soils as Engineered Fill*) and/or imported 2-inch minus Gravel Borrow material (meeting the grading and quality requirements of 2018 WSDOT Standard Spec. Sec. 9-03.14(1)). Engineered structural fill soils shall be placed in max. 8-inch thick loose lifts and each lift compacted to 95% of ASTM D1557.

The following table presents recommended light-duty and heavy-duty asphalt pavement sections for proposed project to constructed atop the prepared subgrade:

**Table 5: Recommended Asphalt Concrete Paving Sections**

Traffic	Asphalt Thickness (inches)	Crushed Aggregate Base Course (inches)	Subgrade
Heavy Duty†	4.0	10*	upper 12 inches scarified, moisture conditioned and re-compacted to at least 95% of the maximum dry density as determined by ASTM D1557
Standard Duty ††	3.0	6	

†Heavy duty applies to pavements subjected to truck traffic and drive lanes

††Standard duty applies to general parking areas

\*The upper 2" of crushed rock should be top course rock placed over the base course layer

Pavement section recommendations assume proper drainage and construction monitoring. Pavement shall be constructed on a dense and non-yielding surface. All fills used to raise low areas must be compacted structural fills and shall be placed under engineering control conditions. The HMAC utilized for the project should be designed and produced in accordance with Section 5-04 Hot Mix Asphalt of the Washington Department of Transportation 2018 Standard Specifications for Road and Bridge Construction (WSDOT Specifications). Aggregate Base material shall comply with Section 9-03.9(3) Crushed Surfacing of the WSDOT Specifications. Aggregate base or pavement materials should not be placed when the surface is wet.

### ***10.13 Concrete (Rigid) Pavement Section***

Concrete pavement design recommendations are based on an assumed modulus of rupture of 550 psi and a compressive strength of 4000 psi for concrete. Concrete mixture shall be Class 4000, 1" aggregate, and use severe exposure. Reinforcing steel shall be ASTM A615 Grade 60 and consist of #4's at 18" each way in center of the section (special care shall be taken during construction to locate the reinforcing steel in the center of the mat). Construction joints (sawcuts) shall be 1/8" to 1/4" wide and T/4 deep and provided at a maximum of 15' spacing in each direction. 15' spacing is appropriate for 1" or 1 1/4" aggregate. If 3/4" aggregate is used, 10' spacing shall be used instead.

**Table 6: Recommended Concrete (PCC) Pavement Section**

Area Designation	Pavement Section	
	PCC Concrete (inches)	Crushed Aggregate Base Course (inches)
Fire Station Apron Area	6	6



### ***10.14 Subgrade Protection***

The degree to which construction grading problems develop is expected to be dependent, in part, on the time of year that construction proceeds and the precautions which are taken by the contractor to protect the subgrade. The fine-grained soils currently present on site are considered to be moisture and disturbance sensitive due to their fines content and may become unstable (pumping) if allowed to increase in moisture content and are disturbed (rutted) by construction traffic if wet. If necessary, the construction access road should be covered with a layer of gravel or quarry spalls course. The soils are also susceptible to erosion in the presence of moving water. The soils shall be stabilized to minimize the potential of erosion into the foundation excavation. The site shall be graded to prevent water from ponding within construction areas and/or flowing into excavations. Accumulated water must be removed immediately along with any unstable soil. Foundation concrete shall be placed and excavations backfilled as soon as possible to protect the bearing grade. We further recommend that soils that become unstable are to be either:

- Removed and replaced with structural compacted gravel fill, or
- Mechanically stabilized with a coarse crushed aggregate (possibly underlain with a geotextile) and compacted into the subgrade.

### ***10.15 Surface Drainage***

With respect to surface water drainage, we recommend that the ground surface be sloped to drain away from the structure. Final exterior site grades shall promote free and positive drainage from the building areas. Water shall not be allowed to pond or to collect adjacent to foundations or within the immediate building area. We recommend that a gradient of at least 5% for a minimum distance of 10 feet from the building perimeter be provided, except in paved locations. In paved areas, a minimum gradient of 1% should be provided unless provisions are included for collection/disposal of surface water adjacent to the structure. Catch basins, drainage swales, or other drainage facilities should be aptly located. All surface water such as that coming from roof downspouts and catch basins be collected in tight drain lines and carried to a suitable discharge point, such as a storm drain system. Surface water and downspout water should not discharge into a perforated or slotted subdrain, nor should such water discharge onto the ground surface adjacent to the building. Cleanouts should be provided at convenient locations along all drain lines.

### ***10.16 Wet Weather Conditions***

The near surface project site soils are fine-grained and sensitive to moisture during handling and compaction. Proceeding with site earthwork operations using these soils during wet weather could add project costs and/or delays. The stability of exposed soils may rapidly deteriorate due to a change in moisture content. Therefore, if at all possible, complete site clearing, preparation, and earthwork during periods of warm, dry weather when soil moisture can be controlled by aeration. During or subsequent to wet weather, drying or compacting the on-site soils will be difficult. It may be necessary to amend the on-site soils or import granular materials for use as structural fill. If earthwork takes place in wet weather or wet conditions, the following recommendations should be followed:

- Fill material should consist of clean, granular soil, and not more than 3 percent fines (by weight) should pass the No. 200 sieve. Fines should be non-plastic. These soils would have to be imported to the site.
- Earthwork should be accomplished in small sections and carried through to completion to reduce exposure to wet weather. Soils that becomes too wet for compaction should be removed and replaced with clean, granular material.
- The construction area ground surface should be sloped and sealed to reduce water infiltration, to promote rapid runoff, and to prevent water ponding.
- To prevent soil disturbance, the size or type of equipment may have to be limited.
- Work areas and stockpiles should be covered with plastic. Straw bales, straw wattles, geotextile silt fences, and other measures should be used as appropriate to control soil erosion.
- Excavation and fill placement should be observed on a full-time basis by a representative of GER to determine that unsuitable materials are removed and that suitable compaction and site drainage is achieved.

## 11.0 REFERENCES

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- Washington State Department of Natural Resources (DNR), Washington Division of Geology and Earth Resources, on-line mapping tool, <https://fortress.wa.gov/dnr/protectiongis/geology/>

## 12.0 CONTINUING GEOTECHNICAL SERVICES

GNN recommends that the Client should maintain an adequate program of geotechnical consultation, construction monitoring, and soils testing during the final design and construction phases to monitor compliance with GNN's geotechnical recommendations. Maintaining GNN as the geotechnical consultant from beginning to end of the project will provide continuity of services. If GN Northern, Inc. is not retained by the owner/developer and/or the contractor to provide the recommended geotechnical inspections/observations and testing services, the geotechnical engineering firm or testing/inspection firm providing tests and observations shall assume the role and responsibilities of Geotechnical Engineer-of-Record.

GNN can provide construction monitoring and testing as additional services. The costs of these services are not included in our present fee arrangement, but can be obtained from our office. The recommended construction monitoring and testing includes, but is not necessarily limited to, the following:

- Consultation during the design stages of the project.
- Review of the grading and drainage plans to monitor compliance and proper implementation of the recommendations in GNN's Report.
- Observation and quality control testing during site preparation, grading, and placement of engineered fill as required by the local building ordinances.
- Geotechnical engineering consultation as needed during construction

### 13.0 LIMITATIONS OF THE GEOTECHNICAL SITE INVESTIGATION REPORT

This GEOTECHNICAL SITE INVESTIGATION REPORT (“Report”) was prepared for the exclusive use of the Client. GN Northern, Inc.’s (GNN) findings, conclusions and recommendations in this Report are based on selected points of field exploration, and GNN’s understanding of the proposed project at the time the Report is prepared. Furthermore, GNN’s findings and recommendations are based on the assumption that soil, rock and/or groundwater conditions do not vary significantly from those found at specific exploratory locations at the project site. Variations in soil, bedrock and/or groundwater conditions could exist between and beyond the exploration points. The nature and extent of these variations may not become evident until during or after construction. Variations in soil, bedrock and groundwater may require additional studies, consultation, and revisions to GNN’s recommendations in the Report.

In many cases the scope of geotechnical exploration and the test locations are selected by others without consultation from the geotechnical engineer/consultant. GNN assumes no responsibility and, by preparing this Report, does not impliedly or expressly validate the scope of exploration and the test locations selected by others.

This Report’s findings are valid as of the issued date of this Report. However, changes in conditions of the subject property or adjoining properties can occur due to passage of time, natural processes, or works of man. In addition, applicable building standards/codes may change over time. Accordingly, findings, conclusions, and recommendations of this Report may be invalidated, wholly or partially, by changes outside of GNN’s control. Therefore, this Report is subject to review and shall not be relied upon after a period of **one (1) year** from the issued date of the Report.

In the event that any changes in the nature, design, or location of structures are planned, the findings, conclusions and recommendations contained in this Report shall not be considered valid unless the changes are reviewed by GNN and the findings, conclusions, and recommendations of this Report are modified or verified in writing.

This Report is issued with the understanding that the owner or the owner’s representative has the responsibility to bring the findings, conclusions, and recommendations contained herein to the attention of the architect and design professional(s) for the project so that they are incorporated

into the plans and construction specifications, and any follow-up addendum for the project. The owner or the owner's representative also has the responsibility to verify that the general contractor and all subcontractors follow such recommendations during construction. It is further understood that the owner or the owner's representative is responsible for submittal of this Report to the appropriate governing agencies. The foregoing notwithstanding, no party other than the Client shall have any right to rely on this Report and GNN shall have no liability to any third party who claims injury due to reliance upon this Report, which is prepared exclusively for Client's use and reliance.

GNN has provided geotechnical services in accordance with generally accepted geotechnical engineering practices in this locality at this time. GNN expressly disclaims all warranties and guarantees, express or implied.

Client shall provide GNN an opportunity to review the final design and specifications so that earthwork, drainage and foundation recommendations may be properly interpreted and implemented in the design and specifications. If GNN is not accorded the review opportunity, GNN shall have no responsibility for misinterpretation of GNN's recommendations.

Although GNN can provide environmental assessment and investigation services for an additional cost, the current scope of GNN's services does not include an environmental assessment or an investigation for the presence or absence of wetlands, hazardous or toxic materials in the soil, surface water, groundwater, or air on, below, or adjacent to the subject property.

# ***APPENDICES***

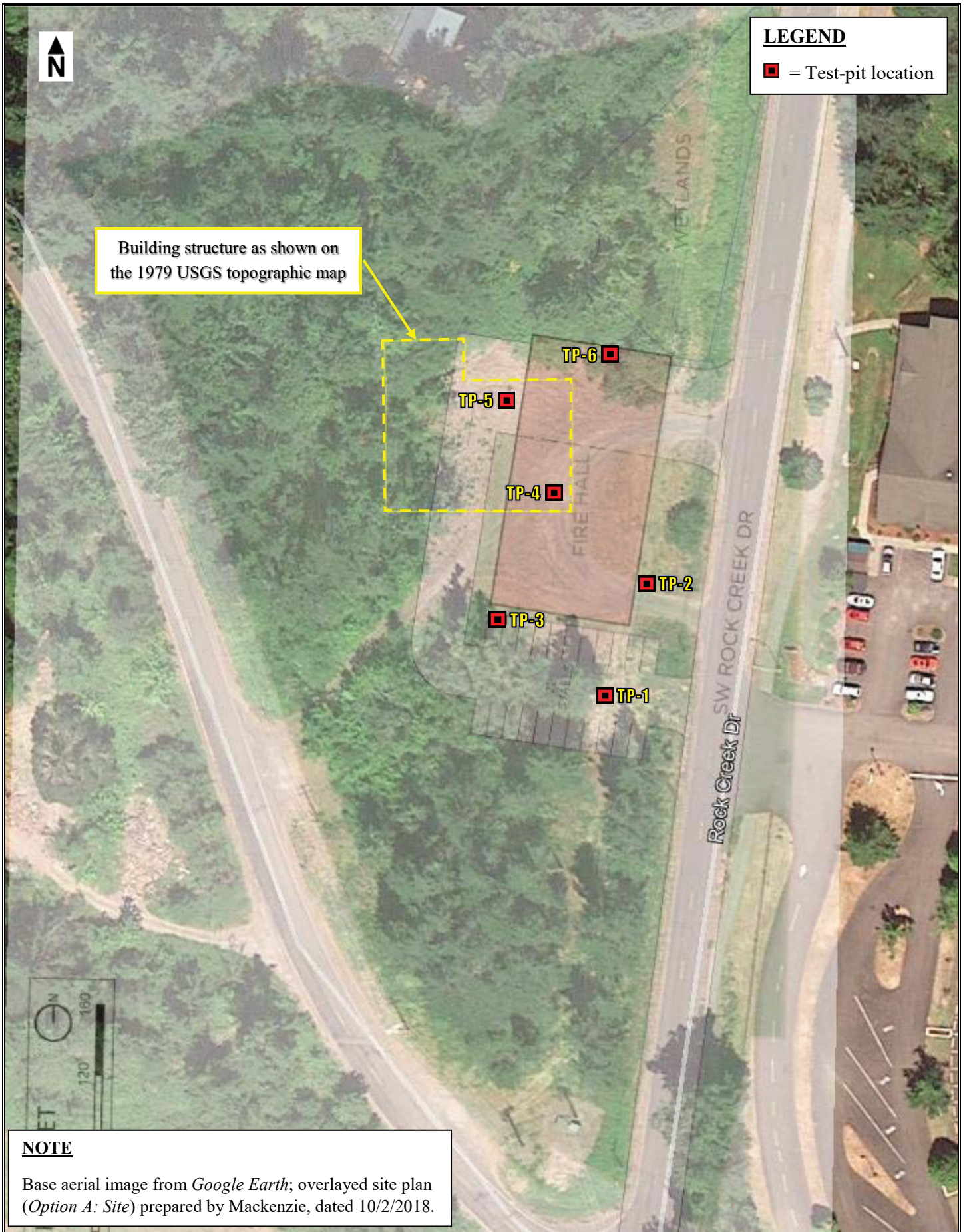


***Appendix I***  
***Site Vicinity Map (Figure 1)***  
***Site Exploration Map (Figure 2)***



**FIGURE 1: VICINITY MAP**





**FIGURE 2: SITE EXPLORATION MAP**

***Appendix II***  
***Exploratory Test-Pit Logs***  
***Key Chart (for Soil Classification)***



GN Northern Inc.  
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 Telephone: (509) 248-9798  
 Fax: (509) 248-4220

**TEST PIT NUMBER TP-1**

**CLIENT** City of Stevenson **PROJECT NAME** New Fire Hall  
**PROJECT NUMBER** 218-1038 **PROJECT LOCATION** SW Rock Creek Drive, Stevenson, WA  
**DATE STARTED** 12/4/18 **COMPLETED** 12/4/18 **GROUND ELEVATION** 126 ft **TEST PIT SIZE** 24 X 96 inches  
**EXCAVATION CONTRACTOR** Riley Materials **GROUND WATER LEVELS:**  
**EXCAVATION METHOD** Link-Belt 145x4 Excavator **AT TIME OF EXCAVATION** ---  
**LOGGED BY** MYM **CHECKED BY** KAH **AT END OF EXCAVATION** ---  
**NOTES** Approx. GPS Coords.: 45°41'14.87"N, 121°53'59.85"W **AFTER EXCAVATION** ---

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17.53 - C:\USERS\GN NORTHERN\DROPBOX\ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038.LOGX.GPJ

DEPTH (ft)	SAMPLE TYPE NUMBER	TESTS	U.S.C.S.	GRAPHIC LOG	MATERIAL DESCRIPTION
0.0					
2.5			GM		FILL: SILTY GRAVEL WITH SAND, (GM) brown, subrounded, moist, appears loose to medium dense, with cobbles, with boulders, with roots
3.5					122.5
5.0	GB	MC = 29% Fines = 16%			SILTY SAND WITH GRAVEL, (SM) brown, fine grained, moist, appears medium dense, some medium to coarse sand, (APPARENT NATIVE)
7.5			SM		
10.0	GB	MC = 17% Fines = 16%			- becomes dry to damp
12.5					
14.0					112.0

- Groundwater not encountered at time of excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 14.0 feet.

**TEST PIT NUMBER TP-2**



GN Northern Inc.  
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**CLIENT** City of Stevenson  
**PROJECT NUMBER** 218-1038  
**DATE STARTED** 12/4/18 **COMPLETED** 12/4/18  
**EXCAVATION CONTRACTOR** Riley Materials  
**EXCAVATION METHOD** Link-Belt 145x4 Excavator  
**LOGGED BY** MYM **CHECKED BY** KAH  
**NOTES** Approx. GPS Coords.: 45°41'15.50"N, 121°53'59.52"W

**PROJECT NAME** New Fire Hall  
**PROJECT LOCATION** SW Rock Creek Drive, Stevenson, WA  
**GROUND ELEVATION** 120 ft **TEST PIT SIZE** 24 X 96 inches  
**GROUND WATER LEVELS:**  
**AT TIME OF EXCAVATION** ---  
**AT END OF EXCAVATION** ---  
**▼ AFTER EXCAVATION** 12.50 ft / Elev 107.50 ft

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17:53 - C:\USERS\GN NORTHERN\DROPBOX\ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038 LOGX.GPJ

DEPTH (ft)	SAMPLE TYPE NUMBER	TESTS	U.S.C.S.	GRAPHIC LOG	MATERIAL DESCRIPTION
0.0					
0.5					119.5 TOPSOIL
2.5			GM		APPARENT FILL: SILTY GRAVEL WITH SAND, (GM) brown, subrounded, moist, appears loose to medium dense
2.8	GB	MC = 38% Fines = 30%			117.3 SILTY SAND WITH GRAVEL, (SM) brown, fine grained, moist, appears medium dense, with cobbles, with boulders, with gravel, (APPARENT NATIVE)
5.0					
7.5			SM		- pocket of gravels & cobbles noted on west excavation wall from ~4 to 7.5 feet
10.0					
12.5					▼
14.5					105.5

- Groundwater level at ~12.5' BGS after excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 14.5 feet.





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**TEST PIT NUMBER TP-3**

**CLIENT** City of Stevenson  
**PROJECT NUMBER** 218-1038  
**DATE STARTED** 12/4/18 **COMPLETED** 12/4/18  
**EXCAVATION CONTRACTOR** Riley Materials  
**EXCAVATION METHOD** Link-Belt 145x4 Excavator  
**LOGGED BY** MYM **CHECKED BY** KAH  
**NOTES** Approx. GPS Coords.: 45°41'15.30"N, 121°54'0.69"W

**PROJECT NAME** New Fire Hall  
**PROJECT LOCATION** SW Rock Creek Drive, Stevenson, WA  
**GROUND ELEVATION** 124 ft **TEST PIT SIZE** 24 X 96 inches  
**GROUND WATER LEVELS:**  
**AT TIME OF EXCAVATION** ---  
**AT END OF EXCAVATION** ---  
**▼ AFTER EXCAVATION** 11.00 ft / Elev 113.00 ft

DEPTH (ft)	SAMPLE TYPE NUMBER	U.S.C.S.	GRAPHIC LOG	MATERIAL DESCRIPTION	ELEVATION
0.0					
0.5				TOPSOIL	123.5
2.5		GM		APPARENT FILL: SILTY GRAVEL WITH SAND, (GM) brown, subrounded, moist, appears loose to medium dense	121.5
5.0				- becomes dry to damp	
7.5		SM		SILTY SAND WITH GRAVEL, (SM) brown, fine grained, moist, appears medium dense, with cobbles, with boulders, with gravel, (APPARENT NATIVE)	
10.0					
12.5					
13.5					110.5

▼  
 - Groundwater level at ~11' BGS after excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 13.5 feet.

City of Stevenson

May 2019

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17:53 - C:\USERS\GN NORTHERN\DR\PROX5-ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038 LOGX.GPJ





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# TEST PIT NUMBER TP-4

PAGE 1 OF 1

<b>CLIENT</b> <u>City of Stevenson</u>	<b>PROJECT NAME</b> <u>New Fire Hall</u>
<b>PROJECT NUMBER</b> <u>218-1038</u>	<b>PROJECT LOCATION</b> <u>SW Rock Creek Drive, Stevenson, WA</u>
<b>DATE STARTED</b> <u>12/4/18</u> <b>COMPLETED</b> <u>12/4/18</u>	<b>GROUND ELEVATION</b> <u>119 ft</u> <b>TEST PIT SIZE</b> <u>24 X 96 inches</u>
<b>EXCAVATION CONTRACTOR</b> <u>Riley Materials</u>	<b>GROUND WATER LEVELS:</b>
<b>EXCAVATION METHOD</b> <u>Link-Belt 145x4 Excavator</u>	<b>AT TIME OF EXCAVATION</b> <u>---</u>
<b>LOGGED BY</b> <u>MYM</u> <b>CHECKED BY</b> <u>KAH</u>	<b>AT END OF EXCAVATION</b> <u>---</u>
<b>NOTES</b> <u>Approx. GPS Coords.: 45°41'16.01"N, 121°54'0.25"W</u>	<b>▼ AFTER EXCAVATION</b> <u>10.25 ft / Elev 108.75 ft</u>

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17:53 - C:\USERS\GN NORTHERN\DRPBOX\5-ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038 LOGX.GPJ

DEPTH (ft)	SAMPLE TYPE NUMBER	TESTS	U.S.C.S.	GRAPHIC LOG	MATERIAL DESCRIPTION
0.0					
2.5					FILL: SILTY GRAVEL WITH SAND, (GM) brown, subrounded, moist to wet, appears loose
4.0	GB	MC = 28% LL = 50 PL = 26 Fines = 29%	GM		- becomes Clayey Sand (SC), black to greenish blue, with buried wood debris and organics
7.5	GB	MC = 24% Fines = 0%			- POSSIBLE NATIVE
9.0					110.0
10.0			SM		SILTY SAND WITH GRAVEL, (SM) brown, fine grained, moist to wet, appears medium dense, (APPARENT NATIVE)
12.5					106.0
					13.0

- Groundwater level at ~10.25' BGS after excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 13.0 feet.



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**TEST PIT NUMBER TP-5**

**CLIENT** City of Stevenson **PROJECT NAME** New Fire Hall  
**PROJECT NUMBER** 218-1038 **PROJECT LOCATION** SW Rock Creek Drive, Stevenson, WA  
**DATE STARTED** 12/4/18 **COMPLETED** 12/4/18 **GROUND ELEVATION** 118 ft **TEST PIT SIZE** 24 X 96 inches  
**EXCAVATION CONTRACTOR** Riley Materials **GROUND WATER LEVELS:**  
**EXCAVATION METHOD** Link-Belt 145x4 Excavator **AT TIME OF EXCAVATION** ---  
**LOGGED BY** MYM **CHECKED BY** KAH **AT END OF EXCAVATION** ---  
**NOTES** Approx. GPS Coords.: 45°41'16.54"N, 121°54'0.65"W **▼ AFTER EXCAVATION** 10.50 ft / Elev 107.50 ft

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17:53 - C:\USERS\GN NORTHERN\DRP\BOX5-ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038 LOGX.GPJ

DEPTH (ft)	SAMPLE TYPE NUMBER	TESTS	U.S.C.S.	GRAPHIC LOG	MATERIAL DESCRIPTION
0.0					
0.5				CRUSHED GRAVEL	117.5
2.5			GM	FILL: SILTY GRAVEL WITH SAND, (GM) brown to black, subrounded, moist, appears loose to medium dense, some cobbles, with organic odor, some trash/debris (wood, glass)	
4.8				SILTY SAND WITH GRAVEL, (SM) brown, fine grained, moist, appears medium dense, some gravel, some medium to coarse sand, (APPARENT NATIVE)	113.3
5.0	GB	MC = 26% Fines = 18%			
7.5			SM		
10.0				▼	
12.5					
13.5					104.5

- Groundwater level at ~10.5' BGS after excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 13.5 feet.

City of Stevenson

May 2019

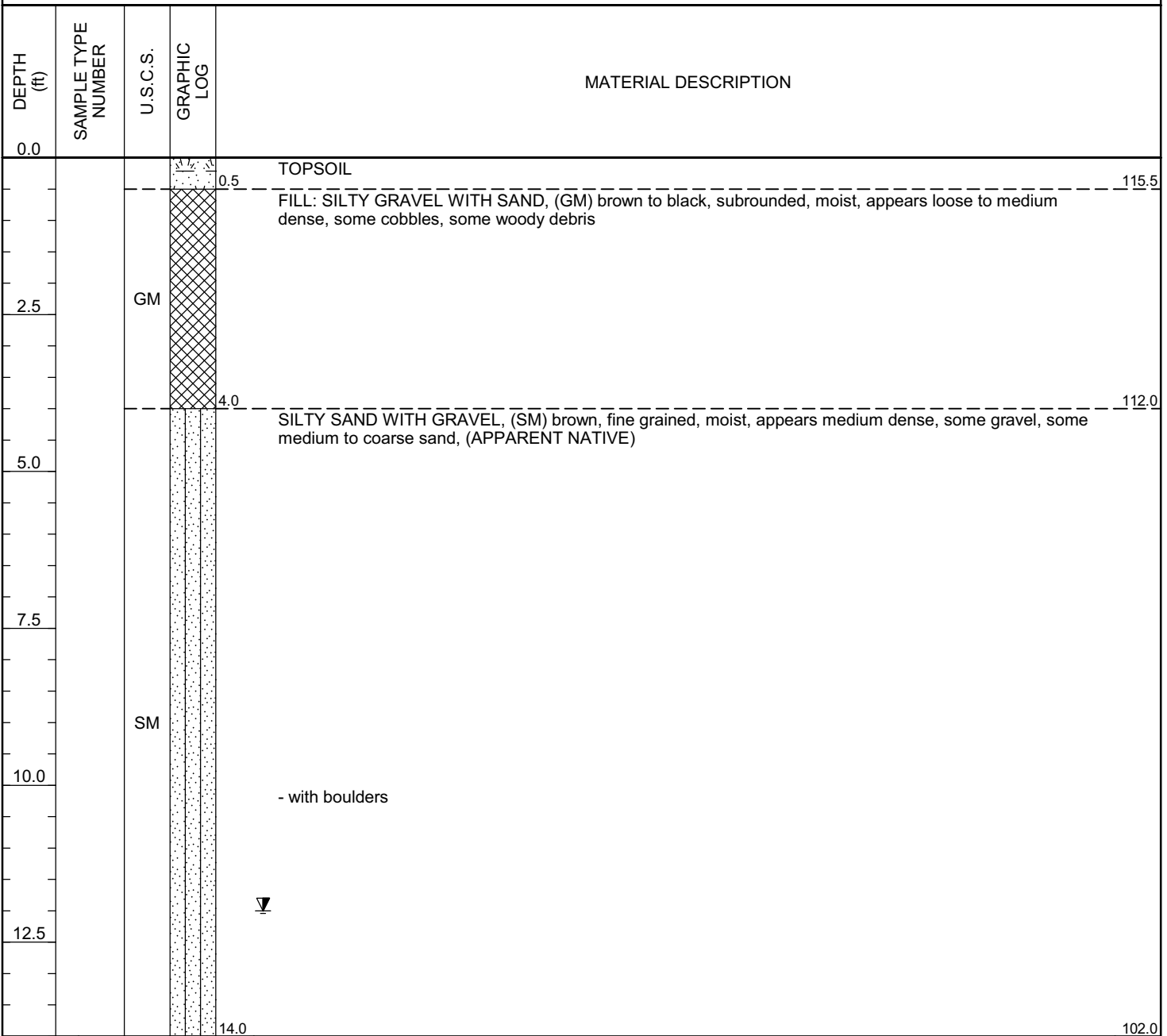


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**TEST PIT NUMBER TP-6**

**CLIENT** City of Stevenson **PROJECT NAME** New Fire Hall  
**PROJECT NUMBER** 218-1038 **PROJECT LOCATION** SW Rock Creek Drive, Stevenson, WA  
**DATE STARTED** 12/4/18 **COMPLETED** 12/4/18 **GROUND ELEVATION** 116 ft **TEST PIT SIZE** 24 X 96 inches  
**EXCAVATION CONTRACTOR** Riley Materials **GROUND WATER LEVELS:**  
**EXCAVATION METHOD** Link-Belt 145x4 Excavator **AT TIME OF EXCAVATION** ---  
**LOGGED BY** MYM **CHECKED BY** KAH **AT END OF EXCAVATION** ---  
**NOTES** Approx. GPS Coords.: 45°41'16.80"N, 121°53'59.81"W **▼ AFTER EXCAVATION** 12.00 ft / Elev 104.00 ft

GENERAL BH / TP / WELL - GINT STD US LAB.GDT - 12/10/18 17:59 - C:\USERS\GN NORTHERN\DRP\BOX5-ACTIVE PROJECTS\218-1038 NEW FIRE HALL, STEVENSON\218-1038 LOGX.GPJ



- Groundwater level at ~12' BGS after excavation  
 - Referenced elevations are approximate and based on Google Earth topography  
 Bottom of test pit at 14.0 feet.

# KEY CHART

RELATIVE DENSITY OR CONSISTENCY VERSUS SPT N-VALUE					
COARSE-GRAINED SOILS			FINE-GRAINED SOILS		
DENSITY	N (BLOWS/FT)	FIELD TEST	CONSISTENCY	N (BLOWS/FT)	FIELD TEST
Very Loose	0 – 4	Easily penetrated with ½-inch reinforcing rod pushed by hand	Very Soft	0 – 2	Easily penetrated several inches by thumb
Loose	4 – 10	Difficult to penetrate with ½-inch reinforcing rod pushed by hand	Soft	2 – 4	Easily penetrated one inch by thumb
Medium -Dense	10 – 30	Easily penetrated with ½-inch rod driven with a 5-lb hammer	Medium-Stiff	4 – 8	Penetrated over ½-inch by thumb with moderate effort
Dense	30 – 50	Difficult to penetrate with ½-inch rod driven with a 5-lb hammer	Stiff	8 – 15	Indented about ½-inch by thumb but penetrated with great effort
Very Dense	> 50	penetrated only a few inches with ½-inch rod driven with a 5-lb hammer	Very Stiff	15 – 30	Readily indented by thumb
			Hard	> 30	Indented with difficulty by thumbnail

USCS SOIL CLASSIFICATION			
MAJOR DIVISIONS		GROUP DESCRIPTION	
Coarse-Grained Soils  <50% passes #200 sieve	Gravel and Gravelly Soils <50% coarse fraction passes #4 sieve	Gravel (with little or no fines)	GW Well-graded Gravel
		Gravel (with >12% fines)	GP Poorly Graded Gravel
			GM Silty Gravel
		GC Clayey Gravel	
	Sand and Sandy Soils >50% coarse fraction passes #4 sieve	Sand (with little or no fines)	SW Well-graded Sand
			SP Poorly graded Sand
Sand (with >12% fines)		SM Silty Sand	
Fine-Grained Soils  >50% passes #200 sieve	Silt and Clay Liquid Limit < 50	ML Silt	
		CL Lean Clay	
		OL Organic Silt and Clay (low plasticity)	
	Silt and Clay Liquid Limit > 50	MH Inorganic Silt	
		CH Inorganic Clay	
		OH Organic Clay and Silt (med. to high plasticity)	
Highly Organic Soils	PT Peat	Top Soil	

LOG SYMBOLS		
	2S	2" OD Split Spoon (SPT)
	3S	3" OD Split Spoon
	NS	Non-Standard Split Spoon
	ST	Shelby Tube
	CR	Core Run
	BG	Bag Sample
	TV	Torvane Reading
	PP	Penetrometer Reading
	NR	No Recovery
	GW	Groundwater Table

MODIFIERS	
DESCRIPTION	RANGE
Trace	<5%
Little	5% – 12%
Some	>12%

MOISTURE CONTENT	
DESCRIPTION	FIELD OBSERVATION
Dry	Absence of moisture, dusty, dry to the touch
Moist	Damp but not visible water
Wet	Visible free water

### SOIL CLASSIFICATION INCLUDES

1. Group Name
2. Group Symbol
3. Color
4. Moisture content
5. Density / consistency
6. Cementation
7. Particle size (if applicable)
8. Odor (if present)
9. Comments

MAJOR DIVISIONS WITH GRAIN SIZE							
SIEVE SIZE							
12"	3"	3/4"	4	10	40	200	
GRAIN SIZE (INCHES)							
12	3	0.75	0.19	0.079	0.0171	0.0029	
Boulders	Cobbles	Gravel		Sand			Silt and Clay
		Coarse	Fine	Coarse	Medium	Fine	

Conditions shown on boring and testpit logs represent our observations at the time and location of the fieldwork, modifications based on lab test, analysis, and geological and engineering judgment. These conditions may not exist at other times and locations, even in close proximity thereof. This information was gathered as part of our investigation, and we are not responsible for any use or interpretation of the information by others.

***Appendix III***  
**Laboratory Testing Results**



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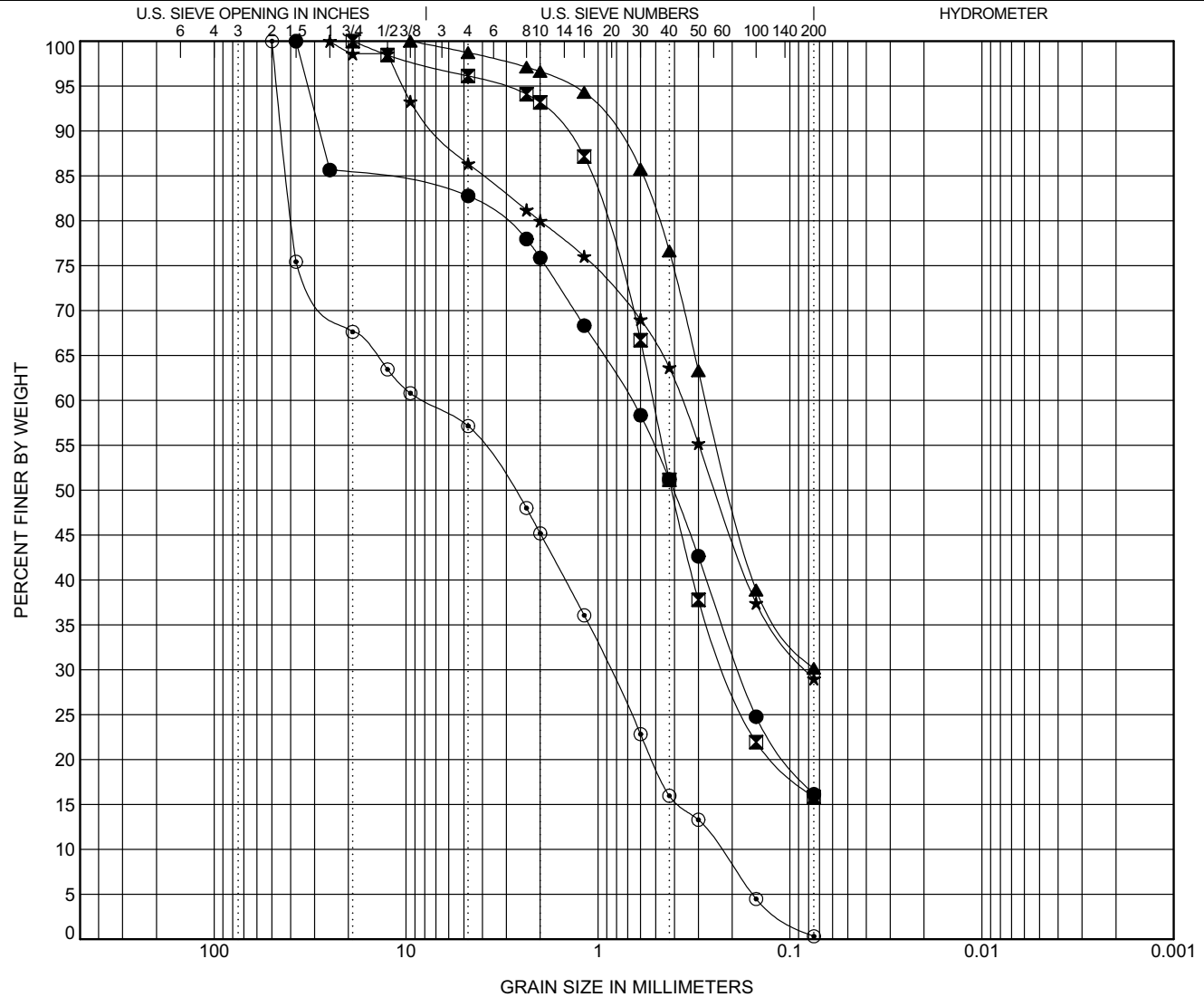
# GRAIN SIZE DISTRIBUTION

CLIENT City of Stevenson

PROJECT NAME New Fire Hall

PROJECT NUMBER 218-1038

PROJECT LOCATION SW Rock Creek Drive, Stevenson, WA



COBBLES	GRAVEL		SAND			SILT OR CLAY
	coarse	fine	coarse	medium	fine	

BOREHOLE	DEPTH	Classification					LL	PL	PI	Cc	Cu
● TP-1	4.0	<b>SILTY SAND WITH GRAVEL (SM)</b>									
☒ TP-1	9.5	<b>SILTY SAND (SM)</b>									
▲ TP-2	3.0	<b>SILTY SAND (SM)</b>									
★ TP-4	3.0	<b>CLAYEY SAND (SC)</b>					50	26	24		
◎ TP-4	8.0	<b>POORLY GRADED SAND WITH GRAVEL (SP)</b>								0.40	35.27
BOREHOLE	DEPTH	D100	D60	D30	D10	%Gravel	%Sand	%Silt	%Clay		
● TP-1	4.0	37.5	0.671	0.184		17.2	66.6		16.1		
☒ TP-1	9.5	19	0.517	0.213		3.9	80.3		15.8		
▲ TP-2	3.0	9.5	0.273			1.3	68.6		30.2		
★ TP-4	3.0	25	0.365	0.081		13.7	57.3		29.0		
◎ TP-4	8.0	50	8.164	0.866	0.231	42.9	56.8		0.3		

City of Stevenson

May 2019

GRAIN SIZE - TEMPLATE - JESSE.GDT - 12/10/18 17:54 - C:\USERS\GN NORTHERN\DROPBOX\ACTIVE PROJECTS\218-1038 NEW FIRE HALL - STEVENSON\218-1038 LOGX.GPJ



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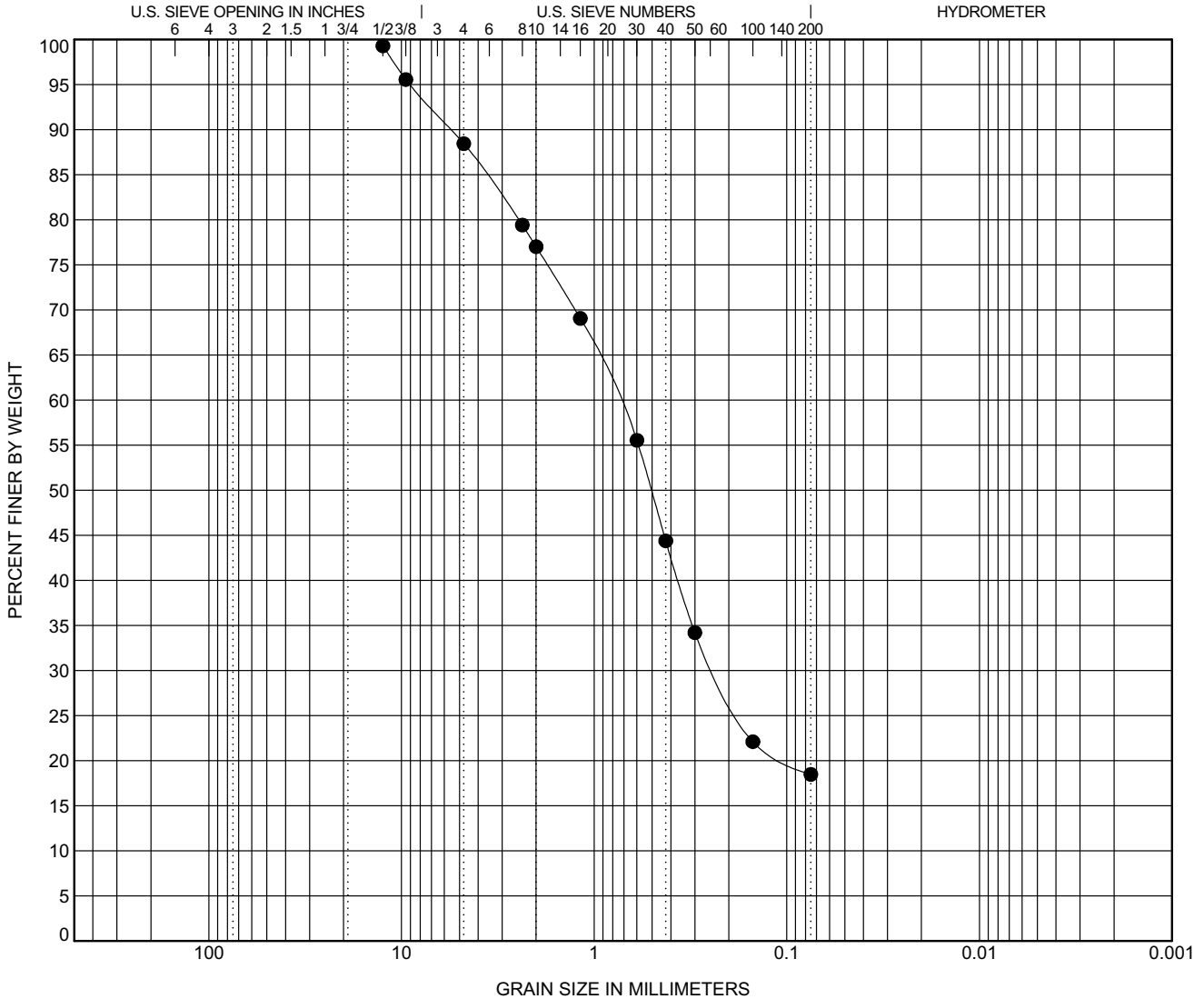
# GRAIN SIZE DISTRIBUTION

CLIENT City of Stevenson

PROJECT NAME New Fire Hall

PROJECT NUMBER 218-1038

PROJECT LOCATION SW Rock Creek Drive, Stevenson, WA



COBBLES	GRAVEL		SAND			SILT OR CLAY
	coarse	fine	coarse	medium	fine	

BOREHOLE	DEPTH	Classification	LL	PL	PI	Cc	Cu
● TP-5	5.0	<b>SILTY SAND (SM)</b>					

BOREHOLE	DEPTH	D100	D60	D30	D10	%Gravel	%Sand	%Silt	%Clay
● TP-5	5.0	12.5	0.75	0.236		10.8	70.0	18.5	

GRAIN SIZE - TEMPLATE - JESSE.GDT - 12/10/18 17:54 - C:\USERS\GN NORTHERN\ROPOX\5-ACTIVE PROJECTS\218-1038 NEW FIRE HALL - STEVENSON\218-1038 LOGX.GPJ





***Appendix IV***  
**Site & Exploration Photographs**





*View of site conditions looking north*



*View of site conditions looking southwest*



*Excavation of test-pit TP-1 looking north*



*View of exposed soil profile within test-pit TP-1*



*Excavation of test-pit TP-2 looking south*



*View of exposed soil profile within test-pit TP-2*

**PLATE 1: SITE & EXPLORATION PHOTOGRAPHS**

**PROJECT NO. 218-1038**





*Excavation of test-pit TP-3 looking west*



*View of exposed soil profile within test-pit TP-3*



*Excavation of test-pit TP-4 looking north*



*View of exposed soil profile within test-pit TP-4*



*View of exposed soil profile within test-pit TP-4*



*View of exposed soil profile within test-pit TP-5*

**PLATE 2: SITE & EXPLORATION PHOTOGRAPHS**

**PROJECT NO. 218-1038**



***Appendix V***  
**NRCS Soil Survey**



A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

# Custom Soil Resource Report for Skamania County Area, Washington

## New Fire Hall

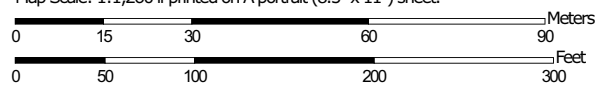


# Custom Soil Resource Report Soil Map



Soil Map may not be valid at this scale.

Map Scale: 1:1,260 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84



## Skamania County Area, Washington

### 2—Arents, 0 to 5 percent slopes

#### Map Unit Setting

*National map unit symbol:* 1hhrw  
*Elevation:* 0 to 200 feet  
*Mean annual precipitation:* 40 to 80 inches  
*Mean annual air temperature:* 45 to 52 degrees F  
*Frost-free period:* 90 to 200 days  
*Farmland classification:* Farmland of statewide importance

#### Map Unit Composition

*Arents and similar soils:* 100 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Arents

##### Setting

*Landform:* Terraces

##### Typical profile

*H1 - 0 to 24 inches:* gravelly sandy loam  
*H2 - 24 to 60 inches:* extremely gravelly sandy loam

##### Properties and qualities

*Slope:* 0 to 5 percent  
*Depth to restrictive feature:* More than 80 inches  
*Natural drainage class:* Well drained  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high (0.57 to 5.95 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water storage in profile:* Moderate (about 6.3 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 3s  
*Hydrologic Soil Group:* A  
*Hydric soil rating:* No

### 123—Steever stony clay loam, 2 to 30 percent slopes

#### Map Unit Setting

*National map unit symbol:* 1hhq7  
*Elevation:* 50 to 1,500 feet  
*Mean annual precipitation:* 70 to 85 inches  
*Mean annual air temperature:* 48 degrees F  
*Frost-free period:* 130 days  
*Farmland classification:* Farmland of statewide importance

**Map Unit Composition**

*Steever and similar soils: 100 percent*

*Estimates are based on observations, descriptions, and transects of the mapunit.*

**Description of Steever****Setting**

*Landform: Mountain slopes*

**Typical profile**

*H1 - 0 to 5 inches: stony clay loam*

*H2 - 5 to 12 inches: gravelly clay loam*

*H3 - 12 to 60 inches: very gravelly loam*

**Properties and qualities**

*Slope: 2 to 30 percent*

*Depth to restrictive feature: More than 80 inches*

*Natural drainage class: Well drained*

*Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)*

*Depth to water table: More than 80 inches*

*Frequency of flooding: None*

*Frequency of ponding: None*

*Available water storage in profile: Moderate (about 7.1 inches)*

**Interpretive groups**

*Land capability classification (irrigated): None specified*

*Land capability classification (nonirrigated): 4e*

*Hydrologic Soil Group: B*

*Forage suitability group: Droughty Soils (G003XF403WA)*

*Hydric soil rating: No*

***Appendix VI***  
***USGS Design Maps Summary***

# USGS Design Maps Summary Report

## User-Specified Input

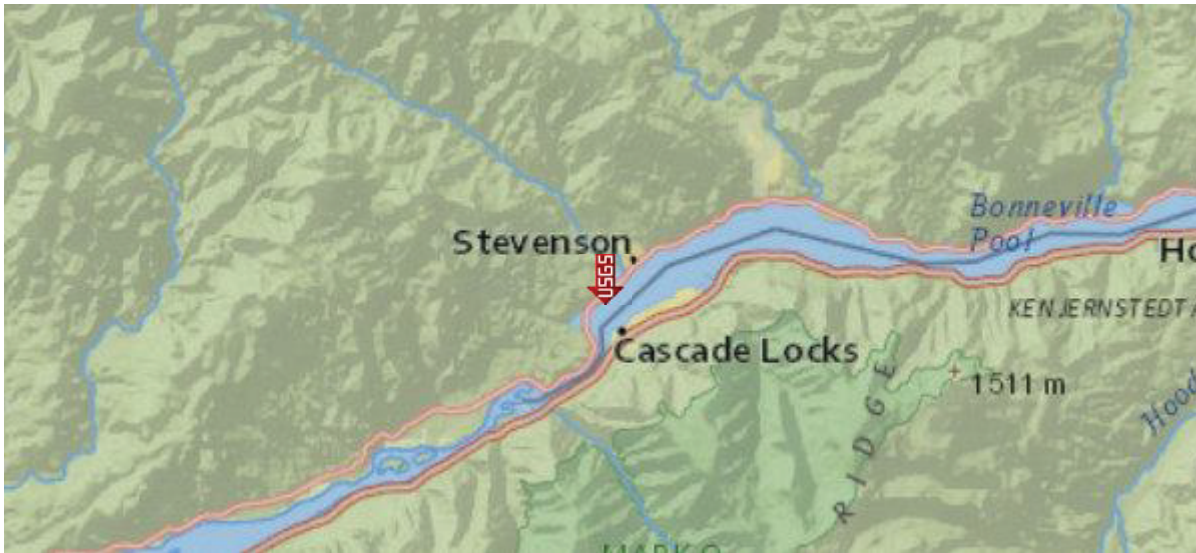
**Report Title** City of Stevenson - New Fire Hall  
 Sun December 9, 2018 04:47:30 UTC

**Building Code Reference Document** 2012/2015 International Building Code  
 (which utilizes USGS hazard data available in 2008)

**Site Coordinates** 45.68782°N, 121.90026°W

**Site Soil Classification** Site Class D - "Stiff Soil"

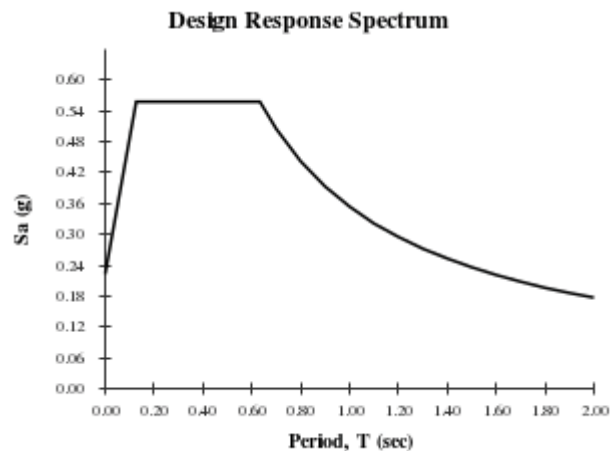
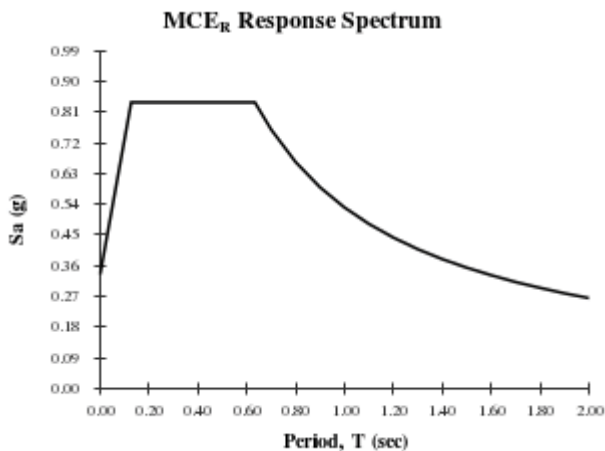
**Risk Category** IV (e.g. essential facilities)



## USGS-Provided Output

$S_S = 0.657 \text{ g}$	$S_{MS} = 0.838 \text{ g}$	$S_{DS} = 0.558 \text{ g}$
$S_1 = 0.292 \text{ g}$	$S_{M1} = 0.530 \text{ g}$	$S_{D1} = 0.354 \text{ g}$

For information on how the  $S_S$  and  $S_1$  values above have been calculated from probabilistic (risk-targeted) and deterministic ground motions in the direction of maximum horizontal response, please return to the application and select the "2009 NEHRP" building code reference document.



Although this information is a product of the U.S. Geological Survey, we provide no warranty, expressed or implied, as to the accuracy of the data contained therein. This tool is not a substitute for technical subject-matter knowledge.

**Site Assessment  
City of Stevenson  
Stevenson, Washington**

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**Appendix D  
City Application Forms and Fee Schedules**

Tracking Number: \_\_\_\_\_



# CONDITIONAL USE PERMIT APPLICATION

PO Box 371 Stevenson, Washington 98648

Phone: (509)427-5970 Fax: (509)427-8202

**Applicant/Contact:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address (Optional): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

**Property Address (Or Nearest Intersection):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Lot Size:** \_\_\_\_\_ **Current Use of Property:** \_\_\_\_\_

**Brief Narrative of Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Water Supply Source:** \_\_\_\_\_ **Sewage Disposal Method:** \_\_\_\_\_

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

*I/we hereby certify my/our awareness that application fees are non-refundable, there is no guarantee that a permit will be issued, and that any permit issued as a result of this application may be revoked if at any time in the future it is determined that the statements in support of this application are false or misleading.*

Incomplete applications will not be accepted. • Please ensure that all submittals are included

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Official Use Only:  
Date Application Received \_\_\_\_\_ • Date Application Complete \_\_\_\_\_



SUBMIT TO:  
City Hall  
7121 NE Loop Road

# Conditional Use Permit

## Submittal Requirements

A Conditional Use is a use listed as conditional in the relevant zoning district and permitted only after review as provided in SMC 17.39. A Conditional Use Permit is a permit issued by the Planning Commission that authorizes the recipient to make use of property in accordance with the requirements of SMC 17- Zoning as well as any additional requirements imposed by the Planning Commission.

Applications for a Conditional Use Permit are subject to review by the Planning Commission. In granting a Conditional Use Permit, the Planning Commission must find that the development in its proposed location:

1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will be in conformity with the Comprehensive Plan, transportation plan, or other plan officially adopted by the Council.

The following information is required for all Conditional Use Permit Applications. Applications without the required information will not be accepted. Site plans are to be prepared by a qualified professional, submitted on 8½"x11" or 11"x17" paper, and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', ½"=1', etc.).

- Application Fee** (Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_)
- Completed and Signed Conditional Use Permit Application**
- Copies of the Property Title or Other Proof of Ownership**
- Descriptions of Any Existing Restrictive Covenants or Conditions**
- Two (2) Copies of a Site Plan, Clearly Showing the Following:**
  - The Location and Dimensions of All Existing and Proposed Structures
  - A Floor Plan of the Structure Housing the Proposed Conditional Use
  - A North Arrow and Scale
  - The Location and Dimensions of Any Drainfields, Public Utilities, Easements, Rights-of-Way or Streets within or Adjacent to Any Affected Lot
  - The Location and Dimensions of All Parking Areas
- A Narrative Discussing How the Proposal Meets the Four Criteria Described Above**
- A List of the Names and Mailing Addresses of All Property Owners Within 300 Feet of the Subject Property** (Obtainable Through the Skamania County Assessor's Office)
- Any Information Associated with Proposals Reviewed under SMC 17.39**
- Any Other Information Requested by the Planning Director to Aid the Planning Commission in Evaluating the Conditional Use Permit Application**



Tracking Number: \_\_\_\_\_

# **CRITICAL AREAS PERMIT APPLICATION**

**Critical Areas Permits, Exemption Requests, Reasonable Use Allowances**



PO Box 371 Stevenson, Washington 98648

Phone: (509)427-5970 Fax: (509)427-8202

**Request:**

- Critical Areas Permit
- Written Determination of Exemption
- Reasonable Use Allowance

**Applicant/Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address (Optional): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

**Subject Property Address (Or Nearest Intersection):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Brief Project Summary:** \_\_\_\_\_

**Water Supply Source:** \_\_\_\_\_ **Sewage Disposal Method:** \_\_\_\_\_

**Critical Areas On or Near Subject Property (Check All That Apply):**

- Geologic Hazard Area
- Fish & Wildlife Habitat Area
- Wetland Area
- Critical Aquifer Recharge Area

**Any Additional Information Regarding Critical Areas on or Near Subject Property:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understanding that the proposal is subject to review, approval, and/or denial under SMC 18.13.*

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

Incomplete applications will not be accepted. • Please ensure that all submittals are included

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Official Use Only:  
Date Application Received \_\_\_\_\_ • Date Application Complete \_\_\_\_\_



SUBMIT TO:  
City Hall  
7121 NE Loop Road

# Critical Areas Submittal Requirements

*The following information is required for all Critical Areas Applications. Applications without the required information will not be accepted. Site plans are to be prepared by a qualified professional, submitted on 8½"x11" or 11"x17" paper, and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', ¼"=1', etc.).*

**Application Fee** (Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_)

**Completed and Signed Critical Areas Permit Application**

**Any Associated Land Use and Building Permit Applications**

**Two (2) Complete Site Plan Proposals—Drawn to scale, showing the proposal site and all adjoining areas within 100 feet, and including the following:**

- A Vicinity Map
- A North Arrow
- All property boundary lines **and** dimensions
- The location and width of all public and private roads
- The location and size of all existing structures, utility lines, easements, septic tanks and drainfields, wells, and other improvements
- The location and extent of all proposed structures and/or uses
- The location, species, and diameter of all significant trees
- The location and description of all critical areas and buffers

*The following information is required for a Critical Areas Permit in Geologic Hazard Areas. All Reports are to be prepared by a Qualified Professional. Only those reports that apply to a proposal are required, and it is the responsibility of the applicant to determine which reports will be required. The City of Stevenson maintains a map inventory to aid in this determination and you are encouraged to meet with City staff prior to submitting an application.*

**Landslide Hazard Areas**

- Geotechnical Assessment, Including
  - o Existing and Available Geologic Information
  - o LIDAR-Based Geologic Map
  - o Surface and Probable Subsurface Geologic Conditions
  - o Site Plan Delineating Landslide Hazards
  - o Contour Map Delineating
- Geotechnical Stabilization Report (For High & Moderate Hazard Areas)
  - o Surface and Subsurface Geology, Hydrology, Soils, and Vegetation (Soil and Rock Unit Descriptions, Groundwater Levels, Springs, Water Seepage Areas, etc.)
  - o Site History
  - o Topographic Data at scale of 1"=50' and 2-foot contour intervals
  - o Engineering Geology Analysis and Results
    - Confirming Hazard Category
    - Summarizing Borings, Test Pits, and All Other Methods and Tests
    - Providing Monitoring Results of Groundwater Levels, Surface Surveys, and Inclinometer Measurements
    - Detailing a Geologic Site Model
  - o Geotechnical Engineering Analysis and Results
    - Estimating Slope Stability and Effects of Construction Over Time
    - Providing the Assumed or Established Site and Subsurface Conditions used in the Stability Analysis
    - Describing the Method of Analysis and Results
    - Suggesting Mitigation of Adverse Site Conditions and/or Slope Stabilization Measures
    - Recommending
      - o That Site Grading and Structures Will Not Reduce Slope Stability on Lands Containing no Obvious Instability and Modest Proposed Improvements
      - o That Proposed Development Will Not Decrease the Factor of Safety Below Acceptable Limits Determined by the Geotechnical Engineer on Lands Containing Active Landslides, Inactive Landslide Complexes, or Designated as Potentially Unstable Slopes

# Critical Areas

## Submittal Requirements, Continued

**Erosion Hazard Areas**

- Erosion Control Plan
  - o Minimizing Alteration of Topography and Vegetation Removal and Disturbance,
  - o Designing Foundations that Conform to Existing Topography and Reduce Topographic Modification
  - o Designing Roads, Driveways, Trails, Walkways, and Parking Areas with Low Gradients and/or parallel to the natural site contours
- Erosion Control Management Practices
  - o Installation of Erosion and Sedimentation Controls (e.g. Silt Fences, Earthen Berms, etc.) Prior to Any Clearing or Grading
  - o Implementation of BMPs to Protect Disturbed Areas from Erosion (e.g. Vegetative Ground Cover, Filter Fabrics, etc.)
- Drainage Plan
  - o Designing Surface Drainage Including Downspouts that avoid draining to Erosion Hazard Areas
  - o Incorporating the Following Activities only when a Qualified Professional Determines finds that such systems will not result in an increase in erosion and verifies that such systems are installed as designed and function as predicted.
    - Stormwater Retention and Detention Systems, Including Percolation Systems Utilizing Buried Pipe
    - On-Site Sewage Disposal System Drainfields Which are Also in Compliance With City Regulations
    - Utility Lines and Pipes

*The following information is often required for a Critical Areas Permit in Fish & Wildlife Habitat Areas. All Reports are to be prepared by a Qualified Professional. Only those reports that apply to a proposal are required, and it is the responsibility of the applicant to determine which reports will be required. The City of Stevenson maintains a map inventory to aid in this determination and you are encouraged you meet with City staff prior to submitting an application.*

**Preliminary Habitat Assessment, Including the Following (For Proposals Near Habitat Areas)**

- The Name and Contact Information for the Applicant
- The Name and Address of the Qualified Professional Preparing the Report
- The Dates, Names, and Qualifications of the Persons Preparing the Report and Documentation of Any Fieldwork Performed on the Site
- A Description of the General Character of the Property, Including
  - o Location
  - o Existing Developments
  - o Vegetation Types
  - o Adjacent Land Uses
  - o Past Land Uses on the Property (If Available)
- A Detailed Description of the Critical Area and a Qualitative Analysis of its General Condition
- Recent Photographs of the Property, Including Detailed Photos of the Habitat Resource in Question
- The Classifications of the Fish and Wildlife Conservation Area as Defined by this Chapter
- An Outline of Standard Buffer Widths, Available Buffer Reductions, or Potential Opportunities for Enhancement/Mitigation

**Habitat Mitigation Plan, Including the Following (For Proposals Affecting Habitat Areas or Buffers)**

- The Information Required in a Preliminary Habitat Assessment
- A Site Plan Showing
  - o Critical Areas
  - o Buffers
  - o Dimensions and Limits of Areas to be Cleared
  - o Proposed Construction Sequencing
  - o Grading and Excavation Details, Including Erosion and Sedimentation Control Features
  - o Detailed Site Diagrams or Other Drawings Showing Construction Techniques or Final Outcomes

# Critical Areas

## Submittal Requirements, Continued

### Habitat Mitigation Plan, Continued

- A Description of the Specific Efforts Made to Avoid and Minimize Impacts to Priority Habitats and Their Buffers
- A Brief Narrative of the Proposed Activities Subject to This Chapter and Include Specific Citations of the Applicable Chapter Sections
- The Anticipated Impacts to the Habitat Area or Buffer, the Proposed Mitigation Actions, and the Purposes of the Compensation Measures
- The Environmental Goals and Objectives of the Proposed Mitigation and the Goals and Objectives Must be Related to the Functions and Values of the Impacted Critical Area
- A Program for Monitoring the Construction and Maturation of the Mitigation Project, and Ultimately to Assess the Success or Failure of the Proposed Mitigation Measures
- Measureable Performance Standards for Evaluating Whether or Not the Goals and Objectives of the Mitigation Project have been Successfully Attained and Whether or Not the Requirements of the Chapter have been Met (e.g. Water Quality Standards, Vegetation Abundance Indices, Species Richness and Diversity Targets, Habitat Diversity Indices, etc.)
- The Potential Courses of Action and Any Corrective Measures to be Taken When Monitoring or Evaluation Indicates Projected Performance Standards have Not been Met

*The following information is often required for a Critical Areas Permit in Wetland Areas. All Reports are to be prepared by a Qualified Professional. Only those reports that apply to a proposal are required, and it is the responsibility of the applicant to determine which reports will be required. The City of Stevenson maintains a map inventory to aid in this determination and you are encouraged you meet with City staff prior to submitting an application.*

### Preliminary Wetland Assessment

- The Name and Contact Information for the Applicant
- The Name and Address of the Qualified Professional Preparing the Report
- The Project Extent and Location
- The Soil Series Information for the Site According to Natural Resources Conservation Service Maps
- A Narrative Explaining
  - The Existing Improvements or Developments on the Site
  - The Surrounding Land Uses
  - The Detailed Notes on Vegetation Present
  - The Results of Soil Test Pits Including Soil Color and Saturation Levels
  - The Presence or Absence of Wetland Indicators
- The Photographs of the Site

### Wetland Delineation (For Proposals on Sites Containing Wetlands)

- The Name and Contact Information for the Applicant
- The Name and Address of the Primary Author(s) of the Wetland Delineation Report
- A USGS Topographic Map With Site Clearly Defined
- A National Wetland Inventory Map Showing Site
- A Soil Conservation Service Soils Map of the Site
- A Site Map at a Scale no Smaller than 1"=400", if Practical, Showing
  - Wetland Boundaries (As Staked and Flagged in the Field)
  - Sample Sites and Sample Transects
  - Boundaries of Forested Areas
  - Boundaries of Wetland Rating Classes if Multiple Rating Classes Exist
- An Aerial Photograph of the Project Area (At a Scale No Smaller than 1"=400")
- A Discussion of Methods and Results With Special Emphasis on Technique Used from the Wetlands Delineation Manual
- The Acreage of Each Wetland Identified on the Site Based on a Survey
- All Completed Field Data Sheets (US Army Corps of Engineers Format for Three Parameter Application) Numbered to Correspond to Each Sample Site

# Critical Areas

## Submittal Requirements, Continued

**Wetland Mitigation Plan, Including the Following** (For Proposals Impacting Wetlands and Buffers)

- Baseline Information**
  - The Wetland Delineation Report
  - Descriptions and Maps of the Vegetative Conditions at the Site
  - Descriptions and Maps of the Hydrological Conditions at the Site
  - A Description of the Soil Conditions at the Site Based on On-Site Analysis
  - A topographic Map of the Site
  - An Assessment of the Functional Uses of the Existing Wetland and Buffer
- Enhancement Plan**
  - The Goals and Objectives of the Proposed Project
  - A Description of the Wetland Type to be Created, Rehabilitated, Restored, or Enhanced
  - A Description of the Specific Efforts Made to Avoid and Minimize Impacts to the Wetland Areas and Their Buffers
  - A Map Showing Proposed Wetland and Buffer (Base and Proposed Buffers)
  - A Site Plan
  - A Discussion and Map of the Density and Materials of Plantings
  - A Preliminary Drainage Plan Identifying the Location of Proposed Drainage Facilities
  - A Discussion of Water Sources for the Wetland
- Detailed Construction Plan**
  - The Construction Sequence
  - The Grading and Excavation Details
  - The Water and Nutrient Requirements for Planting
  - The Specification of Substrate Stockpiling Techniques
  - The Planting Instructions
  - Site and Cross-Sectional Diagrams
  - A Topographic Map Showing Slope Percentage and Final Grade
- Quantitative Performance Standards**
- Monitoring Program (5-Year Minimum)**
  - Hydrologic Monitoring Stations
  - Vegetation Plots
  - Photo Stations
- Contingency Plan**

*The following information is required in order to determine whether a Critical Areas Report is necessary for Critical Aquifer Recharge Areas. If required, all Reports are to be prepared by a Qualified Professional. Proposals meeting one or more of the Primary Criteria below, or two or more of the Secondary Criteria below, then a Vulnerability Rating Report will be required. It is the responsibility of the applicant to determine which reports will be required. The City of Stevenson maintains a map inventory to aid in this determination and you are encouraged you meet with City staff prior to submitting an application.*

**Primary Criteria**

- The Development Proposal is Within a Wellhead Protection Area Designated Under WAC 246-290 Public Water Supplies
- The Development Proposal is Within an Aquifer Recharge Area Mapped and Identified by a Qualified Groundwater Scientist
- The Site will be Utilized for Processing, Storing, or Handling a Hazardous Substance ( as now or hereafter defined in RCW 70.105D Hazardous Waste Cleanup-Model Toxics Control Act), in Applications or Quantities Larger Than is Typical of Household Use
- The Site Will be Utilized for Hazardous Waste Treatment and Storage as Set Forth in RCW 70.105 Hazardous Waste Management, as now or hereafter amended

**Secondary Criteria**

- The Site Contains Highly Permeable Soils as Designated in the NRCS Soil Survey for Skamania County
- The Development Proposal is Within a Sole Source Aquifer Recharge Area Designated Pursuant to the Federal Safe Drinking Water Act

# Critical Areas

## Submittal Requirements, Continued

- Secondary Criteria, Continued**
  - The Development Proposal Involves a Major or Short Subdivision and Includes Present or Future Plans to Construct Three or More Dwelling units Where the Dwelling Units will not be Connected to a Public Sewer System and Any of the Lots are Less Than One (1) Net Acre in Size
  - The Development Proposal Involves a Commercial and/or Industrial Site That is not on a Public Sewer System and the Main Structure Exceeds Four Thousand (4,000) Square Feet
  - The Development is Within Two Hundred (200) Feet of the Ordinary High Water Mark of a Perennial River, Stream, Lake or Pond
- Vulnerability Rating, Including the Following** (When Required)
  - Permeability of the Vadose Zone (Upper and Lower)
  - Depth to Groundwater
  - Slope or Gradient
  - Contaminant Loading Rating

*The following information is required to evaluate whether a Written Determination of Exemption will be issued. All requirements of the specific exemption request must be met in order for the City to issue a Written Determination of Exemption. Only those reports that apply to a proposal are required, and it is the responsibility of the applicant to determine which reports will be required.*

- |  |  |
|--|--|
| <input type="checkbox"/> Forest Practices                      | <input type="checkbox"/> Agricultural Activities |
| <input type="checkbox"/> Seismic Hazard Areas                  | <input type="checkbox"/> Volcanic Hazard Areas   |
| <input type="checkbox"/> Frequently Flooded Areas              | <input type="checkbox"/> Weed Control            |
| <input type="checkbox"/> Tree Removal                          | <input type="checkbox"/> Site Investigation      |
| <input type="checkbox"/> Recreation                            | <input type="checkbox"/> Emergencies             |
| <input type="checkbox"/> Utilities                             | <input type="checkbox"/> Trails                  |
| <input type="checkbox"/> Activities Subject to Previous Review |  |

*The following information is required when an applicant asserts that SMC 18.13 would deny all Reasonable Economic Use of a legal lot. All analyses and reports are to be prepared by a Qualified Professional. Only those reports that apply to a proposal are required, and it is the responsibility of the applicant to determine which reports will be required. The City of Stevenson maintains a map inventory to aid in this determination and you are encouraged you meet with City staff prior to submitting an application.*

- A Description of the Amount of the Site which is within the Setbacks and Buffers Required Under this Chapter and SMC 17- Zoning**
- An Analysis of the Impact that the Proposal would have on all Applicable Critical Areas**
- An Analysis of whether any other Reasonable Use is Possible that would Result in Less Impact on Critical Areas and Associated Buffers**
- An Analysis of any Modifications Needed to the Required Front, Side, and Rear Setbacks; and Buffer Widths to Provide for a Reasonable use of the Site while Providing Greater Protection to Critical Areas**
- A Design of the Proposal so that the Amount of Development Proposed as Reasonable Use will have the Least Impact Practicable on Critical Areas**
- Such Other Information as the City Determines is Reasonably Necessary to Evaluate the Issue of Reasonable Use as it Relates to the Proposal**

Tracking Number: \_\_\_\_\_



# VARIANCE APPLICATION

PO Box 371 Stevenson, Washington 98648

Phone: (509)427-5970 Fax: (509)427-8202

**Applicant/Contact:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address (Optional): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

**Property Address (Or Nearest Intersection):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Lot Size:** \_\_\_\_\_ **Current Use of Property:** \_\_\_\_\_

**Brief Narrative of Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Water Supply Source:** \_\_\_\_\_ **Sewage Disposal Method:** \_\_\_\_\_

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

*I/we hereby certify my/our awareness that application fees are non-refundable, there is no guarantee that a permit will be issued, and that any permit issued as a result of this application may be revoked if at any time in the future it is determined that the statements in support of this application are false or misleading.*

Incomplete applications will not be accepted. • Please ensure that all submittals are included

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Official Use Only:  
Date Application Received \_\_\_\_\_ • Date Application Complete \_\_\_\_\_





SUBMIT TO:  
City Hall  
7121 NE Loop Road

# Variance

## Submittal Requirements

A Variance is an authorization from the Board of Adjustment to a property owner to depart from the literal requirements of the provisions of SMC 17-Zoning or SMC 16.02-Short Plat & Short Subdivisions because the strict enforcement of their provisions would cause the owner undue hardship in view of the facts and conditions applying to the specific parcel of property. A Variance will be granted by the Board of Adjustment when it finds that:

1. The granting of the variance will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and district in which the subject property is located;
2. The strict application of the land use regulation is found to deprive the subject property of rights and privileges enjoyed by other property in the vicinity and under identical zoning district classifications, because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings;
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district in which the subject property is located.
4. The granting of the variance will not be detrimental to the purposes of the land use regulatory code from which the variance is requested, and will not conflict with the goals and policies of the comprehensive plan;
5. The hardship creating the need for a variance is not self-imposed and that the variance requested is the minimum variance which will alleviate the hardship.

The following information is required for all Variance Applications. Applications without the required information will not be accepted. Site plans are to be submitted on 8½"x11" or 11"x17" paper, and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', ¼"=1', etc.).

- Application Fee** (Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_)
- Completed and Signed Variance Application**
- Descriptions of Any Existing Restrictive Covenants or Conditions**
- Two (2) Copies of a Site Plan, Clearly Showing the Following:**
  - The Location and Dimensions of All Existing and Proposed Structures
  - A Floor Plan of Any Structure Involved with a Variance Request
  - A North Arrow and Scale
  - The Location and Dimensions of Any Drainfields, Public Utilities, Easements, Rights-of-Way or Streets within or Adjacent to Any Affected Lot
  - The Location and Dimensions of All Parking Areas
- A Narrative Discussing How the Proposal Meets the Five (5) Criteria Described Above**
- A List of the Names and Mailing Addresses of All Property Owners Within 300 Feet of the Subject Property** (Obtainable Through the Skamania County Assessor's Office)
- Any Other Information Requested by the Planning Director to Aid the Planning Commission in Evaluating the Variance Request**



## APPLICATION FOR IMPROVEMENT

Page 1 of 2

**SUBMIT TO:**

City of Stevenson  
 7121 E Loop Road  
 PO Box 371  
 Stevenson, WA 98648  
 Phone 509-427-5970 FAX 509-427-8202  
<http://ci.stevenson.wa.us/>

**For Office Use Only:**

Date Received: \_\_\_\_\_

Building Permit # \_\_\_\_\_

This *Application for Improvement* is used to apply for Building Permits, Plumbing Permits, Mechanical Permits, Roofing Permits, Fill & Grade Permits, Land Use Permits, Sign Permits, etc. Two copies of a completed Site Plan are to be submitted with your Application for Improvement. Additional items are required to be submitted for one and two family dwellings and multi-family / commercial buildings (see separate checklists).

**Owner:**

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Lot # \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Approach Street Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Nearest Cross Streets: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Contractors License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

**Complete description of all work to be performed: (this section must be completed on all applications)**


Building ... Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Area (sq.ft.) \_\_\_\_\_

Applicant's estimate of value \$ \_\_\_\_\_



## APPLICATION FOR IMPROVEMENT

Page 2 of 2

I hereby certify that the above information is true and correct, and agree to comply with all City Ordinances and State Laws regulating building and construction. Furthermore, I understand that I will be subject to field inspections and plan checks in accordance with the 2012 International Construction Code. I hereby authorize the City of Stevenson reasonable access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.

As an owner/builder you are allowed to contract with licensed contactors to complete your building project. By signing this form you are stating you have no intent to hire unlicensed personnel to complete your construction project.

If applicant has not received prior approval for water and sewer service, the building permit may be delayed.

This APPLICATION becomes null and void if a Permit is not issued within 180 days after completion of review by the Building Inspector and/or Planner. The applicant may request **in writing** an extension of the application period subject to Planning and Building Inspector approvals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


\_\_\_\_\_  
Printed Name

### IMPORTANT TAX BREAK INFORMATION FOR ADDITIONS TO SINGLE FAMILY RESIDENCES

When you construct an ADDITION onto a single-family residence, you are allowed a tax break for up to three years, PROVIDED:

1. You file a "Notice of Intent to Construct" prior to the improvement being made. The forms are available from the Skamania County Assessor's office.
2. The improvement represents 30% or less of the original value of the structure.
3. The exemption cannot be claimed more than once in a five year period.
4. The tax break starts after you file a "Notice of Completion" with the Assessor's Office.

\*\*\* For additional information please call the County Assessor's office at (509) 427-3720.

<b>Planning Fees</b>		<b>The City of Stevenson</b>		<b>509-427-5970</b>	
		<b>PO Box 371</b>		<b>509-427-8202 (fax)</b>	
<b>Effective August 1st, 2017</b>		<b>Stevenson, WA 98648</b>		<a href="http://www.ci.stevenson.wa.us">www.ci.stevenson.wa.us</a>	
<b>Resolution 296</b>					
Annexation		Planned Unit Development		\$1,500.00 plus \$75 per lot	
Election Method	\$750.00	Reduction in City Boundaries		\$1,000.00	
Notice of Intent	\$500.00	Shorelines Management Program			
Petition	\$250.00	Substantial Development,		\$1,000.00	
Zoning New Areas	\$250.00	Conditional Use, and/or Variance			
Appeals		Statement of Exemption		\$25.00	
To City Council	\$0.00	Short Plat		\$1,500.00 plus \$75 per lot	
To Board of Adjustment	\$0.00	SEPA Checklist		\$200.00	
Boundary Line Adjustment		Subdivision			
Typical	\$150.00	Preliminary Plat		\$1,500.00 plus \$75 per lot	
Combination of Lots	\$75.00	Variance		\$750.00	
Comprehensive Plan Revision	\$1,250.00	Final Plat		\$0.00 plus \$100 per lot	
Conditional Use	\$500.00	Variance		\$500.00	
Critical Areas		City Utility Extension Beyond Plan Area		\$500.00	
Written Determination of Exemption	\$25.00	Zoning			
Critical Areas Permit (CAP)	\$200.00	Resolution of Intent		\$1,000.00	
CAP Plus Mitigation & Monitoring Plans	\$500.00	Rezoning Request		\$1,250.00	
Reasonable Use Allowance (RUA)	\$300.00	Zoning Interpretation		\$0.00	
RUA Plus Mitigation & Monitoring Plans	\$600.00	Zoning Verification Letter		\$200.00	
Land Use/ Building Permit	\$25.00	Miscellaneous Charges:			
Nonconforming Use Review (BOA)	\$500.00	8 1/2 x 11 & 8 1/2 x 14 copies		\$0.10	
Ordinance Revisions	\$1,000.00	11 x 17 copies		\$0.25	
Parking		Color City Map (11 x 17)		\$1.50	
Joint Use of Parking	\$500.00	Zoning Map		\$1.50	
Parking Interpretation	\$0.00	Blank Mylar		\$50.00	
<b>*Outside Consultant Review Fees</b>					
When it is necessary to utilize the services of professional consultants such as but not limited to engineers, surveyors, hydrologists, biologists or other specialists to assist the City with its review of the applications identified in this Fee Schedule (i.e., SEPA, Short Plat, Planned Unit Development, Subdivision, Critical Areas, Mobile Home Park, etc.), the costs for the outside consultant's reviews will be the responsibility of the applicant. The costs for these services will be billed monthly to the applicant based on all actual costs for labor,					
<b>**Publication, Recording &amp; Election Fees</b>					
Publication fees are included in application fees, however, when it is necessary to record a document associated with a successful application and/or when it is necessary to hold an election associated with a request, the actual cost of such recording and/or election shall be the responsibility of the applicant.					
<b>***Hearing Examiner</b>					
For any appeal or proposal reviewed by the City of Stevenson Hearing Examiner, 50% of the costs for the Hearing Examiner will be the responsibility of the proponent. This fee will be charged in lieu of the amounts listed above. The costs for these services will be billed monthly to the applicant based at 50% of the actual invoice received by the City. Final permits and/or plat approvals will not be issued until all costs have been met.					
<b>***Planned Unit Developments</b>					
Subdivision Preliminary Plat and Short Plat application fees may be waived, at the discretion of the Planning Director, for projects which have obtained approval as a Planned Unit Development.					



**CITY OF STEVENSON BUILDING PERMIT FEES**

City of Stevenson  
 PO Box 371, Stevenson, WA 98648  
 Phone 509-427-5970 FAX 509-427-8202  
<http://ci.stevenson.wa.us/>

**A. Building Permits:**

The determination of value or valuation under any of the provisions of this code shall be made by the Building Official. The Building Official shall use the square footage building valuation data standards set forth in the International Code Council's Building Safety Journal as updated to guide the establishment of valuation for a permit. A copy of said valuation standards shall be on file and available for public use and inspection at Stevenson City Hall.

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00.
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001 to \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including 50,000.00
\$50,001 to \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including 100,000.00
\$100,001 to \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof.
<b>+ Plan Review Fees</b>	<b>65% of the building permit fee.</b>
<b>A1. Roofing Permits:</b>	Fees will be \$50.00 for the first \$3,200 value plus \$50.00 for each additional \$3,200 or fraction thereof.
<b>A2. Public Fireworks Display Permit (RCW 70.77.131)</b>	\$90.00
<b>A3. Manufactured Homes:</b>	Fees for placement permits follow the schedule above with the exception of the 65% fee for the plan review.
<b>A4. "SAME AS" plans:</b>	The Building Official may waive a portion of the plan review fee if the same plan is submitted for more than one permit.
<b>A5. Demolition Permits</b> (Fees will be a flat assessment. Applies only to structures over 200 square feet)	\$10.00
<b>A6. Fire Suppression Systems.</b>	Fees for Fire Suppression or Prevention Systems will follow the schedule above (A).
<b>E. Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours (minimum charge - two hours)	\$52.00/hr
2. Re-Inspections	\$45.00/hr
3. Inspections for which no fee is specifically indicated (minimum charge - one-half (1/2) hour)	\$45.00/hr
4. Additional plan review required by changes, additions or revisions to plans (minimum charge - one-half (1/2) hour)	\$45.00/hr
5. For use of outside consultants for plan checking and inspections, or both	Actual costs
<b>F. Planning Department Review of Building Permit Application</b>	\$10.00
1. For new construction, remodels with a foot print alteration, all sign and grading permits.	

**IMPORTANT TAX BREAK INFORMATION FOR ADDITIONS TO SINGLE FAMILY RESIDENCES**

When you construct an ADDITION onto a single-family residence, you are allowed a tax break for a period of three years, PROVIDED:

1. You file a "Notice of Intent to Construct" PRIOR TO THE IMPROVEMENT BEING MADE. These forms are available from the Skamania County Assessor's office.
2. The improvement represents 30% or less of the CURRENT ASSESSED VALUE of the structure.
3. The exemption cannot be claimed more than once in a five year period.
4. The tax break starts AFTER you file a "Notice of Completion" with the Assessor's Office. Otherwise you will be taxed at the regular rate.

\*\*\* For additional information call the County Assessor.

H:\Building Department\2016 Bldg Stuff\Application for Improvement etc



**MECHANICAL FEE SCHEDULE**  
PAGE 1 OF 2

**For Office Use Only:**

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

Owner Name: \_\_\_\_\_

Submit this fee schedule attached to a completed "Application for Improvement" when mechanical fees apply. A Mechanical Permit may be part of a Building Permit or issued as a stand-alone permit when applicable.

<u>Mechanical Permit Fee Schedule:</u>	<u>Fee</u>
1. For the issuance of each mechanical permit	\$23.50
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized.	\$10.70
<b><u>Unit Fee Schedule</u></b>	
(Note: The following do not include permit-issuing fees)	
<b>1. Furnaces</b>	
For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 btu/h (29.3 kW)	\$14.80
For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 btu/h (29.3 kW)	\$18.20
For the installation or relocation of each floor furnace, including vent	\$14.80
For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater.	\$14.80
<b>2. Appliance Vents</b>	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$7.25
<b>3. Repairs or Additions</b>	
For the repair of, the alternation of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$13.70
<b>4. Boilers, Compressors and Absorption Systems</b>	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) or each absorption system to and including 100,000 Btu/h (29.3kW)	\$14.70
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3kW) to and including 500,000 Btu/h (146.6kW)	\$27.15
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (291.3 kW)	\$37.25
For the installation or relocation of each boiler or compressor over 30 horsepower (105.7 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.47
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW) or each absorption system over 1,750,000 Btu/h (512.9 kW).	\$92.65



**MECHANICAL FEE SCHEDULE**  
**PAGE 2 OF 2**

<b>5. Air Handlers</b>	
For each air handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto <i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling system, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>	\$10.65
For each air-handling unit over 10,000 cfm (4710 L/s)	\$18.10
<b>6. Evaporative Coolers</b>	
For each evaporative cooler other than a portable type	\$10.65
<b>7. Ventilation and Exhaust</b>	
For each ventilation fan connected to a single duct.	\$7.25
For each ventilation system which is not a portion of any heating or air-condition system.	\$10.65
For the install action of each hood which is served by a mechanical exhaust, including the ducts	\$10.65
<b>8. Incinerators</b>	
For the installation or relocation of each domestic type incinerator	\$18.20
<b>9. Solid Fuel Burning Appliance</b>	
For the installation or relocation of each domestic type Solid Fuel Burning Appliance	\$30.00
<b>10. Miscellaneous</b>	
When applicable, permit fees for fuel gas piping shall be as follows:	
For each gas piping system of one to four outlets	\$5.00
For each gas piping system of five or more outlets, for each outlet	\$1.00
When applicable, permit fees for process piping shall be as follows:	
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other application categories or for which no other fee is listed in the table.	\$10.65

<b>Total</b>	
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## PLUMBING FEE SCHEDULE

**For Office Use Only:**

Date Received: \_\_\_\_\_

Permit # \_\_\_\_\_

Owner Name: \_\_\_\_\_

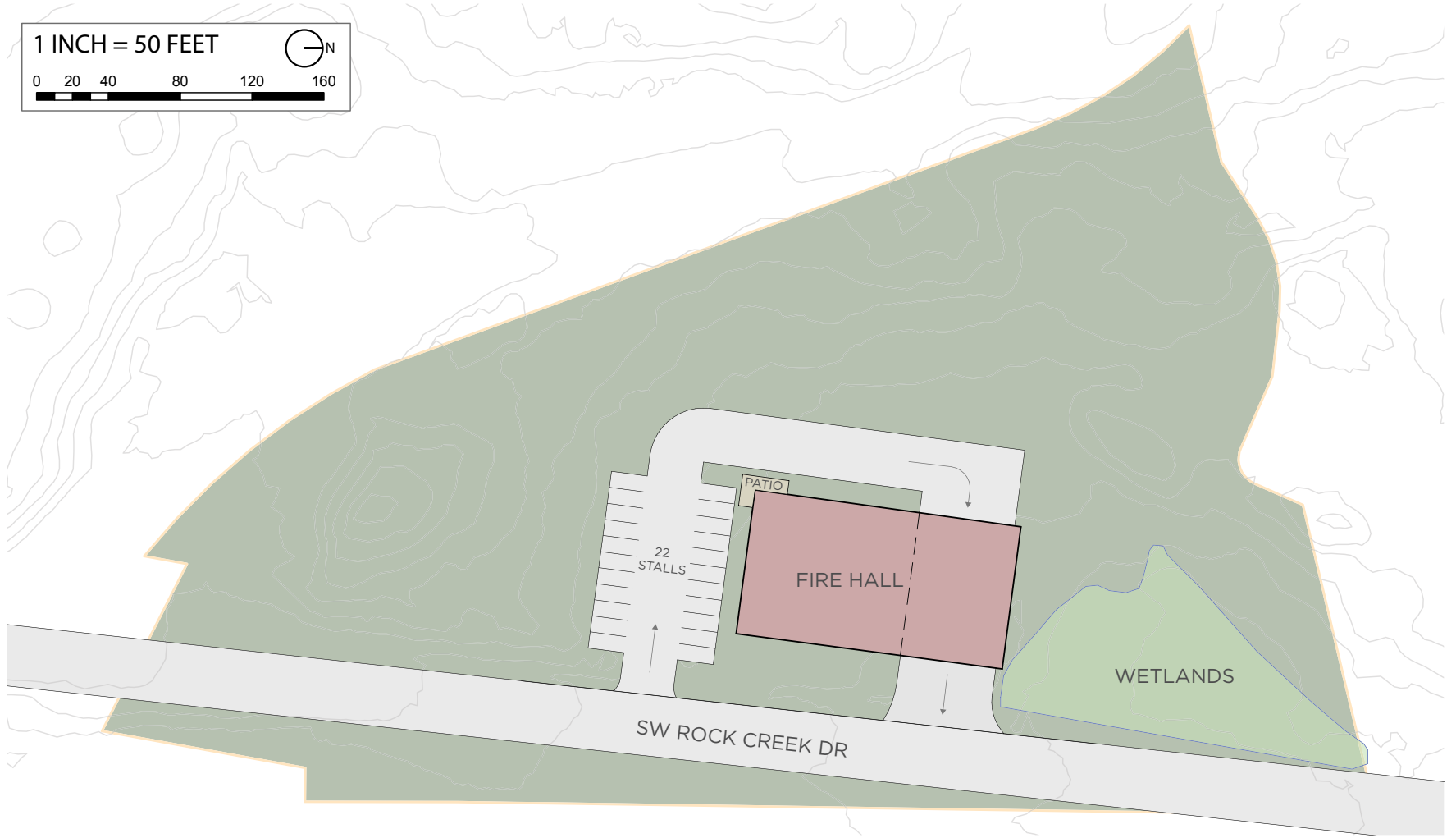
Submit this fee schedule attached to a completed "Application for Improvement" when plumbing fees apply. A Plumbing Permit may be part of a Building Permit or issued as a stand-alone permit when applicable.

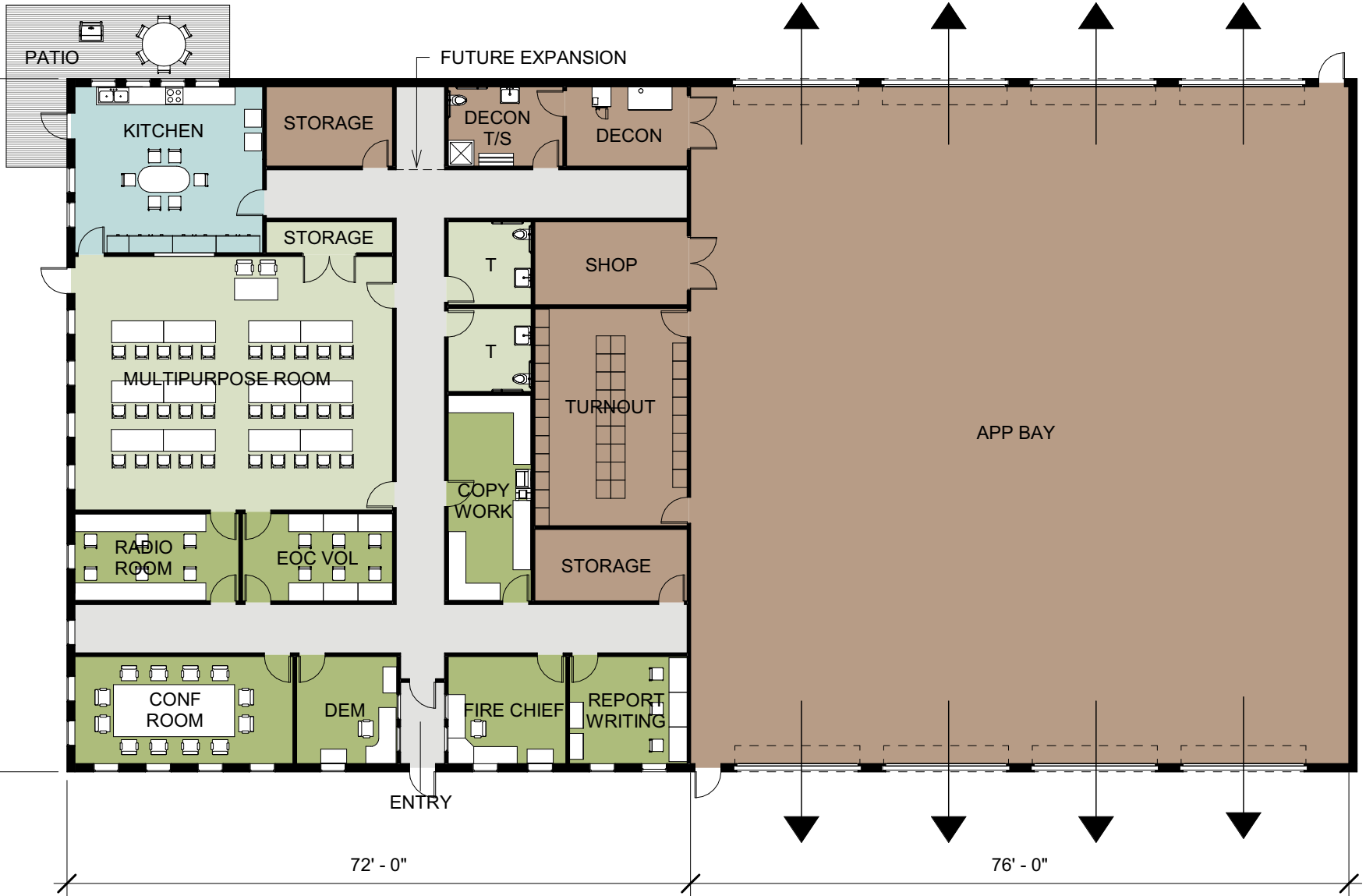
<b>Plumbing Permit Fee Schedule:</b>	<b>Fee:</b>
1. For issuing each permit.	\$22.00
2. For issuing each supplemental permit	\$10.00
<b>Unit Fee Schedule</b>	
(Note: The following do not include permit-issuing fee)	
1. For each additional plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore	\$7.00
2. For each building sewer and each trailer park sewer	\$15.00
3. Rainwater systems - per drain (inside building)	\$7.00
4. For each private sewage disposal system (where permitted)	\$40.00
5. For each water heater and or vent	\$7.00
6. For each gas piping system of one to five outlets	\$5.00
7. For each additional gas piping system outlet, per outlet	\$1.00
8. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$7.00
9. For each installation, alteration or repair or water piping and/or water, each	\$7.00
10. For each repair or alteration of a drainage or vent piping, each fixture	\$7.00
11. For each lawn sprinkler system on any one meter including backflow protection devices therefore.	\$7.00
12. For atmospheric-type vacuum breakers no included in item 12: 1 to 5	\$5.00
Over 5, each	\$1.00
13. For each back flow protective device other than atmospheric type vacuum breakers: 2 inch (51 mm) diameter and smaller	\$7.00
Over 2 inch (51 mm) diameter	\$15.00
14. For each gray water system	\$40.00
15. For initial installation and testing of a reclaimed water system.	\$30.00
16. For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$32.05
17. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$53.40
18. For each additional medical gas inlet(s)/outlets(s)	\$5.35
<b>Total</b>	

**Site Assessment  
City of Stevenson  
Stevenson, Washington**

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**Appendix E  
Schematic Site and Floor Plan**







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