

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**August 22, 2024**  
**6:00 PM, City Hall and Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

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

**1. CALL TO ORDER:** Mayor to call the meeting to order and conduct roll call.

**2. EXECUTIVE SESSION** - City Council will convene in Executive Session under:

- a) **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

**3. 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.]*

**4. UNFINISHED BUSINESS:**

- a) **Approve Revised Skamania County Building Inspector Agreement Addendum #3** - City Administrator Leana Kinley presents the attached revised addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to remove using Cloudpermit Planning and Code Enforcement software services for council discussion and consideration as discussed at the August 7th meeting.

MOTION: To approve the revised addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County.

## 5. COUNCIL BUSINESS:

- a) **Discuss Rock Cove Appeal Hearing Update** - City Attorney Robert Muth presents the attached email and decision from the State of Washington Shorelines Hearings Board for council discussion.
- b) **Approve Resolution 2024-439 Setting a Date for a Public Hearing** - City Administrator Leana Kinley presents resolution 2024-439 setting the time and place for a public hearing for consideration of assumption of the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District.

MOTION: To approve resolution 2020-385 setting the time and place for a public hearing for consideration of assumption of the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District [as presented/with changes as discussed].

- c) **Discuss Committee Appointments** - The Law Enforcement contract discussions are taking place and Dave Cox is the only councilmember on the committee after Paul Hendricks' term ended. The 2024 committee and board appointments are attached for council discussion if one other councilmember wants to be involved in the contract discussion.

MOTION: To appoint \_\_\_\_\_ to the Law Enforcement Contract Committee in addition to Dave Cox.

- d) **Discuss City Financial Policy** - City Administrator Leana Kinley presents the current financial policy for review and discussion.
- e) **Open Public Meetings and Public Records Act Training** - Elected officials have to complete training on the Open Public Meetings Act (OPMA) and Public Records Act (PRA) within 90 days of taking office and have to retake the training every four years (RCW 42.30.205). The council will review a webinar recorded by the Association of Washington Cities and discuss.

## 6. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting for council review.

- a) July 2024 payroll and August 2024 AP checks have been audited and are presented for approval. July payroll checks 17975 totals \$138,864.63 which includes EFT payments. August 2024 AP checks 17976 thru 18043 total \$978,141.64, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**7. 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.]*

[a\)](#) Attached is a list of items staff is working on for future meetings.

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

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*UPCOMING MEETINGS AND EVENTS:*

- Monday, September 9th, 6pm, Planning Commission Meeting
- Tuesday, September 10th, 6pm, Special Joint City Council and Fire District 2 Meeting
- Thursday, September 19th, 6pm, Regular City Council Meeting

**ADDENDUM #3  
INTERLOCAL AGREEMENT FOR BUILDING INSPECTION AND PLAN  
REVIEW SERVICES BETWEEN THE CITY OF STEVENSON AND  
SKAMANIA COUNTY**

**WHEREAS**, the City of Stevenson (“City”) has a need for permit software services, and

**WHEREAS**, Skamania County and the City have an existing interlocal agreement amendment (#2) to piggyback on the county’s existing permitting software for Code Enforcement, Planning and Building modules. The existing interlocal agreement and amendments remain in full force and effect, and

**WHEREAS**, the City is unable to piggyback on the Planning and Code Enforcement modules as initially understood from the vendor, and

**WHEREAS**, the County is willing to allow the City access to the County’s permitting software and add to the platform needs for the City under certain terms and conditions.

**NOW, THEREFORE**, in consideration of the terms and conditions set forth below it is agreed as follows:

The existing 2020 interlocal agreement and amendments shall be amended to remove the Code Enforcement and Planning modules for permitting processes.

- 1) Any amounts previously paid by the City to the County for the Code Enforcement and Planning services will not be refunded to the City as compensation for county labor associated with implementation.
- 2) The City will maintain necessary records and retain them according to the City’s retention policy.
- 3) This addendum shall take effect upon the signature of the last party signing the same and shall continue in full force and effect thereafter until December 31, 2024, or unless terminated by one of the parties as provided in the interlocal agreement.

**[Signatures appear on next page]**

**IN WITNESS WHEREOF**, the parties hereto have executed this addendum as of \_\_\_\_\_, 2024.

**CITY OF STEVENSON**, a Washington  
Municipal Corporation

**SKAMANIA COUNTY**, a Legal Subdivision of  
the State of Washington

Board of Commissioners

By: \_\_\_\_\_  
Scott Anderson, Mayor

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

ATTEST:

By: \_\_\_\_\_  
Leana Kinley, City Clerk

By: \_\_\_\_\_  
Lisa Sackos,  
Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert C. Muth  
City Attorney

\_\_\_\_\_  
Adam Kick, Prosecuting Attorney



Leana Kinley <leana@ci.stevenson.wa.us>

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## Repar SHB No. 24-002

1 message

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**Robert C Muth** <rmuth@kilmerlaw.com>  
To: Leana Kinley <leana@ci.stevenson.wa.us>  
Cc: Ben Shumaker <ben@ci.stevenson.wa.us>

Wed, Aug 14, 2024 at 11:49 AM

Leana – As I predicted, with fingers crossed, Ben’s excellent work and presentation at the SHB hearing has resulted in a denial of Ms. Repar’s appeal.

Page 18, lines 11-13 – “As explained below, the Petitioner has failed to meet the burden and the Board finds that the public access approved by the SSDP is consistent with the SMA and the SMP.”

Quick note, Ms. Repar could appeal this decision to the Superior Court within 30 days of the Order – September 14 would be the deadline. Ms. Repar also has the right to seek reconsideration within 10-days – August 24.

Again, all kudos and thanks to Ben for his guidance of the Planning Commission and work through the appeal process.

Thank you.

**Robert C. Muth | Shareholder**

Kilmer, Voorhees & Laurick, PC

2701 NW Vaughn Street, Suite 780

Portland, Oregon 97210

P: (503) 224-0055 | Ext. 223 | C: (971) 506-0263

[rmuth@kilmerlaw.com](mailto:rmuth@kilmerlaw.com) | [www.kilmerlaw.com](http://www.kilmerlaw.com)

1 **SHORELINES HEARINGS BOARD**  
2 **STATE OF WASHINGTON**

3 MARY REPAR,  
4 Petitioner,  
5 v.  
6 CITY OF STEVENSON and FDM  
7 DEVELOPMENT, INC.,  
8 Respondents.

SHB No. 24-002  
FINDINGS OF FACT, CONCLUSIONS OF  
LAW, AND ORDER

8 **INTRODUCTION**

9 On February 15, 2024, Mary Repar (Petitioner) filed a petition with the Shorelines  
10 Hearings Board (Board) seeking review of the City of Stevenson’s (Stevenson or the City)  
11 conditional approval of Shoreline Substantial Development Permit (SSDP) No. SHOR2023-02  
12 issued to FDM Development, Inc. (FDM) on January 22, 2024, to construct up to 19 cabins that  
13 will serve as nightly and weekly lodging, as well as an event space to be used for private weddings,  
14 reunions, and parties (Project).

15 The Board conducted a site visit on May 17, 2024, and held a hearing on this matter on  
16 May 20-21, 2024. The Board deciding this matter was comprised of Board Chair Michelle  
17 Gonzalez and Board Members Dennis Weber and RJ Lott.<sup>1</sup> Administrative Appeals Judge  
18 Andrew J. O’Connell presided for the Board. Petitioner represented themselves *pro se*. City Attorney  
19  
20

21 \_\_\_\_\_  
<sup>1</sup> This case is being decided by three Board members (a “short board”) pursuant to RCW 90.58.180(3).

1 Robert C. Muth represented the City. Attorney Julie Wilson-McNerney represented FDM. Dani  
2 Schemm with Buell Realtime Reporting provided court reporting services.

3 The Board's Prehearing Order established, among other things, six legal issues for the  
4 Board's resolution. *Prehearing Order*, pp. 11-12. Later, the Board denied summary judgment on  
5 Issue 1, granted summary judgment to FDM on Issues 2, 4, and 5, and granted summary judgment  
6 to Petitioner on Issues 3 and 6. *Order on Summ. J.*, pp. 21-22. Thus, at the commencement of the  
7 hearing, the following issue remained for the Board's resolution:

- 8 1. Whether the public access approved in the SSDP is consistent with  
9 Chapter 90.58 RCW, associated Department of Ecology regulations,  
and the City's Shoreline Management Program?<sup>2</sup>

10 The Board received the sworn testimony of witnesses, admitted exhibits, and heard  
11 argument on behalf of the parties. Based upon the evidence and arguments presented, the Board  
12 enters the following Findings of Fact, Conclusions of Law, and Order.

## 13 14 **FINDINGS OF FACT**

### 15 **Witnesses**

16 1.

17 Petitioner testified and called two additional witnesses, Auguste Zettler and Ben Shumaker.  
18 FDM called Frank Dean Maldonado, Brad Kilby, Morgan Worthington, Bruce Haunreiter, and  
19 Steffanie Simpson to testify. Ben Shumaker was called to testify by both FDM and the City.  
20

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21 <sup>2</sup> It was clarified in the proceeding that the legal issue regards the City's Shoreline *Master* Program, which the Board  
took official notice of and was admitted to the record as *Ex. C-1*.



1 2.

2 Repar testified regarding the inadequacy of the public access provided by the Project and  
3 its inconsistency with Chapter 90.58 RCW, the Shorelines Management Act (SMA) and  
4 Stevenson’s Shoreline Master Program (SMP). *Repar Testimony*. Repar has lived in Skamania  
5 County for 34 years and in Stevenson for nearly the same amount of time. *Id.* Repar is a veteran,  
6 having retired as a Major from the United States’ Air Force Reserve, has a degree in applied  
7 physics from Michigan Tech University and worked formerly as a geophysicist for oil companies  
8 in the United States and Saudi Arabia. *Id.*

9 3.

10 Auguste Zettler, who serves as the Vice Chair and is a voting member of the City’s  
11 Planning and Zoning Board, testified for Petitioner regarding the history of proposed developments  
12 on the site and his knowledge of the Stevenson Planning Commission’s (Planning Commission)  
13 meetings in October, November, and December 2023, and Zettler’s explanation for voting against  
14 approving the SSDP at issue in this case. *Zettler Testimony*. Zettler has approximately 18 years of  
15 community planning and zoning experience: Zettler has been a member of the City’s Planning and  
16 Zoning Board since 2019 and was previously a member of a planning and zoning board in Florida.  
17 *Id.*

18 4.

19 Ben Shumaker was called to testify by Petitioner, and later by FDM and the City regarding  
20 the City’s permitting process and his knowledge of the Project. *Shumaker Testimony*. Shumaker is  
21 the Community Development Director for the City and works with the Planning Commission.

1 5.

2 Steffanie Simpson testified for FDM regarding the history of the site, its characteristics,  
3 including vegetation and critical areas, as well as knowledge of the Project and its impacts on the  
4 environment and ecology at the site. *Simpson Testimony*. Simpson has a degree in Environmental  
5 Studies from the Evergreen State College and is currently a Senior Biologist and Principal with  
6 Ecological Land Services (ELS), where Simpson has been employed since 2000. *Ex. FDM-24*.  
7 Simpson took over as ELS's project manager for the Project in December 2023. *Simpson*  
8 *Testimony*.

9 6.

10 Frank Dean Maldonado testified for FDM regarding the Project, the development plan for  
11 the site, and FDM's experience throughout the permitting process. *Maldonado Testimony*.  
12 Maldonado is the developer for the Project and is one of three owners of the property and the  
13 managing member of those three. *Id.* Maldonado has 28 years of experience in development, is a  
14 licensed commercial real estate broker, a licensed and bonded general contractor, and a certified  
15 commercial investment manager. *Id.*

16 7.

17 Brad Kilby testified for FDM regarding the Project and FDM's experience throughout the  
18 permitting process. *Kilby Testimony*. Kilby has a degree in Urban and Regional Planning from  
19 Eastern Washington University. *Ex. FDM-21*. Kilby is a veteran of the United States Marine  
20 Corps, has worked in planning since 1997, and is currently a Senior Planner, Planning Manager,  
21 and Project Manager for Harper Houf Peterson Righellis, Inc. *Id.*

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8.

Morgan Worthington testified for FDM regarding the engineering and relevant technical knowledge for the Project. *Worthington Testimony*. Worthington has a degree in Civil Engineering from California State University, Chico, and is currently employed as a Civil Engineer by Harper Houf Peterson Righellis, Inc. *Ex. FDM-22*. Worthington’s work on the Project was reviewed by Bruce Haunreiter. *Id.*

9.

Bruce Haunreiter testified for FDM regarding the engineering of the Project and supervision of Worthington. *Haunreiter Testimony*. Haunreiter has a degree in civil engineering from Portland State University and is a registered civil engineer in both Washington and Oregon. *Ex. FDM-23*. Haunreiter is currently a Principal and Project Managing Engineer at Harper Houf Peterson Righellis, Inc. *Id.* The type of engineering work Haunreiter does includes land development and transportation. *Haunreiter Testimony*.

**Background**

10.

An SSDP (SHOR2020-01) was issued in 2020 for a different project on this same property. *Maldonado Testimony*. That 2020 project included a plan for four-plexes: 16 3-bedroom condominium units operated as a hotel, in addition to some other venue developments and

1 landscape and public access improvements. *Exs. FDM-1g, 1h; Maldonado Testimony.*<sup>3</sup> The 2021  
2 replat of the property was associated with SHOR2020-01 and was approved by the City Council.  
3 *Zettler Testimony.*

4 11.

5 The 2020 project did not proceed as the COVID-19 pandemic caused delays, a  
6 reassessment of the costs, and the developer ultimately determined the project wasn't feasible.  
7 *Maldonado Testimony.* Due to those delays, SHOR2020-01 expired. *Ex. FDM-1a.*

8 12.

9 A shorelines application for the Project was submitted in May 2023. *Ex. P-3*

10 13.

11 The Planning Commission held meetings addressing the Project in October 2023,  
12 November 2023, December 2023, and January 2024. *Zettler Testimony; Exs. FDM-3, FDM-4.* The  
13 Planning Commission voted to approve the SSDP with conditions at the December 2023 meeting.  
14 *Zettler Testimony; Ex. FDM-4.*

15 14.

16 The City issued the current SSDP (SHOR2023-02) for the Project on January 22, 2024.  
17 *Ex. FDM-1a.*

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19 <sup>3</sup> Per the request of parties at the close of hearing, a list of admitted exhibits was provided in a letter issued by the  
20 Board on May 31, 2024. At hearing, Ex. FDM-1 was subdivided and only certain portions were offered and  
21 admitted. The subdivisions for the admitted portions of Ex. FDM-1 are as follows: Exs. FDM-1a (pp. 442-466),  
FDM-1b (pp. 23-54), FDM-1c (pp. 520-523), FDM-1d (pp. 55-66), FDM-1e (pp. 67-79), FDM-1f (pp. 783-785),  
FDM-1g (p. 84), FDM-1h (p. 290), FDM-1i (p. 486), FDM-1j (pp. 146-176), FDM-1k (p. 485), FDM-1l (p. 487),  
FDM-1m (pp. 429-439), FDM-1n (pp. 616-620).

1 **The Project**

2 15.

3 The Project (also known as the Rock Creek Cove Hospitality project) is a proposal to  
4 construct 19 cabins to serve as nightly and weekly lodging, an event space to be used for private  
5 events, on-site parking and public pedestrian access, as well as landscaping and enhancements to  
6 the riverbank. *Exs. FDM-1a; FDM-1j.* The Project is intended to attract local and regional visitors  
7 with venue space for weddings, company parties, family reunions, and corporate retreats.  
8 *Ex. FDM-1j.* The Project also proposes to restore water-side portions of the property to enhance  
9 public access for observation and enjoyment. *Id.* The Project will allow public access to a boat  
10 launch and walking trails on the property. *Ex. FDM-1d; Maldonado Testimony.*

11 16.

12 The property where the Project will be developed is approximately 6.4 acres, zoned as  
13 Commercial Recreation, and located at 968 SW Rock Creek Drive in Stevenson, Washington with  
14 tax lot numbers 02-07-01-0-0-1302-00 and 02-07-01-0-0-1303-00 and parcel numbers  
15 02070100130300 and 02070100130200. *Exs. FDM-1a, FDM-1b, FDM-1c, FDM-1e, FDM-1f,*  
16 *FDM-1j.*

17 17.

18 The property is an irregular, anvil-shaped peninsula that extends eastward into Rock Cove  
19 from SW Rock Creek Drive. *See Exs. FDM-1m, FDM-1h, FDM-1e, FDM-1b.* The slope from the  
20 water up to the top of the bank is mostly steep with loose stones and gravel. *Simpson Testimony;*  
21 *Maldonado Testimony; Zettler Testimony; Exs. FDM-1b, FDM-1m.* There is a gravel boat launch

1 on the eastern edge of the property where Rock Cove can be accessed. *Maldonado Testimony;*  
2 *Ex. FDM-1b.*

3 18.

4 The property was previously the site of the Hegewald Lumber Mill from 1952-1973 but  
5 has been vacant for decades. *Exs. FDM-1a; FDM-1m.* Skamania County owned the property for  
6 several decades afterward. The County created access easements and a 15-foot pedestrian  
7 easement along the edge of the property, which at times encroached within the building setbacks  
8 from Rock Cove. *Ex. FDM-7.* The County also divided the property into three lots. *Ex. FDM-1a.*  
9 In 2019, the County sold the property. *Id.* In 2021, the property was replatted. *Ex. FDM-8.* Three  
10 private owners now own the property, of which Maldonado is one. *Maldonado Testimony; see*  
11 *Ex. FDM-8; Ex. FDM-1b.*

12 19.

13 The property is currently undeveloped, with the exception of some underground utilities  
14 near the western access to the property that had been installed in anticipation of development  
15 pursuant to SHOR2020-01. *Maldonado Testimony; Exs. FDM-1e, FDM-1j.*

16 20.

17 The Board finds that the slopes of the property are steep and hinder or prevent physical  
18 public access to the shorelines on the property outside of the fish and wildlife habitat conservation  
19 areas (FWHCA) with the exception of the boat launch area, which the Project will maintain.

1 21.

2 There is currently no public access to the property. *Repar Testimony*. No pedestrian  
3 pathways currently exist. *See Exs. FDM-1d, FDM-1e*. The Project will give public access to the  
4 property and its shoreline via the proposed pedestrian pathways and by maintaining the gravel boat  
5 launch. *Ex. FDM-1a*. The Project contemplated connections to pedestrian pathways on adjacent  
6 properties, but no such pathways currently exist on any adjacent property. *Exs. FDM-1a, FDM-1e*.

7  
8 **Public Access**

9 22.

10 The City has a long-term project to create an interconnected trail system along the entire  
11 waterfront for the benefit of the community and tourism. *Zettler Testimony; Ex. P-11*.

12 23.

13 Repar testified that the City should follow the goals and objectives in its Integrated  
14 Shoreline Public Access and Trail Plan of 2023 by ensuring to provide accessible parks and trails  
15 drawing the community toward shoreline resources and amenities, striving to provide access to  
16 existing trails, physical and visual amenities through expanded pedestrian routes, and ensure safe  
17 and visually appealing pedestrian routes that emphasize pedestrians and cyclists over cars. *Repar  
18 Testimony; Ex. P-11*.

19 24.

20 In 1996, the County created access easements and a 15-foot pedestrian easement along the  
21 water's edge of the property. *Ex. FDM-7, Ex. FDM-1n*. It is not feasible to develop pedestrian

1 pathways that follow exactly the 1996 pedestrian easements due to the characteristics of the  
2 property, including the steep slope down to the water. *Zettler Testimony*.

3 25.

4 The 1996 easement locations were modified by the 2021 replat associated with  
5 SHOR2020-01. *Zettler Testimony; Exs. FDM-8, FDM-1n*.

6 26.

7 The Project’s proposed pedestrian pathways would provide public access beginning with  
8 three access points connecting to SW Rock Cove Drive. The pathways progress eastward from the  
9 road, remaining initially on the interior of the peninsula and outside of a FWHCA in the northern  
10 portion of the property (northern FWHCA), but partially inside an FWHCA in the southern portion  
11 of the property (southern FWHCA). The pathways remain on the interior side of the proposed  
12 cabins until reaching the eastern extent of the northern and southern FWHCAs. At those points,  
13 the pathways move closer to the shoreline, but at the top of the steep slope. Because the pathways  
14 remain on the interior of the cabins until the eastern extent of the FWHCAs, views of the FWHCAs  
15 would be intermittently blocked by the proposed cabins. The pathways provide uninterrupted  
16 views of Rock Cove from atop the steep slope and along the entire eastern edge of the property,  
17 which is the side of the property with the longest waterfront. The pathways form a continuous,  
18 unbroken loop through the property. *Maldonado Testimony; Ex. FDM-1e*.



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27.

Repar testified that the Project’s proposed public access had decreased from an earlier proposal in 2021 and objected to the Project’s site plan locating cabins in the 1996 public easements. *Repar Testimony*.

28.

Repar claimed that the Project will impede public access to the Rock Cove shoreline, contrary to the SMP. *Id.*; see SMP § 4.6.3.

29.

No party put forward evidence identifying or comparing the total length or square footage of the pedestrian easements and pedestrian pathway proposals from 1996, 2021, or the Project’s revised site plan.

30.

The Board finds Repar credible. However, the Board disagrees with her conclusions and finds, as explained in the Conclusions of Law, that the preponderance of the evidence does not support her position that the SSDP is inconsistent with the SMA and the SMP.

**Critical Areas**

31.

ELS prepared a Critical Areas and FWHCA Report pertaining to the Project and the property in May 2023. *Simpson Testimony; Ex. FDM-1b*. In the report, ELS identified the observed high-water mark line and its buffer, the FWHCA buffer for an unnamed tributary stream to the

1 north of the property, and the functionally isolated FWHCAs for Rock Cove as a side channel of  
2 the Columbia River. *Ex. FDM-1b; see Simpson Testimony.* The FWHCAs are buffers from the  
3 waterway (either the stream or Rock Cove) with a fully-functioning riparian area with vegetation  
4 consisting of mature trees and shrubs and dense undergrowth. *Simpson Testimony.* The vegetation  
5 functions to provide shade and “thermal regulation of the adjacent waterway habitat for various  
6 animals, like shelter foliage,” a corridor for animals to move about undisturbed, and the wooded  
7 material such as trees provide screening between the Project and the FHWCA. *Simpson Testimony.*  
8 Development in the FWHCA would disrupt some or all those functions. *Simpson Testimony.*

9 32.

10 The site plan for the Project was revised in November 2023 after feedback from the  
11 Washington State Department of Ecology (Ecology) and the Washington Department of Fish and  
12 Wildlife about the planned development in the FWHCA and the avoidance and mitigation efforts  
13 for that development. *Exs. FDM-1d, FDM-1c, FDM-1f; Simpson Testimony.*

14  
15 **Cabins**

16 33.

17 The original site plan for the Project included 19 cabins, with six of those having at least a  
18 portion inside the southern FWHCA. *Exs. FDM-1d, FDM-1e.* The revised site plan removed in  
19 their entirety four of the six cabins from the southern FWHCA and moved the remaining two  
20 cabins to locations partially outside of the southern FWHCA. *Exs. FDM-1d, FDM-1e, FDM-1i,*

1 P-7. The site plan approved by SHOR2020-01 also included two units with portions inside the  
2 southern FWHCA. *Ex. FDM-1k.*

3  
4 **Pathway Connections**

5 34.

6 The original site plan for the Project also located a portion of the pedestrian pathway inside  
7 the northern FWHCA. *Exs. FDM-1d, FDM-1e.* Additionally, the Project had considered two  
8 separate proposals for connecting the pedestrian pathway to an adjacent property through the  
9 southern FWHCA: a bridge, or an at-grade path with a six-foot tall retaining wall on one side due  
10 to the steep slopes. *Simpson Testimony.*

11 35.

12 The bridge would require bridge abutments and construction that would significantly  
13 disturb the buffer riparian habitat in the FWHCA and would cost approximately \$972,000.  
14 *Exs. FDM-1e, FDM-1m; Simpson Testimony; Maldonado Testimony; Kilby Testimony;*  
15 *Worthington Testimony; Haunreiter Testimony.* The at-grade path would also require construction  
16 that would significantly disturb the buffer riparian habitat in the FWHCA and would cost  
17 approximately \$200,000. *Exs. FDM-1e, FDM-1m; Simpson Testimony; Maldonado Testimony;*  
18 *Kilby Testimony; Worthington Testimony; Haunreiter Testimony.* Maldonado testified that these  
19 costs would cause the Project to not move forward. *Maldonado Testimony.* The Board finds  
20 Maldonado credible. In addition, the adjacent property does not have any pedestrian pathway to  
21

1 connect abridge or an at-grade pathway. *Maldonado Testimony; Kilby Testimony; Haunreiter*  
2 *Testimony.*

3 36.

4 The revised site plan relocated the portion of the pedestrian pathway inside the northern  
5 FWHCA, removing it from the FWHCA. It also relocated the portion of the pedestrian pathway  
6 inside the southern FWHCA, moving it to the northern edge of the FWHCA. The revised site plan  
7 indicates that all pedestrian pathways will connect to the sidewalk along SW Rock Creek Drive at  
8 three points. *Exs. FDM-1d, FDM-1e, FDM-1i, P-7.*

9  
10 **Mitigation & In-lieu Payments**

11 37.

12 Zettler testified that an in-lieu payment would be considered as a mitigation because  
13 connections to the adjacent properties through the FWHCAs was cost-prohibitive. *Zettler*  
14 *Testimony, Ex. FDM-1a.* Instead, the Project will connect its pedestrian pathways to the adjacent  
15 properties via the existing sidewalk along SW Rock Creek Drive. *Zettler Testimony, Ex. FDM-1a.*

16 38.

17 The Project's revised site plan proposes impacts totaling 0.16 acres of the property.  
18 *Simpson Testimony; Ex. FDM-1e.* The Project will mitigate these impacts with enhancement  
19 measures and an in-lieu payment to the Lower Columbia Fish Enhancement fund. *Simpson*  
20 *Testimony; Exs. FDM-1a, FDM-1e.* The changes and mitigation efforts made on the property,

1 including to the pedestrian pathways and cabin locations, demonstrate avoidance and minimization  
2 of impacts within the FWHCA. *Simpson Testimony*.

3  
4 **SSDP**

5 39.

6 The SSDP identified the following findings regarding public access:

- 7 a. The proposal has one or more of the characteristics requiring  
8 public access.
- 9 b. The application contains detailed narratives, stormwater,  
10 landscape and mitigation plans contending consistency with this  
11 criterion.
- 12 c. The site is subject to numerous public access easements which  
13 conflict with and/or where no public access project is proposed,  
14 however, the application makes no contention regarding the  
15 infeasibility of providing such public access.
- 16 d. Via early written comment, the Washington Department of  
17 Ecology contended the proposal has not appropriately addressed  
18 public access.
- 19 e. Public access, as more fully described through supplemental  
20 information submitted into the record prior to the December 11th  
21 public hearing on this application, has been adequately provided at  
this site.
- f. Via verbal testimony, the applicants contend infeasibility of an  
ADA compliant connection between this property and an existing  
public easement to the south, and construction absent participation  
by the City and adjacent property owner.
- g. Follow-up written comment from the Department of Ecology after  
the site plan was amended indicated the changes adequately  
addressed the previous comments.
- h. The Planning Commission concurs with the applicants'  
contentions regarding the disproportionate share and feasibility of  
barrier-free access for the physically disabled (ADA) where the  
public pedestrian pathway would connect to the adjacent public  
pathway easement south of the site.

- i. The Planning Commission contends the applicant bears responsibility for its proportionate share of the eventual improvement and approves a payment in-lieu of this improvement into a City public access fund.
- j. The public access provided related to this proposal bears a rational nexus with its impacts and is roughly proportional thereto.
- k. The findings, conclusions and conditions related to Chapter 5 are relevant to this criterion.

5 *Ex. FDM-1a.*

6 40.

7 The SSDP included the conclusion of law that “This project will comply with SMP 4.6.3  
8 upon fulfillment of the conditions below.” *Id.*

9 41.

10 The conditions of the SSDP applicable to public access and reference by the above-cited  
11 conclusion of law are conditions 12-14:

- 12 12. **Prior to the Start of Construction** the applicants shall, subject to  
13 review and approval by the shoreline administrator:
  - 14 a. make a payment in-lieu of providing a trail connecting to the public  
15 pathway easement south of the site, or
  - 16 b. enter into an agreement with the City to support development at a  
17 later date of a trail connecting to the public pathway easement south  
18 of the site.
- 19 13. **Prior to Occupancy** all public access amenities shall be fully  
20 developed and available for public use.
- 21 14. **Prior to Occupancy** the applicants shall provide signage at  
conspicuous locations indicating the public's right of access to  
shoreline areas.

18 *Id.*

19 42.

20 The SSDP also included conditions related to the FWHCAs, including a requirement that



1 jurisdiction. *Skagit Surveyors and Eng'rs, LLC v. Friends of Skagit Cnty.*, 135 Wn.2d 542, 558,  
2 958 P.2d 962 (1998).

3 4.

4 The Board has jurisdiction over the parties and the subject matter in this case.  
5 RCW 90.58.180; WAC 461-08-315(2)(a). The scope and standard of review for this matter is *de*  
6 *novo*. WAC 461-08-315(2); WAC 461-08-500(1). The Board makes findings of fact based on the  
7 preponderance of the evidence. WAC 461-08-500(2). In general, petitioners have the burden of  
8 proving that an SSDP was inconsistent with the requirements of the SMA, Ecology's  
9 implementing regulations, and the SMP. RCW 90.58.140(7); WAC 461-08-500(3). In this case,  
10 the Petitioner has the burden to prove that the public access approved in the SSDP is inconsistent  
11 with the SMA and the SMP. As explained below, the Petitioner has failed to meet the burden and  
12 the Board finds that the public access approved by the SSDP is consistent with the SMA and the  
13 SMP.

14  
15 **Consistency with the SMA**

16 5.

17 Petitioner has the burden to show that the public access granted by the SSDP is inconsistent  
18 with the SMA. If the SSDP is found to be inconsistent, then the Board must deny the SSDP.

19 6.

20 The legislature found that unrestricted construction along the shorelines of the state,  
21 whether it be on publicly- or privately-owned land, is not in the public interest and that, therefore,



1 federal, state, and local governments must jointly perform “a planned, rational, and concerted  
2 effort . . . to prevent the inherent harm in an uncoordinated and piecemeal development of the  
3 state’s shorelines.” RCW 90.58.020.

4 7.

5 It is Washington’s policy to manage “the shorelines of the state by planning for and  
6 fostering all reasonable and appropriate uses.” RCW 90.58.020. It is also Washington’s policy to  
7 protect “against adverse effects to the public health, the land and its vegetation and wildlife, and  
8 the waters of the state and their aquatic life, while protecting generally public rights of navigation  
9 and corollary rights incidental thereto.” RCW 90.58.020.

10 8.

11 The SMA directs local governments, in developing their master programs, to give  
12 preference to uses in the following order of preference which:

- 13 (1) Recognize and protect the statewide interest over local interest;
- 14 (2) Preserve the natural character of the shoreline;
- 15 (3) Result in long term over short term benefit;
- 16 (4) Protect the resources and ecology of the shoreline;
- 17 (5) Increase public access to publicly owned areas of the shorelines;
- 18 (6) Increase recreational opportunities for the public in the shoreline;
- 19 (7) Provide for any other element as defined in RCW 90.58.100  
20 deemed appropriate or necessary.

21 RCW 90.58.020.

9.

The SMA requires permitted uses to “be designed and conducted in a manner to minimize,  
insofar as practical, any resultant damage to the ecology and environment of the shoreline area and  
any interference with the public’s use of the water.” RCW 90.58.020.

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10.

The SMA requires the implementation of its policy to preserve “the public’s opportunity to enjoy the physical and aesthetic qualities of natural shorelines of the state . . . to the greatest extent feasible consistent with the overall best interest of the state and the people generally.” RCW 90.58.020.

11.

Preservation of the natural character of the shoreline and protecting the resources and ecology of the shoreline are both uses that are preferred over those that will increase public access. RCW 90.58.020.

12.

Here, the Project’s public access and location of the pedestrian pathways is consistent with preservation of the natural character of the shoreline and the resources and ecology of the shoreline, particularly in the FWHCA. Significant impacts to the FWHCA have been avoided or mitigated by allowing or requiring that the pedestrian pathways be constructed mostly outside of the FWHCAs, that a pedestrian bridge or at-grade pedestrian pathway through the southern FWHCA not be required, and moving the cabins originally planned in the southern FWHCA farther away from the shoreline. The pedestrian pathway that will go through the northern edge of the southern FWHCA causes impacts that are mitigated by the SSDP’s required enhancement measures and in-lieu payments.

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13.

The property is characterized by the large northern and southern FWHCAs and steep slopes leading to the water that hinder or prevent physical access to the shorelines except in the area of the boat launch. The northern and southern FWHCAs will remain largely undisturbed and the Project’s public access will provide new visual access of the shorelines along the entire eastern edge of the property as well as maintain the physical access provided by the boat launch. Thus, the Board concludes that the SSDP is consistent with implementation of the SMA’s policy to preserve the public’s opportunity to enjoy the physical and aesthetic qualities of natural shorelines of the state to the greatest extent feasible consistent with and in consideration of the overall best interest of the state and the people generally.

14.

Petitioner’s argument that the public access approved by the Project is inconsistent with the SMA is not supported by the evidence presented or the Board’s examination of the law.

15.

Accordingly, the Board concludes that the Petitioner has failed to meet the burden and that the public access granted by the SSDP is consistent with the SMA.

**Consistency with the SMP**

16.

Petitioner has the burden to show that the public access granted by the SSDP is inconsistent with the SMP. If the SSDP is found to be inconsistent, then the Board must deny the SSDP.

1 17.

2 Another element defined in RCW 90.58.100, as referenced in the order of preferential uses  
3 of RCW 90.58.020, indicates that an SMP “shall include, when appropriate . . . a public access  
4 element making provision for public access to publicly owned areas.” RCW 90.58.100(2)(b). Here,  
5 the SMP complies with the SMA by including several public access elements. SMP § 4.6.

6 18.

7 The Board must determine the consistency or inconsistency of the public access granted  
8 by the SSDP with those public access elements in the SMP.

9 19.

10 In section 4.6.1, the SMP defines such public access as including “the ability of the general  
11 public to reach, touch, and enjoy the water’s edge . . . and to view the water and the shoreline from  
12 adjacent locations.” SMP § 4.6.1. That same section of the SMP indicates that “all proposed review  
13 activities on shorelines are subject to the following policies and regulations.” *Id.*

14 20.

15 Section 4.6.2 of the SMP provides the following public access policies:

- 16 1. Continuous public pedestrian access *should* be provided along the  
17 City’s shorelines, especially the Columbia River, Rock Cove, and  
18 Lower Rock Creek.  
19 2. The system of public physical and visual access to Stevenson’s  
20 shorelines *should* be maintained, enhanced, and protected over time  
21 on both private and public lands.  
3. Public access and recreational facilities *should* be located in a  
manner that will preserve the natural characteristics and functions  
of the shoreline.  
4. Private property rights, public safety, and navigational rights *should*  
be considered when providing public access opportunities.



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24.

Public access must be incorporated into all proposals with certain characteristics. SMP § 4.6.3.1. No party disputes that public access must be incorporated into the Project. The Board also concludes public access is required.

25.

Public access is required by the SMP to be “in the form of a walkway, trail, bikeway, corridor, viewpoint, . . . boat launch, dock or pier area, or other area serving as a means of view and/or physical approach to public waters.” SMP § 4.6.3.7.a. The SMP does not require the walkway or trail to be placed precisely on an existing public easement. Indeed, the characteristics of this property render constructing such a walkway or trail along the 1996 public easements, as advocated by the Petitioner, infeasible. Here, the Project provides public access in the form of a walkway or trail and a boat launch, which serve as means of viewing and physically approaching Rock Cove.

26.

Public access is also required by the SMP to “[r]esult in no net loss of shoreline ecological functions.” SMP § 4.6.3.7.d. Here, the Project preserves the ecological functions of the northern and southern FWHCAs as public access will be constructed outside of the FWHCAs except for a small portion of the southern FWHCA, which will be mitigated by an in-lieu payment included in the SSDP’s public access conditions.

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27.

The SMP also requires public access to “be connected directly to the nearest public street or non-motorized trail through a parcel boundary, tract, or easement, wherever feasible.” SMP § 4.6.3.8.a. Here, the public access is connected to SW Rock Creek Drive at three points.

28.

The SMP provides that public access is not required when an applicant demonstrates public access is infeasible due to “[t]he cost of providing the access . . . [being] unreasonably disproportionate to the total long-term cost of the proposed development” or “[u]nacceptable environmental harm will result from the public access which cannot be mitigated.” SMP §§ 4.6.3.3.c-d. Here, providing a public access connection through the southern FWHCA via a bridge or an at-grade path would be too costly and result in unacceptable environmental harm to the FWHCA. Consistent with the SMP, the SSDP is conditioned upon a fee contributed to the local public access fund as a payment in lieu of such a public access connection or, alternatively, agreeing with the City to support development at a later date. SMP §§ 4.6.3.4-5; *Ex. FDM-1a*.

29.

Accordingly, the Board finds that the SSDP is consistent with section 4.6.3 of the SMP.

30.

The Board concludes there is no evidence to support a determination that the SSDP is inconsistent with any public access element of the SMP.

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31.

Petitioner’s argument that the public access approved by the Project is inconsistent with the SMP is not supported by the evidence presented or the Board’s examination of the law.

32.

After review of all evidence presented, the facts established therefrom, and applicable law, the Board concludes by a preponderance of the evidence that the SSDP is consistent with the SMA and SMP and that the Petitioner has failed to show the SSDP is inconsistent with the same.

Any Finding of Fact deemed to be a Conclusion of Law is hereby adopted as such. Having so found and concluded, the Board enters the following:

**ORDER**

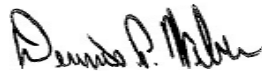
The City’s conditional approval of SSDP No. SHOR2023-02 issued on January 22, 2024, is **AFFIRMED**.

SO ORDERED on this day August 13, 2024.

**SHORELINES HEARINGS BOARD**



MICHELLE GONZALEZ, Chair



DENNIS WEBER, Member





RJ LOTT, Member



ANDREW J. O'CONNELL Presiding  
Administrative Appeals Judge

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This is a FINAL ORDER for purposes of appeal to Superior Court within 30 days.  
*See* WAC 461-08-570 and 575, and RCW 34.05.542(2) and (4).

You are being given the following notice as required by RCW 34.05.461(3): Any party may file a petition for reconsideration with the Board. A petition for reconsideration must be filed with the Board and served on all parties within ten days of mailing of the final decision. WAC 461-08-565.

**CITY OF STEVENSON  
RESOLUTION NO. 2024-439**

**A RESOLUTION OF THE CITY OF STEVENSON SETTING TIME AND PLACE FOR  
A PUBLIC HEARING FOR CONSIDERATION OF ASSUMPTION OF THE RIGHTS,  
POWERS, FUNCTIONS AND OBLIGATIONS OF THE STEVENSON  
TRANSPORTATION BENEFIT DISTRICT**

**WHEREAS** pursuant to RCW 36.74.020, the City Council of the City of Stevenson may initiate the assumption of the rights, powers, functions and obligations of the Stevenson Transportation Benefit District by adopting a resolution setting the time and place at which the city will consider the proposed assumption and provide that all persons interested may appear and be heard.

**NOW, THEREFORE, BE IT RESOLVED** the Stevenson City Council has set the date of Thursday, September 19<sup>th</sup>, 2024, at 6:00p.m. to conduct a hearing concerning the assumption of the rights, powers, functions and obligations of the Stevenson Transportation Benefit District. All persons interested may appear and be heard

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington this 22<sup>nd</sup> day of August 2024.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## 2024 APPOINTMENTS

MAYOR PRO TEM: Dave Cox

PLANNING COMMISSION (6 Year Terms)

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

BOARD OF ADJUSTMENTS (3 Year Terms)

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

Brian Riffel	12/24
Dan McGill	12/25
Marilyn Butler	12/25
Mary Repar	12/24
Ed Feeley	12/25

BOARD OF APPEALS (1 Year Terms)

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

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

EX-OFFICIO PLANNING COMMISSION

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

Paul Spencer, with Tony Lawson as alternate.

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

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

CITY OF STEVENSON FIRE DEPARTMENT

- Meets locally every Monday at the fire hall at 7:00 PM.
- Fire Chief Rob Farris (elected by the fire department members)
- City Staff contact – Gordon Rosander (fire department volunteer, asst to Chief)

CITY OF STEVENSON VOLUNTEER FIREFIGHTER'S BOARD

- Meets on an as needed basis locally; membership set by RCW.
- Established to deal with accident claims.
- Mayor (Scott Anderson), Fire Chief (Rob Farris), City Administrator (Leana Kinley) and Councilmember Dave Cox.

EMERGENCY SERVICE COMPENSATION BOARD

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

SKAMANIA COUNTY EMERGENCY SERVICES COUNCIL AND RADIO USERS BOARD

- Meets bimonthly in the evenings.
- Coordinates various emergency management groups.
- Fire Chief Rob Farris currently serving with Gordon Rosander as alternate.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

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

SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

- Meets quarterly in Stevenson.
- Twelve-member board with rotating appointments of 2 years.
- The EDC's mission is to coordinate agencies dealing with business and industrial development and actively recruit new industry and business into the community.
- Ben Shumaker for 2023/2024.

STEVENSON DOWNTOWN ASSOCIATION

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

SKAMANIA COUNTY FAIR BOARD

- Meets on the second Wednesday of the month @ 7:00 pm. at Rock Creek Center.
- Coordinates and sponsors county fair.
- 2-year appointments.
- Dave Cox serving for 2023/2024

SOUTHWEST WASHINGTON CLEAN AIR AGENCY

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

SKAMANIA COUNTY SOLID WASTE ADVISORY BOARD

- Meets on as needed basis.
- Appointments are annual.
- Deals with solid waste and garbage related nuisance issues.
- Carolyn Sourek serving for 2024.

SKAMANIA COUNTY REGIONAL TRANSPORTATION BOARD

- Meets during the afternoon of the 1<sup>st</sup> Wednesday of each month.
- Deals with the coordination of transportation planning regionally and reviews some Federal funding disbursements.
- Leana Kinley currently serving with Ben Shumaker and Carolyn Sourek as alternates.

SKAMANIA COUNTY LAW AND JUSTICE COUNCIL

- Mandated committee to establish a law and justice plan for the Skamania County community. Board membership is statutorily set.
- Appointment is annual, representing both city's courts
- Meets as needed, during the day.
- Leana Kinley currently representing the Cities.

SKAMANIA COUNTY DISABILITIES BOARD

- Meets locally on an as-need basis.
- Joint City appointment with City of North Bonneville
- Responsible for reviewing injury claims that are job related.
- Deanna Adams North Bonneville representative currently serving.

KLICKITAT-SKAMANIA UTILITIES COORDINATING COUNCIL

- Meets every other month in White Salmon during the day.
- Responsible for coordinating underground utilities.
- Carolyn Sourek currently serving.

COMMUNITY ACTION TEAM

- Meets on a quarterly basis.
- Sets priorities for community development projects for state and federal grant prioritization.
- Pat Rice and Dave Cox with Leana Kinley as staff support.

SKAMANIA COUNTY BOUNDARY REVIEW BOARD

- Meets on an as needed basis.
- Debi Van Camp serves as staff person.
- Valerie Hoy appointed for 2024-2026

TOURISM ADVISORY COMMITTEE

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

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

SKAMANIA COUNTY HOMELESS COUNCIL

- Meets monthly on the Third Wednesday at 1pm in the Hegewald Center.
- Lucy Lauser currently serving.

LAW ENFORCEMENT CONTRACT COMMITTEE

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

**AD HOC & TEMPORARY COMMITTEE APPOINTMENTS**

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

STEVENSON PUBLIC ART COMMITTEE (Functions as needed – whenever funding for projects becomes available)

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

WATER INVENTORY RESOURCE INVENTORY AREA (WRIA)

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

- Ben Shumaker
- Leana Kinley (alt)

SWIM TEAM

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

City Staff	No expiration.
Ben Shumaker	No expiration
City Staff	2023 & 2024 (2-year term for the rotational member)
Leana Kinley (ex officio)	No expiration
Dave Cox	2024 (Appointed annually by City Council)

PLANNING COMMISSION ANNEXATION POLICY SUBCOMMITTEE

This committee is guiding the Planning Commission's effort to engage the public and recommend an annexation policy for City Council consideration. Completion of the planning effort is anticipated in the Spring 2024. It meets as necessary.

- Jeff Breckel
- Charlie Hales
- Michael D Johnson
- Ben Shumaker

# City of Stevenson

## Financial Policy

### Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

### Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
  - Policy makers as they contemplate decisions that affect the City on a long-term basis
  - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

### Financial Policies

Stevenson's financial policies address the following major areas:

- **General Policies**
- **Revenue Policies**
- **Expenditure Policies**
- **Operating Budget Policy**
- **Capital Management Policy**
- **Small and Attractive Item Policy**
- **Accounting Policy**
- **Debt Policy**
- **Cash Mgmt/Investment Policy**
- **Reserve Policy**
- **Cost Allocation Policy**

## **I. General Policies**

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

## **II. Revenue Policies**

*Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.*

### General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at



the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

#### Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
  - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
  - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
  - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
  - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
  - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
  - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
  - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

### Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

### **III. Expenditure Policies**

*Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.*

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

#### **IV. Operating Budget Policies**

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

## **V. Capital Management Policies**

*Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.*

### Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

### Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

## **VI. Small and Attractive Item Policies**

*It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.*

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

## Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

## Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

### **VII. Accounting Policies**

*Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.*

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

### **VIII. Debt Policies**

*Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.*

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

### **IX. Cash Management and Investment Policies**

*Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.*

1. Cash and Investment programs will be maintained in accordance with Federal and



## Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety*. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
  - b. *Liquidity*. The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
  - c. *Yield*. The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
  3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
  4. The City will conduct annual reviews of its internal controls and cash handling procedures.

### **X. Reserve Policies**

*Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.*

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

#### Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations

## Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

### General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

### Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

### Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

### Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

### Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

## **XI. Cost Allocation Policies**

*Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.*

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

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2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

### City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

### Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day-to-day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

### Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

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### Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive, and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
3. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

### Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.

# CHECK REGISTER

City Of Stevenson

Time: 16:51:16 Date: 08/20/2024

07/19/2024 To: 08/22/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2022	08/01/2024	Claims	1	EFT	US Postmaster	273.34	7.31.24 - Utility Billing Postage
2026	08/22/2024	Claims	1	EFT	Department of Revenue	7,854.94	July 2024 Taxes
1985	08/13/2024	Claims	1	17976	Enviro-Clean Equipment Inc	283,069.08	New 2023 Dulevo Sweeper Model D6000
2027	08/22/2024	Claims	1	17977	A&J Select	106.53	July 2024 Statement
2028	08/22/2024	Claims	1	17978	Advanced American Construction, Inc	10,636.45	Inspections of Stevenson Wastewater Outfall 7/3/2024
2029	08/22/2024	Claims	1	17979	Ajax Northwest LLC	374,904.55	Wastewater Collection System Construction; First Street Overlook Project
2030	08/22/2024	Claims	1	17980	Association of WA Cities	17,305.00	AWC Geographic Information Systems Annual Fee
2031	08/22/2024	Claims	1	17981	Avista Utilities	73.69	July 2024 Statement
2032	08/22/2024	Claims	1	17982	Azteca Systems Holdings, LLC	616.00	Cityworks Sales Tax not included in Quote - 38458-1
2033	08/22/2024	Claims	1	17983	BSK Associates	2,034.75	July 2024 Water Testing; July 2024 Waste Water Testing
2034	08/22/2024	Claims	1	17984	Big T'S	57.00	1663.1 - 73 NWFIRST STREET
2035	08/22/2024	Claims	1	17985	Cascade Columbia Distribution	2,763.88	WTP Chlorine; WTP Chlorine
2036	08/22/2024	Claims	1	17986	CenturyLink	167.54	July 2024 Statement; July 2024 Statement Kanaka
2037	08/22/2024	Claims	1	17987	Centurylink Comm Inc	47.24	Statement 07/19/2024
2038	08/22/2024	Claims	1	17988	City of Hood River	11,243.99	Sludge Hauling April-June 2024
2039	08/22/2024	Claims	1	17989	City of Stevenson	3,166.34	July 2024 Utility Bill 25124; July 2024 Utility Bill 11930; July 2024 Utility Bill 19920; July 2024 Utility Bill 15100; July 2024 Utility Bill 25145; July 2024 Utility Bill 25238; July 2024 Utility Bi
2040	08/22/2024	Claims	1	17990	Class 5	661.33	July 2024 Monthly Billing; July 2024 Statement
2041	08/22/2024	Claims	1	17991	Cliff Coulter Law Firm LLC	382.50	Court Appointed Attorney Costs
2042	08/22/2024	Claims	1	17992	Coburn Electric Inc	434.29	Replaced Control Transformer
2043	08/22/2024	Claims	1	17993	CAT Columbia Area Transit	10,000.00	2024 TAC Contract
2044	08/22/2024	Claims	1	17994	Columbia Gorge Excavation LLC	1,130.85	Three Loads to the Equipment Yard
2045	08/22/2024	Claims	1	17995	Columbia Hardware Inc	1,018.92	July 2024 Statement
2046	08/22/2024	Claims	1	17996	Columbia River Disposal	293.95	July 2024 Statement
2047	08/22/2024	Claims	1	17997	Consolidated Supply Company	2,893.28	Meter Couplings; MIP Adapter; Ball Meter; FIP Ball Adapter Mueller
2048	08/22/2024	Claims	1	17998	DOWL, LLC	21,489.67	First Street Pedestrian Amenities and Overlook Invoice #2
2049	08/22/2024	Claims	1	17999	Daily Journal of Commerce/Bridge Tower O	709.30	Lasher Improvements
2050	08/22/2024	Claims	1	18000	Day Wireless Systems Day Management Corporation	1,069.91	Two Way Long Distance Radio
2051	08/22/2024	Claims	1	18001	DeVaul Publishing	1,430.10	RFQ Preliminary Engineering; RFQ Preliminary Engineering; Notice of Special Meeting July 25th, 2024; Notice of Council Vacancy Position #1; Notice of Council Vacancy Position #1; Notice of Council Vac
2052	08/22/2024	Claims	1	18002	Farwest Portable Crushing Inc	1,900.95	June 2024 Rock Deliveries
2053	08/22/2024	Claims	1	18003	Flo Analytics	2,052.50	On Call GIS Services
2054	08/22/2024	Claims	1	18004	Gorge Auto Parts Inc	334.48	Monthly Statement 07/25/2024
2055	08/22/2024	Claims	1	18005	Grayling Engineers	10,841.90	2024 Hegewald Well Improvements

# CHECK REGISTER

City Of Stevenson

Time: 16:51:16 Date: 08/20/2024

07/19/2024 To: 08/22/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2056	08/22/2024	Claims	1	18006	Gregory Scott Cheney	920.00	Court Appointed Attorney Costs
2057	08/22/2024	Claims	1	18007	H2Oregon	92.18	July 2024 Cooler Rent; 5 Gallon Premium; 5 Gallon Premium
2058	08/22/2024	Claims	1	18008	HD Fowler Company	4,964.32	Meter Valve and Meter Coupling; Meter Coupling; Water Meter Materials; Gaskets; Catch Basin and Grate Lakeview; Water Meter and Parts; Saddle Bodies
2059	08/22/2024	Claims	1	18009	Valerie F Hoy	152.94	FD Snacks for Trucks
2060	08/22/2024	Claims	1	18010	IIMC International Institute of Munici	125.00	Annual Membership Fee K Conrath
2061	08/22/2024	Claims	1	18011	Jammie's Environmental Inc	7,539.00	June 2024 WWTP Sludge Transfer; WWTP July 2024 Sludge Hauling
2062	08/22/2024	Claims	1	18012	Kilmer, Voorhees & Laurick P.C.	7,690.00	July 2024 Attorney Services; WA-Appeal of CUP by River Church; Code Enforcement Matters
2063	08/22/2024	Claims	1	18013	Kimball Midwest	366.07	Max-lite Earplugs
2064	08/22/2024	Claims	1	18014	Lakeside Industries, Inc.	2,864.40	Asphalt Services
2065	08/22/2024	Claims	1	18015	Lance D Fitzjarrald	19,879.16	Court Appointed Public Defender Services
2066	08/22/2024	Claims	1	18016	MCEDD	1,465.00	Membership dues July 2024-June 2025
2067	08/22/2024	Claims	1	18017	Main Street - Singh	2,911.84	July 2024 Statement
2068	08/22/2024	Claims	1	18018	Julie Mayfield	2,620.00	August 2024 TAC Funding
2069	08/22/2024	Claims	1	18019	Office of State Treasurer-Cash Mgmt Di	365.18	August 2024 Remittance
2070	08/22/2024	Claims	1	18020	One Call Concepts Inc	33.93	July 2024 Statement
2071	08/22/2024	Claims	1	18021	PUD No 1 of Skamania County	7,302.61	Statement 7/18/2024; Statement 7/18/2024; Statement 07/26/2024; Statement 07/26/2024; Statement 07/26/2024; Statement 08/08/2024; Statement 08/08/2024
2072	08/22/2024	Claims	1	18022	RADCOMP Technologies	6,375.76	July 2024 Statement; WWTP Lab
2073	08/22/2024	Claims	1	18023	Ricoh USA Inc	53.73	July 2024 Statement
2074	08/22/2024	Claims	1	18024	Sea-Western Inc	4,322.54	Boots and Airpower Pro; Haix Missoula Boots; Haix Missoula Boots
2075	08/22/2024	Claims	1	18025	Skamania County Building Division	4,550.80	July 2024 Passthrough Building Permit Fees; 2024 Cloudpermit-City of Stevenson Portion
2076	08/22/2024	Claims	1	18026	Skamania County Chamber of Commerce	15,030.66	July 2024 Chamber Contract and Reimbursables
2077	08/22/2024	Claims	1	18027	Skamania County Fair Board	4,000.00	2024 TAC Funding
2078	08/22/2024	Claims	1	18028	Skamania County Probation	109.73	July 2024 Probation Costs
2079	08/22/2024	Claims	1	18029	Skamania County Prosecutor	1,500.00	August 2024 Prosecuting Attorney Fees
2080	08/22/2024	Claims	1	18030	Skamania County Sheriff	4,030.00	August 2024 - Jail Services
2081	08/22/2024	Claims	1	18031	Skamania County Treasurer	25,814.68	July 2024 Remittance; August 2024 Municipal Court Agreement; August 2024 Remittance
2082	08/22/2024	Claims	1	18032	State Auditor's Office	13,075.40	Audit 2024; Audit 2024
2083	08/22/2024	Claims	1	18033	Stellar J Corporation	36,031.95	Wastewater Treatment Plant Construction

# CHECK REGISTER

City Of Stevenson

Time: 16:51:16 Date: 08/20/2024

07/19/2024 To: 08/22/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2084	08/22/2024	Claims	1	18034	Traffic Safety Supply Co	414.44	Street Signs Rose Lawn and Shepard Ave; Street Name Signs Rose Lawn and Shepard Ave; Speed Limit Signs
2085	08/22/2024	Claims	1	18035	US Bank Safekeeping	32.00	July 2024 US Bank Safekeeping Service Fees
2086	08/22/2024	Claims	1	18036	US Bank Voyager Fleet Systems	349.37	July 2024 Statement
2087	08/22/2024	Claims	1	18037	US Bank	3,224.46	July 2024 Statement Card 4631; July 2024 Statement Card 8023; July 2024 Statement Card 2311
2088	08/22/2024	Claims	1	18038	Verizon Wireless	164.21	July 2024 Cell Phone Charges
2089	08/22/2024	Claims	1	18039	Vestis	80.80	Weekly Statement 07/18/2024; Weekly Statement 07/25/2024; Weekly Statement 08/08/2024; Weekly Statement 08/01/2024; Weekly Statement 08/15/2024
2090	08/22/2024	Claims	1	18040	WGAP Washington Gorge Action Program	3,334.00	WGAP Service Contract July 2024
2091	08/22/2024	Claims	1	18041	Wallis Engineering PLLC	24,167.78	Wastewater Collection System Engineering; Wastewater Treatment Plant Construction Phase Services
2092	08/22/2024	Claims	1	18042	Washington Department of Transportation	398.31	1st Street Pedestrian Signs
2093	08/22/2024	Claims	1	18043	Wave Division Holdings LLC	825.14	WTP Statement 07/20/2024; WWTP Statement 08/01/2024; July 2024 Statement City Hall Internet; July 2024 Statement
						82,863.71	
001 General Expense Fund						16,796.11	
100 Street Fund						31,824.82	
103 Tourism Promo & Develop Fund						125,173.27	
311 First Street						1,393.90	
314 Lasher Street Improv. Fund						97,835.52	
400 Water/Sewer Fund						334,476.93	
410 Wastewater System Upgrades						287,405.87	
500 Equipment Service Fund						371.51	
630 Stevenson Municipal Court						<u>          </u>	
						Claims:	978,141.64
* Transaction Has Mixed Revenue And Expense Accounts						978,141.64	

CHECK REGISTER

City Of Stevenson

Time: 16:51:16 Date: 08/20/2024

07/19/2024 To: 08/22/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Claims Vouchers Reviewed By:

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

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

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

Auditing Committee (Councilmembers or Mayor)



## Task Name

### September 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update  
Future of the Stevenson Fire Department-Committee Update  
Review/Approve Fire Chief Job Description  
Fire Hall Improvements/Maintenance Items

### September 19, 2024 Regular Council Meeting

Minutes-July 18th, Aug 7th, Aug 21, Aug 22, and Sept 10  
Contracts over \$10k  
PH on Assumption of Powers-Stevenson TBD & Ordinance Adoption-Resolution of Intent  
Approve Contract for Lasher St. Engineering  
DNR Undergrounding Grant Contract  
Sewer Ordinance Memo  
Preliminary Budget to Council  
Correction to Well Property Legal Description-Approval?  
SBA Funds Transfer to Chamber-Agreement  
Parking Regulation Updates

### September 26, 2024 Special Council Meeting

Finance 101 for elected officials

### October 17, 2024 Regular Council Meeting

Minutes  
Contracts over \$10k  
Regional Transportation Update-MCEDD Presentation  
Resolution for TBD Sales Tax Ballot Measure (Feb 11, 2025)  
1st 2025 Budget PH

### October 24, 2024 Special Council Meeting

No agenda items to date

### November 14, 2024 Special Council Meeting

2025 Budget

### November 21, 2024 Regular Council Meeting

Minutes  
Contracts over \$10k  
2nd 2025 Budget PH  
Property Tax PH  
Engineering Standards Update-First Reading

### December 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update  
Future of the Stevenson Fire Department-Committee Update

### December 19, 2024 Regular Council Meeting

Minutes  
Contracts over \$10k  
2024 Final Budget Amendment-If needed  
2025 Final Budget Adoption  
PUD Franchise Agreement-First Touch

Engineering Standards Update-Second Reading

January 16, 2025 Regular Council Meeting

- Minutes
- Committee Appointment Discussion
- Set date for council retreat (spring)
- Review special meeting dates and topics
- Contracts over \$10k

January 23, 2025 Special Council Meeting

- Workshop topic

February 20, 2025 Regular Council Meeting

- Minutes
- Contracts over \$10k

February 27, 2025 Special Council Meeting

- Workshop topic

March 20, 2025 Regular Council Meeting

- Minutes
- Contracts over \$10k
- Proclamation for Sexual Assault Awareness Month (April)
- Proclamation for Child Abuse Prevention Month (April)
- Proclamation for National Crime Victims' Rights Week
- Wastewater Moratorium Extension? Expires April 18, 2025.

March 27, 2025 Special Council Meeting

- Workshop topic

April 17, 2025 Regular Council Meeting

- Minutes
- Contracts over \$10k
- Proclamation for Public Works Week (May)

April 24, 2025 Special Council Meeting

- Workshop Topic
- Review Annual Financial Report

May 15, 2025 Regular Council Meeting

- Minutes
- Contracts over \$10k
- First CIP PH
- First 6-Year TIP Update PH
- Approve Annual Financial Report
- Reschedule June meeting as it falls on a holiday (Juneteenth)
- Proclamation for Pride Month (June)

May 22, 2025 Special Council Meeting

- TIP Workshop
- CIP Workshop

June XX, 2025 Regular Council Meeting

- Minutes
- Contracts over \$10k

Second 6-Year TIP Update PH

Second CIP PH

June 26, 2025 Special Council Meeting

Workshop Topic

July 17, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

Reschedule August Council Meeting-Fair

July 24, 2025 Special Council Meeting

Workshop Topic

August XX, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

August 21, 2025 Special Council Meeting

Workshop Topic

September 18, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

Preliminary Budget to Council

September 25, 2025 Special Council Meeting

Workshop Topic

October 16, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

1st 2026 Budget PH

October 23, 2025 Special Council Meeting

Workshop Topic

November 13, 2025 Special Council Meeting

2026 Budget

November 20, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

2nd 2026 Budget PH

Property Tax PH

December 18, 2025 Regular Council Meeting

Minutes

Contracts over \$10k

2025 Final Budget Amendment-If Needed

2026 Final Budget Adoption