

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 15, 2023
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/UC4k9bA0IEvsF6PSoDwjJvA/>

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

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

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at 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 by noon the day of the meeting for inclusion in the council packet.]*

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

a) *6/14 changes include:

- Added liquor license renewals for Main Street and LDB (item 4c)
- Added comments received on the Shoreline Public Access Plan (item 9a)
- Added documents to discussion on sewer connection requirements (item 10b)
- Revised resolution surplussing items (item 10c)
- Added public works interlocal agreement (item 10h)
- Added contracts approved administratively report (item 11c)
- Addition of vouchers (item 13a)

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

consent agenda and considered separately after approval of the remaining consent agenda items.]

- a) **Special Occasion Liquor License Application** - Skamania County Fairgrounds on July 28th from 6 pm to 9 pm and July 29th from 6 pm to 9 pm for the Bluegrass Festival.
- b) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 16th from 12-10pm, 17th from 12-10pm, 18th from 12-11pm, and 19th from 11am-12pm for the Skamania County Fair.
- c) ***Liquor License Renewal** - Main Street Convenience and LDB Beverage (Jester & Judge)
- d) **Minutes** of May 18, 2023.

MOTION: To approve consent agenda items a-d.

5. SHERIFF'S OFFICE REPORT:

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

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Community Pool** - Representatives from the Skamania County Metropolitan Parks District No. 1 will update City Council on recent Pool activities.

7. PUBLIC HEARINGS:

- a) **Transportation Improvement Program** - City staff presents the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update.

MOTION: To approve resolution 2023-411 adopting the 2024-2029 Transportation Improvement Plan.

- b) **Capital Improvement Program Update** - City Administrator Leana Kinley presents the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings.

MOTION: To approve Resolution 2023-412 adopting the revised Capital Improvement Program.

- c) **Latecomers Agreement for Tari Lane Sewer Mainline Extension** - City Administrator Leana Kinley presents the latecomers agreement reimbursement area and assessment calculation for the Tari Lane sewer mainline extension for public comment, council discussion and consideration.

MOTION: To approve the Tari Lane Extension latecomers agreement reimbursement area and assessment calculation [as presented/with changes as discussed].

8. SITUATION UPDATES:

- a) **Sewer Plant Update** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

9. UNFINISHED BUSINESS:

- a) ***Shoreline Public Access Plan** - Community Development Director Ben Shumaker presents the attached draft Shoreline Access report from The Watershed Company. There is not June 30th deadline for council approval as originally thought. Discussion and direction on the draft will be used for revisions and council review at the July 20th meeting with possible approval.

10. COUNCIL BUSINESS:

- a) **Approve Richards/Steeves Short Plat Right of Way Acceptance** - Community Development Director Ben Shumaker presents the staff memo regarding the Right of Way acceptance for the Richards/Steeves Short Plat SP23-02 for council review and consideration.

MOTION: To accept the right of way as outlined in the conditions of acceptance for the Richards/Steeves short plat SP23-02.

- b) ***Discuss Sewer Connection Requirements** - Public Works Director Carolyn Sourek will present information regarding changing the sewer connection requirement under SMC 13.08.070 and 13.08.120 to increase sewer connections to the public system for council discussion.

- c) ***Approve Resolution Surplussing Items** - City Administrator Leana Kinley presents resolution 2023-409 surplussing equipment for council consideration. It has been updated to remove a truck already surplussed in 2013 and to add equipment already disposed of.

MOTION: To approve resolution 2023-409 surplussing equipment.

- d) **Approve Environmental Mitigation Agreement** - Public Works Director Carolyn Sourek presents the attached agreement extending the sewer line along Tari Lane for discussion and council consideration. This allows the city to pay for the developer to extend the sewer line farther than they are required to by law in order to incrementally address the expansion of sewer into the area. The city will only pay its proportionate share of the cost.

MOTION: To approve the environmental mitigation agreement with Aspen Development, LLC to extend the sewer line along Tari Lane as presented.

- e) Approve Personnel Policy Update** - City Administrator Leana Kinley presents the staff memo and resolution 2023-410 revising the personnel policy for council consideration.

MOTION: To approve resolution 2023-410 revising the personnel policy.

- f) Approve CivicPlus Agreement** - City Administrator Leana Kinley presents the attached agreement with CivicPlus for codification and document storage services for council consideration. The original contract was with MuniCode, which was acquired by CivicPlus. They are changing the billing practice from a per ordinance/document billing to a subscription service based on prior years' billings. The average codification costs over the past six years is in line with the subscription service proposed.

MOTION: To approve the agreement with CivicPlus for codification and services as outlined in the statement of work for the initial term amount of \$3,261.52 and a 5% annual increase.

- g) Sewer Adjustment** - Wilder and Pine Riverside Cabins (meter No. 509070) requests an adjustment of \$3,270.61 in sewer consumption charges for a water leak, which they have since repaired. They received a leak adjustment for the maximum \$1,000 in February and are ineligible for another leak forgiveness according to our policy. Their explanation for their calculation of the request is enclosed. The water usage billed was \$2,605.40. The combined usage for their bill in January was \$2,723.25.

MOTION: To approve the wastewater flow adjustment of \$3,270.61 [or other amount as discussed] for Wilder and Pine Riverside Cabins.

- h) *Approve Public Works Interlocal Agreement** - Public Works Director Carolyn Sourek presents the attached interlocal agreement with Skamania County for public works services for council consideration. Each project will be submitted as a separate statement of work for review and approval.

MOTION: To approve the interlocal agreement with Skamania County for Public Works services as presented.

11. INFORMATION ITEMS:

- a) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

- c) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month is attached.

12. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Leana Kinley, City Administrator

13. VOUCHER APPROVAL:

- a) ***May 2023 payroll, and June 2023 AP checks have been audited and are presented for approval. May payroll checks 16956 thru 16958 total \$128,849.12 which includes EFT payments. June 2023 AP checks 16941 thru 16955 and 16959 thru 17010 total \$260,294.19, which includes EFT payments. The AP check register with fund transaction summary is attached for review.**

MOTION: To approve the vouchers as presented.

14. MAYOR AND COUNCIL REPORTS:

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

16. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Monday, June 19 - Juneteenth Federal Holiday
- Thursday, June 22 - Special Joint Council Meeting with Fire District 2
- Friday and Saturday, June 23 & 24 - Blues and Brews at Skamania Fairgrounds
- Tuesday, July 4 - Independence Day Fireworks Show at Skamania Fairgrounds, City Offices Closed
- Monday, July 10 at 6pm- Planning Commission Meeting
- July 10-15 Gorge Downwind Champs at Skamania County Fairgrounds
- Thursday, July 20 at 6pm- Regular City Council Meeting
- Tuesday, August 8 at 6pm- Regular City Council Meeting (moved from Aug. 17 due to Fair)

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 18, 2023
6:00 PM, City Hall and Remote

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

Elected officials attending: Mayor Scott Anderson; Councilmembers Johnson, Cox, Hendricks, McCaskell, Wyatt

Staff attending: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, City Attorney Robert Muth.

Guests attending: Skamania County Undersheriff Tracy Wyckoff

Public attending: Chuck Oldfield, Devon Groom

2. PUBLIC COMMENTS:

- **Chuck Oldfield** questioned who was responsible regarding brush clearance at a storm water retention pond at local subdivisions.
City Attorney Muth provided information regarding HOA's and their responsibilities regarding the platted properties in question.

3. CHANGES TO THE AGENDA:

- a) ***5/16 changes include:**
 - Updated Sheriff's Report with Adopted State Legislation (item 5a)
 - Added CIP Staff Memo and Report (item 7b)
 - Added Staff Memo to Sewer Plant Update (item 8a)
 - Added Housing Programs Report (item 10f)
 - Addition of Vouchers (item 12a)
 - Revised Annual Financial Report-Schedule 9 (item 9b)

- b) ****5/17 changes include:**
 - Removed Pool Update Presentation (item 6a)
 - Added Mayoral Proclamation for Main Street Week (item 9d)

- c) *****5/18 changes include:**
 - Added Mayoral Proclamation for National Pride Month (item 9e)

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

- a) **Liquor License Renewal** - Walking Man Brewing, LLC
- b) **Liquor License Renewal** - The Kellogg Group, LLC (Clark and Lewie's)
- c) **Approve Lodging for Labor Relations Institute – City Administrator Leana Kinley** attended the Association of Washington Cities Labor Relations Institute in Yakima on May 3rd and stayed two nights. The negotiated rate for the conference is \$120 per night, higher than the \$98 per diem rate. Council approval would be for the higher rate of \$120 per night for the conference.
- d) **Minutes** of April 20th, 2023 regular council meeting and the April 27th, 2023 special council meeting.

MOTION to approve consent agenda items a-d was made by Councilmember Hendricks seconded by Councilmember McCaskell.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt**

5. SHERIFF'S OFFICE REPORT:

- a) ***Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review. Undersheriff Tracy Wyckoff provided additional information regarding recent changes to the laws concerning substance possession and use. The State Legislature adopted 2E2SSB 5536 Controlled Substances on May 16th. There is no longer a need for the City to adopt an ordinance. The original documents were still included in the packet and the discussion on a possible local fix to correct a gap in the law regarding drug possession and use as an outcome of the WA State Supreme Court ruling in State vs. Blake, 197 W.2d 170 (2021) is no longer necessary. Information from the Association of Washington Cities, the WA Association of Sheriffs & Police Chiefs, MRSC, and draft ordinances was included for council review and discussion.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) ****Stevenson Community Pool** – This was rescheduled to June 15th, 2023.

7. PUBLIC HEARINGS:

- a) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council review. This was the first of two scheduled public hearings for the annual TIP update.

Mayor Anderson opened the public hearing at 6:11 p.m.

City Administrator Kinley noted the information in the meeting packet, and discussed the two options presented.

No public comments were received.

Mayor Anderson closed the public hearing at 6:17 p.m.

- b) ***Capital Improvement Program Update - City Administrator Leana Kinley** presented and provided details on the Capital Improvement Program Update for review, public comment and council discussion. This was the first of two scheduled Public Hearings.

Mayor Anderson opened the public hearing at 6:42 p.m.

City Administrator Kinley provided a staff report on the list of projects included in the review and update.

No public comments were received.

Mayor Anderson closed the public hearing at 6:46 p.m.

8. SITUATION UPDATES:

- a) ***Sewer Plant Update – Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. The plant continues to operate within its permit limits required for effluent treatment. She provided details on maintenance, staff training and construction activities.

9. COUNCIL BUSINESS:

- a) **Set Date for August Council Meeting** - The policy has been to change the council meeting in August to the second Thursday to avoid conflict with Fair events. There is a workshop scheduled for August 24th, 2023 which can be used to catch up on any additional Accounts Payable or items needing discussion ahead of the September 21st, 2023 regular council meeting. The date of the August regular city council meeting to August 8th, 2023 via consensus.
- b) ***Review 2022 Annual Financial Report - City Administrator Leana Kinley** presented and explained the 2022 Annual Financial report for council review and discussion. Schedule 9, the Schedule of Liabilities, has been updated to reflect payments received versus reimbursements requested for ongoing loans based on confirmation from the State Auditor's office.

- c) **Shoreline Public Access Plan-Community Development Director Ben Shumaker** presented and explained the attached presentation from The Watershed Company on the status of the Shoreline Access project. A plan is being developed for Council review in June 2023. He provided details on the public comment opportunity that took place at the charette style meeting held at the Stevenson library and the priorities expressed.
- d) ****Approve Proclamation Recognizing Main Street Week 2023 - Mayor Scott Anderson** presented proclamation 2023-01 recognizing June 11th-17th as Main Street Week for council consideration.

MOTION to approve proclamation 2023-01 recognizing June 11th-17th as Main Street Week was made by **Councilmember Cox**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt.**

- e) *****Approve Proclamation Recognizing National Pride Month 2023 - Mayor Scott Anderson** presented proclamation 2023-02 recognizing the month of June as National Pride Month for council consideration. There will be a Pride picnic and march on June 17th from 10 am-1 pm hosted by the Skamania County Women's Council.

MOTION to approve proclamation 2023-02 recognizing the month of June as National Pride Month was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, McCaskell, Hendricks, Johnson, Wyatt.**

10. INFORMATION ITEMS: The following items were presented for Council review.

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses thru the prior month.
- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month was attached.
- d) **Stormwater Utility** - A Staff Memo was included to address the topic brought up at the January 19th, 2023 meeting and where follow-up was set to be at the May 18th, 2023 council meeting.
- e) **Candidate Filing Week May 15-19** - There are three city council positions on the November 2023 ballot. Information about the election and running for elected office was enclosed in the packet.
- f) ***Housing Programs Report** - Housing services provided by Washington Gorge Action Programs in the prior month in Skamania County.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Ben Shumaker, Community Development Director**

- i. The Parking Committee will hold its first meeting this next Tuesday. A second parking study will be conducted this summer to gather more data during a time of increased visitor usage.
- ii. The Annexation policy sub-committee has no current updates.
- iii. Once the shoreline planning work is completed there will be a transition into parks planning to eventually incorporate the findings into the CIP.

b) **Carolyn Sourek, Public Works Director**

- i. Water - The annual Consumer Confidence Report is being developed. A leakage study is underway as well. The leak study will help determine where improvements are needed on the distribution system.
- ii. Iman Cemetery sewer system extension is underway.
- iii. The Chinidere development is finishing up its sewer extension and about to begin extending water services.
- iv. The city is evaluating an option to bring a number of Tari Lane homes onto the sewer system.
- v. Spruce up Stevenson had a great turnout. A street tree survey is being conducted on 1st and 2nd Streets to get public input on replacement trees.
- vi. A sidewalk panel replacement RFP is going out soon.
- vii. Public Works is updating its interlocal agreement with Skamania County for chip sealing services.
- viii. Public Works will be working with students in the Forest Youth Success program.

c) **Leana Kinley, City Administrator**

- i. A wildfire prevention and emergency preparation workshop was recently held to help address communication across agencies.
- ii. The Homeless Housing Council agreed to use the existing warming shelter for an emergency smoke relief site.
- iii. The Fire Department strategic plan is moving forward. The plan is to have several sessions between the Department and members of the public, including a workshop with District Two fire commissioners on June 22nd.
- iv. Planning for the Columbia realignment project is wrapping up. The City is applying for an extension and to shift some remaining testing funds into ROW development.
- v. An application to the Public Works Trust Fund is in progress for the Cascade Avenue utility improvements. A federal appropriation for the project is also being requested, and she hopes to have a response by the end of June 2023.

12. VOUCHER APPROVAL:

- a) *April 2023 payroll, and May 2023 AP checks were audited and presented for approval. April payroll checks 16880 thru 16883 total \$125,119.04 which included EFT payments. May 2023 AP checks 16884 thru 16941 total \$988,790.17, which included EFT payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented was made by **Councilmember McCaskell** seconded by Councilmember Cox.

Voting aye: **Councilmembers Wyatt, Cox, McCaskell, Hendricks, Johnson.**

13. MAYOR AND COUNCIL REPORTS:

- a) **Councilmember Cox** reported thanked Carolyn and Public Works for addressing piles of woody debris from No Name Road following a complaint.
- b) **Mayor Anderson** gave a shout out to Spruce Up Stevenson, noting it was great to see so many volunteers.
- c) **City Attorney Muth** noted the Port of Skamania County Port provided a report to the Chamber on cruise boat dockings and Cascade Business Park.
- d) **Councilmember Cox** suggested reviewing traffic flow at the west end of Rock Creek Drive at the time of the Rock Creek Bridge replacement.

14. ISSUES FOR THE NEXT MEETING:

- a) **Mayor Anderson** reported he will not be at the next Council meeting.

15. ADJOURNMENT – Mayor Anderson adjourned the meeting at 7:41 p.m.

Scott Anderson, Mayor

Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

PO Box 790
200 Vancouver Ave.
Stevenson WA 98648
Phone (509)427-9490
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www.skamaniasheriff.com
scso@co.skamania.wa.us

Tracy Wyckoff
Undersheriff

Jason Fritz
Chief of Corrections

Steve Minnis
Chief Civil Deputy

May 2023

City of Stevenson

Service Hours

Calls/Patrol

98

516 Hrs.

1.75 Court Hrs.

06/01/23
06:36

Skamania County Sheriff's Office
Incident Audit Report

5059
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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-02751	Citizen Assist	INFO	21	Investigation Complete
23-02752	PD Collision	TAPD	21	Inactive
23-02754	Suspicious	SUSP	21	UNABLE TO LOCATE
23-02778	Disorderly	DCON	21	Cleared Adlt Exception
23-02792	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
23-02803	Citizen Dispute	INFO	21	Investigation Complete
23-02807	Suspicious	PSC	21	UNABLE TO LOCATE
23-02808	Information	INFO	21	INFORMATION
23-02810	Sex Offense	SOFF	21	Cleared Adult Arrest
23-02816	Citizen Dispute	CDIS	21	Settled By Contact
23-02818	Domestic Viol	DOMV	21	UNABLE TO LOCATE
23-02822	Theft Prop Oth	TPOT	21	Active
23-02826	Traffic Hazard	THAZ	21	UNABLE TO LOCATE
23-02828	Intro Contrabnd	JPRB	21	Active
23-02834	Animal Other	INFO	21	INFORMATION
23-02846	Medical	AMAS	21	Transferred to Other A
23-02867	Dog Call	ANDC	21	Cleared Adlt Exception
23-02881	Mental Subject	MENT	21	INFORMATION
23-02908	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-02917	Welfare Check	WELF	21	Cleared Adlt Exception
23-02923	Harrassment.	HARR	21	Investigation Complete
23-02926	Medical	AMAS	21	Transferred to Other A
23-02954	Wanted Person	INFO	21	INFORMATION
23-02981	Wanted Person	WANT	21	Cleared Adult Arrest
23-02991	Threatening	THRE	21	INFORMATION
23-03004	Overdue Person	OVRD	21	Active
23-03028	Trespassing	TRES	21	Investigation Complete
23-03033	Medical	CITA	21	INFORMATION
23-03034	Theft Prop Oth	TPOT	21	Active
23-03056	Welfare Check	WELF	21	Cleared Adlt Exception
23-03064	Dog Call	ANDC	21	Settled By Contact
23-03085	Information	INFO	21	Settled By Contact
23-03088	Medical	AMAS	21	Transferred to Other A
23-03091	Citizen Assist	CITA	21	Cleared Adlt Exception
23-03093	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03098	Medical	INFO	21	INFORMATION
23-03111	Smoke, other	UTPB	21	INFORMATION
23-03132	Juvenile Prob	JUVP	21	INFORMATION
23-03160	Assault IV	ASIM	21	Cleared Juve Exception
23-03167	Medical	AMAS	21	Ambulance Service Prov
23-03168	Suspicious	SUSP	21	Investigation Complete
23-03181	Fraud	FRAU	21	Investigation Complete
23-03183	Medical	AMAS	21	Transferred to Other A
23-03192	Dead Body	DBOD	21	Closed Case
23-03194	Animal Other	INFO	21	INFORMATION
23-03197	Suspicious	INFO	21	INFORMATION
23-03200	Medical	AMAS	21	Active
23-03203	Information	INFO	21	INFORMATION
23-03207	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03208	Information	INFO	21	Cleared Adlt Exception
23-03212	Citizen Dispute	CDIS	21	Cleared Adlt Exception
23-03213	Wanted Person	WANT	21	Cleared Adult Arrest
23-03223	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-03230	Parking Problem	INFO	21	INFORMATION
23-03239	Medical	AMAS	21	Transferred to Other A

06/01/23
06:36

Skamania County Sheriff's Office
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
23-03241	Information	INFO	21	INFORMATION
23-03255	Citizen Dispute	CDIS	21	UNABLE TO LOCATE
23-03262	Medical	AMAS	21	Response/No Transport
23-03270	Harrassment.	INFO	21	INFORMATION
23-03276	Illegal Burning	FIRE	21	Unfounded
23-03295	Citizen Dispute	INFO	21	INFORMATION
23-03303	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03304	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03318	Business Alarm	ABLA	21	Cleared Adlt Exception
23-03322	Juvenile Prob	JUVP	21	Cleared Juvenile No Ar
23-03340	Suspicious	SUSP	21	INFORMATION
23-03346	Abandon Vehicle	ABVR	21	INFORMATION
23-03347	Medical	AMAS	21	Transferred to Other A
23-03354	Found Property	LFPR	21	Closed Case
23-03361	Trespassing	TRES	21	Settled By Contact
23-03369	Utility Problem	UTPB	21	Transferred to Other A
23-03371	Found Property	LFPR	21	Active
23-03380	Jail Problem	JPRB	21	Inactive
23-03390	Medical	AMAS	21	Response/No Transport
23-03409	Domestic Viol	DOMV	21	Cleared Adlt Exception
23-03420	Medical	AMAS	21	Transferred to Other A
23-03422	Medical	AMAS	21	Transferred to Other A
23-03439	Medical	AMAS	21	Active
23-03441	Utility Problem	UTPB	21	Transferred to Other A
23-03452	Medical	AMAS	21	Transferred to Other A
23-03476	Medical	INFO	21	INFORMATION
23-03479	Sex Offense	SOFF	21	Cleared Adlt Exception
23-03483	Alarm, Other	ALAO	21	INFORMATION
23-03487	Medical	INFO	21	INFORMATION
23-03493	Missing Person	JUVP	21	INFORMATION
23-03496	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03506	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03507	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03512	Mental Subject	MENT	21	INFORMATION
23-03519	Medical	AMAS	21	Transferred to Other A
23-03525	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
23-03527	Kidnapping	IN91	21	Cleared Adlt Exception
23-03531	Domestic Viol	DOMV	21	Cleared Adult Arrest
23-03537	Fish & Game	FGO	21	INFORMATION
23-03553	Citizen Dispute	CDIS	21	Investigation Complete
23-03558	Medical	CITA	21	INFORMATION
23-03569	Harrassment.	HARR	21	Closed Case
23-03575	Suspicious	SUSP	21	UNABLE TO LOCATE

Total Incidents: 98

Report includes:

All dates reported between `00:00:00 05/01/23` and `00:00:00 06/01/23`
All agencies matching `SCSO`
All nature of incidents
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers

06/01/23
06:36

Skamania County Sheriff's Office
Incident Audit Report

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All locations matching `21`

*** End of Report /tmp/rptcBu5qK-rplwiar.r1_1 ***



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council

FROM: Carolyn Sourek, Public Works Director and Leana Kinley, City Administrator

DATE: 6/15/23

SUBJECT: 6-Year Transportation Improvement Program (TIP)

Executive Summary:

This is the annual review of all street improvement projects planned in the city limits. Projects represent those already in progress through grants and those identified through an evaluation process. The list is used to meet requirements for grant funding applications. There are two public hearings held and the final list is required to be adopted by July 1st of each year. This is the second public hearing for the 2024-2029 Transportation Improvement Program. The first was held at the May 18th City Council meeting.

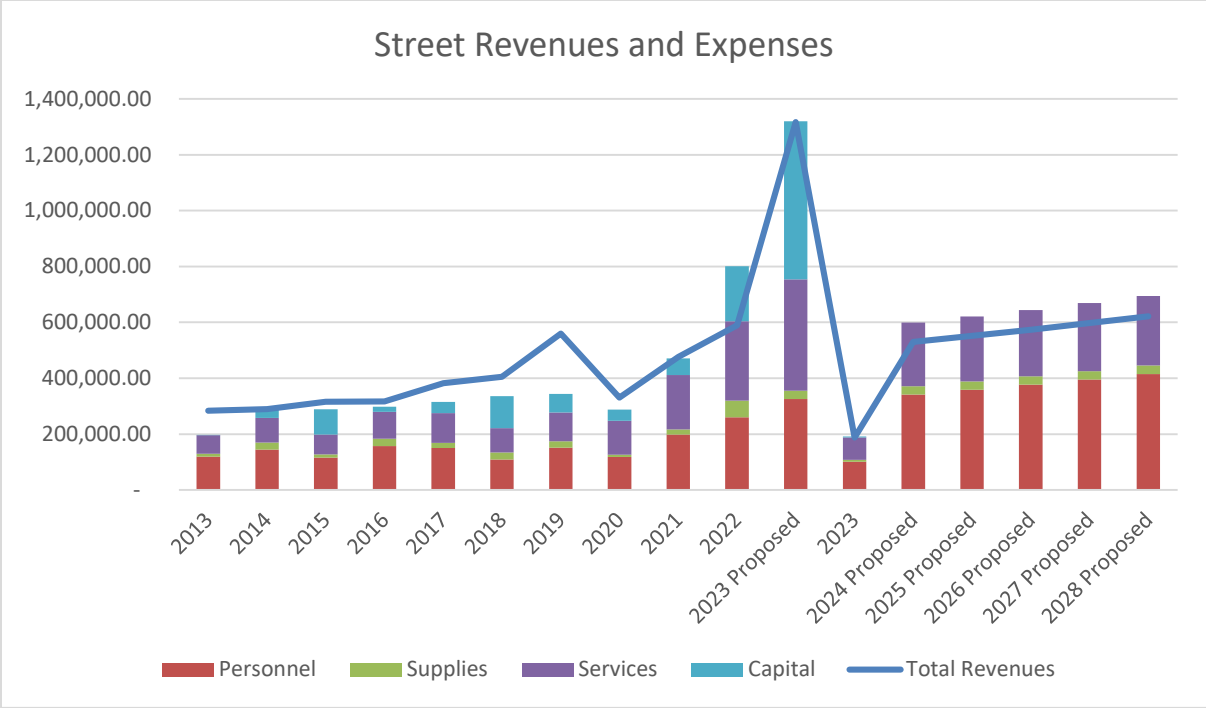
Overview:

All Cities, Towns, and Counties are required to adopt a 6-year Transportation Improvement Program. Elements of the program should contain fiscally constrained projects for the first four years, and projects of regional significance shall be submitted to the Regional Transportation Planning Organization (RTPO) for inclusion in their respective TIP's, where applicable. The RTPO then submits their regional TIP to Washington State Department of Transportation (WSDOT) for inclusion into the Statewide Transportation Improvement Program (STIP).

The transportation projects that are listed in the TIP go through a process in which the City of Stevenson uses a prioritization system to determine which road systems will be upgraded/rebuilt and in what order. Road projects may not always take place in order of prioritization due to funding eligibility and grant program criteria. The City Council has the ultimate say in which projects are approved and the order in which these projects will be completed. The projects reflected are a continuation of those in process, recommendations from the transportation study and others identified through an evaluation process based on citizen input and infrastructure condition.

At the May 18th meeting the council was presented with two lists, one rolling over all projects from the prior year and another including only projects eligible for grants as the Street Fund cannot support all projects listed on the TIP. The direction of the council was to move forward with all projects rolling over from the prior year and provide more information on the budget constraints for further discussion.

In reviewing the Street Fund budget for the next 5 years, the budget is short about \$70,000 annually to perform normal operations and maintenance work. Through recent years. More staff time has been spent in Streets, mostly in the downtown corridor. The graph of historic costs and revenues and future projections is on the next page.



The two recent stormwater projects, Rock Creek and Loop Road, used up \$250,000 in capital reserves between 2021-2023. The 2023 projects are for the McEvoy Overlay and the Loop Road Sidewalk and Rebuild, which has been put on hold due to a recalculation of the estimate and increased costs. Larger capital projects, such as Quiet Zone Gates (2015) Kanaka Creek Road (2017), Cascade Avenue (2015) and Russell Avenue (2019-20), were tracked in separate funds and not within the Street Fund.

As mentioned in the previous memo, to bring roads to city standards, more resources (revenues-taxes/fees) need to be put towards the effort. Options include:

- Creating a Transportation Benefit District and implement either:
 - a vehicle licensing fee up to \$20 (low est. of \$28,000) and/or
 - implement a sales tax up to .1% (est. \$88,000 using 2022 revenues)
- Implement an internal utility tax on the water and sewer utilities (3.5% on base and flow charges using 2022 revenues est. \$72,000)
- Establish a stormwater utility fund (est. \$30,000)

Further discussion on this can take place during the development of the 2024 budget.

Action Needed:

Review lists presented, provide feedback, ask questions, add what is missing, and approve the resolution 2023-411, with any changes desired, adopting the 2024-2029 TIP.

**CITY OF STEVENSON
RESOLUTION NO. 2023-411**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR 2024-2029**

WHEREAS, as required by State and/or Federal law, the City of Stevenson must adopt a revised Transportation Improvement Program (TIP) annually to determine the City’s current transportation needs; and

WHEREAS, the proposed TIP has been submitted by staff to be reviewed by the City Council; and

WHEREAS, public hearings have been held by the Stevenson City Council on May 18, 2023, and June 15, 2023 to take public input on the proposed TIP update.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the updated Stevenson Transportation Improvement Program for 2024-2029 in Exhibit A, attached hereto and incorporated by reference.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of June, 2023.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Project Name	Year of Completion	Cost	City Cost	Funding Source
Bulldog-School Kanaka Intersection	2024	\$50,000	\$0	SRTS
Roselawn Ave Overlay	2024	\$165,000	\$8,250	TIB
First Street	2024	\$884,186	\$117,712	TAP, TIB
Loop Rd.-Columbia to E. C/L	2025	\$1,173,000	\$58,650	TIB
Ash Alley-Gravel	2025	\$550,000	\$550,000	City
Cascade Avenue Utility Upgrades-Street Only	2025	\$328,800	\$0	.09 Funds
Frank Johns Sidewalk (Loop-Second)	2026	\$1,500,000	\$225,000	TIB, City, Multiple
Lasher to School (SRTS)	2026	\$2,300,000	\$345,000	TIB, SRTS, CDS, City, Mix
School Street Grind and Inlay	2026	\$550,000	\$27,500	TIB
Columbia Avenue Realignment	2026	\$800,000	\$120,000	TIB, City, Commerce, Mix
Holly Street-Gravel	2026	\$95,000	\$95,000	City
Kanaka Creek Underpass-Gravel	2028	\$550,000	\$27,500	TIB
Rock Creek Bridge	2028	\$15,500,000	\$0	WSDOT
W-SR-14 and Rock Creek Improvements	2028	\$700,000	\$35,000	TIB
East SR-14 Improvements-Low Phase	2029	\$390,000	\$19,500	TIB
West SR-14 Improvements-Low Phase	2029	\$390,000	\$19,500	TIB
Maple Alameda-Gravel	2029	\$95,000	\$95,000	City
Gropper Park Loop-Gravel	2029	\$95,000	\$95,000	City
H&H Avenue-Gravel	2029	\$95,000	\$95,000	City
Del Ray Avenue-Gravel	2029	\$95,000	\$0	SRTS
Leavens Improvements	2030	\$550,000	\$27,500	TIB

Total City Cost-All Projects:

\$1,961,112

Row Labels	Sum of City Cost
2024	\$ 125,962
2025	\$ 608,650
2026	\$ 812,500
2028	\$ 62,500
2029	\$ 324,000
2030	\$ 27,500
Grand Total	\$ 1,961,112



Bulldog-School-Kanaka Intersection

Description:

Revises the intersection of Kanaka Creek Drive at School Street and Bulldog Drive by extending the northwest corner using striping and flexible post delineators (\$20k option in yellow stripes) or in concrete and adding a pedestrian crossing median island (\$50k option in solid red).



TIP Year: 2024(all)

Project Type: Improvement

Project Cost: \$50k

Funding: 100% City

Average Priority Score from Workshop: 3.7 (mid-high)

Workshop Comment Summary:

- Need to plan for permanent solution-\$50k not short term for \$20k
- Safety for young drivers.
- \$50k option
- Like more permanent \$50k
- Agree
- Yes, lower priority
- Slowing down cars at that intersection is a good idea. Bus barn is on Bulldog-what do bus drivers think? Not sure about median.

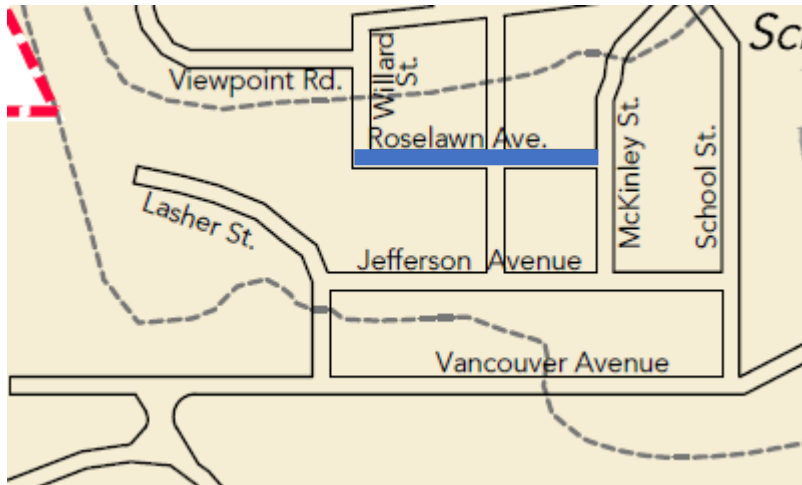


Roselawn Avenue Overlay

Description:

This project will overlay Roselawn Avenue from the intersection with Willard Street east to McKinley Street.

Additional stormwater and sidewalk improvements are planned and will be addressed later.



TIP Year: 2024 (const) **Project Type:** Maintenance **Project Cost:** \$165k **Funding:** 95% Grant

Average Priority Score from Workshop: 2.4 (mid-low)

Comment Summary: None.



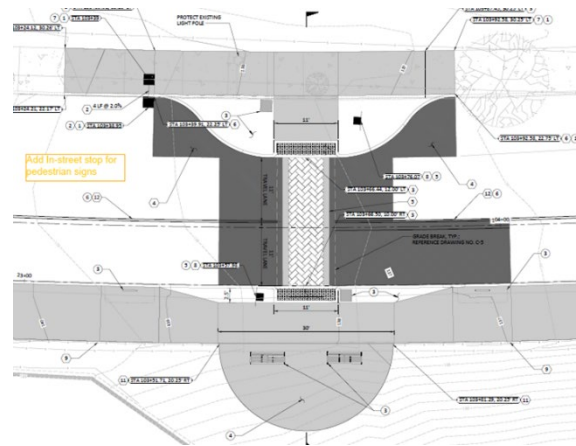
First Street Overlook

Description:

Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.

The City spent \$166k on the design phase preparing for construction in 2021 when it was discovered WSDOT still owned the First Street right of way. This was paid for with partial grant funds and, due to the delay, the construction portion of those funds were lost. If the project is not constructed by January 1, 2030, those funds would need to be paid back (\$133k).

The City has applied for grant funds through the state (TIB) to construct the project in 2023. If that grant is not successful, we will apply to the original federal program (TAP) and construction would take place in 2024. More information on the project, the right of way issue and complete plans are on the city's website at <https://www.ci.stevenson.wa.us/publicworks/project/first-street-overlook>.



TIP Year: 2023 (const) **Project Type:** Improvement **Project Cost:** \$800k **Funding:** 100% Grant

Average Priority Score from Workshop: 1.2 (low)

Workshop Comment Summary:

- Concerned with number of people who would use this pathway.
- Narrowing streets can make it unsafe for folks to open their car doors. 2nd street as an example.
- Not great views looking down at RR and private backyards.
- Another place to send trail money.
- Like the traffic calming aspect
- What is the value add versus the cost of this project. Safety concern for vehicle pedestrian conflicts. Recommend passing or delaying for higher priority projects.
- Hold off. Low priority. Money better spent elsewhere.
- Overlook to nowhere. Scrap the plan. Waste of \$\$\$. Does not overlook anything the city should be proud of. Much better options for viewing. Traffic calming on the wrong side of road, should be eastbound.
- Traffic is fastest. Narrows road, extends sidewalk, traffic calming



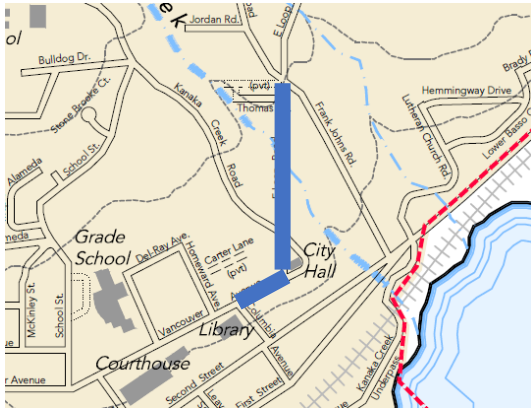
Loop Road Storm, Grind and Inlay

Description:

This project will repair the failing stormwater system (pictures below), grind and inlay the south-bound lane from the intersection with Columbia north to Frank Johns Road.

The sewer infrastructure extension will be completed this year (Main D Extension project).

Water infrastructure improvements to remove a section of AC pipe and address valve clusters will be completed prior to this project (2022 water infrastructure project).



TIP Year: 2023 (const) **Project Type:** Maintenance

Project Cost: \$390k

Funding: 95% Grant

Average Priority Score from Workshop: 3.1 (mid)

Comment Summary:

- Finish what's been started
- Finish recent work



Paving Gravel Roads

Description:

Option A: Maintains the goal to improve the safety and provide a minimum level of service standard for all city streets, focusing on gravel roads.

- The city’s 1972 Austin Grader has been excised as it has exceeded its useful life with a cracked engine and brake failure. Replacement cost and frequency of use were factors in the decision to remove it from the fleet without immediate plans in the equipment management plan for replacement. Any future grading will require a private contract or be included with the other maintenance requests to Skamania County. Road condition improvement and maintenance request for remaining gravel streets, moving forward, will take more time to address, due to the reliance on others for support.
- This option addresses absent or failing infrastructure and will provide all city residents with a minimum level of service.
- To advance this goal, the proposed project for 2023 begins transitioning the eight currently gravel roads by evaluation, designing to a minimum standard, and producing cost estimates for each road.
- The first road proposed to be paved is Lakeview, followed by Ash Alley (downtown core), Holly Street (requested by Cemetery District) and the Kanaka Underpass (to address ongoing maintenance concerns). The remaining streets are to be constructed in later years of this TIP.
- Maintaining all eight currently gravel roads on the TIP allows the city to acquire additional right of way as part of a short plat (SMC 16.02.210(A)), if necessary.

Option B: Does not further the city goal of identifying and progressing a minimum safety and operational standard for currently owned city streets.

- Streets listed for improvement have only been requested by neighboring property owners or users. The timing of design and construction of improvements remain the same as Option A.
 - Ash Alley
 - Holly Street
 - Kanaka Creek Underpass
 - Lakeview Road

TIP Year: 2023-8 (all) **Project Type:** Improvement **Project Cost:** \$815k(all) **Funding:** 100% City

Average Priority Score from Workshop: Scored by individual projects.

Workshop Comment Summary:

- Start downtown. Move outwards.
- Prioritize on residences and safety.
- Set aside budget for this project as a whole. Figure out priorities as infrastructure needs develop.
- Consider public benefit.
- Consider how to develop the policy to complete this project. Keep it open enough to address specific situations.
- Move Forward
- High Priority
- Low Priority
- Yes. Start downtown and move outward as time and \$ allow.



Paving Gravel Roads

Ash Alley (between Russell and Seymore) (.08 miles)

Currently there are multiple infill commercial developments proposed between First and Second street. As part of these projects, we anticipate public infrastructure improvements will be required. By combining improvements into one contract or a series of contracts within a short timeframe, we take advantage of potential cost savings as well as consistent aging of the infrastructure. Ash Alley is a secondary access for 6 residences as well as multiple commercial properties. It is tied for second longest section of unpaved roadway in the city, 0.08 miles. A stormwater catchment basin concern has been recently corrected and the urgency to address this alley is lessened.



Upper Left-Ash Alley at Seymore intersection looking east.

Above-Mid-Ash Alley looking west.

Lower Left-Ash Alley looking east at intersection with Russell.

TIP Year: 2024 (const) **Project Type:** Improvement

Project Cost: \$95k

Funding: 100% City

Average Priority Score from Workshop: 3.4 (mid)

Workshop Comment Summary:

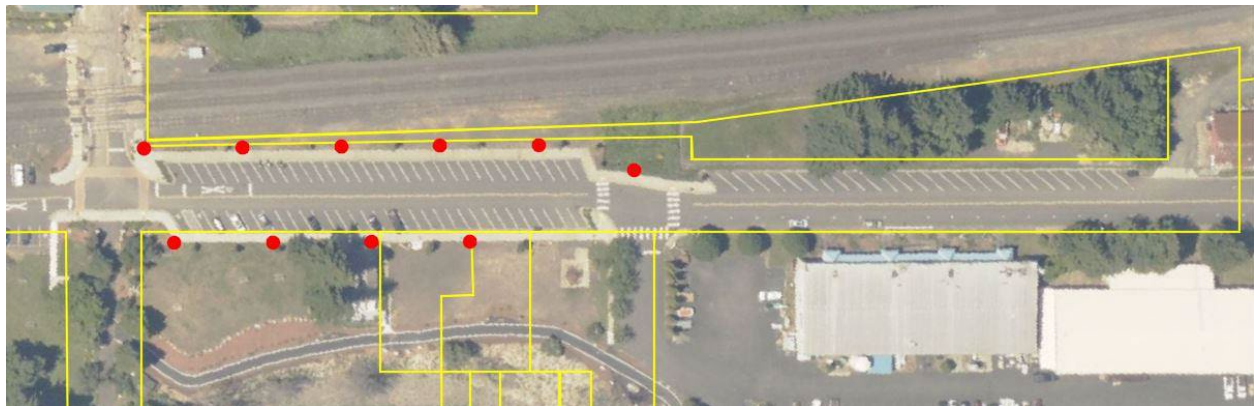
- Near downtown and government buildings
- Downtown/near government offices
- Business activity increase



Cascade Avenue Improv.

Description:

This project is to upsize the city's sewer line along Cascade Avenue to meet the needs of existing users, replace the AC waterline, and add additional lighting and landscaping along the north side of Cascade Avenue as indicated in the photo below for increased safety and to protect the sidewalk infrastructure.



TIP Year: 2024 (const) **Project Type:** Improvement **Street Portion Project Cost:** \$328,800 Total
Project Cost: \$2,231,800 **Funding (Street):** 100% Grant

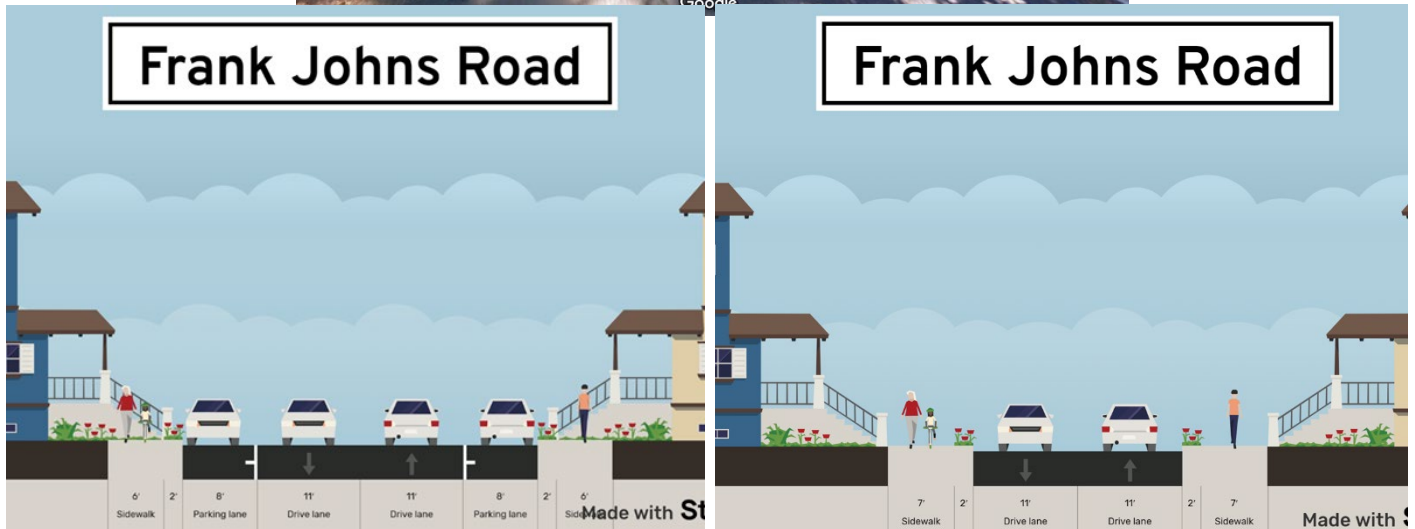


Frank Johns Sidewalk

Description:

The city is working with residents along lower Frank Johns Road to improve pedestrian accessibility. This project was identified as early as 2006 and traffic has continued to increase along this corridor.

Concepts are currently being evaluated, engineering is proposed to start in 2024, and construction estimated to break ground in 2026. This project will include water system improvements, identified as a need in the 2017 water system plan update.



TIP Year: 2024-6 (all) **Project Type:** Improvement **Project Cost:** \$475k **Funding:** 95% Grant

Average Priority Score from Workshop: 3.7 (mid-high)

Workshop Comment Summary:

- Move this up in priority. Bump above any changes to Kanaka Underpass. Start sooner.
- Yes, lower priority. Fix bigger safety issues first.
- Move this in priority and start sooner.



School St. Grind and Inlay

Description:

This project will grind and inlay School Street from the intersection with Hot Springs Alameda north to Kanaka Creek Road.

Water infrastructure improvements to remove a section of AC pipe and address an area of multiple water leaks will be completed prior to this project (2023 planned water infrastructure project).

Additional waterline improvements along lower School Street are planned and that section of street, outside of the safe routes to school project, will be addressed later.



TIP Year: 2024 (const) **Project Type:** Maintenance **Project Cost:** \$440k **Funding:** 95% Grant
Average Priority Score from Workshop: 4.2 (high)

Comment Summary:

- Heavy traveled roads.

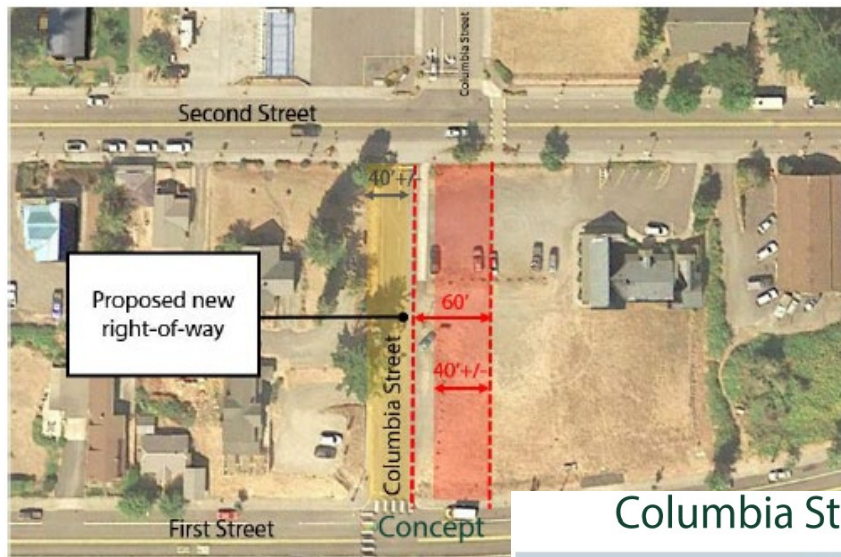


Columbia Realignment

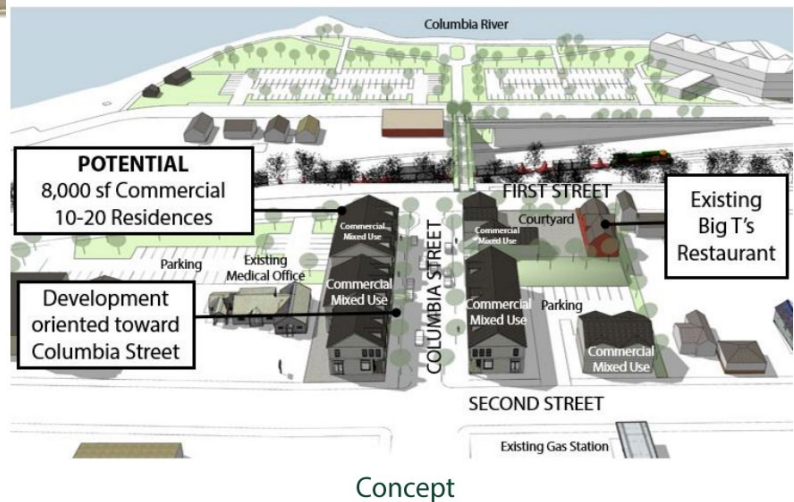
Description:

This project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor is intended as a catalyst project as outlined in the 2019 Downtown Plan. More information on this project can be found on the city website at <https://www.ci.stevenson.wa.us/planning/project/columbia-realignment>.

The project is currently in the feasibility stage through a \$200k grant with the Department of Ecology.



Columbia Street Catalyst Project



TIP Year: 2025-7 (all) **Project Type:** Improvement **Project Cost:** \$1.8M **Funding:** 85% Grant

Average Priority Score from Workshop: 2.6 (mid-low)

Workshop Comment Summary:

- Can help with safety and overall vision.
- Close road to create parking. Dog park in open area versus moving road.
- Yes, high priority, dangerous intersection.



Paving Gravel Roads

Holly Street (.05 miles)

Holly Street is the access to Iman Cemetery. There are undeveloped lots on the east side of the street which may have alternative access on H&H Avenue when developed.



TIP Year: 2025 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.8 (low)

Workshop Comment Summary:

- Less Residents
- Single lane-existing chip seal

Additional Comments Received:

“The Cemetery District is in favor of Holly Street being paved, preferably two lanes wide to accommodate public access to the Iman Cemetery as well as the adjoining lots.”



Paving Gravel Roads

Kanaka Creek Underpass (.15 miles)

The longest of the City's gravel streets (at double the length of the next longest) is 0.15 miles. Roadway surface condition was also evaluated (compared to others) and existing geometry, as it relates to safety. The street that rose to the top as a priority for improvement was Kanaka Creek underpass (aka Cascade Avenue).

The feasibility of reconstruction and realignment of Cascade Avenue to current city standards is being evaluated, however, given the other stakeholders (BNSF and environmental regulators), both planning and construction would take considerable time and expense.

Geometric deficiencies:

- Width (12 ft vs. 22 ft)
- Radius (25 ft vs. 165 ft)
- Sight Distance (210 ft req)

Current Safety Concerns:

- Pedestrian/vehicle conflicts
- Vehicle/vehicle conflicts
- Vehicle/EMS conflicts



TIP Year: 2027 (const) **Project Type:** Improvement **Project Cost:** \$100k **Funding:** 100% City

Average Priority Score from Workshop: 4 (mid-high)

Workshop Comment Summary:

- Safety
- Needs maintenance & potholes fixed. Because of access issue should be high priority to get drivable by all vehicles.
- Safety for residents and workers to get out if railroad crossing is blocked.
- Pave only no rebuild required

Additional Comments Received:

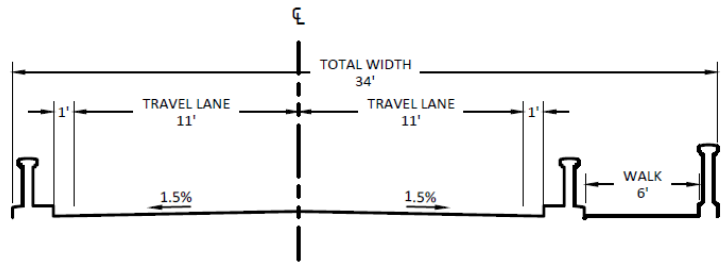
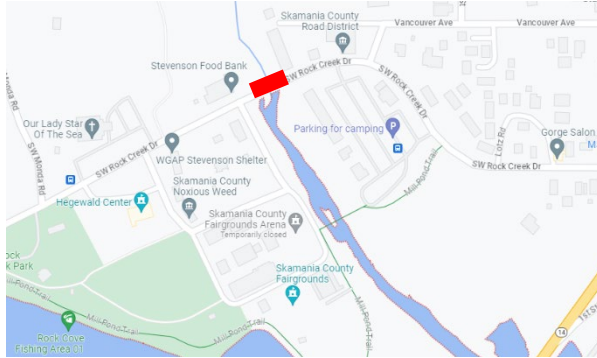
A petition was submitted to the city and as of 6/14/22 the summarized results are on the next page. The detailed comments are included as part of the record.



Rock Creek Bridge Replacement

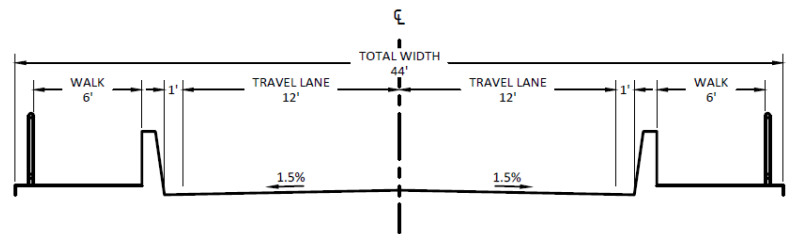
Description:

This project will replace Rock Creek Bridge (2nd bridge), a 102-year-old, load-restricted, scour critical bridge with either a single or multi-span bridge. The new bridge will be 10 feet wider to meet City standards, provide safer pedestrian, and bicycle facilities. The existing bridge is experiencing aggradation and sees frequent log jams and flooding. Reducing or eliminating substructure elements (piers and pilings) in the channel would improve the hydraulic performance.



EXISTING SECTION

INFORMATIONAL ONLY



PROPOSED SECTION

N.T.S.



TIP Year: 2023 (const) **Project Type:** Improvement **Project Cost:** \$15.7M **Funding:** 100% Grant



Lasher to School St - SRTS

Description:

This project adds a sidewalk to the north side of upper Lasher Street, and a crossing with flashing beacons at the intersection of School Street and the Stevenson Elementary School entrance. The application for a Safe Routes to School (SRTS) grant (\$800k limit for 100% grant) was submitted on June 6th and we expect to hear back on the project ranking by the end of the year. Grants are awarded in the summer of 2023.

Additional improvements will be included in funding applications for additional stormwater, street and sidewalk infrastructure for lower Lasher and the south side of Jefferson Avenue. These will be applied for after the SRTS grant is received.

Lasher Street to Stevenson Elementary (Phase 1) 2022 Concept-Level SRTS Grant Proposal Details



TIP Year: 2023-2024 (all) **Project Type:** Improvements **Project Cost:** \$950k **Funding:** 85% Grant

Average Priority Score from Workshop: 4.6 (high)

Workshop Comment Summary:

- Question/concerns about delineators getting ran over by new drivers.
- Gave high scores for kids and safety.
- Should be a high priority.
- Crosswalk at school entrance is the most important item in this TIP. Should be raised.
- 100% state funding
- Heavy traveled roads
- Recommend prioritizing this project.
- Yes, protect the children.
- Looks good! Coordinate with the school district on the option they want.

Additional Comments Received:

"I am writing to you about the proposed sidewalk along Lasher and Jefferson. First, let me thank you for communicating the plan with city residents using the postal mailer.



Lasher to School St - SRTS

I am a home owner and full time city resident on the corner of Jefferson and Lasher. I fully support the sidewalk proposal.

Along with providing safe walking for school children, many of us in the neighborhood walk these streets for exercise and would also benefit from sidewalk access.

As a city resident directly impacted by the proposal, I would like to know if the city would consider additional project requirements:

1. Garbage cans located along Lasher, Vancouver and Jefferson.
2. Plastic bag dispensers for dog owners to use to clean up after their dogs.
3. Speed bump along Lasher.

There is a lot of garbage along Lasher and at the intersection of Vancouver Ave and Lasher. I pick it up monthly. The garbage never stops.

There is also a tremendous amount of dog feces on the east side of Lasher between Vancouver and Jefferson. My neighbors have been picking this up as the feces finds it's way onto the road. With a new sidewalk, if current behavior persists, the sidewalk will be a mess.

And finally, Lasher is a bit of a speedway. Those of us who live next to or along Lasher are keenly aware of this. A speed bump similar to what exists on Rock Creek Dr at the intersection of Skamania Lodge would be very much appreciated.

Given the construction requirements to put in sidewalk, curb and gutter, new storm drains, etc., this is a perfect opportunity to address these other issues that are present in this area at little cost to the overall project, but big impact to those in the immediate vicinity."



W-SR-14 and Rock Creek Improvements

Description:

Construct an eastbound acceleration lane on SR-14 (left photo below) or construct a westbound right-turn deceleration lane on SR-14 at Rock Creek Drive (right photo below).



TIP Year: 2026-7(all) **Project Type:** Improvement **Project Cost:** \$700k **Funding:** 95% Grant

Average Priority Score from Workshop: 2.5 (mid-low)

Workshop Comment Summary:

- Not convinced acceleration lanes or other improvements would be appropriate for the issues/accidents. Seems like there should be plenty of sight distance. Adding signage and using lower MPH to control.
- Accel lane seems too long.
- Lane should be turning to allow folks to turn at Rock Creek - center turn lane.
- Adequate signage prior to the Rock Creek turn for the Lodge/Interpretive Center/Fair - industrial looking.
- Unless shorter rt turn lane only, west bound
- West bound
- Do the alternate plan-veggie & sign
- Acceleration lane westbound-good! Westbound turn lane onto Rock Creek-Good! Eastbound acceleration lane not needed.
- Westbound
- Longish right turn lane
- Agree with this proposal [right turn lane]-wouldn't this be Wash DOT?
- Low priority, outside of town?
- Why would this be a city project? Good idea.



East SR-14 Improvements-Low Phase

Description:

Relocate retaining wall 8 to 10 ft north of current location and regrade and landscape the property adjacent to the sidewalk to improve sight lines. Add a 1 to 2 ft wide ribbon median with post delineators in the gore between SR-14 and First Street to prevent the illegal northbound left-turn movements from SW Cascade Avenue/Kanaka Creek Underpass.



TIP Year: 2027-8(all) **Project Type:** Improvement **Project Cost:** \$390k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Westbound turn lane
- Focus on roundabout
- Agree-move above Kanaka project. Start sooner
- Wash DOT?
- Yes, dangerous intersection. No good sidewalks.
- I like moving the sidewalk.



West SR-14 Improvements-Low Phase

Description:

Convert to 3-lane cross-section on SR-14 (Second Street) between First Street and SW Rock Creek Drive. This project is expected to be a combination of roadway widening and restriping. Adding the center lane would provide the opportunity to include a median island refuge at the crosswalk east of SW Rock Creek Drive.



TIP Year: 2027-8(all) **Project Type:** Improvement **Project Cost:** \$390k **Funding:** 95% Grant

Average Priority Score from Workshop: 3 (mid)

Workshop Comment Summary:

- Do need some help with this intersection
- ?

Additional Comments Received:

“Concerning the intersection on West End.

I drive that every day, turning from Rock Creek Dr onto SR-14 going East.

Rarely do I have a car in front of me and never is it an issue turning cross traffic and heading east.

So I wonder, why are we proposing a major road construction effort to build a round about?

Does a road engineer think is a fun thing to do?

Do have Taxpayer money we don't know what to do with?

Because it “might” be a problem 20 years from now?

I'm all for improving this wonderful city but let us put or funds towards projects that would make Stevenson a better place, not projects that are disruptive and solve a problem we don't have. We can always improve the intersection if and when it becomes a bottle neck.”



Paving Gravel Roads

Maple Alameda (.08 miles)

There are multiple reasons Maple Alameda should be considered priority in the 6 year TIP. Tied for second longest section of unpaved roadway, at 0.08 miles, Maple Alameda is a primary access (currently) for 3 residences. It is also a secondary access for 2 residences. There are multiple buildable lots for which Maple Alameda is the primary access and property owners have indicated a desire for development. Lastly, the Catholic Church reservoir is one of the City's water reservoirs. Adequate access should be provided for this valuable and critical public asset.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 2.9 (mid)

Workshop Comment Summary:

- Have more properties (developed)
- 2nd most residents



Paving Gravel Roads

Gropper Park Loop (.08 miles)

This road provides access to two residential properties, and surrounds Gropper Park. The photos below were taken before the sidewalks were installed along Gropper.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 2.3 (mid-low)

Workshop Comment Summary:

- 2nd most residents
- Property access only



Paving Gravel Roads

H&H Avenue (.05 miles)

H&H Avenue serves 1 developed property and multiple undeveloped properties.



TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.8 (low)

Workshop Comment Summary:

- Less Residents
- Single residence at this time

Additional Comments Received:

“I’ve mentioned it before, but in case I don’t get to the meeting, I prefer not to have H H Ave. paved, although I’m only one voice for the street.”



Paving Gravel Roads

Del Rey (.02 miles)

This section of Del Rey serves two developed properties and provides access to multiple undeveloped properties.



Above – Del Rey (east) looking west

Above – Del Rey (west) looking west

TIP Year: 2028 (const) **Project Type:** Improvement **Project Cost:** \$95k **Funding:** 100% City

Average Priority Score from Workshop: 1.1 (low)

Workshop Comment Summary:

- Not convinced this is a good use of City resources. Landowners on either end do not want this paved.
- Traffic engineer wrote a memo/report on this street. People may think this is a through street and it is not. GPS thinks it is a street and sends people down it.
- Residents do not want a road there.
- No one seems to want this road paved
- Residents don't want it paved
- Unless property is developed

Additional Comments Received:

Written comments have been received from four individuals, owning two lots abutting Del Rey, opposing paving the road, and a verbal comment was received from an additional property owner adjacent to the road opposing paving the road. The written comments are included in the packet as well as their engineer's report on the matter.



Paving Gravel Roads

SUMMARY

Total Commenters	148
Total Written Comments	114
Number of Comments saying "what" should happen to the road	36
Maintain/Repair	19
Grade	3
"Improve", generally	6
Mirrors at Underpass	2
Limit SR 14 Speed	2
Pave	1
Improve Underpass	2
Sign	1
Number of Comments saying "why" the road should remain open	71
Safety (including evacuation & first responders)	42
Evacuation Need	8
First Responder Access	7
Livability/Inconvenience	29



Leavens Overlay

Description:

Leavens Street between First and Second will need leveling, grind and inlay to improve the road surface conditions. Sidewalk and stormwater improvements are also needed. Prior to this work, water/sewer utilities will need to be assessed to support current and potential development and utilities may need to be relocated underground. The plan is to match mid and lower Russell Avenue when completed.



TIP Year: 2028(all) **Project Type:** Improvement **Project Cost:** \$225k **Funding:** 95% Grant

Average Priority Score from Workshop: 3.6 (mid)

Workshop Comment Summary:

- Important to maintain
- Low priority
- Improving downtown streets and alleys should be a high priority.

**CITY OF STEVENSON
RESOLUTION NO. 2023-412**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE ANNUAL
UPDATE OF THE CAPITAL IMPROVEMENT PROGRAM FOR 2024-2029**

WHEREAS, ordinance 2022-1187 adopted amendments to the City of Stevenson’s Comprehensive Plan incorporating expectations for a Capital Improvement Program; and

WHEREAS, goal 8B.2 established the adoption of an annual plan to coordinate the capital facility improvement and maintenance projects to reduce costs and disruptive impacts, and to involve the public minimally by holding a public hearing before council; and

WHEREAS, public hearings have been held by the Stevenson City Council on May 18, 2023, and June 15, 2023 to take public input on the proposed CIP update.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the updated Stevenson Capital Improvement Program for 2024-2029 in Exhibit A, attached hereto and incorporated by reference.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of June, 2023.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

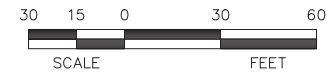
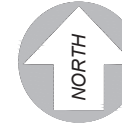
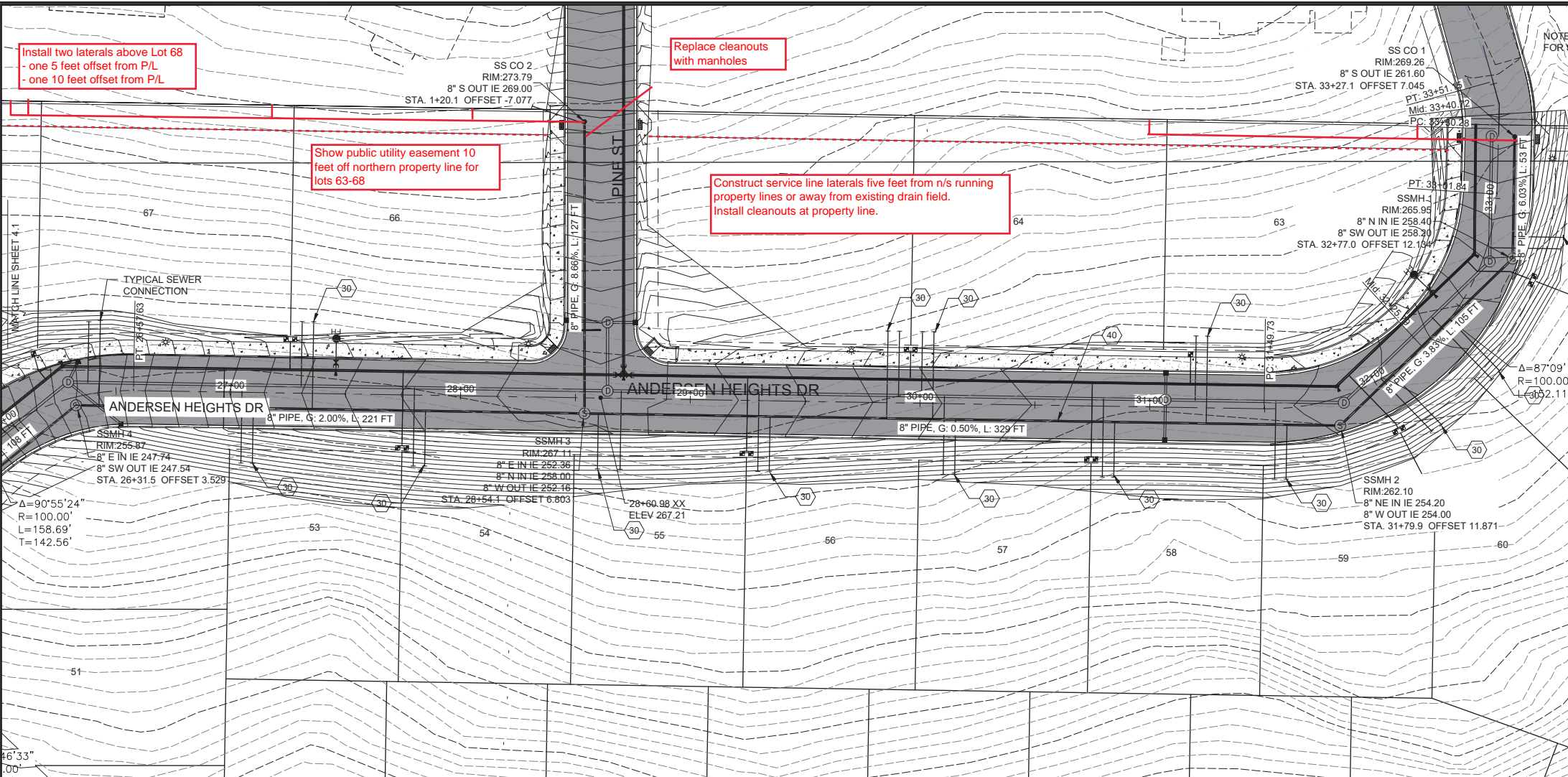
APPROVED AS TO FORM:

Attorney for the City of Stevenson

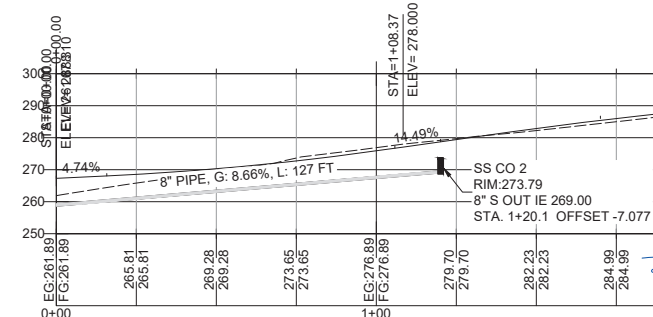
Tari-Pine Latecomers Calculation.xlsx

Address	Parcel ID	Owners	Acres	Percentage	Cost	Frontage	Percentage	Cost	Total Cost
100 NE Tari Ln	3753623191200	Ronald & Christina Riccitelli	0.34	19%	7,690.26	168.31	20%	8,095.01	15,785.27
120 NE Tari Ln	3753623190500	Robert & Teresa Leitheiser	0.28	15%	6,071.26	125.88	15%	6,071.26	12,142.52
87 NE Tari Ln	3753623190300	Walter Don & Constance Louise Keeth (Family Trust)	0.45	24%	9,714.02	212.13	25%	10,118.77	19,832.79
154 NE Tari Ln	3753623190900	Frank & Lori Caccavo	0.23	13%	5,261.76	102.62	12%	4,857.01	10,118.77
168 NE Tari Ln	3753623190600	Christopher Michael & Mindy Michelle Jones	0.23	13%	5,261.76	102.62	12%	4,857.01	10,118.77
178 NE Tari Ln	3753623190100	Gary & Judith Jensen	0.26	15%	6,071.26	124.52	15%	6,071.26	12,142.52
Totals			1.79			836.08			80,140.64

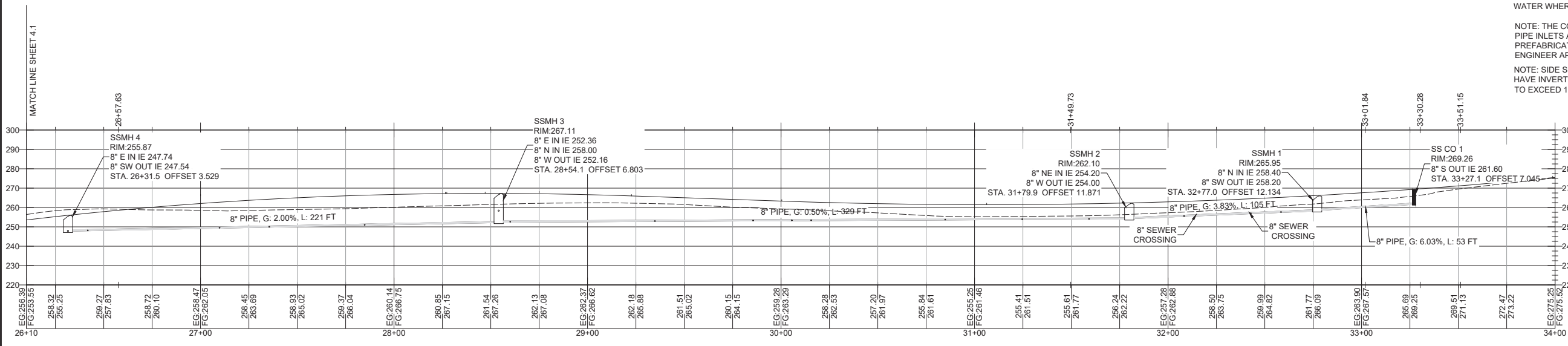
Total Project Cost Estimate	\$	80,950.13
Costs paid by City	\$	80,950.13
Frontage Charge (50%)	\$	40,475.07
Area Charge (50%)	\$	40,475.07
Total Project Frontage (LF)		836.08
Total Project Area (Acres)		1.79
Cost per linear foot-Sewer	\$	48.41
Cost per acre-Sewer	\$	22,611.77



CONSTRUCT STANDARD 4" SANITARY SEWER SERVICE LATERAL PER CITY OF STEVENSON STANDARDS SEE LATERAL TABLE SHEET 4.0
CONSTRUCT 8" PVC SANITARY SEWER LINE PIPE BEDDING AND BACKFILL PER CITY OF STEVENSON STANDARDS



1 PINE STREET SEWER PROFILE (STA 0+00-1+30)



NOTE: CURBS TO BE STAMPED "S" FOR SEWER "W" FOR WATER WHERE SERVICES CROSS UNDER CURB.

NOTE: THE CONTRACTOR SHALL EXTERNALLY SEAL ALL PIPE INLETS AND OUTLETS USING EITHER A PREFABRICATED BOOTED SEAL, "KOR-N-SEAL", OR ENGINEER APPROVED EQUAL.

NOTE: SIDE SEWERS CONNECTING TO MANHOLES SHALL HAVE INVERT EQUAL TO OR ABOVE MAIN LINE CROWN NOT TO EXCEED 18" ABOVE MAIN SEWER INVERT

2 ANDERSEN HEIGHTS SEWER PROFILE (STA 6+10 - 13+22)

Pioneer Surveying & Engineering, Inc.
 Civil/Structural Engineering and Land Planning
 125 E. Simcoe Drive
 Goldendale, Washington 98620
 Phone (509) 773-4945, Fax (509) 773-6888, E-Mail pse@gorge.net.

PSE

3-19-2021
 DUSTIN D. CONROY
 STATE OF WASHINGTON
 REGISTERED PROFESSIONAL ENGINEER

CHINDERE MOUNTAIN ESTATES
 STEVENSON WA
 ANDERSEN HEIGHTS DRIVE/PINE STREET SANITARY SEWER

No.	Date	Revisions
5.0	6-9-2021	SUBMITTED FOR REVIEW
4.0	6-1-2021	SUBMITTED FOR REVIEW
3.0	5-11-2021	SUBMITTED FOR REVIEW
2.0	3-19-2021	SUBMITTED FOR REVIEW
1.0	6-16-2020	SUBMITTED FOR REVIEW

SHEET NO. **4.2**
 SCALE: AS NOTED
 JOB NO. **20-XX** 47



City of Stevenson

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

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

To: Stevenson City Council
From: Carolyn Sourek, Public Works Director
RE: Sewer Plant Update
Meeting Date: June 15, 2023

Executive Summary:

This is an overview of items staff have been working on over the past month in line with the direction council gave to staff.

Overview of Items:

The plant continues to operate within its permit limits for total suspended solids (TSS), biochemical oxygen demand (BOD), and bacteria for its effluent. Clarifier 2 was drained for the season and the interior will receive maintenance this summer.

The WWTP Plant Upgrade project contractor, Stellar J, has completed the majority of larger basin pours and has begun backfilling. There remains a few repairs to be completed on the anoxic basin. The contractor has shifted their focus to the lab building renovations and running the labyrinth of conveyance lines within the WWTP site footprint. The revised Vactruck dump station will utilize a stand alone bin with bar screen that connects directly to the in plant pump station.

The 2021 Collection System Improvements Project is complete.

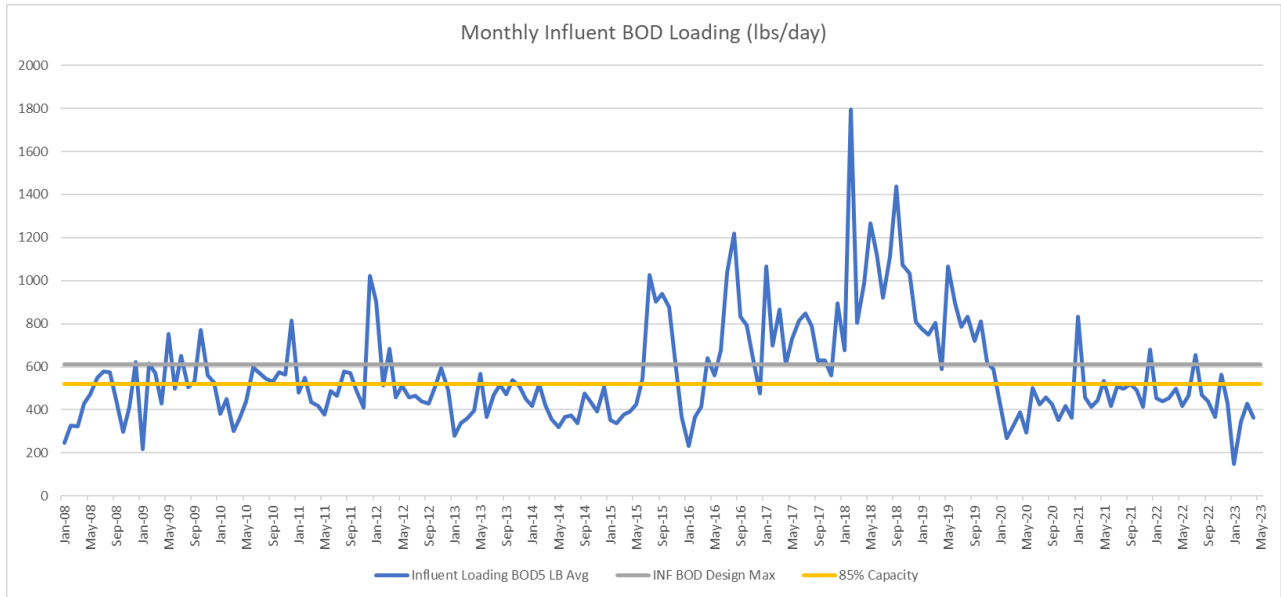
The bid plans for the Kanaka, Cascade, and Fairgrounds pump stations have been approved by the funding agency representatives. Advertisement is planned for the week of June 12th upon receipt of a key piece of documentation.

The City continues to seek funding for the Cascade Ave Utility Improvements project and hopes to construct in 2024.

The fish will need to be considered when Clarifier 1 is drained to facilitate tie in of new lines related to the plant upgrade project.

Plant Operations:

The average monthly Influent BOD load since 2008 is in the chart below.



The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

Funding:

The \$2.5M in direct federal appropriations requested spring of 2021 is moving forward. The application has been submitted and we are waiting for EPA review and a contract. As soon as the process is completed, we can be reimbursed for the work. Due to the increased cost for the WWTP project, the \$2.5M in funds will allow us to hold off on requesting additional loan funds as long as possible.

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	12,100,000	8,700,000	900,000	2,500,000
Main D Extension	300,000	270,000	30,000	
Totals:	19,500,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	41% Grant and Forgivable Principal			
Loan terms:	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

Action Needed:

None.

City of Stevenson **Integrated Shoreline Public Access and Trail Plan** **2023**



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Pacific Crest Trail sign in Washington state by Olivier M.

Chapter 1. Goals and Objectives

INTRODUCTION TO THE PLANNING PROCESS

The City's Shoreline Master Program, as well as the State of Washington, call for an in-depth understanding of public access in and around Rock Cove, Rock Creek and the Columbia River, (shoreslines of the state), its surrounding landscape and context, and the community of Stevenson. This understanding is necessary to develop an appropriate integrated shoreline access and trail plan that both meets the needs of residents and fits the character of the City of Stevenson. The purpose of this plan is to establish and vet public access alignments and projects ahead of private development with the possibility of implementation via grant funding. Further, the call for shoreline public access

planning is found under Public Access Policy 4.6.2(6) of the City's SMP:

(6) The City's should develop a comprehensive and integrated public access and trail plan (consistent with WAC 173-26-221(4)) that identifies specific public access needs and opportunities to replace these site-by-site requirements. Such plan should identify a preference for pervious over impervious surfaces, where feasible.

To achieve this, the planning process was broken down into three phases, Inventory and Site Assessment, Public Involvement, and Schematic Design and Implementation. These phases are discussed in greater detail in Chapter 3.

As supported by the City's Comprehensive Plan

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Chapter 3 – the following goals were considered in this plan’s development:

Goal 7 Transportation & Circulation: 7.4 - Develop a plan for safe and convenient alternative forms of transportation, such as bikeways, walkways, and pathways; 7.8 Facilitate and support safety at railroad crossings; 7.13 Provide wayfinding signage to aid traveler navigation and guide visitors to Stevenson attractions and amenities, especially east- and west-bound travelers on I-84.

Further, The City’s Shoreline Master Program includes the following Shoreline Public Access Goals and Policies provided under SMP 4.6, including the provision that the City work towards continuous public access along shoreline areas (SMP 4.6.2).

With these existing City-wide goals in-mind, the following goals and objectives are to be considered within this plan.

GOALS

1. Provide accessible parks and trails drawing the community toward shoreline resources and amenities.
2. Enhance shoreline environmental resources in-tandem with public access.
3. Ensure continuous visual and physical shoreline public access is achieved, where possible, in consideration of both public and private property.

OBJECTIVES

- 1a. Strive to provide access to existing trails, physical and visual amenities through expanded pedestrian routes.
- 1b. Ensure safe and visually appealing pedestrian routes that emphasize pedestrians and cyclists over cars.

- 2a. Restore natural areas in current and potential parkland areas.
- 2b. Enhance opportunities to view and experience nature.
- 3a. Preserve views by view corridor establishment, where appropriate.
- 3b. Establish resources to inform the community where public parks are located.
- 3c. Connect residents to the existing Mill Pond Trail and Waterfront.

REGIONAL CONTEXT AND CONNECTIVITY

According to the 2018-2022 Washington State Comprehensive Outdoor Recreation Plan, or SCORP, walking and nature activities continue to be among the most popular recreation activities statewide. Stevenson is surrounded by large swaths of public forestry land, as well, including the Pacific Crest Trail, a multi-state recreational network drawing tourists from around the world. Further, kiteboarders and windsurfers flock to this area as an ideal location for this form of recreation.

Recognizing both these recreational draws, Stevenson has the opportunity to utilize this interest in the City’s recreational amenities. The proximity to a multi-state trail network could be a jumping point to integrate this plan with more regional county and state-wide trails planning within the City’s urban growth area. New amenities could create connections outside City limits, as well as draw regional tourism in toward the community long-term.



Chapter 2. Background

The shoreline management act establishes public access as a focused priority use in the shoreline environments, per WAC 173-26-176(3)(a):

“Alterations of the natural condition of the shorelines of the state, in those limited instances when authorized, shall be given priority for... shoreline recreational uses including but not limited to parks, marinas, piers, and other improvements facilitating public access to shorelines of the state... the shorelines of the state and other development that will provide an opportunity for substantial numbers of the people to enjoy the shorelines of the state.”



Local residents walk along the Mill Pond Trail year-round.

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HISTORY OF THE SHORELINE – PUBLIC ACCESS

The shorelines of the Columbia river have been important for settlements, trading and fishing for thousands of years. European settlers began to change that landscape in the 1800's. Over the next 200 years the shoreline of Stevenson became dominated with mills, flumes and skid roads for timber, followed by the construction of the railroad, highway, and finally the Bonneville Dam. Today, the shorelines of Stevenson have continued to change, with a focus now on recreation and restoration. Stevenson is internationally renowned for wind sports, including such popular spots as Bob's Beach along the Columbia River waterfront. The Port of Skamania has restored large sections of riverfront with new trails as well as native vegetation. Further, Stevenson is also known regionally for summertime events including the Fair and Timber Carnival, and Gorge Blues and Brews festival at the Skamania County Fairgrounds.

NATURAL RESOURCES

The Columbia river waterfront and Rock Cove are modified shorelines, highly impacted by the construction of the Bonneville dam, dredging for industry, and regular use by recreational watercraft. The shorelines are often armored or devoid of natural vegetation. Rock Creek on the other hand has limited human disturbance along its banks, and has retained significant native vegetation. Impacts to the middle and lower portion of the creek were caused by a landslide. The lower creek portion entering Rock Cove becomes more modified with armoring due to bridge crossings, and vegetation is more highly modified to retain views. Opportunities exist to improve shoreline vegetation along targeted shoreline areas, and should be prioritized with any public access project.

CULTURAL AND HISTORICAL RESOURCES

Historically, several native tribes—including the Cowlitz, Yakama Nation and Confederated Tribes of Warm Springs—inhabited the Stevenson area and relied upon its fish, animal, and plant resources, particularly along the region's waterways. Post European settlement, these tribes were resettled onto what is now the Yakama Reservation and Confederated Tribes of Warm Springs Reservation. This Plan acknowledges the traditional rights First Nations have to this area from a cultural resources and traditional perspective. Any project action considered under this plan will first consult with First Nations before ground disturbing activities. Further, city officials performed First Nation consultation with all tribes listed here.



Stone petroglyph relocated from Hamilton Island.

SCENIC AND AESTHETIC RESOURCES

Views are paramount within Stevenson. The downtown waterfront and Mill Pond Trail views of the Columbia River Gorge highlight this amenity. Further, Rock Creek Falls provides a breathtaking experience that is only readily accessible at certain times of year via the publicly-accessible riverbed during summertime. This plan intends to draw the community to these resources in an appropriate manner while respecting private property rights.



Chapter 3. Design Alternatives Evaluation

PHASE 1. INVENTORY AND SITE ASSESSMENT, DEVELOPMENT OF A DESIGN PROGRAM

The objective of Phase 1 was to establish a basis of information to support the master plan design and frame the design vetting process. A categorization of inventory layers became the first step, grouping compiled data into three themes, 1) physical 2) existing network/public or quasi-public lands and 3) shoreline experience. The physical theme identifies barriers and obstacles to public access, including buildings, steep slopes and geohazards, wetlands, and FEMA floodways and floodplain. The existing network theme identifies linear facilities in multi-use trails, more rural trails, sidewalks, bikeways, scenic byways, parks, public rights-

of-way, greenspaces, and water paddling trails. Finally, the shoreline experience theme builds off community input generated within the first public open house to identify qualities connecting citizens and visitors to the shoreline, including attractions and destinations; nodes and facilities (boat ramps, kiosks, trailheads); recreational, tourism, visual and economic opportunities, and waterfront access. (See Appendix D).

GIS METHODOLOGY

Specific to the GIS methodology derived from the project's thematic maps, we assigned scores of favorability to different physical, network, and land use/ownership areas from a presence/absence standpoint. For example, Lidar-based digital elevation models (DEMs) were used to

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derive level of steep slope (and resulting trail suitability) where the following scores were assigned:

- 0 to 10 degree slope: score of 4 (most favorable)
- 10 to 25 degree slope: 3
- 25 to 50 degree slope: 1
- 50+ degree slope (cliff): 0 (least favorable)

In looking at ownership, City-owned parcels are assigned the highest score (12) versus other public or quasi-public property (County or Columbia Gorge Interpretive Center Museum-owned property, respectively), containing a score of 4. As a result, areas with the highest scores are most suitable for a trail, whereas lowest scores have the most constraints and difficulties constructing trail or public access facilities.

Network analysis looked at the County and City walkability layer from two perspectives, both looking at good and poor walkability area within and adjacent to shoreline jurisdiction. Here, candidate projects look at enhancements to existing pedestrian amenities, as well as candidates for improving gaps in walkable areas approaching and within shoreline jurisdiction, with these network connection types and possibilities scoring higher.



Map section displaying the existing shoreline experience.

PHASE 2. PUBLIC INVOLVEMENT SUMMARY

Following the Public Engagement Plan, in-person public involvement begins with an open house to bring the public into the conversation about where public access where be most beneficial for the community. The public was notified of this Open House via its Facebook page, a notification article published within the Skamania County Pioneer, a project webpage (<https://www.ci.stevenson.wa.us/planning/project/shoreline-public-access-trail-plan>) and posting at all low income housing multi-family complexes within City limits.

OPEN HOUSE

The February 22nd 2023 Open House (held at the Stevenson Community Library) was well attended, with about 30 total attendees present and 133 comments received on an array of thematic maps and shoreline oblique map, as photographed by Department of Ecology (see Figure 1).



Figure 1: February 2023 Open House.

These maps displayed physical and environmental constraints, existing networks and land ownership, and shoreline experiences (visual, land and water-based).

During and following this open house, the following topics were identified via public comment (See Figure 2):

THEMES		
Topics that keep coming up		
ROCK COVE	ROCK CREEK	WATERFRONT
Continuous shoreline trail: Waterfront connection through Rock Cove	Formalized public access to Rock Creek	Safer & more formalized connections to waterfront from neighborhoods on each end (East/West)
Circulation trails	Not much discussion of visual access	Connections through existing public lands
Neighborhood connections to shoreline jurisdiction	Educate public where formal access to Rock Creek may be found	Preserve rural character
Preserving rural character		Education - Where are existing and future formalized public access? Use of signage and QR Codes
Environmental /Shoreline Vegetation enhancement	Bird watching	

Figure 2: February 2023 Open House Public Comment Topics.

Public desires derived from the Open House include neighborhood connections to each shoreline, enhancement of shoreline vegetation, preserving the rural character of the shoreline, and educating the public on where formalized public access is, or could be with future projects.

CHARRETTE

With findings from the Open House, the 2nd public meeting (held April 19th at the Stevenson Community Library) presented nine possible projects to help guide preferred development within and connecting areas to shoreline jurisdiction in a charrette format (see Figure 3). The Charrette had approximately 20 attendees participating in this event.



Figure 3: April 2023 Proposed Project Charrette Public meeting.

For reference, a charrette is a collaborative effort to solve specific design and/or planning topics in an efficient manner. The charrette presented a series of three stations displaying project types, photo examples from other communities and design mock-ups to visualize possible design alternatives. This meeting format allows the public to weigh in on project preferences in an interactive and meaningful way.

These nine projects were identified via public feedback from the February open house, a follow-up stakeholder meeting between the City and upper Rock Creek property owners, community survey, existing City master plan documentation, and via a Geographic Information Systems (GIS) analysis, as outlined within the GIS methodology section.

Projects (1-9) are summarized below:

1. Invest in online presence to make shoreline recreational opportunities more accessible.
2. SW Rock Creek Drive pedestrian improvements to enhance connection between waterfront and Rock Cove shorelines
3. Enhance pedestrian connections to waterfront

west end between Rock Cove and waterfront

4. Enhance pedestrian connections to waterfront east end (adjacent to Kanaka Creek)
5. Create public access to lower Rock Creek
6. Create public pedestrian access to Rock Creek lower falls
7. Create public pedestrian access to Rock Creek upper falls
8. Rock Cove shoreline trail easement and stream enhancement (abutting mouth of Foster Creek)
9. Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Further, a 2nd stakeholder meeting took place at the County Fairgrounds with County staff just before the charrette to better understand County future potential fairground projects in shoreline jurisdiction, and how this planning process can help facilitate and align with that effort. Shoreline restoration - including invasive species, non-native tree removal and native white oak and shoreline plantings were discussed, in-tandem with a formalized non-motorized boat launch near the Hegewald Center as near-term County projects discussed during this stakeholder meeting.

CHARRETTE RESULTS

For the charrette itself, respondents had the opportunity to impact the nine initial identified projects in two meaningful ways:

1. Cost priorities exercise. Each attendee was given five \$1,000 bills to allocate to one, five or several projects between the nine. One participant also dedicated their \$5K to a separate restoration project not included amongst the nine. Results are summarized below:

- Project 7 (Rock Creek path via County land to Rock Creek Falls): \$21K
- Project 2 (SW Rock Creek Dr pedestrian improvements: enhancing connection between waterfront and Rock Cove shorelines): \$19K
- Project 3 (Enhance pedestrian connections to waterfront west end): \$12K
- Project 4 (Enhance pedestrian connections to waterfront east end): \$11K
- Project 9 (Explore partnership with Columbia Gorge Interpretive Center for shoreline access): \$10K

Other projects were also “funded” as part of this exercise and will be included in the report, but may have less of a focus regarding refined cost estimates and design analysis. These include project #6 (\$8K, pedestrian access to lower Rock Creek Falls), participant-offered project to fund aquatic invasive species management (\$5K), project #8 (\$4K, Rock Cove shoreline trail easement and stream enhancement), project #5 (\$4K, create public access to lower Rock Creek and creek bank enhancement), and project #1 (invest in online presence for shoreline public access amenities).

2. Community preference exercise. All participants were able to help influence a particular alternative and show favored alternatives within several different projects. For example, Project #2 contained three different alternatives the City can consider when pursuing grant funding (see Figure 4).

Here, participants prefer options #1 (enacting City Wayfinding Plan between City park property at intersection of SW Rock Creek Dr and Highway 14 to the Mill Pond Trail entrance) and #2 (placing sidewalk on north end of street between each destination).

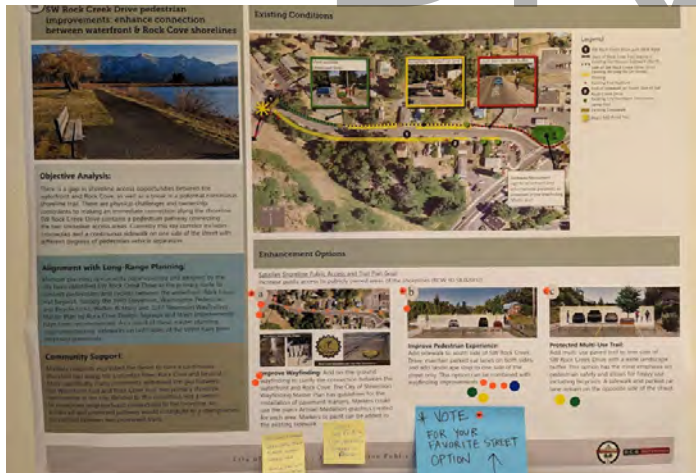


Figure 4: April 2023 Proposed Project Charrette Project #2 dot exercise.

Project #9 also gained significant interest with this dot exercise (see Figure 5).

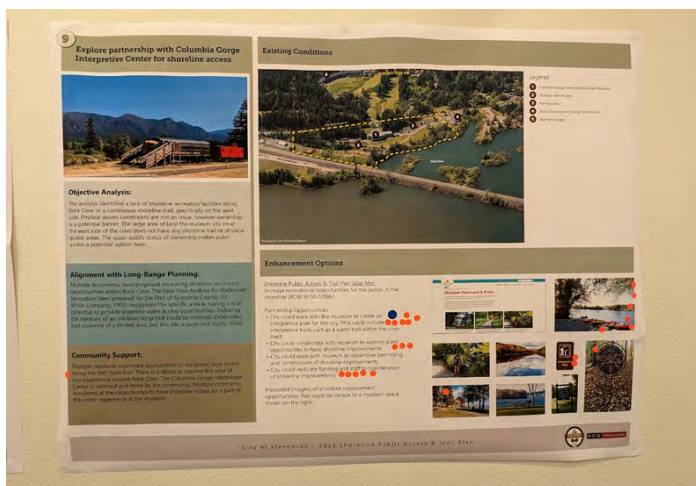


Figure 5: April 2023 Proposed Project Charrette Public #9 dot exercise.

Here, participants placed a heavy emphasis on providing an interpretive trail as a collaborative effort between City and Museum, exploring grant opportunities for non-motorized water access improvements.

Public engagement continues with two Planning Commission meeting presentations on April 10th and May 8th, 2023, discussing the project methodology, design and public input to-date.

Finally, all attendees for either of the two in-person public engagement meetings will also be notified as the project final draft is presented to Planning Commission on June 12th and City Council on June 15th, 2023.

PHASE 3. SCHEMATIC DESIGN AND IMPLEMENTATION PROGRAM

Building on the public involvement work completed, and operating within the feasibility and design framework established in Phases 1 and 2 of the shoreline public access and trails plan process, the project team continued with development and evaluation of design alternatives. Incorporating public and City review, the design alternatives were scored based upon physical, network, public (and quasi-public) property, and shoreline experience criteria to establish preferred alternatives as a basis of into design. While the shoreline experience maps and public involvement exercises were not quantified, the focused comments received during the February 2022 Open House helped identify geographic interest in certain areas. The resulting schematic design was then expanded with supporting documentation to guide its implementation through funding, permitting, and eventually construction.



View of geese and Rock Cove from the fairgrounds.



Chapter 4. Master Plan Design

DESIGN ALTERNATIVES, RECOMMENDATIONS & PRELIMINARY COST ESTIMATES

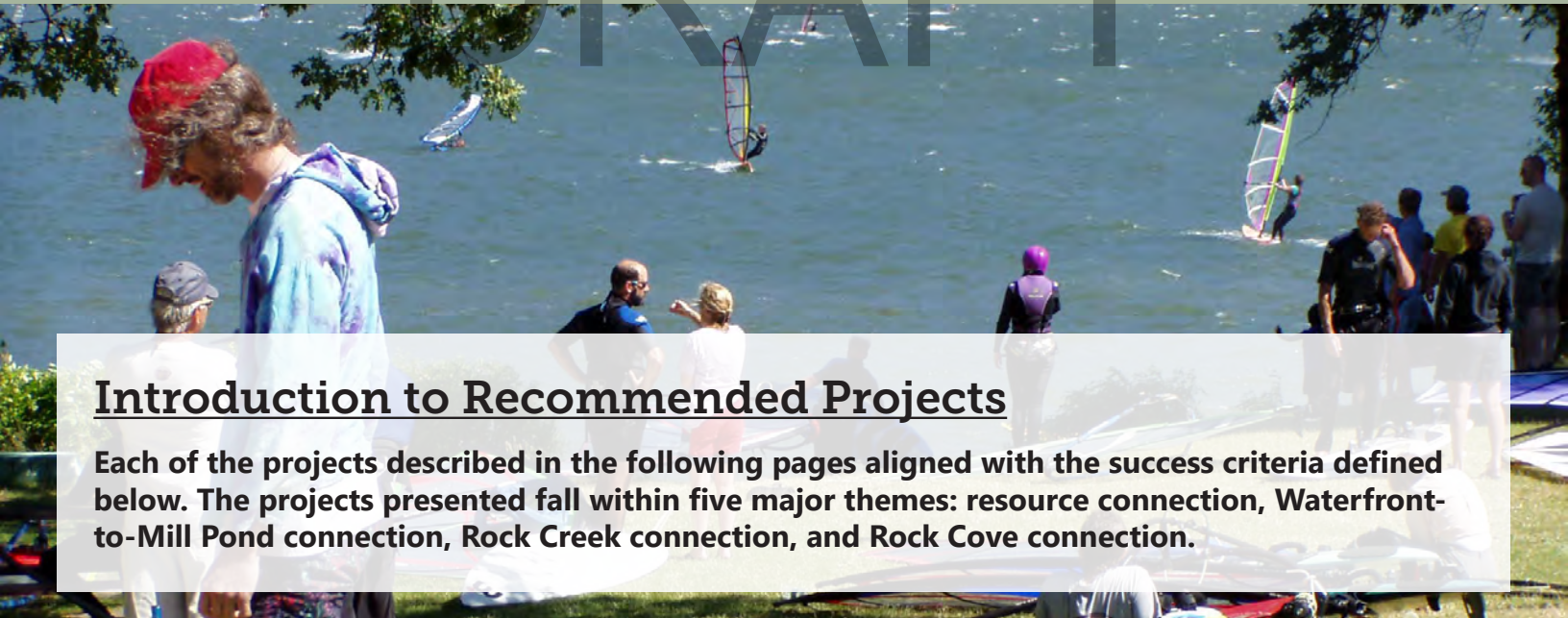
Through the synthesis of our background research, objective analysis, public outreach, and on site analysis and design ideation process, the following pages describe the resulting proposed projects design, and the resulting master plan. Projects range in size and location within the city or urban growth area. They also vary in how soon they could be ready for implementation. Some projects will require more extensive coordination and negotiation among multiple parties, while others may be fully in the control of the city decision makers.

Many projects include either multiple options for implementation, or have options in how

the project can be broken into pieces and implemented in phases over time. A project scorecard is presented for each project with a summary of its analysis score, public input rating, as well as descriptions of amenities, costs, and timeline.

A summary of all project scores, conceptual level cost estimates, and a more thorough explanation of analysis methodology are included in the appendices.

The top recommended projects are Project #3: Enhancing the west end of the waterfront, Project #7: Creating public access to upper Rock Creek falls, Project #2: SW Rock Creek Drive, as well as Project # 5 Lower Rock Crk Access and Project #9 at the museum.



Introduction to Recommended Projects

Each of the projects described in the following pages aligned with the success criteria defined below. The projects presented fall within five major themes: resource connection, Waterfront-to-Mill Pond connection, Rock Creek connection, and Rock Cove connection.

Success Criteria for Trail Enhancement Projects

Objective Analysis:

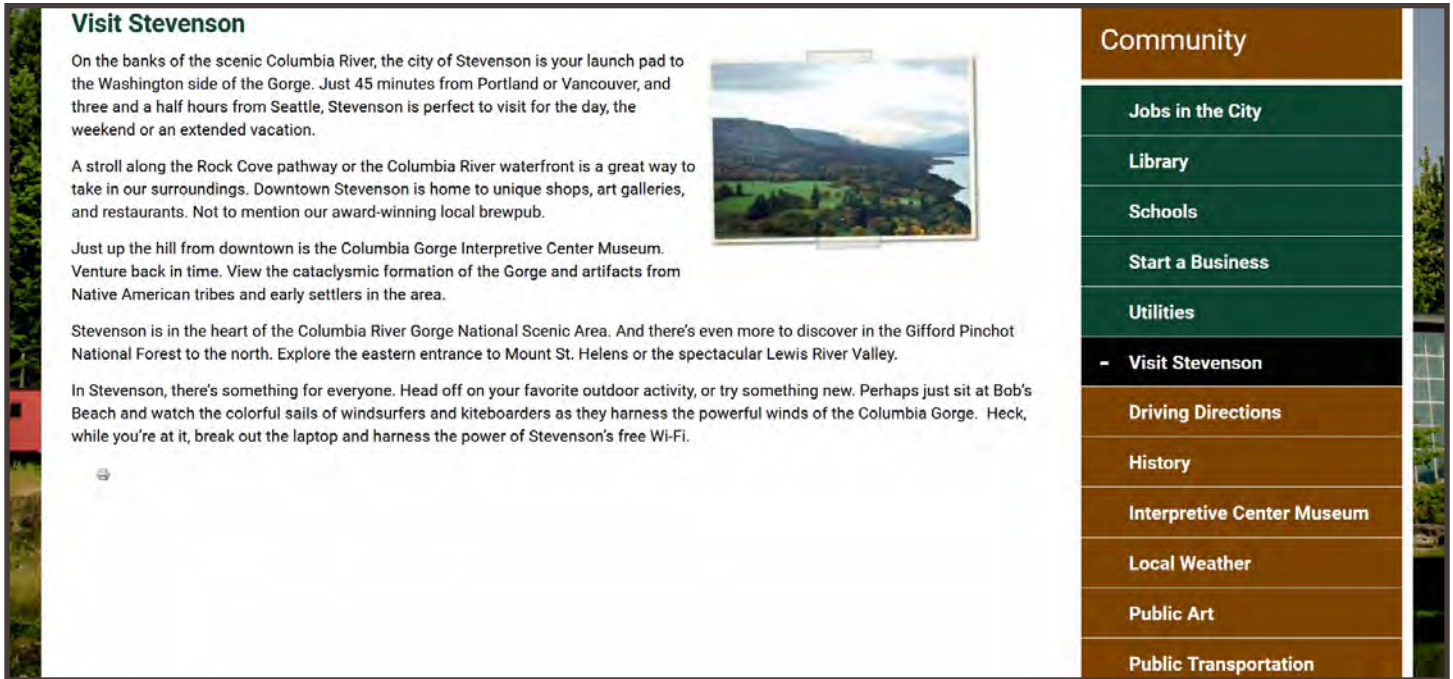
A digital geospatial analysis was conducted to examine connectivity and natural, physical, and experiential factors within the shoreline jurisdiction. Factors were scored according to different criteria indicating suitability for incorporation into the city's trails network. Features representing obstacles or barriers to trail use or construction, such as steep slopes or major roadways, were scored as low suitability. And features representing benefits or value to trail use or construction, such as scenic or experiential character or close connectivity to existing trails, were scored highly. The result is an objective scoring identifying priority links and nodes for trail development.

Alignment with Long-Range Planning:

The City of Stevenson has many long-range planning documents that guide the city's growth, development, and management of critical resources. Several plans, such as the SMP and downtown plan, are authored by the city; while other documents are contributed by key stakeholders, such as the Port. Together, these documents represent substantial investment and long-term study into the community's specific needs and issues. As part of the trail plan, a review of applicable planning documents was performed to identify past and present recommendations relevant to shoreline trail and recreation planning.

Community Support:

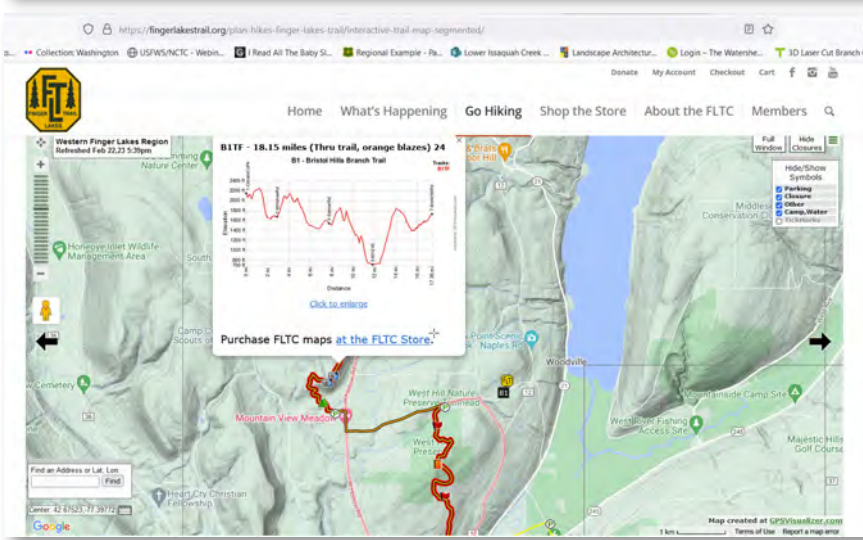
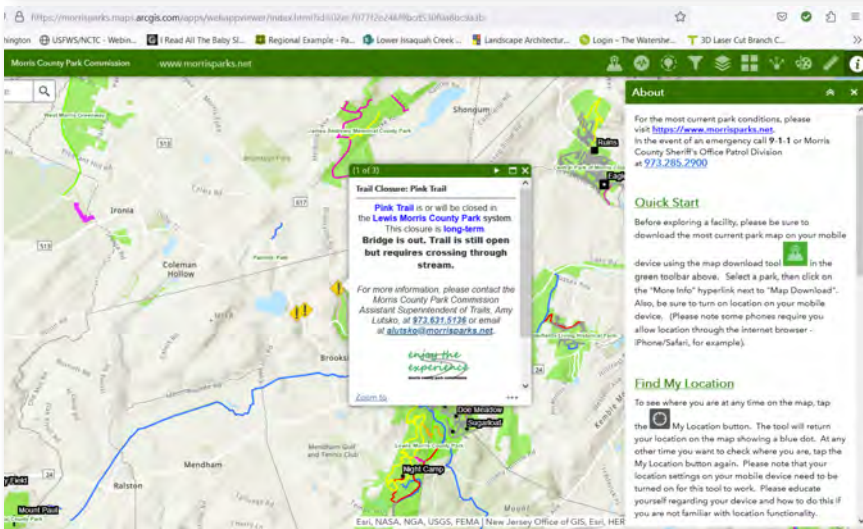
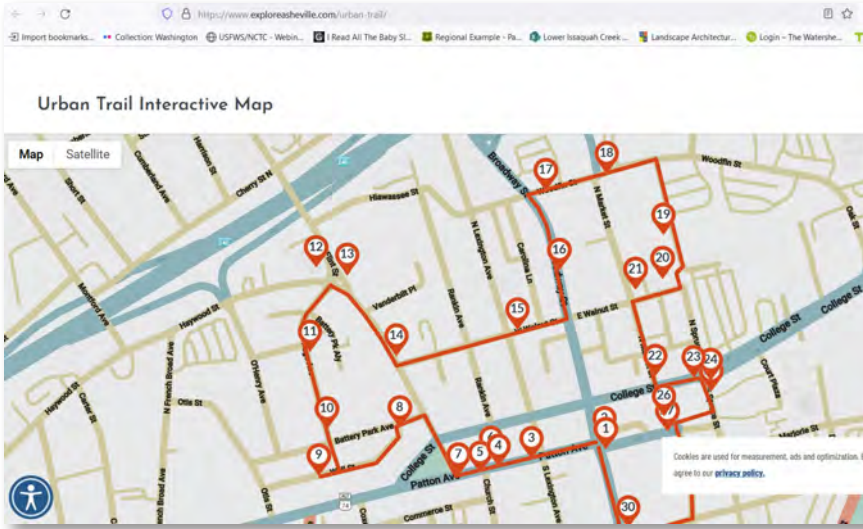
Community support is demonstrated by data collected through the public outreach and engagement process. Specific activities conducted to support the shoreline recreational planning effort included a promotional campaign and direct outreach to stakeholders representing a wide array of interest. Visitors, residents, property and business owners, as well as interested agencies and organizations were invited to participate in informational sessions about the planning effort and feedback exercises, such as surveys and workshops. Feedback was compiled and analyzed to identify key recommendations yielded from community input.



The city's current website provides visitor information under the 'Visit Stevenson' tab; however, it lacks any information about shoreline recreational use and amenities on the Columbia River, Rock Cove, and Rock Creek.



Residents and visitors increasingly rely on internet resources for information about recreational amenities and opportunities. Land managers, like agencies and municipalities, often provide reliable and current information. When an official source is absent or hard to find, second-hand information is shared through informal sources, like message boards and recreational user forums.



Website enhancement opportunities:

The city could enhance its existing website by adding a button to 'Explore the shore' that leads users to shoreline recreation opportunities, events and activities, including non-city-owned public access options.

The website could provide information to direct and guide recreational visitors, such as by providing directions to public shoreline access points and parking, while directing visitors away from private, inaccessible, or sensitive areas. Content could be updated easily to feature seasonal or timely content, such as wildlife migration or invasive species alerts. Rules and regulations related to shoreline recreation could also be described.

Images on the left show various examples of interactive maps hosted by cities and non-profit organizations. These maps allow users to see not only the overall extent of and connections between recreation opportunities, but also to find out more detail about individual trails or amenities.

Project Scorecard

DRAFT

Project 1: (City-wide) Interactive Website			
Description	Create website or webpage with compilation of available public access information and amenities	Category	Score
Public Access Type	Trail <input type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Infrastructure Rehabilitation <input type="checkbox"/> Other <input checked="" type="checkbox"/>	GIS score	N/A
Cost	<input checked="" type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	No
Proposed Feature and Amenity	Amend or add to existing website. Features could include: ArcGIS StoryMap. Access Points, parking, sensitive areas, wildlife migration alerts, amenities, rules & regulations, trail information and distances, other relevant resource website links	Public Engagement	2
		Score Summary	14
Proposed Outreach and/or Coordination	Hire a consultant to create webpage and compile existing information currently found on various website platforms. An online interactive map (ArcGIS StoryMap or similar) is one option for spatially referenced parks and trails, with hyperlinks for each park property. Review by County Parks prior to publishing. Minimal coordination is required, as the city would host and manage the site exclusively, once up and running.		
Summary of Public Comments	This would address frustration over the lack of a central trusted source. There appears to be general support for this idea.		
Timeframe	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond. <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/Additional Information	None known.		
Permits required	None		
Environmental Impact	None direct. Indirectly anticipated to benefit multiple areas by reducing trampling and trailblazing.		



SW Rock Creek Drive Pedestrian Improvements: Enhance Connection between Waterfront & Rock Cove shorelines

Objective Analysis:

There is a gap in shoreline access opportunities between the waterfront and Rock Cove, as well as a break in a potential continuous shoreline trail. There are physical challenges and ownership constraints to making an immediate connection along the shoreline. SW Rock Creek Drive contains a pedestrian pathway connecting the two shoreline access areas. Currently this key corridor includes crosswalks and a continuous sidewalk on one side of the street with different degrees of pedestrian-vehicle separation.

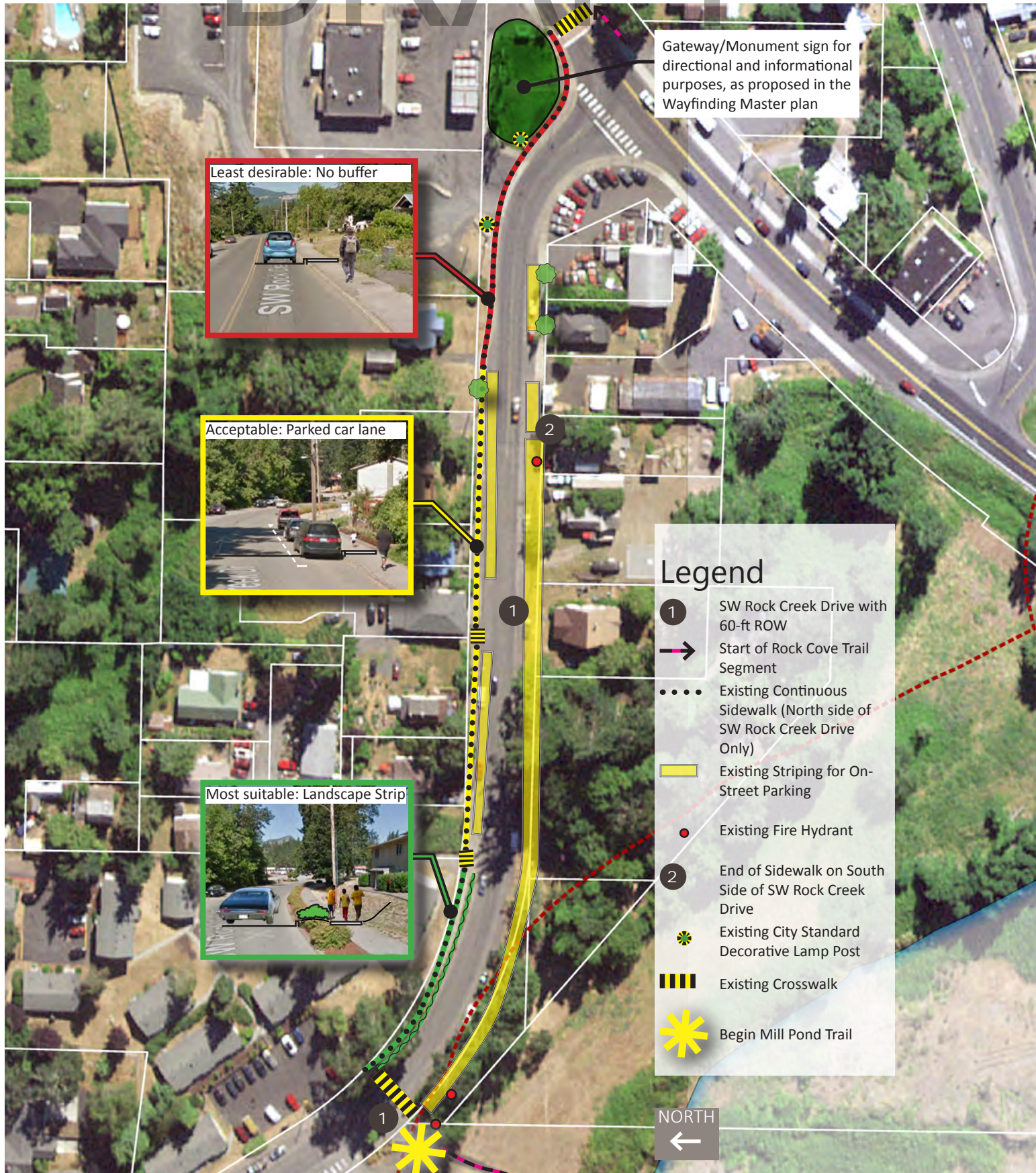
Alignment with Long-Range Planning:

Multiple planning documents commissioned and adopted by the city have identified SW Rock Creek Drive as the primary route to connect pedestrians and cyclists between the waterfront, Rock Cove, and beyond, namely the 1991 Stevenson, Washington Pedestrian and Bicycle Links, Walker & Macy and 2012 Stevenson Wayfinding Master Plan by Rock Cove Design. Signage and street improvements have been recommended. As a result of these master planning recommendations, sidewalks on both sides of the street have been proposed previously.

Community Support:

Multiple residents expressed the desire to have a continuous shoreline trail along the Columbia River, Rock Cove and beyond. More specifically, many comments addressed the gap between the Waterfront Trail and Rock Cove Trail, two primary shoreline destinations in the city. Related to this consensus was a desire to strengthen neighborhood connections to the shoreline. An enhanced and protected pathway would contribute to a strengthened connection between two prominent trails.

DRAFT



Gateway/Monument sign for directional and informational purposes, as proposed in the Wayfinding Master plan



Legend

- ① SW Rock Creek Drive with 60-ft ROW
- ➔ Start of Rock Cove Trail Segment
- Existing Continuous Sidewalk (North side of SW Rock Creek Drive Only)
- ▬ Existing Striping for On-Street Parking
- Existing Fire Hydrant
- ② End of Sidewalk on South Side of SW Rock Creek Drive
- ⊛ Existing City Standard Decorative Lamp Post
- ▬ Existing Crosswalk
- ⊛ Begin Mill Pond Trail



Enhancement Options

DRAFT

Shoreline Public Access & Trail Plan Goal Met:

Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))



Precedent Wayfinding Images



Rock Cove Medallion per City Plan Documents

a

Improve Wayfinding: Add on-the-ground wayfinding to clarify the connection between the waterfront and Rock Cove. The City of Stevenson Wayfinding Master Plan has guidelines for the installation of pavement markers. Markers could use the plan’s Artisan Medallion graphics created for each area. Markers or paint can be added to the existing sidewalk.



b

Improve Pedestrian Experience: Add sidewalk to south side of SW Rock Creek Drive, maintain parked car lanes on both sides, and add landscape strip to one side of the street only. This option can be combined with wayfinding improvements.



c

Protected Multi-Use Trail: Add multi-use paved trail to one side of SW Rock Creek Drive with a wide landscape buffer. This option has the most emphasis on pedestrian safety and allows for heavy use including bicyclists. A sidewalk and parked car lane remain on the opposite side of the street. This option can be combined with wayfinding improvements.

Project Scorecard

DRAFT

Project 2: SW Rock Creek Drive Improvements			
Description	Proposed pedestrian improvements to connect Waterfront and Downtown to Rock Cove.	Category	Score
Public Access Type	<input type="checkbox"/> Trail <input type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> Other	GIS score	15.9
Cost	<input type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input checked="" type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	Opt B: 560 LF of 6ft sidewalk with curb, gutter, planting strip, street trees on north side. Opt B: 640 LF of 6ft sidewalk with curb and gutter on south side. Opt C: 940 LF of 12ft sidewalk with curb, gutter, planting strip, street trees Opt B & C: 940 LF of re-paving/re-striping Opt A: 10 EA in-ground pavement markers (medallions) Landscape to be irrigated: Approx. 7,000 SF	Public Engagement	19
		Score Summary	45
Proposed Outreach and/or Coordination	Hire consultant to design streetscape improvements, evaluate LID stormwater options. Coordinate with adjacent and nearby landowners. Minimal coordination with additional property owners is required, as the project is within the SW Rock Creek Dr right-of-way, owned by the city.		
Summary of Public Comments	In general, the public supported improving pedestrian improvements. However, parking on both sides of the streets was more important than a larger separated trail and planting buffer. This could be re-evaluated in future with heavier pedestrian use. Per the Charrette dot exercise, Option B was preferred.		
Timeframe	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond		
Risk/Issues/Additional Information	Align with long-term stormwater and utility improvements from a timing perspective. Trees need to be compatible with overhead powerlines.		
Permits required	Right-Of-Way permit, or similar. NPDES Permit (Ecology). Minimal permit coordination is expected with work within right-of-way, moving straight to construction-level permitting.		
Environmental Impact	Existing mature tree will need to be surveyed. Construction may require some tree removal. Proposed new impervious surface closer to the shoreline, to be offset by overall decrease in impervious surface in and near shoreline jurisdiction.		



Current shoreline amenities and access on the west side of the waterfront, near the terminus of Russell Ave.

Enhance Pedestrian Connections to Waterfront west end

Objective Analysis:

Private ownership and a lack of right-of-way parcels limits public shoreline access near the terminus of Russell Ave. Physical challenges of the site could be mitigated during design. The railroad and State Route 14 are significant barriers to a safe pedestrian crossing experience.

Alignment with Long-Range Planning:

Recent planning documents, including a vision for downtown, have focused on linking Rock Creek shorelines through downtown to the Columbia River waterfront. One concept included an extension of Rock Creek Drive south towards the waterfront. This connection would meet Comprehensive Plan Transportation & Circulation Goal 7.4 to “develop a plan for safe and convenient alternative forms of transportation, such as bikeways, walkways, and pathways.”

Community Support:

A continuous shoreline trail between the waterfront and Rock Cove is highly desired by the public. The current connection is through downtown, however many comments expressed support for a multi-modal trail and additional shoreline access opportunities in the area between the two existing trails.

Existing Conditions

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Legend

- ① Western end of waterfront public pedestrian access area
- Existing pedestrian connections to Rock Cove shoreline trail and amenities
- Gateway to Waterfront public shoreline access area
- Private/BNSF land and gap in public shoreline access and amenities, and connection to Rock Cove shoreline trail



Enhancement Options

DRAFT

Shoreline Public Access & Trail Plan Goal Met:

Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

Sequence of Opportunities:

- City coordinates with developers to understand opportunities for easement for public shoreline access
- City works with developers to streamline permitting and construction of shoreline improvements
- City dedicates funding and staff to maintenance of shoreline improvements



Legend

- Proposed Railroad Street Public Access trail easement to connect to shoreline
- Example of one concept plan for future development of the west end of the waterfront
- Proposed SW Rock Creek Drive ROW easement to increase access and parking
- Recommended location for public access to shoreline and / or shoreline recreational amenity / water access
- Gateway Park and pedestrian access to Rock Cove shoreline trail
- Gateway to central Waterfront public shoreline access area
- Proposed sidewalk connection
- Future consideration of public trail extension via easement along shoreline across SR-14; railroad crossing?

DRAFT

Project 3: Pedestrian Connection to Waterfront West End			
Description	Proposed pedestrian improvements to connect Waterfront and Downtown to Rock Cove.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input checked="" type="checkbox"/> Boat launch <input checked="" type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> Other	GIS score	6
Cost	<input type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input checked="" type="checkbox"/> \$500K <	Alignment with existing Long-Range Planning	Yes (1)
Proposed Feature and Amenity	900 LF of new sidewalk 400 LF of trail QTY 1: ROW Rock Creek Dr extension QTY 1: 20 foot wide trail easement Railroad Street QTY 1: 20 foot wide trail easement along shoreline	Public Engagement	12
		Score Summary	26
Proposed Outreach and/or Coordination	Majority of work requires easements to be in place prior to proceeding. Hire consultant to design trail and streetscape improvements, evaluate separate pedestrian/bike, emergency access, and angled parking ROW extension or easement feasibility, as well as stormwater options. Coordinate with adjacent and nearby landowners, including BNSF if ROW containing railway is considered for multi-use trail. A moderate level of coordination is expected with both the subject site property owner and BNSF.		
Summary of Public Comments	In general, the public supported public access, both in connecting the waterfront/downtown area to Rock Cove, as well as direct water access to Rock Cove. The public did bring up concerns about historic structure preservation (unregistered farm equipment shop building) as well as existing low income rental housing with the existing mobile home park. However, it was noted that the concept was brought by the owner/applicant in 2019 based on the existing zoning for this site and is also recognized as a catalyst site per the City's Downtown Plan.		
Timeframe	<input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond		
Risk/Issues/Additional Information	Align with long-term stormwater and utility improvements from a timing perspective. Trees need to be compatible with overhead powerlines.		
Permits required	Shoreline Substantial Development permit (SSDP), Site Plan application, Critical Areas Checklist. Any updates to the existing pier would also trigger an SSDP, building permit, US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification, and WDFW HPA permit. A moderate level of permit coordination is expected.		
Environmental Impact	Existing mature trees will need to be surveyed. Construction may require some tree removal. Proposed paving closer to the shoreline, to be offset by overall decrease in impervious surface in and near shoreline jurisdiction.		

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Enhance Pedestrian Connections to Waterfront East End

Objective Analysis:

The analysis identified gap between public trails and amenities along the waterfront and the east end of the city. An existing railroad underpass provides an opportunity for connection across the railroad right-of-way, but it lacks pedestrian safety measures. Currently, the underpass consists of a gravel and asphalt road that is informally shared by both vehicles and pedestrians. The road ends at SR-14 where there are no sidewalks or crosswalks.

Alignment with Long-Range Planning:

In the past 30 years, many public planning documents have proposed improvements to connect to the east side of the waterfront. Multiple projects have recommended improvements to Columbia Street and 1st Street to enhance pedestrian safety and increase connectivity. A 75% design construction document set for 1st Street acknowledges an existing informal path connection to the underpass and shoreline. Further, the culvert at 1st Street and Kanaka Creek is a known fish barrier.

Community Support:

Multiple residents expressed the desire to have safer and improved access to the waterfront and waterfront trail from the east side of the city. Residents admitted they often crossed SR 14 outside of the crosswalk, climbing over guard rails to get to the shoreline. Beyond the large area of new housing already under development, demand for new homes and redevelopment of existing homes is expected to increase over time.









Railroad underpass



View facing SE from 1st St.

Legend

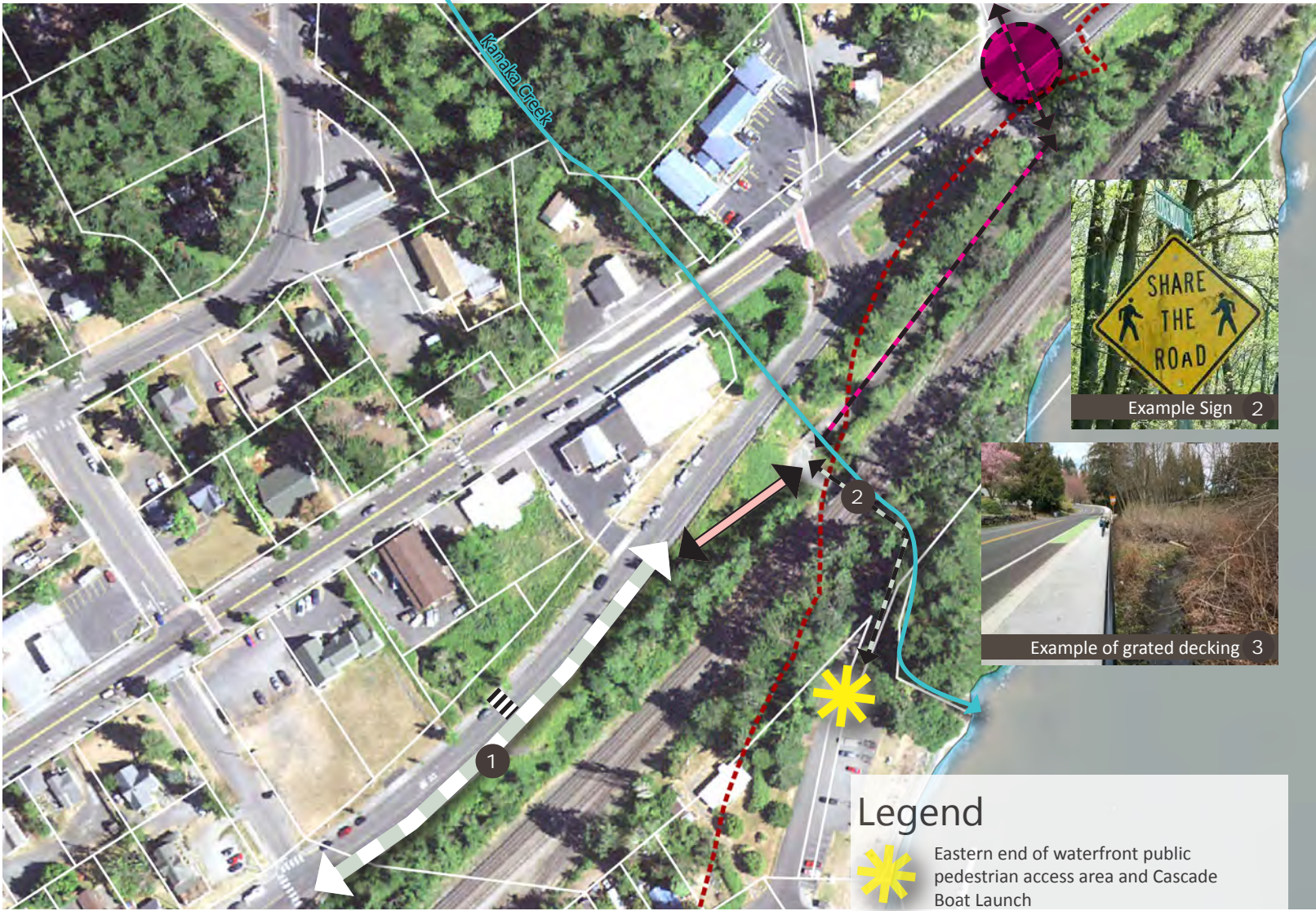
-  Eastern end of waterfront public pedestrian access area and Cascade Boat Launch
-  Existing informal pedestrian connection via railroad underpass
-  Informal dirt trail between asphalt road and 1st street guardrail
-  Section of 1st St has sidewalk on north side only
-  Existing crosswalks
-  Two main roads connecting eastside neighborhoods to the shoreline

Enhancement Options






Shoreline Public Access & Trail Plan Goal Met:

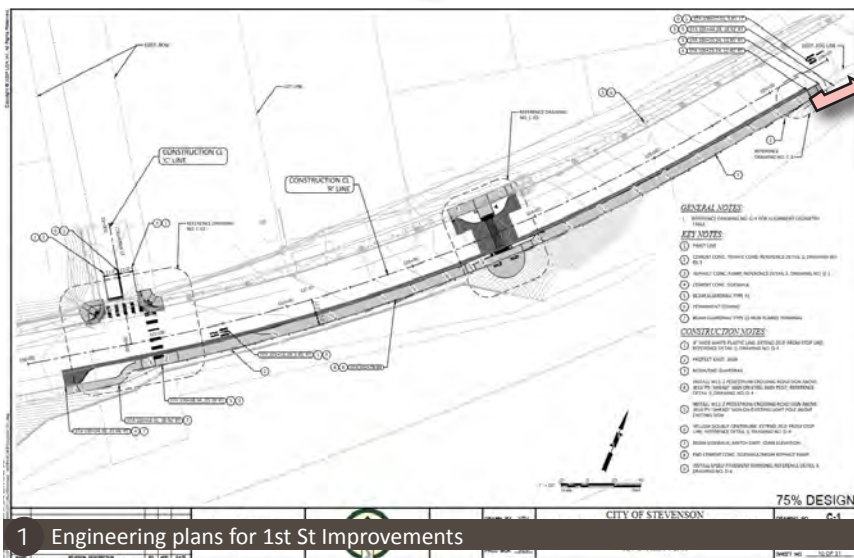
Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

DRAFT



Legend

-  Eastern end of waterfront public pedestrian access area and Cascade Boat Launch
-  Pedestrian improvements to Kanaka Creek Underpass. Add signage to warn drivers to 'share the road' with pedestrians
-  Formalize dirt path into paved pedestrian connection to 1st street once sidewalks are constructed on the south side
-  Continue and implement existing 1st street improvements project, expanding scope to include trail connection, including grated decking trail adjacent to existing gravel roadway over Kanaka Creek.
-  Commission study to create safe pedestrian crossing between SW Cascade Ave and Lutheran Church Rd across SR14



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Project 4: Enhance pedestrian connections to waterfront east end, Kanaka Creek enhancement			
Description	Convert city owned parcel to public shoreline amenity and access point for creek. Opportunities for armoring removal and address untreated stormwater outfall.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New infrastructure <input type="checkbox"/> Other	GIS score	7.1
Cost	<input type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input checked="" type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	New Signs (2) “Share the Road” 200 LF of new asphalt trail 800 LF of resurfaced section of SW Cascade Ave 600 LF 6ft wide sidewalk with curb, gutter, planting strip and street trees	Public Engagement	11
		Score Summary	25
Proposed Outreach and/or Coordination	SR 14 pedestrian crossing/traffic study – hire consultant for evaluating crossing and traffic calming options, in coordination with all relevant parties. Include fish barrier removal study (Kanaka Creek) as part of this project. Dedicate/acquire funding for consultant to amend 75% 1st street extension plan to expand to improve the trail and underpass improvements (“Share the Road” signs as an initial step) bringing plans to 100% and seek funding for construction. This could be phased based upon input from state and federal agencies and BNSF. Work requires a high level of coordination if fully implemented between city, WSDOT, BNSF and state and federal agencies.		
Summary of Public Comments	In general, the public supported public access improvements, as well as circulation and connectivity from upland residential areas toward the Columbia River and existing pedestrian amenities. Idea here being this circulation extension would capture both residential and tourism foot traffic coming from downtown, connecting the waterfront/downtown area to Rock Cove, as well as direct water access to Rock Cove.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	Grated decking permitting will be complex from both a design and permitting standpoint.		
Permits required	Right-of-Way Permit, Critical Areas Checklist, and building permit. If grated deck is selected and avoids direct impacts to Kanaka Creek OHWM, WDFW HPA permit., If the culvert replacement is conducted, a US Army Corps of Engineers Section 404 permit and Ecology 401 Water Quality Certification would also be required. A complex level of permit coordination with state and federal agencies is expected with the grated walkway and Kanaka Creek culvert upsizing.		
Environmental Impact	Impacts to the Kanaka Creek buffer will need to be mitigated for, though opportunities exist nearby for invasive removal.		



Create Public Access to Lower Rock Creek

Objective Analysis:

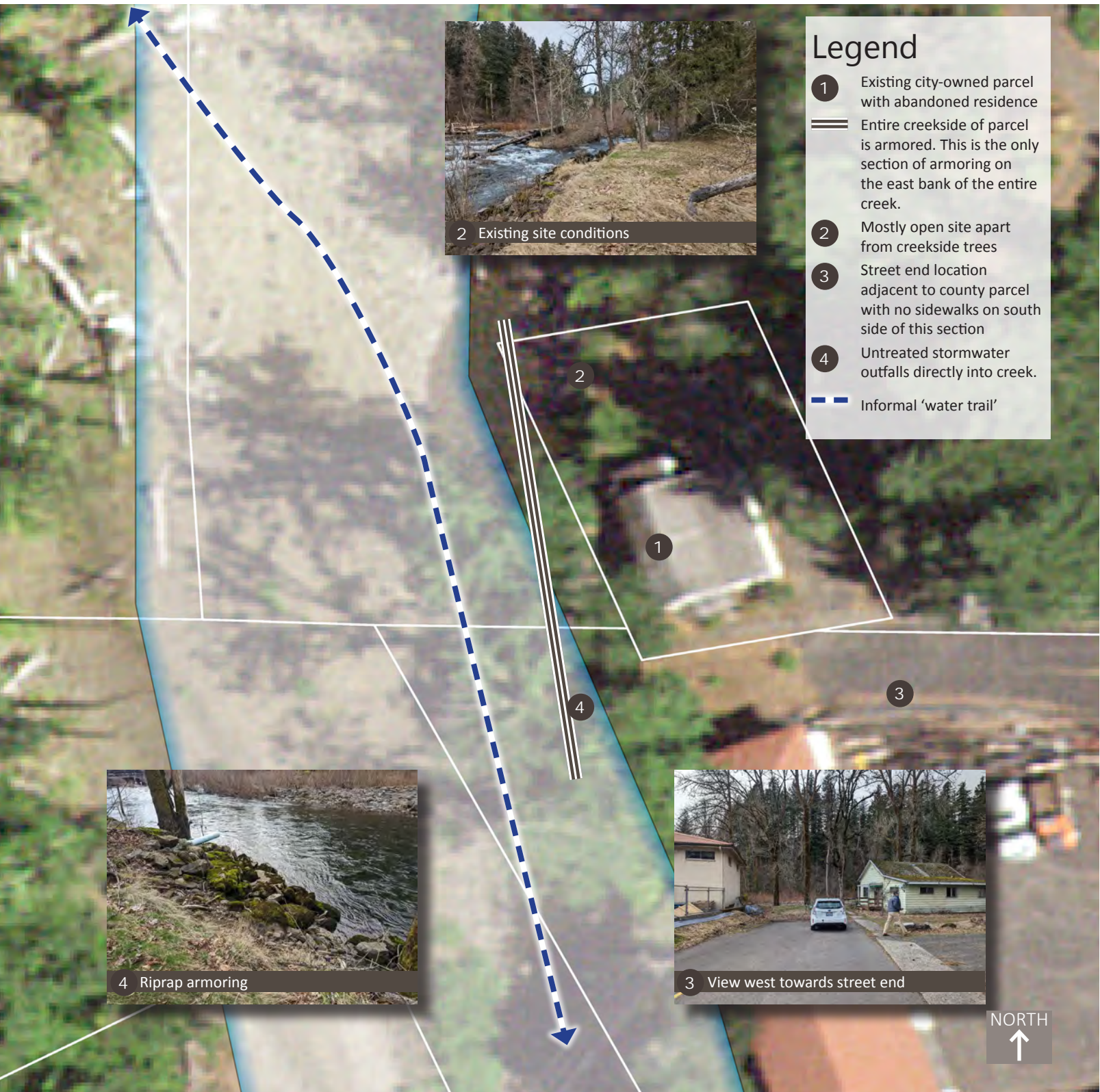
The analysis of shoreline jurisdiction within this reach found that the banks of the lower reach were physically less steep than the upper reach. An inventory of known recreational use found a gap in public areas to access lower Rock Creek and found recreational features to be lacking. In addition, the analysis identified an opportunity to provide public access on the small city-owned parcel adjacent to Rock Creek in the lower reach.

Alignment with Long-Range Planning:

Multiple planning documents commissioned and adopted by the city have discussed the need to access rock creek as well as the lack of safe public access and trespass concerns. The 2018 shoreline restoration plan identifies two separate projects in this parcel. The first is 'r.8 Vancouver avenue house removal' and the second is 'r.13 Vancouver avenue stormwater outfall replacement project'. The untreated stormwater outfall drains a large portion of the city's residential core. Further, the city may consider a future bridge project at this location (SMP Restoration Plan Project R.8).

Community Support:

Multiple residents expressed the desire for access to Rock Creek to see the waterfalls. When asked how they get to the falls now, many described walking up the creek channel in the summer time at low water levels. The creek can be accessed at the mouth then sightseers continue walking along the west bank toward the first falls.. Residents stressed that the current situation fails to combat misleading information found online that promotes trespassing through private property. They want a formal public access point.



Legend

- 1 Existing city-owned parcel with abandoned residence
- ▭ Entire creekside of parcel is armored. This is the only section of armoring on the east bank of the entire creek.
- 2 Mostly open site apart from creekside trees
- 3 Street end location adjacent to county parcel with no sidewalks on south side of this section
- 4 Untreated stormwater outfalls directly into creek.
- - - Informal 'water trail'



Enhancement Options

DRAFT

Project meets/achieves the following Goals:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.



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Project 5: Create Public Pedestrian Access to Lower Rock Creek			
Description	Convert city owned parcel to public shoreline amenity and access point for creek. Opportunities for armoring removal and address untreated stormwater outfall.	Category	Score
Public Access Type	<input type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New infrastructure <input type="checkbox"/> Other: Interpretive Plan and/or Signage	GIS score	12.5
Cost	<input type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input checked="" type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	QTY: 1 gravel parking for two cars QTY: 1 demolition of existing structure QTY: 1 section of armoring removal 2,000 SF of landscape restoration QTY: 1 picnic area on gravel pad with path QTY: 1 stormwater improvement project QTY: 5 in-ground pavement markers	Public Engagement	4
		Score Summary	26
Proposed Outreach and/or Coordination	The city would work with adjacent landowners including county, and public works department to reach consensus on proposed improvements. Afterward, dedicate/acquire funding for consultant to design site improvements. All parties should consider the opportunity to offset future bridge replacement or improvement impacts through the restoration of this parcel (advance mitigation). Work requires a moderate level of coordination between city and neighboring property owners (including county), to assess partial or total rip rap removal for shoreline softening.		
Summary of Public Comments	The public comments generally supported this project for providing public access to the creek, and summer access option to walk to falls. During our outreach multiple persons described the presence of seasonal/intermittent encampment on the property. Parking concerns also arose.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	While the city owns this parcel, all adjacent properties are either privately owned, or owned by the county. If the city wants to propose public access beyond parcel boundary, an easement or other agreement will need to be in place.		
Permits required	SSDP, Critical Areas Checklist, a US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit. A moderate level of permitting is expected with state and federal agencies involved with changes to Rock Creek shoreline environment.		
Environmental Impact	In general, the removal of the house structure, the removal of the armoring, and the treatment of stormwater will all be substantial improvements to the environment and habitat value on the site. Some of the improvements will have a small impact but that will be offset by the restoration proposed. Large trees may have to be removed with armoring. Proposed parking occupies the existing parking pad.		



Create Public Pedestrian Access to Rock Creek Lower Falls

Objective Analysis:

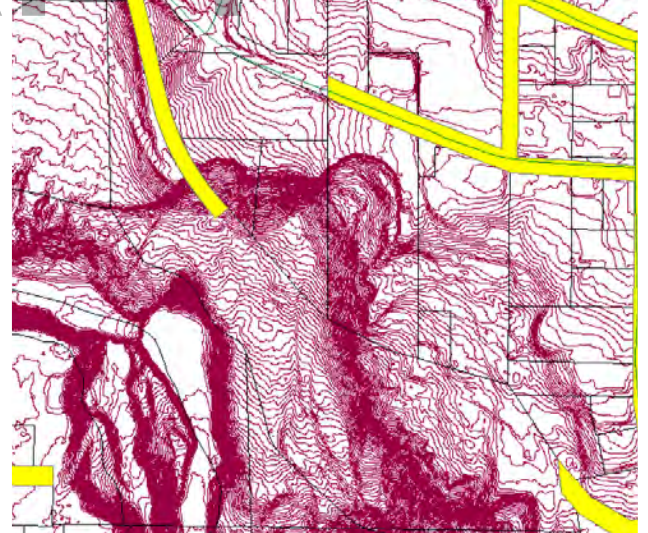
Public access to the upper reaches of Rock Creek is complicated by both significant physical barriers and lack of public land. The area is heavily encumbered with geohazards such as landslides and steep slopes. An inventory of use found a gap in public areas to access Rock Creek and found it lacking in recreational features. In addition, the Piper Landslide in 2006 dramatically changed the landscape adjacent to the falls making it undesirable for structures. The future development potential of this area is unclear.

Alignment with Long-Range Planning:

Multiple planning documents have discussed the need to access Rock Creek. The majority of the remediation proposed and implemented by WDNR and the Port of Skamania County in response to the landslide in this area focused on dredging, protecting existing bridges, and restoring shoreline along the Columbia River. No restoration has been proposed within the privately owned parcels of the slide area itself.

Community Support:

Multiple residents expressed the desire to have access to Rock Creek to see the waterfalls. When asked how the falls are accessed now, many described walking up the creek channel in the summer time or walking through county-owned land to the north. Residents also felt that abundant online information about the falls has undermined their desire to keep access informal and restricted to local residents.



Existing topography (2-foot contours), public right-of-way (yellow), and parcel lines (black) (Skamania County GIS, 2022)



Enhancement Options

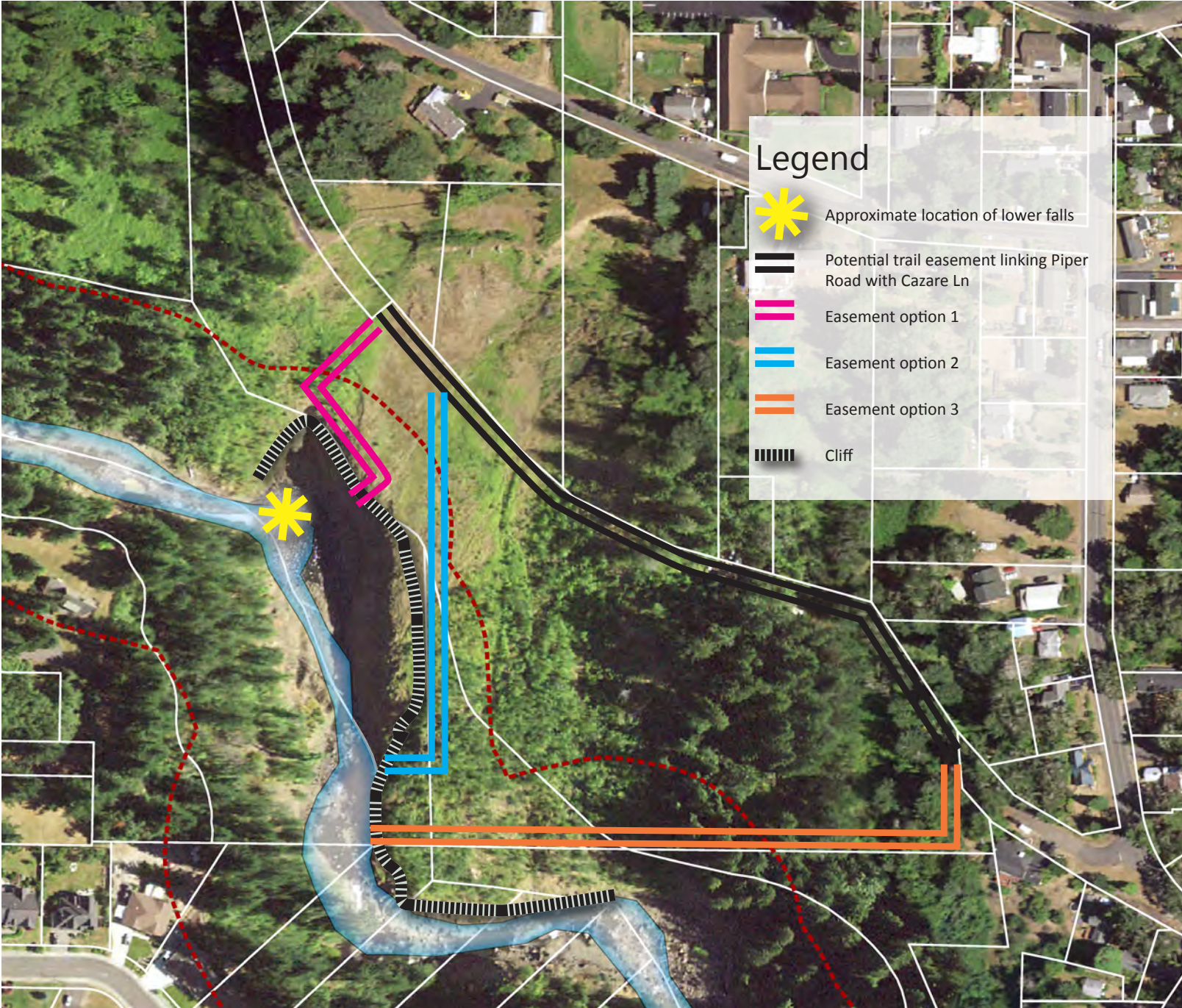
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Shoreline Public Access & Trail Plan Goal Met:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.
- Provide continuous public access (SMP 4.6)

Sequence of Opportunities:

1. City coordinates with private landowners to understand opportunities for easement purchase
2. City pursues grants to fund studies and design plans to construct shoreline access trail and signage in addition to vegetation restoration within easement
3. City maintains trail and access area (trash removal, trail maintenance, disturbance calls).



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Project 6: Create Public Pedestrian Access to Rock Creek Lower Falls			
Description	Proposed easement would allow for public access to Rock Creek Lower Falls.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input checked="" type="checkbox"/> Acquisition/Easement <input checked="" type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New infrastructure <input type="checkbox"/> Other: Interpretive Plan and/or Signage	GIS score	Opt 1: 5.4 Opt 2: 6.2 Opt 3: 4.7
Cost	<input type="checkbox"/> Less than \$50K <input checked="" type="checkbox"/> \$50K – 500K <input type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	QTY: 1 trail easement (approx. 20 ft width)	Public Engagement	8
		Score Summary	Opt 1: 21 Opt 2: 22 Opt 3: 21
Proposed Outreach and/or Coordination	The city would work with the landowner to provide financial appraisal for trail easement(s) for public access to Rock Creek, including a possible connection to project 7 (Rock Creek Upper Falls). Geotechnical studies would need to take place before any trail work could occur. Work requires minimal coordination between city and property owner, given initial property owner interest in engaging with the city.		
Summary of Public Comments	The public comments supported a project that provided a public access option for the falls. Currently there are many issues with trespassing through private property to reach the falls.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	The site is the former Piper landslide. Studies might be necessary to ensure any proposed trail is suitable to the site conditions. The site is very steep, and any access will require switchbacks or other means to bring pedestrians down to the creek. A trail confined to a 20 ft wide easement will not likely be universally accessible.		
Permits required	Critical Areas Application Form and Shoreline Application Packet (county forms). If annexed by City via Notice of Intent to Annex, SSDP, Critical Areas Checklist and Site Plan application. Work requires a moderate level of permit coordination.		
Environmental Impact	Due to the recency of the landslide, there are large areas that lack any mature vegetation, but some areas on the eastern end of the parcel do have a mature tree canopy. Any proposed access directly to the water edge could need to include ladders and be considered a difficulty level of 'advanced' or 'very strenuous.'		



Create Public Pedestrian Access to Rock Creek Upper Falls

Objective Analysis:

The upper reaches of Rock Creek are difficult to access both physically as well as publicly. A substantial portion of the creek is bordered by private property, however county-owned land is located north of the popular falls. In general the creek is bordered by steep banks, however sections of accessible slopes are present. There is overlap in these accessible areas with county-owned land within the City's Urban Growth Area (UGA).

Alignment with Long-Range Planning:

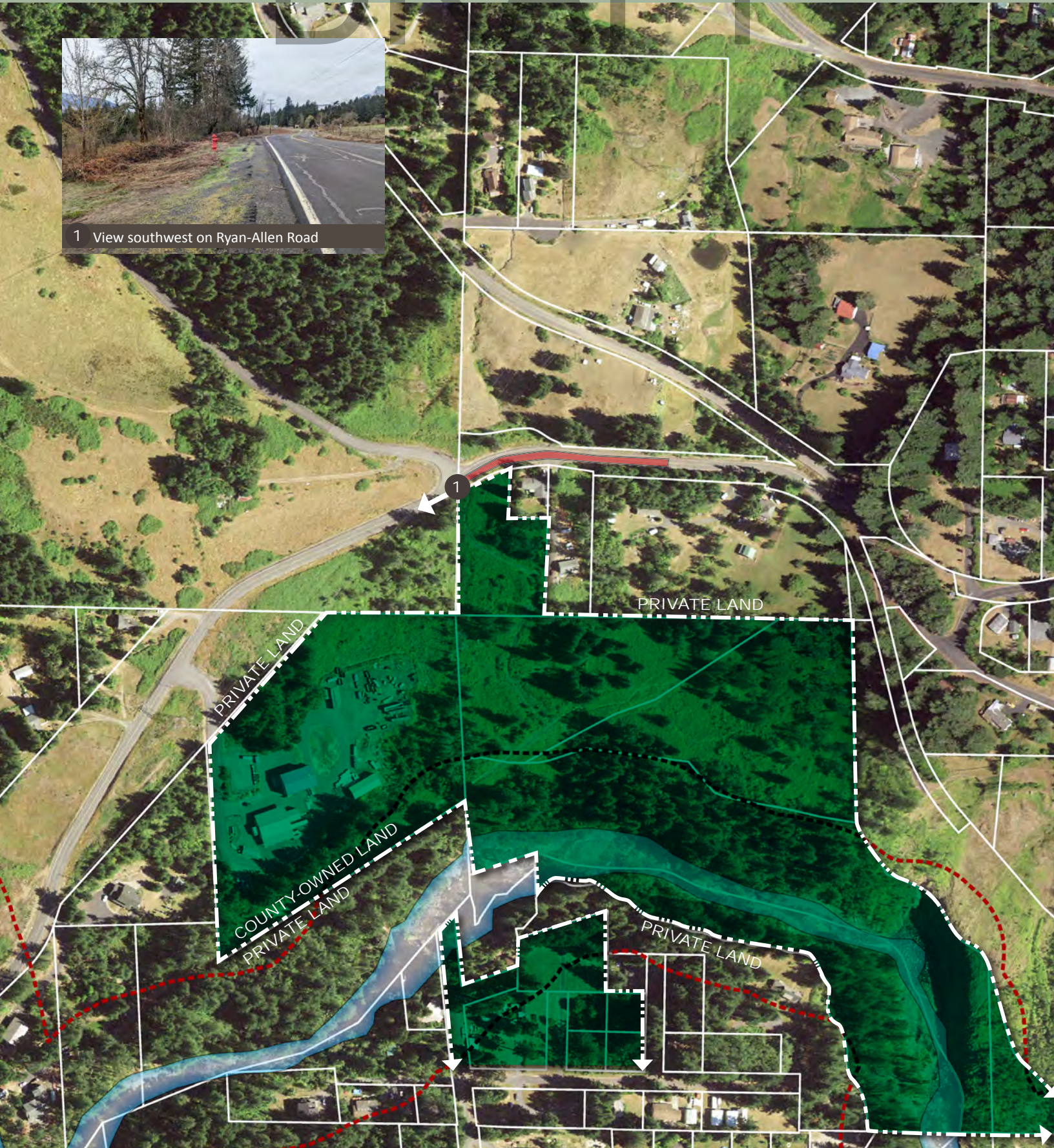
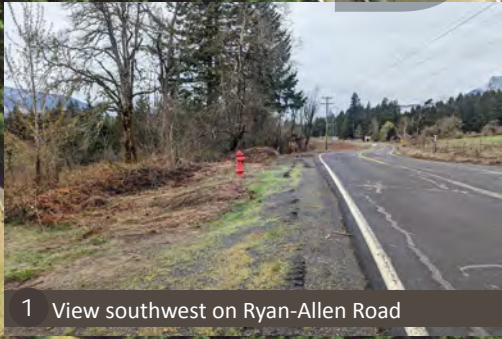
The SMP adopted by the City discusses the need to access Rock Creek with SMP Policy 4.6.2(1) that describes the objective to have continuous public pedestrian access along the shoreline (including the creek). It also addresses the need to consider private property rights, public safety, and navigational rights when providing public access (SMP Policy 4.6.2(4)).

Community Support:

Multiple residents expressed the desire to have both physical and visual access to upper Rock Creek and the waterfalls. Clearly depicted, safe, and public access is desired in order to prevent private trespassing, and protect this treasured amenity for future generations. Formal access could prevent trampling, concentrate impacts, and allow for trash pick-up.

Existing Conditions

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Enhancement Options

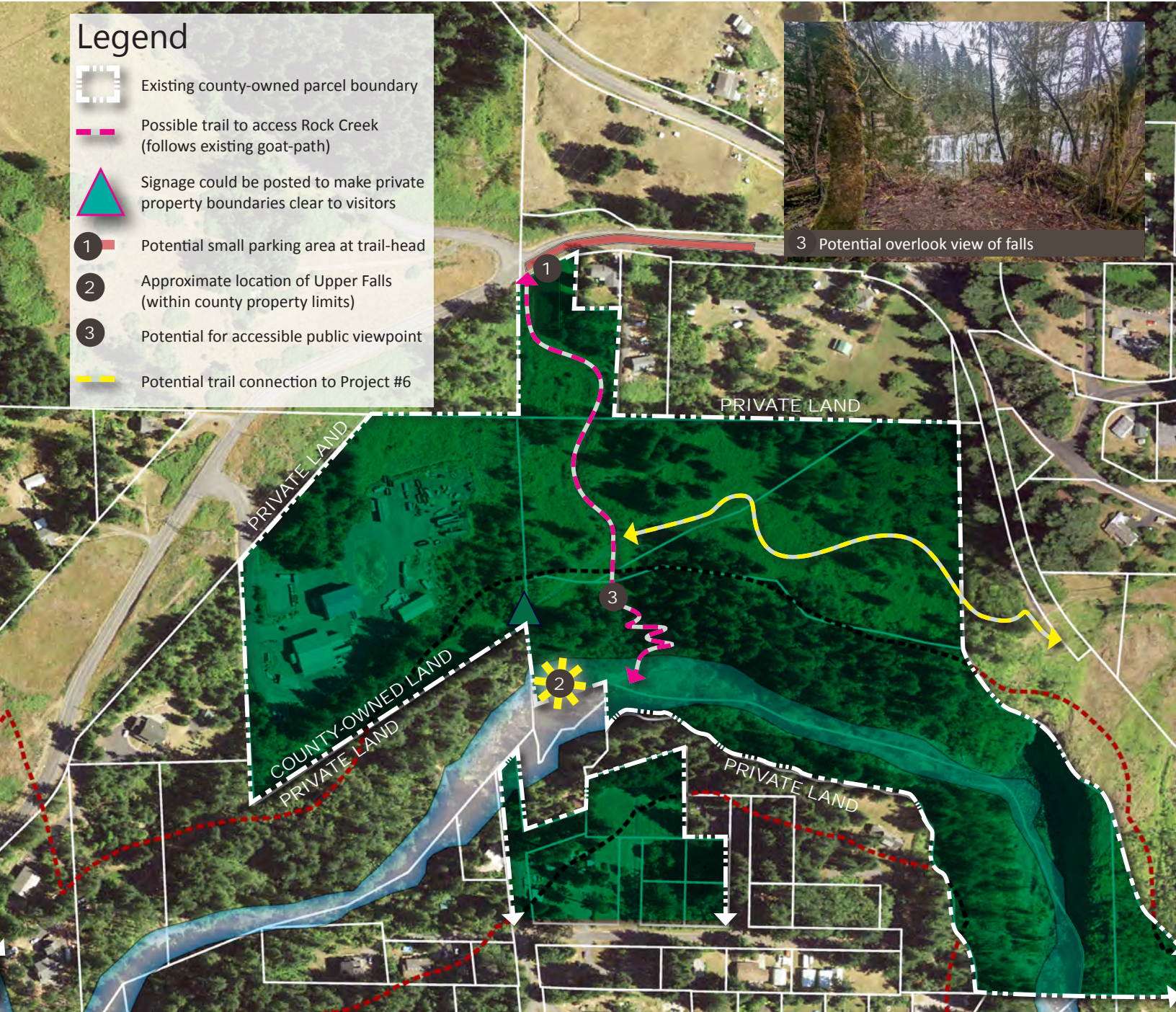
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Shoreline Public Access & Trail Plan Goal Met:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5))
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))
- Alleviate trailhead congestion, trash accumulation, trespass, and other neighborhood impacts at informal and/or poorly planned shoreline access areas.

Sequence of Opportunities:

- City coordinates with County to understand opportunities for ownership or easement or collaboration on shared use.
- City works with County to pursue grants for construction of shoreline access trail and signage through a developers agreement or other tool.
- City collaborates with County to maintain trail and access area (trash removal, trail maintenance, disturbance calls).



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Project 7: Create Public Pedestrian Access to Rock Creek Upper Falls			
Description	Proposed easement would allow for public access to Rock Creek Upper Falls.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input type="checkbox"/> Boat launch <input checked="" type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New infrastructure <input type="checkbox"/> Other: Interpretive Plan and/or Signage	GIS score	7.1
Cost	<input type="checkbox"/> Less than \$50K <input checked="" type="checkbox"/> \$50K – 500K <input type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	QTY: 1 gravel parking lot for 15 cars QTY: 1 trail easement (approx. 20 ft width) 1,000 LF of accessible trail from parking lot to overlook QTY: 1 overlook pad (approx. 12 ft wide diameter) QTY: 1 special section of steep slope construction trail and features 1,350 LF of multi-use trail from overlook to Project #6	Public Engagement	21
		Score Summary	35
Proposed Outreach and/or Coordination	Work is within county right-of-way and county property. The city would work with the county to provide an interlocal agreement for public pedestrian access down to the waterfall, as well as parking areas. Work requires moderate level of coordination between city and county.		
Summary of Public Comments	The public comments supported a project that provided a public access option for the falls. Currently there are many issues with trespassing through private property to reach the falls.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input type="checkbox"/> Enact by 2030 <input checked="" type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	The county is currently considering other options for this area, and the city is under the impression that the county does not currently have incentives or resources to move forward with a project like this. The city would likely need to take the lead in pursuing collaboration, funding, and design for this effort. The site itself has utility and steep slope constraints that will make access challenging. Any proposed trail to the water is extremely unlikely to be universally accessible and may need to remain in a less developed trail class, however, a trail to a viewpoint of the falls could be possible and should be considered and could be highly developed.		
Permits required	Critical Areas Application Form and Shoreline Application Packet (county forms). If annexed by city via Notice of Intent to Annex, Critical Areas Checklist and Site Plan application. A moderate level of permit coordination is anticipated, based upon critical areas in and around trail.		
Environmental Impact	There is an existing goat path and trail section that could be formalized and improved to minimize environmental impacts. Closer to the creek the vegetation is denser and the slopes steeper. Any proposed access directly to the water edge could need to include ladders and be considered a difficulty level of 'advanced' or 'very strenuous.'		



Rock Cove shoreline trail easement extension and enhancement

Objective Analysis:

Around Rock Cove there is a trail and informal shoreline access on the eastern half of the cove only. The county owned fairgrounds have a shoreline trail that transitions onto the SW Rock Creek Drive sidewalk. This sidewalk serves as an extension of the Mill Pond Trail and runs adjacent to suitable vacant and under-utilized land on the shoreline, including the Columbia Gorge Interpretive Center. It also passes Foster Creek which empties into Rock Cove via an outfall.

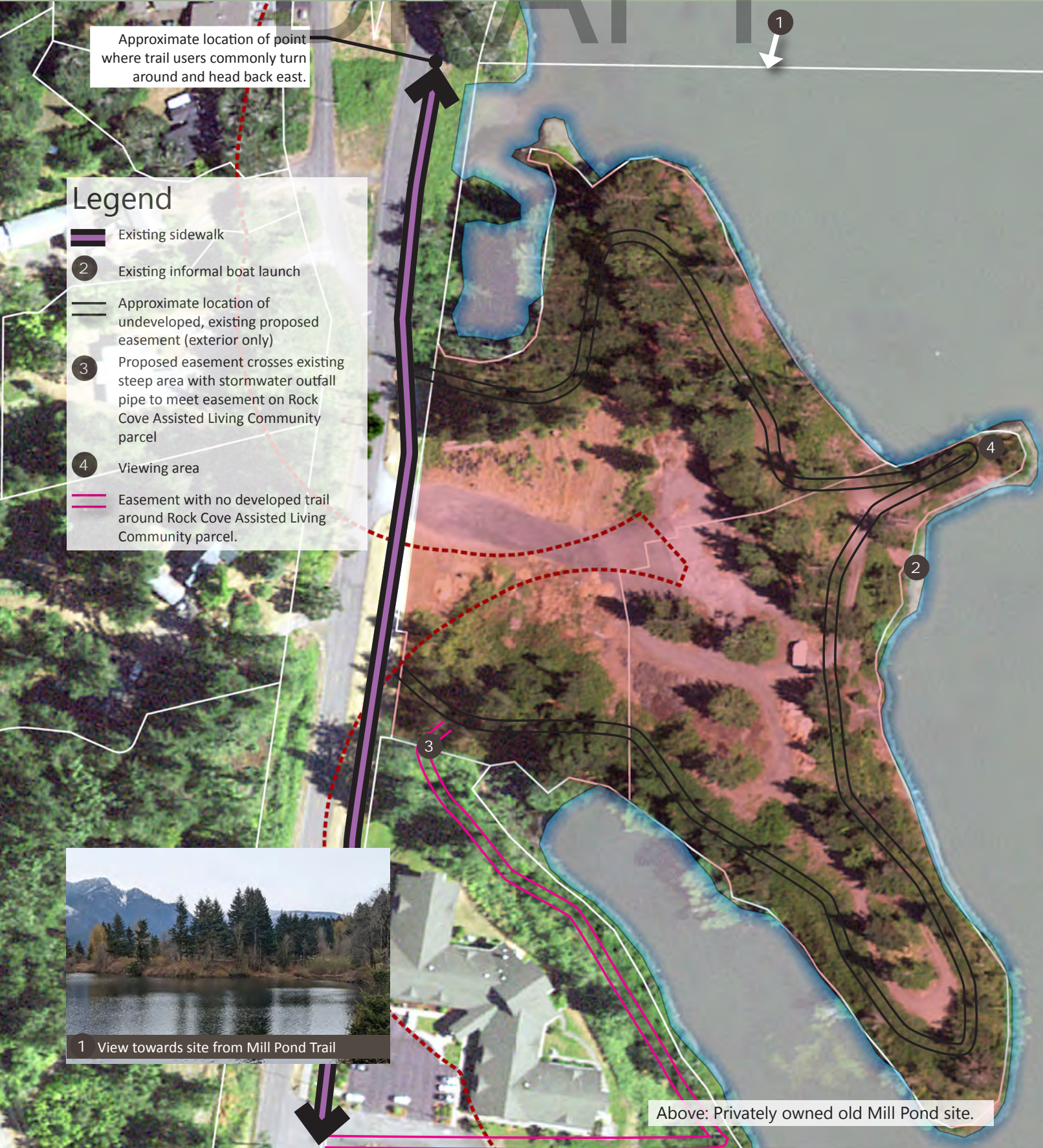
Alignment with Long-Range Planning:

Multiple planning documents have proposed increasing shoreline recreation opportunities within Rock Cove. The Fatal Flaw Analysis for Watercraft Recreation Sites prepared for the Port of Skamania County (JD White Company, 1995) recognizes this specific area as having a high potential to provide shoreline water access opportunities, including the old Mill Site on the west side. Since this area was heavily impacted previously, less mature native vegetation is present.

Community Support:

Multiple residents expressed appreciation of the Mill Pond trail. There is a desire to expand this type of trail experience further around Rock Cove, as well as provide amenities similar to the Columbia River waterfront. More specifically, many comments discuss bird watching and the unique experience of kayaking or other non-motorized boating within the quiet of the cove as compared to the larger Columbia River. There is currently no official hand-carry launch or water access points on the cove.

Existing Conditions



Enhancement Options

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Shoreline Public Access & Trail Plan Goal Met:
Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

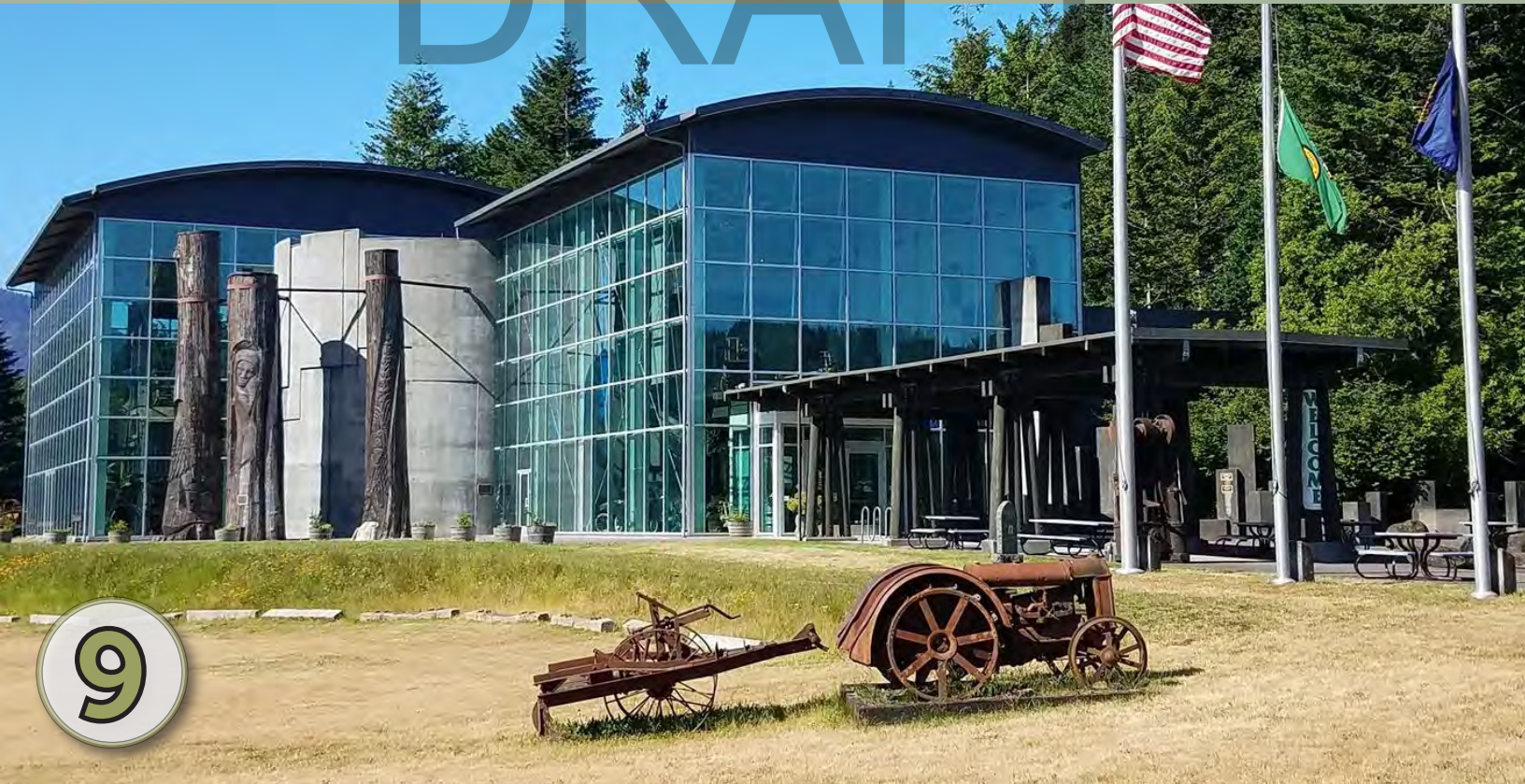
Sequence of Opportunities:

1. City determines budget for shoreline enhancement options in coordination with the landowner
2. City conducts public outreach to determine which enhancement options to prioritize
3. City constructs and maintains shoreline recreation facilities



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Project 8: Rock Cove shoreline trail easement extension and enhancement			
Description	Proposed easement would allow for the extension of the pedestrian trail along the shoreline, and a hand carry boat launch on the west side of the cove.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input checked="" type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Infrastructure Improvement <input type="checkbox"/> New infrastructure <input type="checkbox"/> Other: Interpretive Plan and/or Signage	GIS score	5.3
Cost	<input checked="" type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	1,000 LF of trail QTY: 1 new hand carry boat launch and boat wash station	Public Engagement	4
		Score Summary	20
Proposed Outreach and/or Coordination	Work is partially on established public easements, city and WSDOT rights-of-way. The city would work with the landowner to provide shoreline trail easement adjustment to less environmentally complex locations for future public use, as well as a boat launch consideration. Include fish barrier removal study (Foster Creek) as part of this project. Work requires a moderate level of coordination between city, private property owner, and WSDOT.		
Summary of Public Comments	The public comments were neutral to skeptical about the feasibility of this project; however, they also agreed it would be a popular and highly used public amenity if it were able to be constructed.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	The shoreline is steep in parts. The trail could follow the top of slope to give public visual access to Rock Cove. An existing portion of the shoreline has a more gradual slope and would be suitable for a boat launch. Many large trees on the perimeter and shoreline areas of the site.		
Permits required	Shoreline Substantial Development Permit, Site Plan Application, and Critical Areas Checklist. Moderate permitting complexity is expected for this task. If launch and Foster Creek culvert replacement are considered, a US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit will be required, making this a more complex effort.		
Environmental Impact	Existing shoreline areas and steep slopes have native vegetation. Improvements could likely avoid mature trees, but the introduction of a trail could be an impact that will need to be offset by restoration. Due to the presence of invasive plant areas, there are opportunities for restoration that would also benefit the proposed trail experience.		



9

Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Objective Analysis:

The analysis identified a lack of shoreline recreation facilities along Rock Cove or a continuous shoreline trail, specifically on the west side. Physical access constraints are not an issue, however ownership is a potential barrier. The large area of land the museum sits on at the west side of the cove does not have any shoreline trail or physical access areas. The quasi-public status of ownership makes public access a potential option here.

Alignment with Long-Range Planning:

Multiple documents have proposed increasing shoreline recreation opportunities within Rock Cove. The Fatal Flaw Analysis for Watercraft Recreation Sites prepared for the Port of Skamania County (JD White Company, 1995) recognizes this specific area as having a high potential to provide shoreline water access opportunities, including the mention of an old boat ramp that could be restored. Other sites had concerns of a limited area, but this site is large and highly visible.

Community Support:

Multiple residents expressed appreciation of the scenic view found along the Mill Pond trail. There is a desire to expand this type of trail experience around Rock Cove. The Columbia Gorge Interpretive Center is admired and loved by the community. Multiple comments wondered at the opportunities to have shoreline access be a part of the visitor experience at the museum.

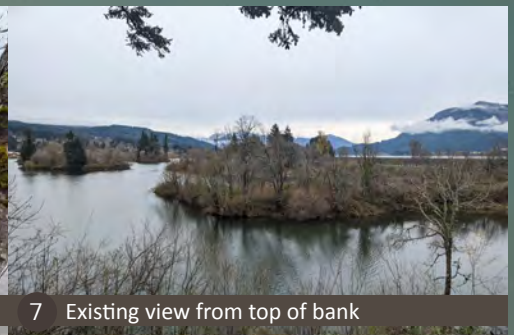


Legend

- 1 Columbia Gorge Interpretive Center Museum
- 2 Outdoor exhibit area
- 3 Parking area
- 4 Rock Cove Assisted Living Community
- 5 Skamania Lodge
- 6 Existing small shoreline picnic area
- 7 Existing view of cove



6 Existing shoreline access



7 Existing view from top of bank

Enhancement Options

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Shoreline Public Access & Trail Plan Goal Met:

Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6))

Partnership Opportunities:

- City could work with the museum to create an interpretive plan for the city. This could include interpretive trails such as a water trail within the cove itself.
- City could collaborate with museum to explore grant opportunities to fund shoreline improvements
- City could work with museum to streamline permitting and construction of shoreline improvements
- City could dedicate funding and staff to maintenance of shoreline improvements

Precedent imagery of shoreline improvement opportunities that could be unique to a museum space:

Outdoor Discovery & Trails

Appreciate the natural beauty of our 100-acre woodland setting through our outdoor experiences, a forest-inspired play area, and our nature trail!

Our trails offer expansive views of the Connecticut River and outdoor exhibits that explore the ecology of the Upper Connecticut River Valley, from animal migration patterns and native plants to towering rock formations and land-use history. The Planet Walk, our largest exhibit, even takes you on a scale-model journey from the Sun all the way out to dwarf planet Pluto!

Meadow Walk
A short walk in the Quinn Nature Preserve, which is a natural area in the meadow.

River Loop
This trail travels through a precision grow and winds along the Connecticut River.

Planet Walk
Walk all the way from the Sun to Pluto (and back) at our largest exhibit!

Interpretive Trail

Legend

- 1 Proposed shoreline trail with signs
- 2 Proposed launch or floating dock

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Project 9: (Rock Cove) Explore partnership with Columbia Gorge Interpretive Center for shoreline access			
Description	Proposed collaboration to allow for trail or other shoreline access for public use on the museum property.	Category	Score
Public Access Type	<input checked="" type="checkbox"/> Trail <input checked="" type="checkbox"/> Restoration <input checked="" type="checkbox"/> Boat launch <input type="checkbox"/> Acquisition/Easement <input type="checkbox"/> Infrastructure Improvement <input checked="" type="checkbox"/> New infrastructure <input type="checkbox"/> Other: Interpretive Plan and/or Signage	GIS score	7.1
Cost	<input checked="" type="checkbox"/> Less than \$50K <input type="checkbox"/> \$50K – 500K <input type="checkbox"/> \$500K <	Alignment with existing Long Range Planning	Yes (1)
Proposed Feature and Amenity	QTY: up to four new interpretive signs 1,350 LF of trail QTY: 1 new hand carry boat launch or community dock 2,000 SF landscape restoration	Public Engagement	10
		Score Summary	26
Proposed Outreach and/or Coordination	Work is not on city-owned property. Collaboration with museum to construct a shoreline trail for public use and other improvements. The trail could be an extension of the museum experience as an interpretive trail with educational signage. This collaboration could yield funding opportunities and expedite permitting. Work requires moderate level of coordination between city and museum.		
Summary of Public Comments	The public comments were largely supportive of improvements to this space with an interpretive element.		
Timeframe	Coordination with multiple parties prior to design implementation <input checked="" type="checkbox"/> Can be executed immediately <input checked="" type="checkbox"/> Enact by 2030 <input type="checkbox"/> Enact by 2040 and beyond <i>Collaboration can begin immediately. Design and construction could be possible by 2030.</i>		
Risk/Issues/ Additional Information	The shoreline is very steep. The trail could follow the top of slope to give public visual access to Rock Cove. An existing trail to the water exists, but the path is not ADA compliant. The area for a potential hand carry launch is limited. A floating dock could allow visitors to 'park' and visit. Further in-support of this water-dependent use, the museum parking lot is rarely at capacity.		
Permits required	Shoreline Substantial Development Permit, building permit, US Army Corps of Engineers Section 404 permit, Ecology 401 Water Quality Certification and WDFW HPA permit. A moderate level of permitting complexity is expected in dealing with state and federal agencies.		
Environmental Impact	Existing shoreline areas and steep slopes have native vegetation. Improvements could likely avoid mature trees, but the introduction of a trail could be an impact that will need to be offset by restoration. Due to the presence of invasive plant areas, there are opportunities for restoration that would also benefit the proposed trail experience.		

Additional Projects

During the public outreach process, some additional project ideas arose that garnered support by community members. These projects earned charrette dollars during the outreach as public-created entries on the 'what did we miss?' board.

The first project was to consider collaboration with the county on shoreline improvements to the county fairgrounds site, including a hand carry boat launch. During a stakeholder meeting with staff from the county, the consultant team and city staff walked around the fairgrounds and discussed what overlap there might be in project interests between the city and the county. Opportunities included:

- Hand-carry boat launch (this idea received charrette dollars at the public outreach event)
- Shoreline restoration with native plants, including oak trees
- Improvements to the Timber Carnival Viewing Area adjacent to the shoreline
- Parking area improvements including potential expansion areas for public shoreline use

The second project that arose was a discussion of the ecological health of Rock Cove, and opportunities for improvements to the cove. The public opinions voiced during the outreach differed vastly when it came to discussions of the long term goal for the cove. These ranged from a desire to maintain the cove long term through regular dredging, to allowing the cove to silt in or be filled to return the site to a pre-Bonneville Dam landscape condition. In the short term there appeared to be more consensus regarding the need to monitor and maintain the spread of invasive aquatic vegetation. Opportunities included:

- Create an aquatic vegetation management plan
- Treat the spread of invasive aquatic plants in the cove



Photo above: View from SW Rock Creek Drive across Rock Cove towards fairgrounds and Mill Pond Trail. (April 2023)

Legend

- Primary routes related to shoreline access
- Primary downtown pedestrian network
- Existing shoreline trails and amenities
- Existing pedestrian experience on or along shoreline on sidewalk
- Missing pedestrian connection
- Informal seasonal trail along creek
- Future desired trail
- Neighborhood flow into downtown

ROCK CREEK CONNECTION:

WATERFRONT CONNECTION:

ROCK COVE CONNECTION:

RESOURCE CONNECTION:

1 Strengthened online mapping resource and information for visitors.

Base Map Legend

- Urban Growth Area Boundary
 - City Limits
 - SED Outline
- Raster Analysis Scoring**
-
- High Score: 19
Low Score: 0
-
-



Chapter 5. Master Plan Implementation

PERMIT PATH

Specific permitting pathways for each alternative will depend on the existing conditions at each site as well as the specific scope of work included in the design. These factors may change as the project design continues to advance, and as site specific studies are conducted. The following sections provide a general overview of local, state and federal permitting requirements followed by project specific discussions, based on a review of available mapping sources and conceptual level project details.

Overview | Local

Shoreline Master Program (SMP)

Rock Creek and the Columbia River are designated as Shorelines of the State. The

Columbia River has the additional designation of a Shoreline of Statewide Significance. Lands in the City within 200 feet of the ordinary high water mark of these shoreline waterbodies are within shoreline jurisdiction and are subject to the regulations of the Stevenson Shoreline Master Program (SMP). Projects subject to the SMP may require one or more of the following types of permits/reviews: shoreline exemption, shoreline substantial development permit, shoreline conditional use permit, shoreline variance. Shorelines within the City are assigned a Shoreline Environment Designation (SED), similar to a zoning overlay. Each SED has management policies and regulations specific to the environment they cover. Uses, developments, and modifications in shoreline jurisdiction must be designed and implemented in a manner that achieves no net loss of shoreline ecological

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functions. Mitigation must generally be provided for any unavoidable adverse impact.

In general, the SMP permits water-related and water enjoyment recreational development, including trails, through a shoreline substantial development permit (SSDP). A minimum shoreline setback of 25-50 feet, depending on the SED is required where development cannot occur. The SMP specifies that dirt or gravel public access trails to the water do not require any setback. However, it is not clear if paved trails would be allowed. The Columbia River, Rock Creek and Rock Cove also require a 150 foot fish and wildlife habitat conservation area buffer, per 18.13.095.D, incorporated by reference into the SMP (see CAO section below). The CAO does not appear to clearly establish any allowed uses in buffers but it is presumed that a shoreline access trail would be allowed, with mitigation for vegetation removal impacts. To better encourage and facilitate the approval of shoreline public access projects, the city could consider revising the SMP and/or CAO to include more clear trail standards. The city could also consider eliminating fixed width buffer widths for water oriented public access and recreation facilities adjacent to shorelines and rely instead on design and management standards to regulate the type of vegetation removal allowed and required mitigation actions.

Critical Areas Ordinance (CAO)

Critical areas in shoreline jurisdiction are regulated by the SMP. The SMP adopts by reference the City's Critical Areas and Natural Resource Lands code, Chapter 18.13, with some exceptions, which provides an additional layer of regulation for critical areas (wetlands, geologic hazard areas, flood hazards, critical aquifer recharge areas, and fish and wildlife habitat conservation areas). Shoreline waterbodies are also designated Fish and Wildlife Habitat

Conservation Areas (FWHCA) and are prescribed protective buffers as discussed above. There are also non-shoreline FWHCAs (streams) mapped within the vicinity of some project proposals, as well as geologic hazard areas. While it appears that existing mapping does not indicate wetlands in the vicinity of any project proposals, it is possible that unnamed features could be present, particularly near Rock Cove in the vicinity of Proposal 3. The presence or absence of wetland features would need to be confirmed by a site specific delineation.



Gateway to community garden at fairgrounds site.

State Environmental Policy Act (SEPA)

SEPA is triggered by application for a permit, license, certificate, or other approval not specifically exempted. The City adopts by reference the SEPA categorical exemptions identified in Washington Administrative Code (WAC) 197-11-800. SEPA could be triggered by multiple potential project activities, including fill or excavation exceeding 100 cubic yards or development on lands covered by water.

SEPA can be processed with an Environmental Checklist or an Environmental Impact Statement

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(EIS). An EIS is typically necessary if one or more significant adverse impacts are identified. As currently envisioned, we do not foresee impacts rising to a level necessary for an EIS.

Construction Permits Etc.

The focus of this chapter is on environmental permitting requirements related to the shoreline environment the proposals are associated with. However, it should be noted that the City will likely also require construction-related permits after shoreline and/or critical area permits are obtained. Such permits could include clear and grade, building permits and ROW use permits.



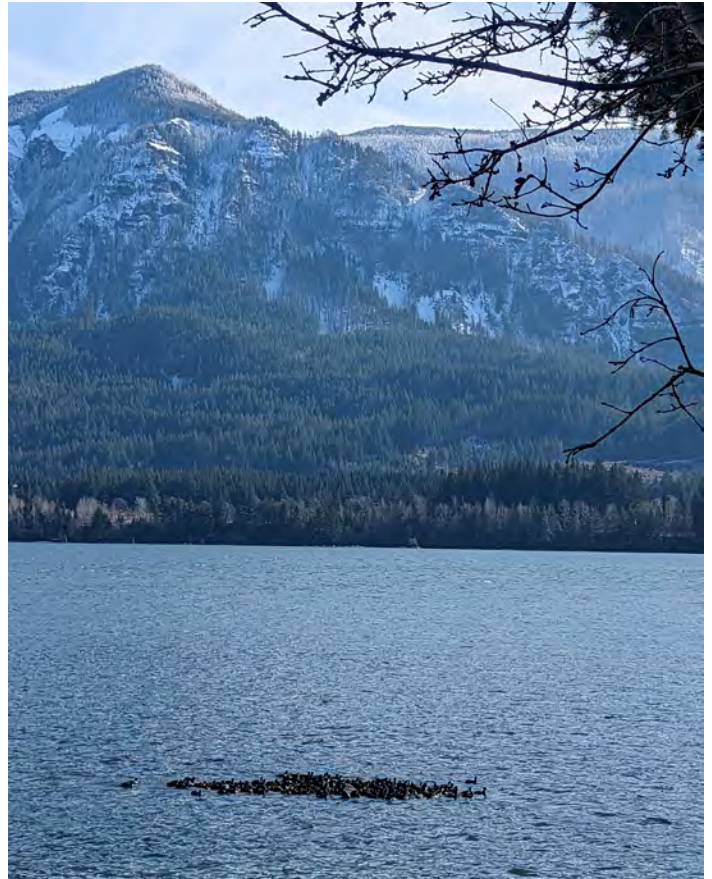
Restoration planting along the Columbia River waterfront.

Overview | State & Federal Regulations

Federal Agencies

Waters of the United States are regulated by the U.S. Army Corps of Engineers (Corps) under Section 404 of the Clean Water Act. Any proposed filling or other direct impacts to shoreline waterbodies, tributaries to shorelines, and in some cases wetlands and other non-shoreline streams, would require pre-construction notification and permit authorization from the Corps. If activities requiring Corps permits are proposed, a Joint

Aquatic Resource Permit Application (JARPA) could be submitted to obtain authorization.



The shoreline attracts flocks of diverse waterfowl to the city.

Federally permitted actions that could affect endangered species may also require a biological assessment study and consultation with the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service. Compliance with the Endangered Species Act must be demonstrated for activities within jurisdictional waters and the 100-year floodplain. Application for Corps permits may also require an individual 401 Water Quality Certification and Coastal Zone Management Consistency determination from Ecology and a cultural resource study in accordance with Section 106 of the National Historic Preservation Act.

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Washington State Department of Ecology (Ecology)

Ecology is charged with reviewing, conditioning, and approving or denying certain federally permitted actions that result in discharges to state waters under Section 401 of the Clean Water Act. However, Ecology review under the Clean Water Act would only become necessary if a Section 404 permit from the Corps was issued (see below). Ecology also regulates wetlands and streams under the Washington Water Pollution Control Act, but only if direct impacts are proposed. Therefore, authorization from Ecology would not be needed if filling activities are avoided.

A JARPA may also be submitted to Ecology to obtain a Section 401 Water Quality Certification and Coastal Zone Management Consistency Determination if filling is proposed. Ecology approvals are either issued concurrently with the Corps approval or within 90 days following the Corps permit.

In general, neither the Corps nor Ecology regulates buffers, unless direct impacts are proposed. When direct impacts are proposed, buffers are applied based on Corps and Ecology joint regulatory guidance.

Washington State Department of Fish and Wildlife (WDFW)

Chapter 77.55 of the RCW (the Hydraulic Code) gives WDFW the authority to review, condition, and approve or deny “any construction activity that will use, divert, obstruct, or change the bed or flow of state waters.” This provision includes any in-water work, the crossing or bridging of any state waters and can sometimes include stormwater discharge to state waters. WDFW will issue a Hydraulic Project Approval (HPA) if a project meets regulatory requirements.

WDFW can also restrict activities to a particular timeframe through the conditions of approval on an HPA. Work is typically restricted to late summer and early fall, however, WDFW has in the past allowed crossings that don’t involve in-stream work to occur at any time during the year.

Proposal Specific Considerations

The following sections describe more specific permitting considerations, opportunities and constraints for the five most preferred proposals as identified by the public within the April 19th charette.



View towards Rock Creek from top of Piper landslide.

Proposal 7: Create public pedestrian access to Rock Creek upper falls

Proposal 7 is located outside of the Stevenson city limits, within unincorporated Skamania County, and would therefore be subject to County permitting requirements. Steep slopes, landslides, and stream critical areas are mapped within the project vicinity. A site specific delineation would be necessary to confirm the presence and extent of these areas. Portions of the trail within 200 feet of the falls would

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be subject to the Skamania County (County) Shoreline Master Program (SMP). The County SMP directly includes specific regulations for activities within critical areas within shoreline jurisdiction. The County does not have specific Fish and Wildlife Habitat Conservation Area (FWHCA) buffer width requirements for Type S waters, rather the SMP relies on the Vegetation Conservation section to regulate the type of vegetation removal allowed and required mitigation actions, based on the location of the vegetation removal relative to the shoreline waterbody. Additionally, there are separate shoreline setbacks listed in SMP Table 5-1. Proposal 7 lies within the Shoreline Residential (SR) environment designation. Recreational water related and water enjoyment development including public access trails and viewing platforms are allowed in the SR designation with a Shoreline Substantial Development (SSDP) permit. Recreational public access approach trails perpendicular to the water, as most of a pedestrian access trail to the upper falls would likely be, do not require any setback. However, viewing platforms and any trails parallel to the shoreline require a 50-foot setback. Public access viewing platforms and trails must be the minimum size necessary, follow mitigation sequencing, and ensure no net loss of ecological functions. In the case of a new, formal trail to the upper falls this would likely mean providing mitigation for any vegetation removal that occurs.

Proposal 7 would likely avoid any in or over-water work so state and federal permitting would likely be un-necessary.



Existing crosswalk improvements for pedestrians.

Proposal 2: SW Rock Creek Drive pedestrian improvements: enhance connection between waterfront & Rock Cove shorelines

Proposal 2 lies mostly outside of shoreline jurisdiction and outside of any mapped critical areas. Proposed actions would occur entirely within the existing built environment, therefore environmental permitting requirements are anticipated to be minimal. However, it appears that the very western end of the project area may occur within the outer portion of the shoreline jurisdiction of Rock Creek. If a site assessment confirms that actions are proposed within 200 feet of Rock Creek, shoreline permitting would likely be required. Construction permits and a ROW permit may also be required.

Proposal 3: Enhance pedestrian connections to waterfront west end

Proposal 3 lies within the Active Waterfront SED. Access and collector roads are permitted in this SED with a 50 foot setback required. This proposal could be complicated by the presence of wetland adjacent to the cove. To bring the

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existing dock into operation would likely involve in-water work requiring state and federal permitting with Ecology, WDFW and the Corps. Public boating facilities and overwater structures are permitted in the Active Waterfront SED with no setback required. Water-oriented recreational development, such as a new park, is also allowed with a 50 foot setback. However, non-water oriented park elements (ex/sports fields) would not be allowed without a Conditional Use Permit, and would require a 100 foot setback.

Proposal 4: Enhance pedestrian connections to waterfront east end

Proposal 4 lies in the Active Waterfront SED. Project elements would likely include work adjacent to and within a Type F shoreline tributary, Kanaka Creek, which requires a 100 foot buffer (SMC 18.13.095.D). A new creek crossing would require an HPA from WDFW in addition to shoreline and critical area permitting. Bridges are permitted in the Active Waterfront SED. If the crossing spanned the OHWM of the creek and in-water work was avoided Corps permitting would not be required. However, any in-water work including culvert replacement would trigger a Corps permit as well as WDFW and Ecology review.

Formalizing the existing dirt path into a paved trail would likely require mitigation to ensure no net loss of ecological function. Invasive blackberry dominates much of the project area and provides good opportunity for restoration and re-vegetation with native plants in this area.

It should also be noted that the BNSF may need to be a partner in the implementation of this proposal due to the proximity of the work to the railroad crossing. The timing and involvement of such a partnership are unknown and should be coordinated early on in the project scoping process.



Existing trail down to a picnic table by the museum.

Proposal 9: Explore partnership with Columbia Gorge Interpretive Center for shoreline access

Proposal 9 lies within both the Active Waterfront and Urban Conservancy SEDs. No immediate permitting would be needed to create the partnership. Future environmental permitting needs would depend on scope of activities proposed and would likely be similar to the pathways discussed above for new shoreline trails, recreation areas and shoreline modifications. State and federal permitting would be required for any work below the OHWM.

SMP AMENDMENT CONSIDERATIONS

The SMP addresses public access in several locations, including Chapters 4.6 (Public Access), 5.2-5.3 (Shoreline Use Table) and 5.4 (Specific Shoreline Use Policies & Provisions). Below are several options for SMP amendments that may help reduce barriers towards this from a development perspective within the city.

For an applicant, public access provisions may come up in different locations, given

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the development proposal type. To remedy searching throughout the SMP outside the use table, references to public access may best be addressed through consolidating these regulations to within Chapter 4.6 (Public Access) with references to this chapter within each development type listed within Chapter 5.4. References to the Shoreline Use Table may remain.

Further, with several of the listed projects having potential for a public/private partnership, there are opportunities to encourage private buy-in with a provision for paying for the construction cost of the required improvements in lieu of developing the improvements at the time of development. The option would allow greater flexibility and efficiency if there are elements to be constructed at the same time on public property (see City of Everett SMP). The city may even consider a menu of options instead of a bright-line standard for all projects, depending on the timing when a public access easement is provided to encourage this practice potentially ahead of development.

Finally, in-dealing with public access conflicts, when shoreline views with physical public access both conflict with one another, the water-dependent use and physical access has priority, unless there is a compelling reason to the contrary.

FUNDING STRATEGY

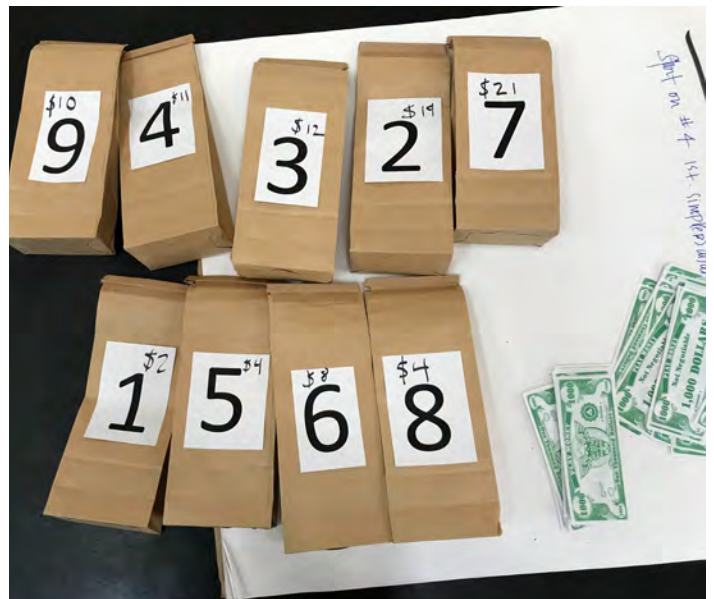
The below list includes a few funding streams the city may consider when applying for public access and associated restoration implementation funding.

The Recreation and Conservation Funding Board (RCO) has a bi-annual grant program dedicated to land conservation, recreational planning and implementation. The RCO board evaluates all

projects who first plan for parks and restoration projects through establishment of a plan containing goals and objectives, inventory, public involvement, and capital improvement program.

The Lower Columbia Fish Recovery Board is a lead entity for administering salmon recovery grants used to restore degraded salmon habitat in southwest Washington, as well as for watershed planning. Funding can be used for culvert projects, restoring shoreline modifications to a more natural state and shoreline enhancement opportunities.

The Department of Ecology and U.S. Environmental Protection Agency (EPA) provide federal and a 40% state match in grants under Section 319 of the federal Clean Water Act. The program funds eligible water quality infrastructure improvements and stormwater financial assistance program grants. Ecology also funds aquatic invasive species management grants to plan for and implement aquatic invasive management actions.



Attendees of the charrette used play money to vote on which projects deserved funding.

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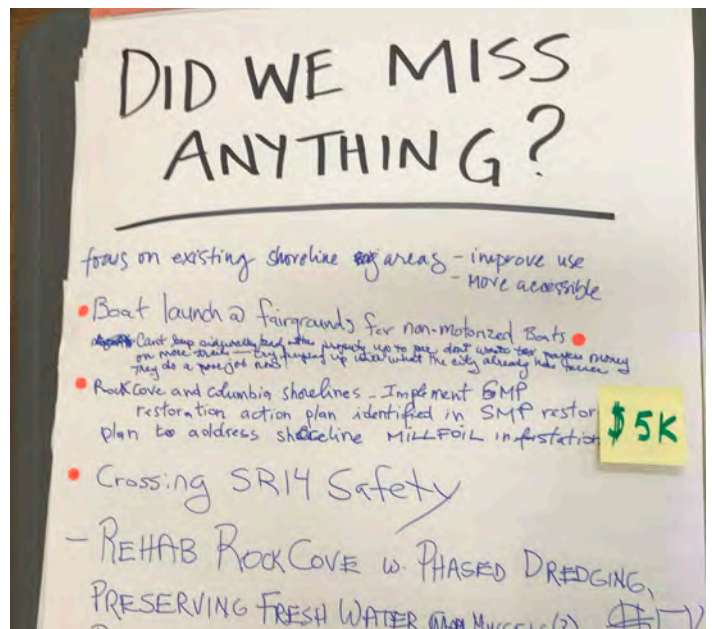


Chapter 6. Conclusions

SUMMARY

Instead of being reactive to development, this plan offers a proactive, community and analysis-driven approach to envision where public access alignments are most desired. Here, the public led an outsized role in prioritizing projects within the shoreline. Even so, all listed projects will be considered.

As a roadmap to implementation, each project example looks at steps and funding needed to make a given project a reality. Moving forward, the City now has the opportunity move on one or more these prioritized or listed projects in the near-term, or point to the vision for public access when a development inquiry occurs.



Public Charrette comment board, April 2023.

Appendix A: Cost Table

City of Stevenson

100% PRELIMINARY COST ESTIMATE / LINE ITEM SCHEDULE

Item No. / Description	Est. Quantity	Unit	Unit Price (numeric)	Extended Amount (Qty x Unit Price) (numeric)
1) Interactive Webpage				
1 Create webpage with interactive map	1 EA		\$ 12,000.00	\$ 12,000.00
2 Ongoing support costs to maintain platform	1 YR		\$ 600.00	\$ 600.00
			Estimated Project Total	\$ 12,600.00
2) SW Rock Creek Drive Pedestrian Improvements				
1 Opt B: 6ft wide sidewalk w/ gutter, curb, planting strip, street trees on north side.	0.23 MI		\$ 700,000.00	\$ 161,000.00
2 Opt B: 6ft wide sidewalk w/ gutter, curb, on south side	0.23 MI		\$ 600,000.00	\$ 138,000.00
3 Landscape to be irrigated, approx.	7,000 SF		\$ 2.25	\$ 15,750.00
4 Opt C: 12ft wide sidewalk w/ gutter, curb, planting strip, street trees.	0.23 MI		\$ 800,000.00	\$ 184,000.00
5 In-ground pavement markers	10 EA		\$ 1,500.00	\$ 15,000.00
6 Opt B & C: Re-paving and re-striping road	940 LF		\$ 500.00	\$ 470,000.00
			Estimated Project Total	\$ 983,750.00
3) Enhance Pedestrian Connections to Waterfront West End				
1 6ft wide sidewalk w/ gutter, curb, 6 ft planting strip, street trees	900 LF		\$ 28.00	\$ 25,200.00
2 6' wide paved trail (Asphalt)	400 LF		\$ 20.00	\$ 8,000.00
3 Landscape to be irrigated, approx.	5400 SF		\$ 2.25	\$ 12,150.00
4 Railroad Street Easement per assessor	1 EA		\$ 10,000.00	\$ 10,000.00
5 Public Shoreline Easement per assessor	1 EA		\$ 20,000.00	\$ 20,000.00
6 Rock Creek Drive ROW extension per assessor	1 EA		\$ 500,000.00	\$ 500,000.00
			Estimated Project Total	\$ 575,350.00
4) Enhance Pedestrian Connections to Waterfront East End				
1 6ft wide sidewalk w/ gutter, curb, 6 ft planting strip, street trees, 1st Street	600 LF		\$ 28.00	\$ 16,800.00
2 6' wide paved trail (Asphalt) connection	200 LF		\$ 20.00	\$ 4,000.00
3 Landscape to be irrigated, approx.	3600 SF		\$ 2.25	\$ 8,100.00
4 Resurfacing of existing road	800 LF		\$ 500.00	\$ 400,000.00
5 Road signage	2 EA		\$ 1,500.00	\$ 3,000.00
6 Design study for new pedestrian crossing on SR-14	1 EA		\$ 40,000.00	\$ 40,000.00
			Estimated Project Total	\$ 471,900.00

100% PRELIMINARY COST ESTIMATE / LINE ITEM SCHEDULE

5) Public Access to Lower Rock Creek						
1	Demolition of structure	1 EST		1 EST	\$ 200,000.00	\$ 200,000.00
2	Gravel parking lot	400 SF		400 SF	\$ 16.00	\$ 6,400.00
3	LID stormwater feature	1 EST		1 EST	\$ 250,000.00	\$ 250,000.00
4	Picnic area and path, crushed rock	1 EST		1 EST	\$ 10,000.00	\$ 10,000.00
5	Creek cove creation	1 EST		1 EST	\$ 100,000.00	\$ 100,000.00
6	Landscape to be irrigated, approx.	2,000 SF		2000 SF	\$ 2.25	\$ 4,500.00
7	Remove armoring	1 EST		1 EA	\$ 10,000.00	\$ 10,000.00
8	In-ground pavement markers	5 EA		5 EA	\$ 1,500.00	\$ 7,500.00
					Estimated Project Total	\$ 588,400.00
6) Public Pedestrian Access to Rock Creek Lower Falls						
1	Piper Road & Cazare Lane Easement connection, per assessor	1 EA		1 EA	\$ 360,000.00	\$ 360,000.00
2	Easement Option 1, per assessor	1 EA		1 EA		
3	Easement Option 2, per assessor	1 EA		1 EA		
4	Easement Option 3, per assessor	1 EA		1 EA		
					Estimated Project Total	\$ 360,000.00
7) Create Public Pedestrian Access to Rock Creek Upper Falls						
1	12' wide accessible paved trail (Asphalt)	1,000 LF (0.19 mi)		1000 LF	\$ 34.00	\$ 34,000.00
2	Accessible paved overlook (12ft diameter)	1 EA		1 EA	\$ 5,000.00	\$ 5,000.00
3	Multi-use Trail (5ft width, compacted gravel, accessible trail)	1,350 LF / 0.26 mi		0.26 mi	\$83,950	\$ 21,827.00
4	Trail steep slope ladder sections/special construction features to connect overlook to water edge	1 EST		1 EST	\$ 10,000.00	\$ 10,000.00
5	Gravel parking lot	3000 SF		3000 SF	\$ 16.00	\$ 48,000.00
6	Easements for trails	1 EST		1 EST		
					Estimated Project Total	\$ 118,827.00
8) Rock Cove Shoreline Trail easement extension and enhancement						
1	Hand carry boat launch and boat wash facility	1 EA		1 EA	\$ 30,000.00	\$ 30,000.00
2	12' wide accessible paved trail (Asphalt)	1,000 LF		1000 LF	\$ 34.00	\$ 34,000.00
					Estimated Project Total	\$ 64,000.00

City of Stevenson

100% PRELIMINARY COST ESTIMATE / LINE ITEM SCHEDULE

9) Explore partnership with Columbia Gorge Interpretive Center for shoreline access						
1	Multi-use Trail (5ft width, compacted gravel, accessible trail)	1,350 LF / 0.26 mi	0.26 mi	\$83,950	\$	21,827.00
2	Interpretive signs	4 EA	4 EA	\$10,000	\$	40,000.00
3	Hand carry boat launch or community dock	1 EST	1 EST	\$ 200,000.00	\$	200,000.00
4	Landscaping to be irrigated, approx.	2,000 SF	2000 SF	\$ 2.25	\$	4,500.00
Estimated Project Total						\$ 266,327.00
10) Rock Cove Invasive Aquatic Vegetation Management						
1	Plan and management per year	1 EST	1 EST	\$ 50,000.00	\$	50,000.00
11) County Fairground Improvements						
1	Hand carry boat launch	1 EST	1 EST	\$ 15,000.00	\$	15,000.00
Subtotal of All Items						\$3,506,154.00
Contingency mark up of 15%						\$525,923.10
Total for Schedule with Escalator						\$4,032,077.10

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Public Engagement Plan

STEVENSON INTEGRATED PUBLIC ACCESS & TRAILS PLAN CITY OF STEVENSON

February 9, 2023

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Title-page image: City of Stevenson, facing north along the Columbia River (via Department of Ecology Shoreline Oblique, 2017)

All discussions, conclusions and recommendations reflect the best professional judgment of the author(s) and are based upon information available at the time the plan was developed. All work proposed within this document does not supersede the approved scope and fee. Deliverables described will be provided within the previously agreed upon scope, budget, and timeline. No other warranty, expressed or implied, is made.



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1 Introduction

The City of Stevenson’s current public access and trails system along shorelines of the state (shoreline jurisdiction) including Rock Creek, Rock Cove and the Columbia River provide environmental, health, and aesthetic benefits to the entire community. Even with quality existing public access points and trails found along these shorelines, these trails do not connect in a seamless way. As such, the City desires to further the public access goals of the Shoreline Master Program (SMP) via an Integrated Public Access and Trails Plan, providing a roadmap for incentivizing public access in-tandem with or prior to future development. This plan aims to bring community stakeholders together in evaluating existing and potential public access within shoreline jurisdiction (roughly 200-foot landward of the ordinary high water mark), surrounding Rock Cove, Rock Creek and the Columbia River. The City applied for and received a Department of Ecology SMP competitive grant to conduct this effort.

Like many cities in the greater northwest region, the Stevenson community is also faced with the need to support growth and development and provide adequate amenities to both existing residence and the robust tourism industry’s presence in Stevenson and greater Skamania County. This plan intends to provide public stakeholders with a roadmap for future public access improvements, providing the necessary documentation needed for the City to apply for future Recreation and Conservation Office (RCO) grants.

The public involvement effort will be a collaboration between the City and The Watershed Company (Watershed), in which the City will lead stakeholder identification, notification, and outreach. The City will also handle event and project promotions, incorporating messaging or content developed with Watershed, if needed. Watershed will facilitate select engagement events, in order to efficiently solicit stakeholder feedback relevant to the planning and design process. This Public Engagement Plan provides a preliminary outline of the public involvement effort.

1.1 Overview of Integrated Shoreline Public Access & Trails Project

The project comprises three distinct but overlapping tasks: (1) Public Access & Trail Planning, including a high-level review of the 2010 shoreline inventory and characterization report and updated constraints and opportunities analysis, (2) Draft SMP amendment, and (3) Public Involvement. Tasks 1 and 2 will yield concrete work products that are informed by the feedback and input received from the public involvement effort (Task 3). Public involvement will engage

stakeholders—both internal and external—to solicit feedback and document attitudes and perceptions about public access needs and improvements.

1.1.1 Engagement Goals and Strategies

The goals and strategies that will guide the public involvement effort are derived from the City's Shoreline Master Program Public Access Chapter 4.6, especially SMP public access policies 1-6 within section 4.6.2, described below:

- **Policy 1.** Continuous public pedestrian access should be provided along the City's shorelines, especially the Columbia River, Rock Cove, and Lower Rock Creek.
- **Policy 2.** The system of public physical and visual access to Stevenson's shorelines should be maintained, enhanced, and protected over time on both private and public lands.
- **Policy 3.** Public access and recreational facilities should be located in a manner that will preserve the natural characteristics and functions of the shoreline.
- **Policy 4.** Private property rights, public safety, and navigational rights should be considered when providing public access opportunities.
- **Policy 5.** New development should identify and preserve key shoreline views and avoid obstructing such views from public areas.
- **Policy 6.** The City's should develop a comprehensive and integrated public access and trail plan consistent with WAC 173-26-221(4) that identifies specific public access needs and opportunities to replace these site-by-site requirements. Such plan should identify a preference for pervious over impervious surfaces, where feasible.

Policy 6 gives clear direction in the SMP's direction towards completing an integrated public access and trail plan along and within shorelines of statewide significance. It is during this planning process through thoughtful engagement of project stakeholders and the public that the City intends to accomplish this planning effort.

1.1.2 Documentation of Public Involvement Effort

For the purpose of documenting community engagement and feedback for support of future funding applications, the following information will be collected throughout the public involvement effort.

Table 1. Summary of Documentation

Subject	Documentation Description	Responsible Party
Extent of outreach	<ul style="list-style-type: none"> • An inventory of all outreach methods, such as posters, emails, mailings, etc., used to engage the public. • Approximate quantity of public contacts targeted per outreach method, such as number of households. • Extent of geographic area where outreach was conducted. 	City
Event participation	<ul style="list-style-type: none"> • Number of participants/respondents, such as completed sign-in sheets from planned events or total of respondents to survey or other engagement exercise. • Summary of feedback received, such as formal responses received or written summary of participant discussion. 	Event facilitator (City or Watershed)

1.2 Stakeholder Outreach and Engagement

The following considerations are provided to assist the City with targeted outreach to key demographics and interest groups.

1.2.1 Stakeholder Identification

1.2.1.1 *Demographics*

According to the Census.gov 2020 American Community Survey, Census Tract 9503, representing the City of Stevenson and a largely undeveloped area several miles to the north hosts a population of 1,898 residents across 824 households, with 792 employed. While stakeholder participation is encouraged broadly by any interested parties, the project team aims to capture feedback that reflects the specific demographics of the greater Stevenson community. Specifically, the following groups should be represented in the feedback received.

- **Working Families with School-Aged Children.** Several statistics captured by the 2020 American Community Survey conducted by the U.S. Census paint a picture of working families with school-aged children as a key demographic in Stevenson. Specifically, roughly one fifth of the population of Stevenson is under the age of 18 (17.1%) and the average persons per household is 2.25. Roughly half the population is in the civilian labor force (53.9%) and an overwhelming majority of persons over age 25 have at least a high school diploma (88.2%). Further, a large number of households have a computer with broadband internet (81.7% and 76%, respectively). Altogether, this suggests that

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digital engagement and outreach to schools and workplaces could be effective means of outreach. Further, it suggests that a middle- to high-school reading level would be appropriate for use in outreach and engagement materials.

- Long-term Residents.** According to the U.S. Census data, the vast majority of residents lived in the same house a least 2 years prior to the census date (96.6%), with the largest influx of people moving into this area between 2015 and 2018 (30.9% of total residents). This is supported by the large number of owner-occupied housing units (64.1%), also captured by the Census. The number of long-term residents and owner-occupied housing units both support that direct mailing could be an effective outreach tool.
- Seasonal Residents and Tourists.** According to the U.S. Census data, approximately 15% of all residences within this census tract are vacant, denoting the potential presence of vacation rentals and/or seasonal residents. Further, numerous vacation accommodations (Skamania Lodge, for example) are located near shoreline areas and could benefit greatly from improved public access and increase public recreational amenities. Direct engagement of tourism-related businesses and organizations, such as through direct outreach or mailing, could be an effective means of engagement that could increase support for the trail planning effort.

Table 2. Summary of Demographic Engagement

Demographic Group	Potential Outreach Avenues, Liaisons, and Partners in Outreach
Working families with school-aged children	<ul style="list-style-type: none"> ○ Elementary, middle, and high schools ○ Parent-Teacher organizations ○ Youth advocacy and engagement organizations ○ Community library and pool
Long-term residents	<ul style="list-style-type: none"> ○ Neighborhood and community organizations ○ Community destinations (e.g., grocery stores, retail centers, parks)
Seasonal Residents and Tourists	<ul style="list-style-type: none"> ○ Lodging and hotel accommodations ○ Tourism-related businesses ○ Tourism bureaus and advocates ○ Recreational user groups

1.2.1.2 Interest Groups

The following is a list of preliminary stakeholder groups that may represent interests related to public access and trails along the City’s shorelines.

Table 3. Preliminary Summary of Stakeholder Interest Groups

Interest	Potential Stakeholders
Residential property owners	<ul style="list-style-type: none"> ○ Shoreline property owners ○ Owners of short-term rentals (e.g., Airbnb, VRBO)
Commercial, industrial, and institutional property owners	<ul style="list-style-type: none"> ○ Business owners and operators ○ Commercial property management companies ○ Lodging and Hotels (Skamania Lodge, for example) ○ Port of Skamania County ○ BNSF regional rail conductor
Community and Recreational Groups	<ul style="list-style-type: none"> ○ Skamania County Lions Club ○ Stevenson Eagles Club ○ Columbia Gorge Running Club ○ Skamania County Senior Services
First Nations, Environmental groups and public agencies	<ul style="list-style-type: none"> ○ Tribes (Cowlitz Tribe, Yakama Nation and Confederated Tribes of Warm Springs) ○ Underwood Conservation District ○ Columbia Land Trust ○ Washington Department of Natural Resources ○ Columbia Basin Partnership Task Force ○ Washington Department of Transportation
Utility providers	<ul style="list-style-type: none"> ○ Skamania PUD
Economic development groups	<ul style="list-style-type: none"> ○ Skamania County Chamber of Commerce
City staff	<ul style="list-style-type: none"> ○ Planning, engineering, and development department staff ○ Parks and recreation department staff ○ Utility department staff ○ Public Works department maintenance staff

1.2.2 Outreach Strategy

The project will rely on the City’s existing network of public outreach and community engagement for project notifications. City staff will be encouraged to share opportunities for public participation through established channels and relationships, such as social media, email lists, community calendars, and other tools. Coordinated content, such as a City email blast,

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graphic, or digital handout can be useful in disseminating information consistently. If desired, Watershed can assist the City with reviewing draft content or editing narrative information to engage a public audience.

1.2.2.1 *Stakeholder Meetings*

A series of stakeholder meetings will be held in 2023 through the design development and planning stages. Later in the project cycle, meetings will be held with the Planning Commission and City Council to discuss the draft and final planning documents, including potential code revisions and adoption. An overview of stakeholder meeting sequence and strategy is provided below.

Stakeholder Meeting (1 of 3) – Public Open House

- Attendees and format: Internal and external stakeholders, members of the public, in-person open public meeting
- Discussion: Project overview, including scope, schedule, background, purpose, and next steps of plan adoption and funding
- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
 - Broad input from community members on existing conditions, including recreational amenities and assets, experiential assets, constraints and opportunities to inform subsequent planning efforts.
 - Community vision regarding shoreline access and identity.

Stakeholder Meeting (2 of 3) – Stakeholder Charrette

- Attendees and format: City staff and select stakeholders invited to participate in a second working session, invite-only in-person working charrette
- Discussion: Review of key takeaways and highlights from public open house, review and expansion of community vision, distill opportunities and constraints
- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
 - Specific concerns and targets for shoreline access improvements.
 - Preliminary identification of key nodes, system gaps, and potential connections.

Stakeholder Meeting (3 of 3) - Public Open House

- Attendees and format: Internal and external stakeholders, members of the public, in-person open public meeting
- Discussion: Project update and progress, review of preliminary plan diagram and concepts, and next steps of plan adoption and funding

- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
 - Qualitative feedback on preliminary plan diagram and concepts, including alignments, connections, design standards and recommendations, and proposed facilities.

Watershed will support City staff in preparing and presenting on project progress in support of plan review and adoption. Specifically, Watershed will support the following meetings:

- Planning Commission Virtual Meeting (1 of 2)
- Planning Commission Virtual Meeting (2 of 2)
- City Council Virtual Work Session Meeting (1)

1.2.2.2 *Schedule of Public Engagement*

The following table summarizes the schedule of public engagement consistent with the overall project schedule and target for plan adoption by June 30, 2023.

Table 4. Public Engagement Schedule

Date	Milestone / Notes	Responsible Party
November 2022	○ Draft and finalize Public Engagement Plan (PEP)	Watershed/City
December 2022	○ Finalize date and location of first stakeholder meetings (first public open house and charrette) ○ Publish to city calendar and notify internal stakeholder ○ Send “save-the-date” or meeting invitation	City
January 2023	○ Promote public open house ○ Finalize date and location of second public open house, publish to city calendar, and send “save-the-date”	City
January 2023	○ Prepare draft meeting agenda ○ Prepare meeting materials	Watershed
February 2023	○ Facilitate Stakeholder Meetings 1 and 2	Watershed/City
February 2023	○ Promote second public open house	City
February 2023	○ Developing draft plan diagram and concepts ○ Prepare draft meeting agenda ○ Prepare meeting materials	Watershed
March 2023	○ Facilitate Stakeholder Meeting 3	Watershed/City

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Date	Milestone / Notes	Responsible Party
March 2023	<ul style="list-style-type: none"> ○ Revise plan diagrams and concepts ○ Advance trail plan report 	Watershed
April 2023	<ul style="list-style-type: none"> ○ Prepare for first Planning Commission Virtual Meeting ○ Attend first Planning Commission Virtual Meeting 	Watershed/City
May 2023	<ul style="list-style-type: none"> ○ Prepare for second Planning Commission Virtual Meeting ○ Attend second Planning Commission Virtual Meeting ○ Receive recommendation from Planning Commission to forward SMP Amendments to Ecology, final review 	Watershed/City
June 2023	<ul style="list-style-type: none"> ○ Prepare for and attend City Council Virtual Work Session Meeting ○ Deliver final documents for Ordinance and Integrated Shoreline Public Access & Trails Plan 	Watershed/City
Project Completion	<ul style="list-style-type: none"> ○ Final Adoption by City Council 	City

References

Census.gov, Census Tract 9503 (City of Stevenson and Vicinity).

<https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/> Accessed October 2022.

Skamania County Chamber of Commerce. Recreational Fitness Programs.

<https://skamania.org/adult-recreational-fitness-program/#1496978876836-ab450daa-3f91>

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Appendix C: Project Scoring Methodology

To determine an overall score for each proposed project, the team considered three main categories. The first category was the initial GIS analysis score. This score gave each project an objective rating based on factors such as ownership, physical constraints, and existing connectivity, for example. See Appendix for a complete description of the scoring methodology and data layers used for this analysis.

The second category was a score representing public support of the project. As described in more detail in Chapter 3, the first step of outreach was the Open House that was held for the public in February of 2023. This outreach event gave attendees the opportunity to propose project ideas. All proposed projects were supported by either public comments during the open house, via the online survey, or during stakeholder outreach by the city. The next outreach event was the in-person Charrette. Here, attendees were introduced to each project and asked to allot five votes for their preferred project(s). The results of the voting process became the category 2 score for the project.

The final category is a score for feasibility of construction. This score is determined by analyzing five different factors related to installation feasibility for each of the proposed projects. The team looked at: alignment with existing planning documentation, environmental impact, permitting and coordination requirements, timeframe for design and implementation, and cost.

Many of these factors were already considered in the initial project selection process. The proposed projects prevailed over other earlier suggestions from the open house because they align with existing planning documents, result in a net positive environmental impact, and permitting and coordination requirements were considered feasible. The scoring for feasibility of installation dives deeper into these factors to give a value to the alignment.

Feasibility is defined as being easier and faster to move forward with or implement. For example, a project is considered more feasible when it has public support (as defined by alignment with existing plans and/or public charrette score). A project is considered more feasible if it costs less and therefore will be easier to fund. Cost is also considered a reflection of complexity. Less complex projects are also assumed to be faster and easier to implement. Projects that are 'shovel ready' are considered easier to implement. Related to timeframe is the consideration of permitting and coordination complexity. A project is considered more feasible if it does not require extensive coordination with multiple parties (indicating a longer time period and therefore more cost to accomplish) permitting approvals from multiple agencies that require extensive documentation and may need many months to review and approve.

Ratings or scores for each factor are shown in the list below:

Alignment with existing planning documents.

This factor relates to feasibility in that we assume that if a project has already been mentioned or discussed in previous documents, it is more likely to have public support, has a higher probability of receiving funding, and may have more information available to begin the project with, thus providing savings in both time and money. Therefore, the more existing planning documents that align with a project, the higher the score the project will get. Proposed project:

- aligns with no existing planning document (Score = 0)
- aligns with at least one existing planning document (Score = 2)
- aligns with more than one existing planning documents (Score = 3)

Environmental impact. This factor considers feasibility as alignment with SMP goals, and that

projects that meet those goals are preferred and will therefore be more readily supported by the public and installed. Our assumption is that when a project proposes to minimize its environmental impact, that equates to minimizing impervious surfaces and other built features. While all projects propose a net ecological lift to the site, some projects have a stronger environmental benefit than others by reducing impervious surfaces and restoring native vegetation to a greater extent. These projects are assigned a higher score than projects that propose to increase impervious surfaces and will require more mitigation.

Proposed project:

- Removes impervious surfaces and/or has a low impact on the environment = 3
- Proposes minimal built features such as a pedestrian trail only and/or has a medium impact on the environment = 2
- Adds new impervious surfaces and/or has a high impact on the environment (independent of mitigation) = 1

Permitting and Coordination Requirements.

This factor considers feasibility with respect to the degree to which actions and approvals by parties outside of the city and residents will be necessary for the project to be implemented and succeed. We assume that if the city has minimal, city-only permits necessary, and is only required to coordinate within their own departments and residents, that project will be faster and more readily installed than other projects. The contrasting scenario would be a project that requires permits from local, state, and federal agencies, and requires extensive coordination within the city as well as with landowners, the county, or other parties to make decisions or fund the project. This type of project would be considered more difficult to install and would receive the lowest score. Proposed project:

- Has minimal permitting and coordination requirements (Score = 3)

- Has moderate permitting and coordination requirements (Score = 2)
- Has complex permitting and coordination requirements (Score = 1)

Timeframe for design and implementation.

This factor considers how soon a project would be able to be developed and implemented. While coordination for all projects could begin immediately, some projects will require more extensive coordination time than others before implementation can occur. Based on the city's desire to have project ideas that can seek grant funding as soon as possible, projects that could be implemented sooner were scored higher than projects that will need more time to process.

Proposed project:

- Design and construction phase can begin immediately (Score = 3)
- Design and construction phase can begin by 2030 (Score = 2)
- Design and construction phase can begin by 2040 (Score = 1)

Cost. The cost factor considers the approximate cost to implement the proposed project developed by the team, and assumes that the lower the cost, the more feasible it is that the project will be constructed. Cost also represents project complexity. Proposed project:

- Cost is less than \$50,000 (Score = 3)
- Cost is between \$50,000 and \$500,000 (Score = 2)
- Cost is greater than \$500,000 (Score = 1)

Overall Project Scorecard

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Number	Name	Alignment with							Overall Score	Overall Score Rounded
		MEAN GIS Overall score	Public Charrette score	Cost (Less than 50K = 3, 50-500K = 2, 500K+ = 1)	Plans (No= 0, At least 1 = 1, More than 1 =2)	Timeframe for Construction/Design (Immediate = 3, 2030 = 2, 2040+ = 1)	Permitting & Coordination Requirements (Min. = 3, Mod. = 2, Complex = 1)	Environmental Impact (Low = 3, Med = 2, High = 1)		
1.0	Interactive website	0	2	3	0	3	3	3	14	14
2.0	SW Rock Creek Drive	15.9	19	1	2	3	3	3	44.9	45
3.0	Enhance Waterfront West End	6.0	12	1	2	3	1	1	26.0	26
4.0	Enhance Waterfront East End	7.1	11	1	2	2	1	1	25.1	25
5.0	Lower Rock Creek Access	12.5	4	1	1	2	2	3	25.5	26
6.0	a. Lower Rock Creek Falls Option 1	5.4	8	2	0	2	2	2	21.4	21
6.1	b. Lower Rock Creek Falls Option 2	6.2	8	2	0	2	2	2	22.2	22
6.2	c. Lower Rock Creek Falls Option 3	4.7	8	2	0	2	2	2	20.7	21
6.3	d. Lower Rock Creek Falls - Linkage Trail	5.2	8	2	0	2	2	2	21.2	21
7.0	Upper Rock Creek Falls	7.1	21	2	0	1	2	2	35.1	35
8.0	Rock Cove Shoreline Trail Extension	5.3	4	3	1	2	3	2	20.3	20
9.0	Columbia Gorge Interpretive Center	7.1	10	3	1	2	1	2	26.1	26

Appendix D: GIS Scoring Methodology

DRAFT

DATA SOURCES

Physical

- Digital Elevation Model (DEM) – LiDAR 1-foot resolution
- SED Layer

Parcels/Land Ownership

- Skamania County & City of Stevenson

LAND USE ANALYSIS

In order to examine the most feasible locations for new trails and access, we performed a land use analysis that combined the physical features of the landscape and parcel usage. This analysis was performed entirely in ESRI's ArcGIS software.

Step 1: Physical

The Lidar-based DEM provided by the City of Stevenson was used to derive a slopes raster, and the slopes layer was clipped to the study area. The slopes raster was reclassified into four different categories and assigned four decreasing values as follows:

- 0 to 10 degrees: 4
- 10 to 25 degrees: 3
- 25 to 50 degrees: 1
- 50+ degrees: 0

The building's vector was unioned (combined) with the study area. Values were assigned as follows:

- Building: 0
- Non-building: 1

The resulting vector was then converted into a raster.

The wetlands vector was also unioned with the study area. Values were assigned as follows:

- Wetlands: 0
- Non-wetlands: 1

The resulting vector was then converted into a raster.

An aquatic area vector was derived from the aquatic designation from the SED layer. This vector was also unioned with the study area. Values were assigned as follows:

- Aquatic: 0
- Non-aquatic: 1

The resulting vector was then converted into a raster. Note, a flaw in this step is that it removed potential creek walking areas as potential trail connections.

The slopes raster, buildings raster, wetlands raster, and aquatic raster were multiplied together using the Raster Calculator. This resulted in a final physical raster layer in which cliffs (50+ degrees), buildings, wetlands, and aquatic areas were given a value of 0, indicating that they are unbuildable areas. The remaining values reflected the original slopes values.

Step 2: Parcels/Land Use

Parcel ownership was derived from multiple data sources. Most of the data came directly from the city in the form of various GIS layers. A few parcels were assigned ownership based on an Excel table from the city. A few ROW areas were assigned ownership based on direct communications with the city.

Parcel ownership values were assigned as below:

- Class 1: 12 – Public City-Owned
- Class 2: 3 – Tax-Exempt Parcel
- Class 3: 4 – Other Public (e.g. County, Federal, State, Port of Skamania)
- Class 4: 1 – Private
- Class 4b: 1 – Private, Undeveloped
- Class 5: 2 – ROW BPA
- Class 6: 5 – ROW City-Owned
- Class 7: 4 – ROW Other
- Class 8: 1 – Other
- Class 9: 1 – In City Limits

ROW City-Owned was weighted slightly higher

versus County owned ROW. City-owned parcels were weighed significantly higher than other public properties, based upon more-direct decision making for this property type.

The resulting vector was then converted into a raster.

Park areas received a bump in their parcel score. Park areas were unioned with the study area. Values were assigned as follows:

- Parks: 3
- Non-parks: 0

The resulting vector was then converted into a raster.

The parcel and parks raster layers were summed together using the Raster Calculator. This resulted in final physical raster layer with values ranging from 1 to 15.

Step 3: Combined Parcels/Land Use and Physical

A modified physical raster was created from the original physical raster described above. All pixels that were valued 1, 3, or 4 were reclassified to 1, and all pixels that were valued 0 were left as 0. This gave us a raster with values assigned as follows:

- Buildings, Cliffs (50+ degree slopes), Wetlands, Aquatic areas: 0
- Everything else: 1

The original physical raster layer and the parcels/land use raster layer were summed together using the Raster Calculator. This resulted in a combined raster with values ranging from 1 to 19.

This combined raster was multiplied with the modified physical raster to assign values of 0 to areas where trails are unfeasible. The final resulting raster contained values ranging from 0 to 19.

Step 4: Zonal Statistics of Project Areas

Each project area was analyzed against the raster analysis (using the Zonal Statistics tool) to derive an overall project score. Statistical fields calculated

are: Min

- Max
- Range
- Mean
- Standard Deviation
- Median

EXISTING NETWORK ANALYSIS

In order to highlight potential connections to the shoreline and to highlight potential improvements within the shoreline, two quick analyses were performed on the trail data.

Step 1: Good Walkability Near Shoreline

First, we examined possible connections to the shoreline. We did this by combining the trails, sidewalks, and walkability (selecting 'agree' or 'strongly agree' from the Walkability attribute) features into a single walkable feature. Then, buffered distances were created from the shoreline edge (50, 100, 150, 200, 300, 400, 500, 750, 1000, and 1500 ft), and these values were applied to the walkable features. By symbolizing these buffer distances along a gradient, we were able to highlight paths close to the shoreline as prime candidates for connectivity projects.

Step 2: Poor Walkability Within Shoreline

Second, we examined which trails/roads within the shoreline environment would be good candidates for improvements. This was accomplished by using the walkability data layer, and instead selecting for 'disagree' and 'strongly disagree' attributes. Again, buffers were applied to these unwalkable areas, highlighting areas within the shoreline environment classified as unwalkable, within 200 ft of the shoreline environment classified as unwalkable, and those beyond 200 ft of the shoreline environment classified as unwalkable. Mapping these paths identified potential improvements that could be made directly within the shoreline environment.



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

RE: Great Job in Developing the Draft Shoreline Plan

1 message

Ben Shumaker <ben@ci.stevenson.wa.us>

Wed, Jun 14, 2023 at 2:48 PM

To: Pat Doblle <patdoblle@gmail.com>, planning <planning@ci.stevenson.wa.us>

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

Received. Thank you, Pat. We will provide these comments to the City Council for their consideration.

*BEN SHUMAKER**(509) 427-5970*

From: Pat Doblle <patdoblle@gmail.com>**Sent:** Wednesday, June 14, 2023 10:12 AM**To:** Ben Shumaker <Ben@ci.stevenson.wa.us>; planning@ci.stevenson.wa.us**Subject:** Re: Great Job in Developing the Draft Shoreline Plan

On Wed, Jun 14, 2023 at 9:43 AM Pat Doblle <patdoblle@gmail.com> wrote:

Thank you for your extensive effort in researching the community's priorities and reflecting them in the Draft Shoreline Plan. Safe access and viewing of the 40' falls from the north shore of Rock Creek is indeed a valuable resource for the City, the residents, and the public. Understandably, there are funding and development issues to be addressed. While those are being worked out, I would urge the planning department to prioritize the Lower Rock Creek access project since the City already owns the property from which the public could safely access the river.

Sincerely,

Pat Doblle.



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

Draft 2023 Shoreline Public Access - Comment

Pat Albaugh <pat@portofskamania.org>

Mon, Jun 12, 2023 at 1:57 PM

To: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>

Good Afternoon Leana and Ben,

There has been a steady stream of Bob's Beach regulars coming in to express concerns about a proposed section of Cascade Avenue sidewalk (see attached). The Port agrees with their assessment that a sidewalk from Teo Park has little value and would impede traffic flow and reduce parking. Please consider this the Port's opposition to that specific idea within the draft plan.

Thank you - Pat

Pat Albaugh

Executive Director

Port of Skamania County

509-427-5484

pat@portofskamania.org



Shortline Plan - Cascade Avenue comment.pdf
559K



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

Proposals regarding Bob's Beach

1 message

Jeannie <jeanniejuster51@gmail.com>
To: leana@ci.stevenson.wa.us

Mon, Jun 12, 2023 at 9:34 PM

To Stevenson City Council:

I only today saw the draft proposal for extending the trail across the south end of Bob's Beach, and extending a sidewalk on or adjacent to the access road.

Both these ideas would have a negative impact on wind sport enthusiasts who are the primary users of Bob's Beach during Spring, Summer and early Fall.

The proposed paved trail extension would be a tripping hazard for people entering and exiting the water while carrying equipment. Furthermore, a paved path would be injurious to equipment positioned nearby and would limit the grass area for positioning such equipment.

There is not so much traffic on this dead-end street that a sidewalk extension is required. Any sidewalk extension would further limit parking, which is already in short supply. Instead, the City of Stevenson can post a sign declaring the road multi-use for bicycles, pedestrians and cars.

Respectfully submitted,
Jeannie Juster

Sent from my iPhone



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker, Short Plat Administrator
DATE: June 15th, 2023
SUBJECT: Proposed "Steeves Short Plat" (SP2023-02)

Introduction

On April 13th, 2023, the Short Plat administrator issued a determination of compliance for the Rick Pauly Short Plat. The approval was accompanied by 14+ conditions of approval. One of the conditions involved dedication of right-of-way along Kanaka Creek Road adjacent to the property.

The proponents have addressed this condition by including dedication language on the Short Plat map. While staff has the authority to approve short plats, this authority does not extend to acceptance of right-of-way on behalf of the City. Only the City Council can accept such. The plat map includes a signature line for the Mayor to certify the City Council's acceptance.

Staff Recommendation

Staff recommends City Council accept the right-of-way as part of the Short Plat map.

Relevant Policies & Discussion

SMC 16.02.180: A. All roads, private roads, bridges, drains, culverts, sidewalks, curbs, storm sewers and related structures or devices shall be constructed in accordance with standards currently in effect at the time of preliminary approval. These standards shall be those contained in this chapter or those adopted by the city.

The Public Works Department Review of this proposal is attached and noted the deficient right-of-way width for Kanaka Creek Road.

Prepared by,

Ben Shumaker

Attachments

- Public Works Review
- Proposed Plat Map



MEMORANDUM

Date: April 4, 2023

To: Ben Shumaker, City of Stevenson Community Development Director

Cc: Carolyn Sourek, City of Stevenson Public Works Director

From: Timothy Shell, P.E. *Timothy Shell*

RE: Richard-Steeves Short Plat (SP2023-02), 390 Kanaka Creek Road

BACKGROUND:

This development is a proposed 2-lot short plat of property on 390 NW Kanaka Creek Road in the City's R1 Single-Family Residential District. The tax lot number is 03-07-36-1-4-2090-00. The property is currently developed with a single-family detached dwelling on Lot 2 and residential outbuildings on Lot 1. Two lots are proposed for use as single-family dwelling. The proposal includes City water service and use of on-site septic systems.

ANALYSIS OF PROPOSED DEVELOPMENT:

Streets:

Kanaka Creek Road is an arterial (major collector) and as such, access to it is regulated per the engineering standards. Both lots already have driveways to Kanaka Creek Road and new driveway access is not proposed. Additional driveway access to Kanaka Creek Road would not be allowed. Neither of the existing driveways meet current standards because they are not paved 30' back from the right-of-way. The frontage is already improved with curb and sidewalk. No additional frontage improvements are required. The required right-of-way for a major collector is 60'. Additional right-of-way is required to be dedicated as necessary for a 30' half-width right-of-way.

Water:

Water maps show that there is an 8" waterline in Kanaka Creek Road to provide water service to the proposed lot. There are existing water services to both lots. The service to the shop building on Lot 1 is not in an acceptable location and should be relocated. The location for water service to Lot 2 is not shown on the preliminary plat.

Sewer:

Maps show that there is no sewer available in Kanaka Creek Road. The nearest point of connection is at the intersection of Kanaka Creek Road and Loop Road, approximately 870' south of the project boundary. The proposal is to use septic systems for sewer service to the proposed lots. Information provided on the preliminary plat shows two septic systems exist. The southerly septic system shows the reserve drainfield crossing the proposed lot line. A septic drainfield easement to Lot 2 across Lot 1 will be required.

Surface Drainage:

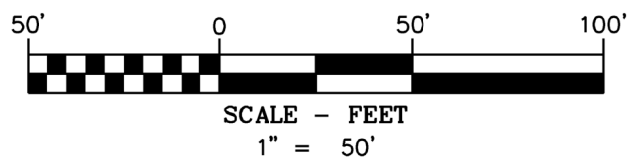
Due to topography of the lots stormwater runoff generated by development of the property will flow to Kanaka Creek. Runoff from the roofs and driveways will need to be dispersed to prevent soil erosion caused by concentrated stormwater runoff. Measures for stormwater dispersion and erosion control will be reviewed at the time of building permit.

RECOMMENDED CONDITIONS OF APPROVAL:

1. Right-of-way along the site's frontage of Kanaka Creek Road shall be dedicated to the City as required for a 30'-wide half-width right-of-way.
2. No new driveways shall be allowed access to Kanaka Creek Road.
3. The applicant shall provide copies of right-of-way permits for the existing driveways or if none exist, submit for right-of-way permits. The existing driveway approaches shall be paved per Stevenson Engineering Standards, a minimum 30' from right-of-way.
4. Separate water services are required for each lot. The applicant shall submit to the City for approval site plans for lots 1 and 2 showing the locations of existing and proposed utilities. The water service to Lot 1 shall be relocated to an approved location.
5. Provisions for stormwater drainage and erosion control for development of the lots will be reviewed at the time of building permit.
6. The applicant shall sign an agreement to participate in a future project for extension of a sanitary sewer in Kanaka Creek Road. The agreement shall be recorded and run with the land.
7. Lots 1 and 2 shall connect to sanitary sewer once it becomes available, including payment of sewer connection fees in place at the time of connection.

STEEVES SHORT PLAT

LOCATED IN THE SE 1/4 OF THE SE 1/4 SECTION 36
TOWNSHIP 3 NORTH, RANGE 7 EAST, W.M.
CITY OF STEVENSON, COUNTY OF SKAMANIA
STATE OF WASHINGTON



BASIS OF BEARINGS

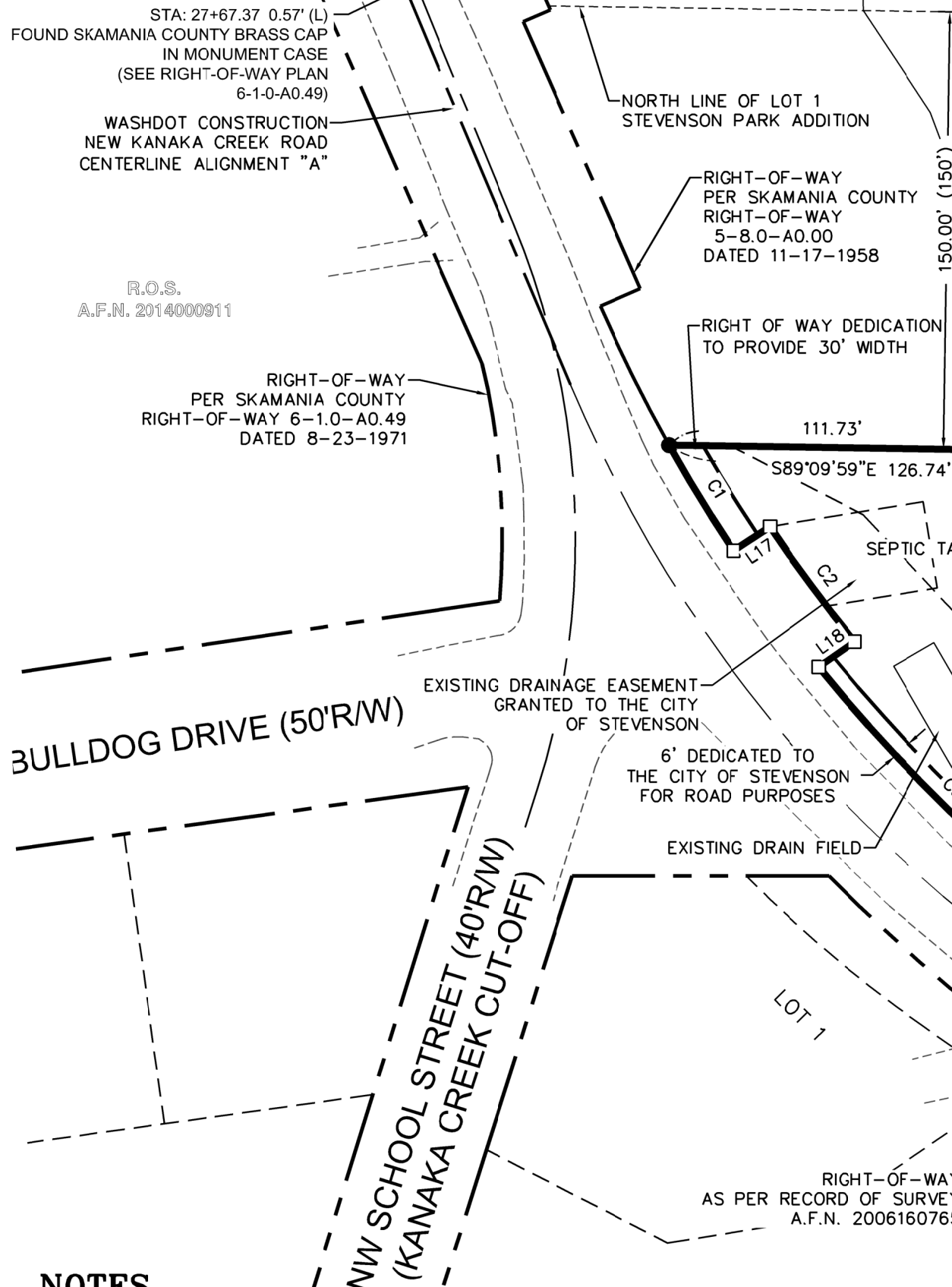
WASHINGTON SOUTH ZONE, STATE PLANE COORDINATE SYSTEM NAD 83 (2011)(EPOCH 2010.0), UTILIZING THE NATIONAL GEODETIC SURVEY (NGS) ONLINE POSITIONING USER SERVICES (OPUS) SOFTWARE PROGRAM.

LEGEND

- SET 5/8" X 24" REBAR WITH 1 1/4" YELLOW PLASTIC CAP INSCRIBED "KA OR59002 WA42690"
- FOUND 5/8" REBAR WITH 1 1/4" YELLOW PLASTIC CAP INSCRIBED "KA OR59002 WA42690" PER A.F.N. 2019-002366 (VISITED 2019)
- ⊙ FOUND KLEIN & ASSOC. 5/8" REBAR WITH 1-1/4" YELLOW PLASTIC CAP INSCRIBED (KLEIN ASSOC. WA 42690), PER A.F.N. 2011179428 (VISITED 2017)
- ⊙ FOUND 3/4" IRON PIPE, AS NOTED. (VISITED 2017)
- ⊠ FOUND BRASS CAP, AS NOTED. (VISITED 2017)
- ⊙ FOUND KLEIN & ASSOC. 5/8" REBAR WITH 1-1/4" YELLOW PLASTIC CAP INSCRIBED (KLEIN ASSOC. WA 42690), PER A.F.N. 2017000922 (VISITED 2017)
- COMPUTED ANGLE POINT, NOT MONUMENTED
- RM REFERENCE MONUMENT
- R.O.S. RECORD OF SURVEY
- A.F.N. AUDITOR'S FILE NUMBER
- (170') DEED DISTANCE

REFERENCED SURVEYS

- R1. STEVENSON PARK ADDITION; BOOK A, PAGE 38
- R2. CASCADE WOOD SHORT PLAT; A.F.N. 2006160765
- R3. TERRY SMITH SHORT PLAT; BOOK T, PAGE 114
- R4. SECOND ADDITION TO MELDAN ACRE TRACTS
- R5. STONE BROOKE ADDITION; BOOK B, PAGE 112
- R6. HOVES ORCHARD HOMES R.O.S. BOOK A, PAGE 77
- R7. RECORD OF SURVEY; PERFORMED BY KLEIN AND ASSOC. INC.; A.F.N. 201179428
- R8. BOUNDARY LINE ADJUSTMENT; PERFORMED BY KLEIN AND ASSOC., INC.; A.F.N. 2017000922
- R9. BOUNDARY LINE ADJUSTMENT, PERFORMED BY KLEIN & ASSOCIATES, INC., A.F.N. 2019-002366



NOTES

1. THE LOTS WITHIN THIS SHORT PLAT ARE SUBJECT TO AN IMPROVEMENT AGREEMENT (SEWER) RECORDED AT A.F.N. _____
2. THE LOTS WITHIN THIS SHORT PLAT ARE SUBJECT TO ACCESS CONTROLS. NO ADDITIONAL DRIVEWAYS ARE ALLOWED ON TO KANAKA CREEK ROAD.
3. LAND WITHIN THIS SHORT PLAT SUBDIVISION SHALL NOT BE FURTHER SUBDIVIDED FOR A PERIOD OF FIVE (5) YEARS UNLESS A FINAL (LONG) PLAT IS FILED PURSUANT TO THE STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTERS 16.14 THROUGH 16.44 INCLUSIVE, OR UNLESS A SHORT PLAT IS ALLOWED PURSUANT TO STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTER 16.02.

COUNTY ROAD PROJECTS

RIGHT-OF-WAY MAP, COUNTY ENGINEER'S FILE NO. 6-1.0-A0.49 (8-23-97)
RIGHT-OF-WAY MAP, KANAKA CREEK ROAD AND NW GROPPER ROAD TO E LOOP ROAD IMPROVEMENT 2015

SURVEYOR'S NOTES

THIS PLAT REPRESENTS A BOUNDARY SURVEY OF A PARCEL OF LAND DESCRIBED IN TRUST DEED, SKAMANIA COUNTY AUDITOR FILE NO. 2022-000620.

THE PROPERTY OWNERSHIP ON THIS MAP/ PLAT IS DEPICTED TO THE CENTER OR THREAD OF THE STREAM OR RIVER.

REFERENCED DEEDS

- D1 TRUST DEED, AUDITOR FILE NO. 2022-000620
- D2 QUIT CLAIM DEED, AUDITOR FILE NO. 2022-000266

PROCEDURES

A CLOSED LOOP TRAVERSE WAS PERFORMED USING A TRIMBLE S6 TOTAL STATION AND A TRIMBLE TC53 DATA COLLECTOR. MEETS MINIMUM STANDARDS AS DESIGNATED IN WAC 332-130-090

CURVE TABLE

Curve #	Length	Radius	Delta	Chord Dir.	Chord Len
C1	42.47'	548.00	4°26'25"	S31°25'30"E	42.46'
C2	48.97'	533.00	5°15'51"	S36°16'38"E	48.95'
C3	119.65'	548.00	12°30'35"	S45°03'39"E	119.41'
C4	278.49'	598.00	26°40'59"	N37°58'28"W	275.98'
C5	83.83'	598.00	8°01'55"	N47°18'00"W	83.76'
C6	194.66'	598.00	18°39'04"	N33°57'31"W	193.80'

LINE TABLE

LINE #	DIRECTION	LENGTH	RECORDED DATA
L1	N40°04'32"W	70.46'	R9
L2	S84°28'49"W	40.79'	R9
L3	N26°38'51"W	45.11'	R9
L4	N7°00'33"W	64.79'	R9
L5	N56°36'06"W	68.42'	R9
L6	N52°15'25"W	44.66'	R9
L7	N7°02'37"W	62.44'	R9
L8	N43°18'32"W	60.07'	R9
L9	N41°32'49"W	45.73'	R9
L10	N83°08'36"W	20.94'	R9
L11	N55°13'46"W	54.66'	R9
L12	N39°28'55"W	43.37'	R9
L13	N25°30'56"W	31.38'	R9
L14	N53°14'42"W	30.53'	R9
L15	N89°36'46"W	54.02'	R9
L16	N38°23'58"W	7.90'	R9
L17	N56°21'17"E	15.00'	R9
L18	N54°52'00"E	15.03'	R9



SURVEY PERFORMED FOR:
TERRYL STEEVES
DATE OF MONUMENTATION:
SEPTEMBER 6, 2022
PROJECT: 22-07-19 DRAFT: JMK
FILE: 220719.DWG LAYOUT TAB: SHEET 1

OWNER
RONALD RICHARDS
AND
TERRYL STEEVES

SHEET 1 OF 1
WILLAMETTE MERIDIAN
SKAMANIA COUNTY, WASHINGTON

1/4 SEC	T.	R.
36	3N.	7E.

DEDICATION

WE, THE OWNERS OF THE HEREIN SHOWN TRACT OF LAND, HEREBY DECLARE AND CERTIFY THIS SHORT PLAT TO BE TRUE AND CORRECT TO THE BEST OF OUR ABILITIES AND THAT THIS SHORT SUBDIVISION HAS BEEN MADE WITH OUR FREE CONSENT AND IN ACCORDANCE WITH OUR DESIRES. FURTHER, WE DEDICATE ALL ROADS AS SHOWN, NOT NOTED AS PRIVATE, AND WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENT AGENCY ARISING FROM THE CONSTRUCTION AND MAINTENANCE OF SAID ROADS. FURTHERMORE, WE GRANT ALL EASEMENT SHOWN FOR THEIR DESIGNATED PURPOSE.

RONALD S. RICHARDS _____ DATE _____
TERRYL J. STEEVES _____ DATE _____

ACKNOWLEDGMENTS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON _____ 2023, BY THE ABOVE SIGNED

NOTARY SIGNATURE _____
NOTARY PUBLIC-(NAME) _____
COMMISSION NO. _____

SURVEYOR'S CERTIFICATE

I, JAMES M. KLEIN, REGISTERED AS A LAND SURVEYOR BY THE STATE OF WASHINGTON, CERTIFY THAT THIS PLAT IS BASED ON AN ACTUAL SURVEY OF THE LAND DESCRIBED HEREIN, CONDUCTED BY ME OR UNDER MY SUPERVISION. THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN HEREON CORRECTLY, AND THAT THE MONUMENTS, OTHER THAN THE MONUMENTS APPROVE FOR SETTING AT A LATER DATE, HAVE BEEN SET AND LOT CORNERS STAKED ON THE GROUND AS DEPICTED ON THE PLAT.

JAMES M. KLEIN LS# 42690 WA _____ DATE _____

APPROVALS

WATER SUPPLY METHODS AND SANITARY SEWER DISPOSAL/ ON-SITE SEWAGE DISPOSAL SYSTEM CONTEMPLATED FOR USE IN THIS SHORT SUBDIVISION CONFORM WITH CURRENT STANDARDS.

SKAMANIA COUNTY HEALTH DISTRICT _____ DATE _____

AUTHORIZED BY THE CITY COUNCIL, I ACCEPT ALL RIGHTS-OF-WAY DEDICATED BY THIS PLAT.

MAYOR, CITY OF STEVENSON _____ DATE _____

ROAD ACCESS, SURFACE DRAINAGE AND ROAD CONSTRUCTION COMPLY WITH CURRENT CITY STANDARDS. CITY UTILITIES AND FIRE PROTECTION ARE AVAILABLE TO EACH LOT.

CITY OF STEVENSON PUBLIC WORKS DIRECTOR _____ DATE _____

THE SHORT PLAT IS APPROVED SUBJECT TO RECORDING IN THE SKAMANIA COUNTY AUDITORS OFFICE.

CITY OF STEVENSON PLANNING _____ DATE _____

ALL TAXES AND ASSESSMENTS ON THE PROPERTY INVOLVED WITH THIS SHORT PLAT HAVE BEEN PAID, DISCHARGED, OR SATISFIED AS OF _____ DAY OF _____ 2022.
PARCEL NO. 03073614209000

COUNTY TREASURER _____ DATE _____

CITY CLERK-TREASURER _____ DATE _____

RECORDING

STATE OF WASHINGTON)
COUNTY OF SKAMANIA)

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT OF WRITING WAS FILED FOR RECORD AT THE REQUEST OF RONALD RICHARDS THIS _____ DAY OF _____ 2022, AT _____ M AND RECORDED IN _____

AUDITORS FILE NO. _____

RECORDER OF SKAMANIA COUNTY, WASHINGTON

COUNTY AUDITOR

KLEIN & ASSOCIATES, MAKES NO WARRANTY AS TO MATTERS OF UNWRITTEN TITLE, ADVERSE POSSESSION, ESTOPPEL, ACQUIESCENCE.



CHAPTER 4-MAPS

Many of the Goals, Objectives and Tactics described in the previous chapter are tied to specific infrastructure, institutions, or areas of Stevenson. The policies called for in the Comprehensive Plan often cannot be accomplished without maps that provide a fuller understanding of how specific areas of the city interrelate and connect with each other.

Future Land Use Map

The Comprehensive Plan's Future Land Use Map is crucial for showing clearly and concisely how the Goals, Objectives, and Tactics contained in Chapter 3 relate to the Population Report in Appendix C. This map designates all areas of the City and Urban Area according to five basic land use designations describing where population and business growth will occur and how the City intends for lands to be used in the future.

The Future Land Use designations are not zoning districts, and the Future Land Use Map is not a zoning map. Whereas the City of Stevenson Zoning Map is an official regulatory document adopted by ordinance through the Zoning Code, the Comprehensive Plan's Future Land Use Map is a guidance document that will be used to shape future decisions about annexations, land development policies, the size and timing of capital facility upgrades, changes to existing zoning designations, and those purposes indicated in RCW 35A.63.080.



Urban Reserve (UR)

An area within which future development and extension of public services are contemplated but not imminent. Existing uses, particularly vacant lands and very low density single-family housing, coexist with uses otherwise characteristic of more rural areas. Further development within an Urban Reserve is discouraged until public services can be provided and urban level densities and intensities of land use can occur. Urban Reserve areas may be subcategorized to anticipate any other land use designation described below and may be changed to such designations without amending the plan when adequate public services are provided.

Low Density Residential (LDR)

An area dominated by single-family homes on lots 15,000 square feet or larger. Development within a Low Density Residential area typically requires extension of public water service and other urban services, though on-site septic systems are often unavoidable and desirable as an alternative to extension of the public sewer collection system. The development pattern encourages connected



street networks where terrain permits. Where terrain does not permit, culs-de-sac are often paired with pedestrian pathways to provide adequate non-automotive connectivity to nearby neighborhoods, schools, parks, and business centers.

High Density Residential (HDR)

An area dominated by multi-family housing or single-family housing on lots smaller than 15,000 square feet. Residential uses in these areas are often mixed with institutions, utilities, schools, and parks and/or located in close proximity to commercial uses more characteristic of urban areas. Development within a High Density Residential area almost exclusively requires extension of, or connection to, public water and sewer systems. Development patterns in these areas encourage connected street networks with pedestrian and bicycle facilities providing connections to abutting neighborhoods, schools, parks, and business centers. High Density Residential areas may be subcategorized by single-family or multi-family designations, and public use designations.

Low Intensity Trade (LIT)

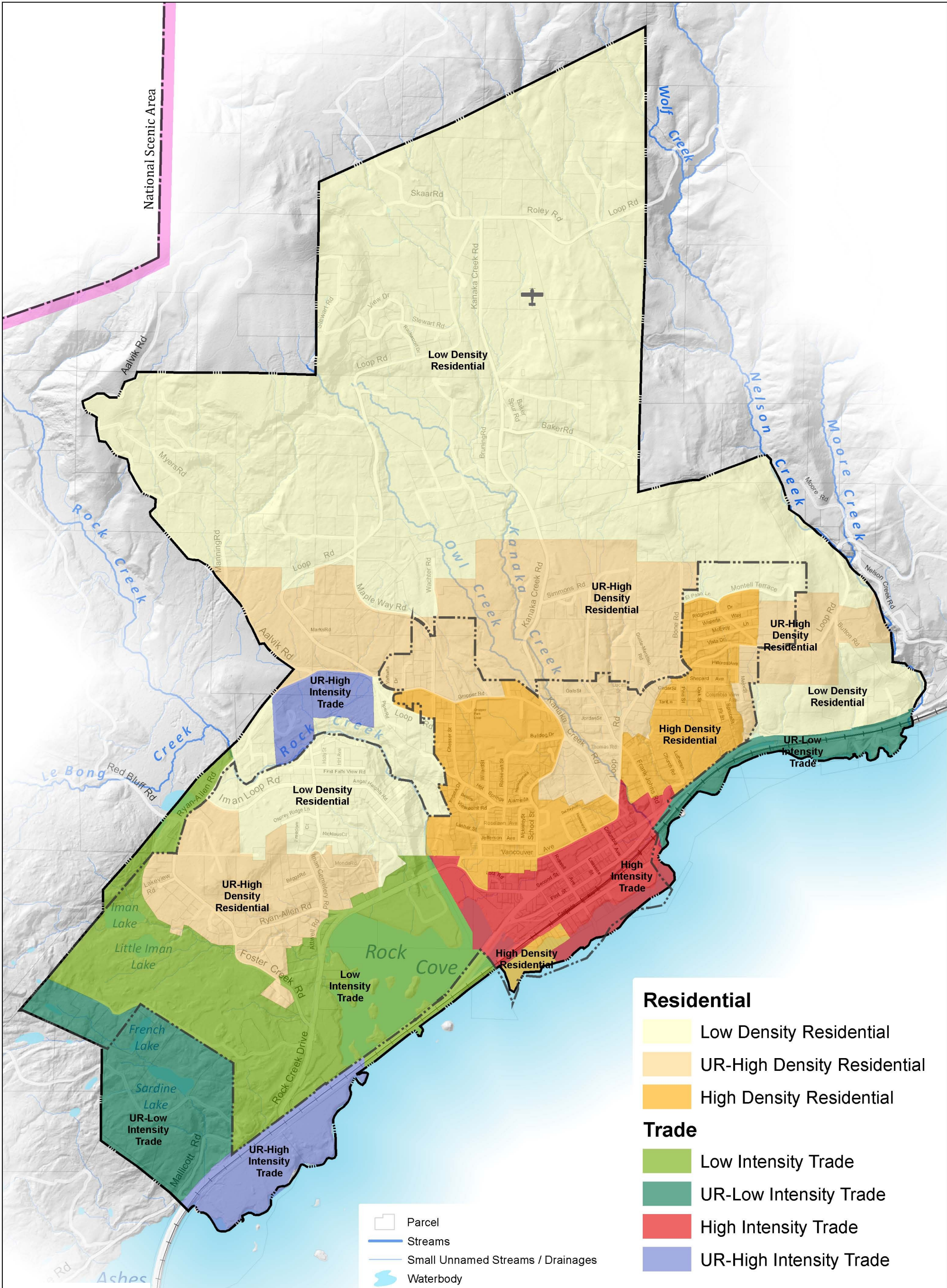
An area where commercial activity is interspersed and coexists with other recreational, and public/institutional uses in the same area. Low Intensity Trade areas typically provide opportunities to capitalize on and expand the regional tourism and service industries. Because of the space typically demanded by Low Intensity Trade activities, the uses allowed in these areas are often inappropriate or cannot exist within Downtown Stevenson or other High Intensity Trade areas; however, Low Intensity Trade areas are not intended to detract from the viability of, or compete with, High Intensity Trade areas. Development of Low Intensity trade areas almost exclusively requires public service extension. Although the parking and access patterns of Low Intensity Trade areas are typically oriented primarily to automotive traffic, adequate accommodations for pedestrian and bicycle users are also included. Low Intensity Trade areas may be subcategorized by general, recreation, and public use designations.



High Intensity Trade (HIT)

An area primarily devoted to commercial, light industrial, public/institutional activities, mixed uses, multi-family, and existing single-family residences. These areas contain a dense, highly intensive land use pattern focusing on an urban style of development and architecture. Availability of urban services adds to the viability of High Intensity Trade areas. High Intensity Trade areas may be subcategorized by downtown, office, and industrial designations. Development in downtown areas typically follows a tight-knit gridiron pattern that emphasizes the importance of pedestrians and bicyclists to

ensure areas are walkable. As compared to downtown areas, office and industrial areas are more dependent on automotive traffic.



MAP 4.1

FUTURE LAND USE

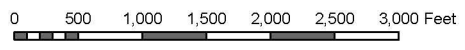
- Parcel
- Streams
- Small Unnamed Streams / Drainages
- Waterbody
- National Scenic Area Boundary
- City of Stevenson (City Limits)
- Urban Area (NSA)

- Residential**
- Low Density Residential
 - UR-High Density Residential
 - High Density Residential
- Trade**
- Low Intensity Trade
 - UR-Low Intensity Trade
 - High Intensity Trade
 - UR-High Intensity Trade

This map is intended for planning purposes only. The locations and designations shown on this map are approximations based on the best available information at the time of mapping. The locations and designations should be confirmed prior to undertaking land use actions.



Scale: 1:18,000
1 inch = 1,500 feet



Projected Coordinate System:
NAD 1983 HARN StatePlane
Washington FIPS 4602 Feet
Projection Name:
Lambert Conformal Conic
Planar Units: US Survey Feet
Data Sources: Skamania Co,
Col. River Gorge Commission
LIDAR: DNR Flight 2005-2006
Map Created: September 2012
(Updated 3/14/2013)

DISCLAIMER: This map product was prepared by Skamania County and is for information purposes only. It may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Chapter 13.08 SEWER AND PRETREATMENT¹

Sections:

13.08.010 Purpose and policy.

This chapter sets clear standards and requirements for any person served by the publicly owned treatment works (POTW) for the city and the means by which such requirements will be imposed and enforced. This chapter is intended to:

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
 - 1. Damage the transmission or treatment systems;
 - 2. Interfere with the POTW's operation;
 - 3. Be incompatible with the POTW's biological processes.
 - 4. Pass through the treatment plant at levels which may harm the environment;
 - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.020 Applicability.

This chapter shall apply to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes

¹Editor's note(s)—Ord. No. 1119, §§ I(Exh. A), II, adopted April 19, 2018, repealed former Ch. 13.08, §§ 13.08.010—13.08.410, in its entirety and enacted new provisions as herein set out. Former Ch. 13.08 pertained to sewer service regulations and derived from Ord. No. 613, §§ 1—10, adopted in 1972.

For statutory provisions on town sewerage systems, see RCW Ch. 35.67 and RCW 35.27.370(5).

administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.030 Administration.

Except as otherwise provided herein, the director shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the director may be delegated by the director to other city personnel.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.040 Abbreviations.

The following abbreviations, when used in this chapter, shall have the designated meanings:

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.050 Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

- A. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.

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- B. "Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.
- C. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
- D. "Authorized or duly authorized representative of the user."
1. If the user is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 2. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 3. If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 4. The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.
- E. "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).
- F. "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
- G. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
- H. "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.
- I. "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.

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- J. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
 - K. "City." The city of Stevenson or its city council
 - L. "Combined sewer" means a sewer receiving both surface runoff and sewage.
 - M. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
 - N. "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.
 - O. "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.
 - P. "Director." The city of Stevenson public works director, or designee.
 - Q. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
 - R. "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.
 - S. "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.
 - T. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
 - U. "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.
 - V. "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.
 - W. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
 - X. "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.
 - Y. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
 - Z. "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and

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reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.

- AA. "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
- BB. "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.
- CC. "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).
- DD. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.
- EE. "New source."
 - 1. A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.
 - 2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
 - 3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

Users must provide documentation sufficient to conclusively substantiate any existing source claim with their initial permit application. Once categorized as a new source, users may not assert "existing source" status in subsequent permit renewals.

- FF. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- GG. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.
- HH. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.
- II. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
- JJ. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes,

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and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).

- KK. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.
- LL. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.
- MM. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.
- NN. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.
- OO. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
- PP. "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.
- QQ. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
- RR. "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.
- SS. "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.
- TT. "Sewage." Human excrement and gray water (From household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
- UU. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
- VV. "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
- WW. "Sewer" means a pipe or conduit for carrying sewage.
- XX. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
1. A user subject to categorical pretreatment standards; or
 2. A user that:

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- a. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
3. The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:
- a. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
 - b. The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and
 - c. The user never discharges any untreated concentrated wastewater.
4. Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.
- YY. "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.
- ZZ. "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
- AAA. "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
- BBB. "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
- CCC. "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.
- DDD. "User" or "industrial user." A source of indirect discharge.
- EEE. "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
- FFF. "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
- GGG. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

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(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.060 Certain facilities prohibited.

Except as provided in this chapter, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.070 Connection with public sewer required— ~~and~~ Appeal procedure.

A. The owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right-of-way in which there is now located or in the future is located a public sanitary sewer of the city, is required at ~~his~~ ~~their~~ ~~own~~ expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter ~~and the Stevenson Engineering Standards~~, within 90 days after the date of official notice to do so; provided, that such public sewer is available to or on the property and/or at a property line of such property and the structures or buildings ~~are~~ ~~property line is~~ within 300 feet of the public sewer ~~or the property is located within the Urban Reserve, as defined designated on in the City of Stevenson Comprehensive Plan Future Land Use Map.~~

B. In the event that, during such period of 90 days, such owner files ~~his~~ written objections with the city against so being required to install such facilities, the provisions of this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ~~ten-10~~ days or more than 45 days after the date of the filing of such objections. Not less than ~~seven-7~~ days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.080 Connection with public sewer—Permit, bond required.

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.
- B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.090 Connection with public sewer—Building sewers.

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when ordered by the city to connect to an available sewer as stipulated under Section 13.08.070, the owner will install a unit to

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pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.

- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of this chapter.
- C. Standards and Specifications:
 - 1. The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.
 - 2. The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths-minus rock, pea gravel, sand or combination thereof.
 - 3. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
 - 4. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.
 - 5. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.
 - 6. All joints and connections shall be made gastight and watertight.
- D. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either "standard user" or "categorical industrial user". To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.110 Private system—Required when.

Where a public sanitary or combined sewer is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private sewage disposal system.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.120 Private system—Construction—Permit required—Application.

A. Before commencement of construction, expansion, or replacement of a private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.

B. No permit to construct, expand, or replace a private sewage disposal system shall be issued where:

1. Public sewer is available to or on the property,
2. Public sewer is located within 300 feet of the property, or
3. The property lies within an area designated as Urban Reserve on the City of Stevenson Comprehensive Plan Future Land Use Map.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.130 Private system—Inspection requirements.

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. ~~He~~ They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.140 Private system—Compliance with state standards required.

The type, capacities, location and layout of a private sewage disposal system shall comply with all recommendations and requirements of the Washington Department of Ecology and the county sanitarian. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.150 Private system—Connection with public sewer required when—Abandonment of private facilities.

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned. Septic tanks shall be pumped free of sewage. Septic tanks not

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constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

Commented [CS2]: This section requires those within the requirements above connect.

13.08.160 Private system—Maintenance requirements.

The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.170 Provisions not to limit additional requirements.

No statement contained in SMC 13.08.110 through 13.08.160 shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
 - 2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
 - 3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
 - 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
 - 5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).

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6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
 8. Trucked or hauled pollutants.
 9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
 10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
 11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
 12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
 13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
 14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
 16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
 17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
 18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
 19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.220 National categorical pretreatment standards.

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405—471 are hereby incorporated.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, Ecology may impose equivalent concentration or mass limits in accordance with SMC 13.08.220.D and 13.08.220.E (see 40 CFR 403.6(c)).
- B. When categorical pretreatment standards are expressed in terms of a mass of pollutant which may be discharged per unit of production, Ecology may either impose limits based on mass or equivalent effluent concentrations. The user must supply appropriate actual or projected long-term production rates for the unit of production specified in order to facilitate this process. (See 40 CFR 403.6(c)(2))
- C. Ecology may permit wastewater subject to a categorical pretreatment standard to be mixed with other wastewaters prior to treatment. In such cases, the user shall identify, in their permit application, all categorical wastestreams and provide sufficient information on each non-categorical wastestream to determine whether it should be considered dilute for each pollutant. Absent information showing that non-categorical wastestreams contain the pollutant in question at levels above that of the supply water, such wastestreams shall be considered dilute. In such situations, Ecology shall apply the combined wastestream formula as found at 40 CFR 403.6(e) to determine appropriate limits.
- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
 1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
 - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
 - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
 - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
 - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
 - e. Shows that long term average flow and production are representative of current operating conditions.
 - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
 - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.
 2. An industrial user subject to equivalent mass limits must:
 - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
 - b. Continue to record the facility's flow by continuous effluent flow monitoring.
 - c. Continue to record the facility's production rates.

- d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
 - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
3. Equivalent mass limits:
- a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average standards (and the appropriate unit conversion factor).
 - b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
 - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
- E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
- F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
- G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
- H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
- I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.230 State pretreatment standards.

Washington State pretreatment standards and requirements, located at Chapter 173-216 WAC, were developed under authority of the Water Pollution Control Act, Chapter 90.48 RCW and are hereby incorporated. The version incorporated is the version current as of the date of the latest revision or version of this ordinance, or amendment thereto. All waste materials discharged from a commercial or industrial operation into the POTW must satisfy the provisions of Chapter 173-216 WAC. In addition to some slightly more stringent prohibitions, (merged with SMC 13.08.210), the following provisions unique to Washington State are required by this chapter for discharges to a POTW:

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of

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wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.

- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173-216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
- C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
- D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
 - 1. The name and address of the applicant and facility/activity to be permitted.
 - 2. A brief description of the activities or operations which result in the discharge.
 - 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 - 4. The address and phone number of the office of the Director where persons can obtain additional information.
 - 5. The dates of the comment period (which shall be at least 30 days),
 - 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
- H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
- I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
- J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH,

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turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.240 Local limits.

- A. The director may establish local limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against pass through and interference and reflect the application of reasonable treatment technology. No person shall discharge wastewater in excess of the following daily maximum limits if the total mass discharged would exceed that contained in 1,000 gallons at the below limit (see column to the right of each pollutant concentration limit). The director may require flow monitoring or determine appropriate flows to use in making this estimation.
- C. The below limits apply at the point where the wastewater is discharged to the POTW. Ecology may impose mass limits in addition to concentration-based limits.
- D. Users discharging BOD, TSS, or ammonia in excess of the concentration limits by more than the threshold amount must both receive authorization from the director and pay applicable fees (usage, and impact fees) for this loading. Users in excess of this threshold amount shall be subject to the terms of the high strength surcharge program. They shall also be liable for capacity and treatment surcharges assessed by the director under the authority of this chapter up to the "ceiling" loading limit established by written authorization of the director.
- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

Conc.	Parameter:	Threshold Amount:
300 mg/l	BOD ₅	2.5 lb/d
300 mg/l	total suspended solids	2.5 lb/d
60 mg/l	ammonia	0.5 lb/d

PROTECTION OF SEWER LINE BLOCKAGE

Conc.	Parameter:	Threshold Amount:
300 mg/l	Oil and grease of animal or vegetable origin*	Any amount

*(Or compliance with the BMPs established by the director for food service establishments as an alternative to numerical standards where such BMPs have been established and the user can document compliance with them, such as the grease trap program)

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

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Conc.	Parameter:	Threshold Amount:
50 mg/l	hydrocarbon based oil/grease	Any amount
0.5 mg/l	sulfides (H ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d
1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	
11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

- F. The director may use contracts to establish ceiling limits, monitoring and reporting requirements, and charges applicable to the discharge of compatible pollutants to the POTW.
- G. The director may establish and require BMPs for any category of user or type of industrial process which creates a non-domestic waste stream for which Ecology has declined to issue an individual permit. Such requirements may be applied either in lieu of or in addition to the local limits of SMC 13.08.240. BMPs may also include alternative limits which may be applied at the end of a specific process or treatment step instead of at the combined effluent. Such BMPs shall be superseded by an Ecology permit should one be issued.
- H. The construction, maintenance and performance standard of any pretreatment facility must comply with current applicable codes, especially SMC 17.25.110 C(1)(b) regarding the emission of offensive odors.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.250 City's right of revision.

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.260 Dilution.

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limit unless expressly authorized by an applicable pretreatment standard or requirement. The director may impose mass limitations on users where deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.270 Grease, oil and sand traps/interceptors—Requirements.

- A. Grease, oil and sand traps/interceptors, or GRD's (grease removal devices) shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such GRD's shall not be required for private living quarters. This includes all food service establishments, beverage providers, and food trucks or trailers that are connected to a public sewer. All GRD's shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
- B. Non-compliance is described as when F.O.G. accumulation reaches 25 percent of the capacity of the GRD, or when F.O.G. is witnessed leaving the device.
- C. Fines for non-compliance may be imposed if there is a failure to properly maintain the GRD.
 - 1. First violation—\$150.00
 - 2. Second violation—\$350.00
 - 3. Third violation—\$700.00
 - 4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.
- E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
- F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

(Ord. No. 1119, § I(Exh. A), 4-19-2018; Ord. No. 1140, §1(Exh. A), 3-21-2019)

13.08.280 Establishment of the preferred pumper program.

The preferred pumper program consists of companies that are approved by the city of Stevenson for grease trap/interceptor maintenance. These companies will come to your establishment on a regular schedule, clean your grease trap, then send a report to the city for verification of maintenance. If you decide to use a preferred pumper, the city inspector will only visit your facility once per year, if you prefer to self-clean your GRD, then a city inspector will visit your facility a minimum of four times per year.

(Ord. No. 1140, § 2(Exh. B), 3-21-1019)

13.08.310 Pretreatment facilities.

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in SMC 13.08.210 within the time limitations specified by EPA, the state, or the director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense, and satisfy state

requirements for review and approval of plans for wastewater facilities as described in SMC 13.08.230. Such plans (engineering report, plans and specifications, and operation and maintenance manuals) shall be submitted as required by Chapter 173-240 WAC to either the director or the Department of Ecology for review, and users shall obtain and provide the approval to the director prior to construction. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of complying with this chapter, local building codes, or from the requirement to modify such facilities if needed to meet their permit or produce a discharge acceptable to the city under the provisions of this chapter.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.315 Deadline for compliance with applicable pretreatment requirements.

- A. Existing sources covered by one or more categorical pretreatment standards shall comply with such standards within three years of the date the standard is effective unless the pretreatment standard includes a more stringent compliance schedule. Ecology shall establish a final compliance deadline date for any existing user not covered by categorical pretreatment standards or for any categorical user when the local limits for the user are more restrictive than EPA's categorical pretreatment standards.
- B. New sources and new users shall comply with applicable pretreatment standards within the shortest feasible time, but in no case shall time exceed 90 days from the beginning of discharge. Prior to commencing discharge, such users shall install and start-up all pollution control equipment required to meet applicable pretreatment standards.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.320 Additional pretreatment measures.

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.
- B. The director, based on the determination that a device is necessary for implementation of pretreatment requirements, may require any user to install and maintain, on their property and at their expense the following devices:
 - 1. A sample taking facility accessible to the director.
 - 2. A suitable storage and/or flow equalization tank.
 - 3. Grease, oil, and/or grit interceptors.
 - 4. An approved combustible gas detection meter.
 - 5. Flowmeter with 24-hour totalizer.
- C. Users installing any of the above devices shall ensure they are of the type and capacity identified in volume/chapter/section of the Stevenson Engineering Standards or otherwise approved by the director, meet applicable building and plumbing codes, and conform to any separate requirements established by the city. Users shall locate units in areas easily accessible for cleaning and inspection by representatives of the director. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices.

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D. Retrofit of User Facilities. Users may be required to retrofit facilities which were constructed prior to the adoption of the ordinance codified in this chapter. The requirement to retrofit shall be on a case-by-case basis, as determined by the director for compliance with city, state and federal regulations. The director may require installation of grease interceptors, grease traps or other pretreatment facilities for those facilities that violate discharge prohibitions and supplemental limitations as set forth in this chapter. In all cases, existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the director shall take into account all relevant circumstances, including but not limited to, the extent of potential harm caused by the discharge, the magnitude and duration of the discharge, economic detriment to the user, corrective actions by the user, the compliance history of the user, and any other relevant factors. Grease interceptor or grease trap size shall be determined in accordance with the Uniform Plumbing Code and any other requirements by the city as set forth herein at the time the user is notified that facility modifications are required. Sizing of grease traps or interceptors will be reviewed and may be modified at the request of the local sewer jurisdiction. All costs incurred in retrofitting a user's facility shall be the sole responsibility of the user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.330 Accidental discharge/slug discharge control plans.

The director may require any User to develop and implement an accidental discharge/slug discharge control plan and take other actions the director believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Where a user has an Ecology permit that requires such a plan, the user shall provide a copy to the director and notify the director as well as Ecology of any discharge required to be reported by that plan. Accidental discharge/slug discharge control plans shall include at least the following:

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;
- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
- C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and
- D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.340 Public sewer construction—Permit required—Exception.

No person shall construct, extend or connect to any public sewer without first obtaining a written permit from the city and paying all fees and connection charges and furnishing bonds as required in Sections 13.08.080 and 13.08.370. The provisions of this section and Sections 13.08.350 through 13.08.390 requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.350 Public sewer construction—Permit application requirements.

The application for a permit for public sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the city, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by an authorized representative of the city who shall within ten days approve them as filed or require them to be modified as he may deem necessary.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.360 Public sewer construction—Compliance with standards.

All sewer work plans, specifications and construction procedure shall conform to city standards and regulations. These standards will be as contained in the contract documents for the construction of the sewage collection and treatment facilities for the city, dated January, 1971, or any standard and regulation that the city shall subsequently adopt.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.370 Public sewer construction—Bond requirements.

Prior to issuance of a permit for public sewer construction, the applicant shall furnish to the city a performance bond, or cash deposit in the amount of the total estimated cost of the work. Such performance bond, or cash deposit, shall be conditioned upon the performance of the terms and conditions of the permit, and, shall guarantee the correction of faulty workmanship and replacement of defective materials for a period of one year from and after the date of acceptance of the work by the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.380 Public sewer construction—Reimbursement for certain extensions.

Except as provided, the extension of the public sewerage facilities to serve any parcel or tract of land shall be done by and at the expense of the owner. The size of all sewer mains and other sewerage facilities shall be as required by the city. An installer of a sewer line who is required by the city to lay sewer pipe larger than that required for his own purposes, to accommodate other users, will be reimbursed by the city for the difference in cost between the size of line installed and that which would be required for his own use.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.390 Public sewer construction—Special reimbursement agreements.

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this chapter, authorize a special reimbursement contract between the city and the person or persons constructing public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.400 Damaging sewer works prohibited.

No person, or persons, shall unlawfully, maliciously, willfully or, as the result of gross negligence on his or their part, break, damage, destroy, uncover, deface or tamper with any structure, facility, appurtenance or equipment which is a part of the sewage works.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.410 Wastewater discharge permit requirement.

- A. No user categorized by the director as a significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or, where applicable, a general permit from Ecology. An existing user newly categorized by the director as a significant industrial user that has filed a timely application pursuant to SMC 13.08.420 with Ecology, and whose application has not been found deficient by Ecology, may continue to discharge unless and until notified otherwise by Ecology or the director.
- B. The director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the director of having made this application, to meet the limits and requirements of this ordinance, or to implement best management practices at the direction of the director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this ordinance and subject the wastewater discharge permittee to the sanctions set out in SMC 13.08.920 through 13.08.946. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with any other provision of this chapter including enrollment in and payment of surcharges for high strength waste and capacity charges.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.420 Wastewater discharge permitting—Existing connections.

Within 180 days of notice by the city or Ecology that a state waste discharge permit is required for discharge, a user shall submit a state waste discharge permit application to the city for transmittal to Ecology; and by the earliest practicable date, the user shall submit a copy of the permit to the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.430 Wastewater discharge permitting—New connections.

Persons wishing to discharge non-domestic wastewater must first complete either a survey form (if they do not expect a permit is needed) or a permit application. Any user identified by the director through the survey as an SIU or otherwise require a state waste discharge permit must file a permit application with Ecology and provide proof of such application to the director. Applications for wastewater discharge permits, in accordance with SMC 13.08.440, must be filed at least 90 days prior to the desired date of discharge, and the discharge permit obtained prior to commencing discharge unless Ecology provides written notification that they do not believe a state waste discharge permit is required.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.440 Wastewater discharge permit application contents.

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.
1. Identifying information.
 - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
 2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
 3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
 4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
 5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.

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- c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
 - 6. Sampling data to show samples are:
 - a. Representative of daily operations.
 - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
 - c. Collected as required by SMC 13.08.691.
 - d. Analyzed according to SMC 13.08.691.
 - 7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
 - 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
 - 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
 - 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.450 General permits.

- A. The director may use general permits to control discharges to the POTW from all users that are not SIUs or otherwise permitted by Ecology. Significant users covered by a general permit will be those that the director finds:
 - 1. Involve the same or substantially similar types of operations.
 - 2. Discharge the same types of wastes.
 - 3. Require the same effluent limitations or BMPs.
 - 4. Require the same or similar monitoring (or do not require monitoring).
 - 5. Are more appropriately controlled under a general permit.
 - 6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the director has requested to properly evaluate the situation.

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- C. The director will retain the following for three years after the expiration of the general permit: A copy of the general permit, the fact sheet, each user's request for coverage, and the potw's determination to extend coverage to each user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.460 Application signatories and certifications.

- A. All survey forms, wastewater discharge permit applications, and user reports must be signed by an authorized representative of the user and contain the certification statement in SMC 13.08.695(A).
- B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company. The user must submit the new authorization prior to or with any reports to be signed by the new authorized representative.
- C. A facility determined to be a non-significant categorical industrial user by Ecology pursuant to SMC 13.08.140 (FF)(3) must annually submit the signed certification statement found at SMC 13.08.695(B).

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.470 Wastewater discharge permit decisions.

Any facility identified by the director as potentially being a significant industrial user, must prepare a state waste discharge permit application, obtain the endorsement of the director on that application, and submit this application to Ecology for disposition. The facility shall provide the director any response received from Ecology. The director will determine during this process whether or not to require a contract or impose any other local conditions as authorized by this chapter and may deny or condition any application for a wastewater discharge permit. In addition to conditions imposed by Ecology by letter or permit, the director may require additional safeguards, reports (including plans under Chapter 173-240 WAC), information, or fees for extra strength or capacity as provided for by this chapter.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.510 Wastewater discharge permit duration.

The director may require any discharger to provide a copy of any application or reapplication of a state waste discharge permit whenever such documents are due to Ecology or have been submitted. Where a permit has not been required, or when it does not cover constituents of concern to the POTW, including flow and conventional pollutant strength and loadings, the director may require a discharger to enter into a contract for services stipulating those conditions necessary to protect the POTW and fairly compensate the director for wastewater services being provided to that person.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.520 Wastewater discharge contract contents.

Wastewater discharge contracts will include conditions the director deems reasonably necessary to carry out the goals of the pretreatment program (SMC 13.08.110), federal and state regulations, and the requirements of this chapter.

- A. Wastewater discharge contracts may contain:

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1. The permit issuance date, expiration date, and effective date.
 2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with SMC 13.08.550, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
 3. Effluent limits, including best management practices, based on applicable pretreatment standards and requirements to apply AKART (see SMC 13.08.230(I)).
 4. The pollutants to be monitored, and specific monitoring requirements. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See SMC 13.08.230(J)).
 5. Requirements to submit certain reports (as reflected in SMC 13.08.610 through 13.08.695), provide various notifications, keep records, and implement best management practices,
 6. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
 7. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in SMC 13.08.330) where the director determines such plans are important to preventing accidental, unanticipated, or non-routine discharges.
 8. Any monitoring which has been conditionally waived by the director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
 9. Reapplication or renewal requirements.
- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
 2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
 3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
 4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
 5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
 6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
 7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
 8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.530 Contract issuance process.

- A. Public Notice. The director may require users to follow the procedures for public notice found in SMC 13.08.230(G) and 13.08.230(H). The director shall consider and respond to public input as appropriate prior to issuance of a permit. The director will arrange a public meeting if there is sufficient interest, or may use community forums such as council meetings to fulfill the requirements for public involvement.
- B. Permit Appeals. Users must petition Ecology to challenge the terms of any state waste discharge permit. For any contract, users may petition the director to reconsider the terms of a contract at any time after it is signed by the parties. Such a petition will not stay the terms of the contract.
 - 1. In its petition, the appealing party must indicate the wastewater discharge contract provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge contract.
 - 2. If the director fails to act within 30 days, a request for reconsideration shall be deemed to be denied. Decisions as to whether to require an Ecology permit as a condition of discharge, or to require a wastewater discharge contract, to reconsider a wastewater discharge contract, or to modify a wastewater discharge contract shall be considered final administrative actions for purposes of judicial review.
 - 3. Aggrieved parties seeking judicial review of the final administrative wastewater discharge contract decision must do so by filing a complaint with the Superior Court of Skamania County within 30 days from the date of the later of Ecology or the director's decision or Ecology or the director's response to a request for reconsideration.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.540 Wastewater discharge permit modification.

The director may require the user to apply to Ecology for a modification to its wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits.
- B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character.
- C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent.
- D. Based on information indicating that a permitted discharge poses a threat to the city's POTW or staff, the receiving waters, or to violate a prohibition of this chapter.
- E. To address violations of any terms or conditions of the wastewater discharge permit;
- F. To address misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report.
- G. To incorporate revisions based on a variance from categorical pretreatment standards approved pursuant to 40 CFR 403.13.
- H. To correct typographical or other errors in the wastewater discharge permit.

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- I. To reflect a transfer of the facility ownership or operation to a new owner or operator as required under SMC 13.08.550.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.550 Wastewater discharge permit transfer.

Wastewater discharge permits may be transferred by Ecology to a new owner or operator consistent with the process described in the permit, and subject to at least 30 days advance notice to the director and the director approves the wastewater discharge permit transfer. Where the permittee also has a contract with the director, they must negotiate that contract at this time. Failure to provide advance notice of a transfer renders the wastewater discharge contract void as of the date of facility transfer. The notice to the director must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator have no immediate intent to change the facility's operations and processes.
- B. Identifies the specific date on which the transfer is to occur. And
- C. Acknowledges full responsibility for complying with the existing wastewater discharge contract, and willingness to enter into such contract under the same terms.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.560 Wastewater discharge permit revocation.

The director may revoke and require renegotiation of a wastewater discharge contract for good cause, including, but not limited to, when a user has:

- A. Failed to notify the director of significant changes to the wastewater prior to the changed discharge.
- B. Failed to provide prior notification to the director of changed conditions pursuant to SMC 13.08.650.
- C. Misrepresented or failed to fully disclose all relevant facts in the wastewater discharge permit application.
- D. Falsified self-monitoring reports or tampered with monitoring equipment.
- E. Refused to allow the Director timely access to the facility premises and records.
- F. Failed to meet effluent limitations or permit conditions.
- G. Failed to pay applicable fines or sewer charges.
- H. Failed to meet compliance schedule deadline dates.
- I. Failed to complete a wastewater survey or wastewater discharge permit application.
- J. Failed to provide advance notice of the transfer of business ownership.
- K. Violated any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
- L. Ceased operations; or
- M. Transferred business ownership.

Wastewater discharge contracts issued to a user are void upon the issuance of a new wastewater discharge contract to that user.

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(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.570 Wastewater discharge contract extension or reissuance.

A user with an expiring wastewater discharge contract shall apply for a new or revised wastewater discharge contract by submitting a complete permit application, in accordance with SMC 13.08.450, a minimum of 90 days prior to the expiration of the user's existing wastewater discharge contract.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.610 Baseline monitoring reports.

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
 2. Additional conditions for existing sources measuring pollutants.
 - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
 - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).
 - c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.
 - d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
 - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
 3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.
 4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance

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schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.

5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.620 Compliance schedule progress reports.

Where users subject to categorical standards qualify for a compliance schedule, they shall provide this schedule to the director and Ecology. Compliance schedules proposed by Existing Sources according to SMC 13.08.610(C)(4) shall:

- A. Contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the Director no later than 14 days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine months elapse between such progress reports to the director.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.630 Reports on compliance with categorical pretreatment standard deadline.

Both existing sources and new sources must submit a report to the director and Ecology on whether compliance has been initially achieved. For existing sources, the report is due 90 days after the date applicable categorical standards give as the final compliance date. For a new source, the report is due 90 days after starting to discharge to the POTW.

In both cases, the report must contain the information described in SMC 13.08.450(A)(3) through 13.08.450(A)(6). For existing sources, it must also contain the compliance certification of 13.08.610(C)(3) and, if needed, the compliance schedule described in 13.08.610(C)(4). Users subject to equivalent mass or concentration limits, as allowed by SMC 13.08.220, must include a reasonable measure of their long-term production rate. Other users subject to standards based on a unit of production (or other measure of operation) must include their actual production during the sampling period. All compliance reports must be signed and certified in accordance with SMC 13.08.695(A).

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.640 Periodic compliance reports.

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and

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include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:

1. Report at least twice a year, in June and December unless otherwise specified.
 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.650 Reports of changed conditions.

Each user must notify the director of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater from that described in either an industrial user survey form, state waste discharge permit application, or by written correspondence to the city. This notification must be made at least 30 days before the desired change and be sent to both the director and Ecology. In such cases:

- A. Either Ecology or the director may require the user to submit whatever information is needed to evaluate the changed condition. The director may also require a new or revised wastewater discharge permit application under SMC 13.08.450.
- B. The director may issue, reissue, or modify a wastewater discharge contract applying the procedures of SMC 13.08.510 through 13.08.570 in response to a user's notice under this section.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.660 Reports of potential problems.

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of

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this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.

- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.
- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.670 Reports from unpermitted users.

All users not required to obtain a wastewater discharge permit or general permit shall provide appropriate reports to the director as the director may require. This includes periodically completing and signing industrial user surveys or certifying compliance with the requirements of any BMP program or grease remediation program.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.680 Notice of violation/repeat sampling and reporting.

If sampling performed by a user by either an Ecology permit or city contract indicates a violation, the user must notify the director within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the director within 30 days after becoming aware of the violation. The director may waive the repeat sampling requirement where the city has sampled the effluent for the pollutant in question prior to the user obtaining sampling results.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.690 Notification of the discharge of hazardous waste.

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:

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1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
 2. Include the following information in the notification:
 - a. The name of the hazardous waste as found in 40 CFR Part 261,
 - b. The EPA hazardous waste number,
 - c. The type of discharge (continuous, batch, or other).
 3. If the discharge totals more than 220 pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
 - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.
 4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
 5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
 6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
 7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
 8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
- C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
- D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.
- E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.691 Sampling—Analytical requirements and collection protocols.

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
 - 1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.
 - 2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
 - 3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
 - 4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
 - 5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
 - 6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
 - 7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
 - 8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
 - 9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
 - 10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

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13.08.693 Date of receipt of reports.

The director will credit written reports as having been submitted on the date of the post mark when mailed through the United States Postal Service. Reports delivered in any other manner will be credited as having been submitted on the business day received.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.694 Record keeping.

Users subject to reporting requirements of this chapter shall retain the below records for all monitoring required by this ordinance and for any additional monitoring which could be used to satisfy minimum monitoring requirements. Users must make these records available for inspection and copying at the location of the discharge. Users must similarly maintain documentation associated with any best management practices required under authority of SMC 13.08.240(C). Monitoring records shall include at least:

- A. The time, date, and place of sampling;
- B. The sampling and preservation methods used;
- C. The person taking the sample, and persons with control of the sample prior to analysis;
- D. The person performing the analyses and the date the analysis was completed;
- E. The analytical techniques or methods used; and
- F. The results of analysis.

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users must maintain the scope of accreditation for laboratories performing any analyses for them.

Users shall maintain the above records for at least three years, until any litigation concerning the user or the city is complete, or for longer periods when the user has been specifically notified of a longer retention period by the director.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.695 Certification statements.

- A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:
 1. An industrial user survey or update to a survey to reflect changed conditions.
 2. A permit (re-)application in accordance with SMC 13.08.460;
 3. A dispute of any city-provided sample performed under SMC 13.08.691,
 4. A baseline monitoring report under SMC 13.08.610(B)(5),
 5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
 6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
 7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

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"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

- B. Certification of Pollutants Not Present. Users that have an approved monitoring waiver based on SMC 13.08.640(B) must also include the following certification statement in each report. This statement certifies that there has been no increase in the pollutant in its wastestream due to activities of the user:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____ [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ [list pollutant(s)] in the wastewaters due to activities at the facility since filing of the last periodic report under SMC 13.08A.640(A)."

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.710 Right of entry—Inspection and sampling.

The director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. users shall allow the director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- C. Users shall provide full access to the director to use any monitoring facilities and utilities available or required in accordance with SMC 13.08.310 and 13.08.320 (B) and (C) to confirm that the standards or treatment required for discharge to the sewer are being met.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the director and shall not be replaced. The costs of clearing such access shall be borne by the user.
- E. Any unreasonable delay in allowing the director full access to the user's premises and wastewater operations shall be a violation of this chapter.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.720 Search warrants.

The director may seek issuance of a search warrant from the Skamania County Superior Court. Such warrants may be secured when:

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- A. The director has been refused access or is unable to locate a representative who can authorize access to a building, structure, or property, or any part thereof, and has probable cause that a violation of this chapter is occurring on the premises;
 - B. The director has been denied access to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder; or
 - C. The director has cause to believe there is imminent endangerment of the overall public health, safety and welfare of the community by an activity on the premises.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.810 Confidential information.

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements will be freely available to the public. Users may have certain information, however, withheld as confidential if the following process is followed.

- A. When a user submits information to the director, or provides information to inspectors, Users may request that specific information be maintained as confidential. Users must promptly identify the specific information in writing, and describe why the release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
- B. The director shall review and approve or deny such requests. When approved, the information shall not be available as public records and shall be marked confidential.
- C. All other information submitted to the director and obtained from the director's oversight shall be available to the public subject to the city records review policy.
- D. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person furnishing the report.
- E. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR 2.302 from being recognized as confidential information.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.910 Publication of users in significant noncompliance.

- A. **Publishing:** The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.
- B. **Definition:** The term significant noncompliance means:
 - 1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.

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2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
 3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.
 4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
 5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
 6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
 7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
 8. Failure to accurately report noncompliance.
- C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.920 Administrative enforcement remedies.

In administering the city pretreatment program, the director is obliged to follow the city pretreatment program's approved procedures. In response to non-compliance with any requirement of this chapter, the director shall apply its enforcement response plan, which is a part of these approved procedures. This plan ensures that the application of remedies provided for in SMC 13.08.920 through 13.08.946 is appropriate to the violation, and consistent with the treatment of other users. Any person may review or obtain a copy (for a nominal charge) of the enforcement response plan by contacting the director or city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.921 Notification of violation.

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for

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any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.922 Show cause hearing.

The director may propose actions in response to a violation of any provision of this ordinance, including a provision of a permit, order, or a pretreatment standard or requirement. The director may order a user in violation to appear at a date, time, and location set by the director to show why the proposed enforcement action should not be taken. The director will notify the user of the violation, the proposed action, the rationale, and the users rights and obligations to provide evidence why the proposed enforcement action should not be taken, and to provide its support for any alternative it proposes at this meeting. This notification shall be served personally or by registered or certified mail (return receipt requested) at least 20 days prior to the hearing. Such notice may be served on any authorized representative of the user as defined in SMC 13.08.140(C). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.923 Administrative orders.

- A. Consent Orders. The director may enter into a consent order or other voluntary agreement to memorialize agreements with users violating any requirement of this chapter. Such agreements must include the specific action(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders issued pursuant to this section.
- B. Compliance Orders. The director may issue a compliance order to any user which has violated any provision of this chapter including a requirement of a permit, order, or a pretreatment standard or requirement. The compliance order may direct that the user come into compliance within a specified time, install and properly operate adequate treatment facilities or devices, or take such measures as the Director finds are reasonably necessary. These measures may include additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a user of liability for any violation, including a continuing violation. If the user does not come into compliance within the time provided, sewer service may be discontinued. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.
- C. Cease and Desist Orders. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Director may issue an order to the user directing it to cease and desist all such violations and directing the user to:
 - 1. Immediately comply with all requirements; and
 - 2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.925 Administrative fines.

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.
- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
- F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.926 Emergency discontinuance of service.

- A. The director may immediately and effectively halt or prevent any discharge of pollutants to the POTW which reasonably appear to present an imminent endangerment to the health or welfare of persons. In such cases, the director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The director may halt or prevent any discharge to the POTW which presents or may present an endangerment to the environment, including risk of noncompliance with city's NPDES permit, or which threatens to interfere with the operation of the POTW (including the collection system and pump stations). In such cases, the director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.
- C. Any user causing the director to exercise the emergency authorities provided for under this section shall be responsible for reimbursement of all related costs to the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.927 Emergency suspensions.

The director may immediately suspend a user's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons. In such cases, the director will first provide informal notice to the user. The director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, a danger to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.928 Termination of discharge.

Any user who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn:

- A. Discharge of non-domestic wastewater without a permit, including:
 - 1. Where the appropriate permit has not been requested;
 - 2. Where the appropriate permit has not yet been issued; or
 - 3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).
- B. Violation of permit terms and conditions including:
 - a. Exceeding any permit limit;
 - b. Failing to meet other pretreatment standards or requirements;
 - c. Violating any prohibition; or
 - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

When the director determines this remedy is necessary and appropriate to fulfill the intentions of this chapter, such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under SMC 13.08.923 why the proposed action should not be taken. Exercise of this option by the director shall not be a bar to, or a prerequisite for, taking any other action against the user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.931 Injunctive relief.

The director may seek injunctive relief when a user has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder. In such cases, the director may petition the Superior Court of Skamania County through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.932 Civil penalties.

- A. A user which has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder shall be liable to the city for a maximum civil penalty of \$10,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The director may recover reasonable attorneys' fees, court costs, and other expenses associated with any emergency response, enforcement activities, additional monitoring and oversight, and costs of any actual damages to the city.
- C. In determining the amount of civil liability, the court shall take into account all relevant circumstances. The director shall provide the court a recommended civil penalty amount, and its basis. This basis shall address, as available, the extent of harm caused, the magnitude and duration of the violation, any economic benefit gained, the timing of users actions and responses, corrective actions by the user, and the user's compliance history. The director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The director will provide any other facts the court requests, or the director believes important for the court to have to render a just determination.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the director may take to resolve noncompliance by a user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.933 Criminal prosecution.

- A. A user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$10,000.00 per violation, per day, or imprisonment for not more than one year, or both.

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- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than one year, or both. This penalty shall be in addition to any other criminal charges or judicial remedies, including remedies for causing personal injury, endangerment, or destruction of public property available under state law.
 - C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.
 - D. In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.934 Remedies nonexclusive.

The remedies provided for in this chapter are not exclusive. The director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the director may take other action against any user when the circumstances warrant. Further, the director is empowered to take more than one enforcement action against any noncompliant user.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.941 Penalties for late reports.

The director may assess a penalty of \$50.00 to any user for each day that a report required by this chapter, a permit or order issued hereunder is late. Penalties accrue beginning the fifth day after the report is due. The director's actions to collect late reporting penalties shall not limit the director's authority to initiate any other enforcement action.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.942 Performance bonds.

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

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(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.943 Liability insurance.

The director may require any user to provide insurance if they previously failed to comply with any provision of this ordinance, a previous permit, or order issued hereunder, or any other pretreatment standard or requirement. The director may also require users in businesses which historically have left a public burden to clean up pollution to obtain this insurance, regardless of their compliance history. In such cases, Users must provide proof that the insurance is sufficient to cover any liabilities incurred under this chapter, including the cost of damages to the POTW and the environment caused by the user. The director may require users to provide the proof of such insurance either in response to non-compliance or prior to issuing or reissuing a wastewater discharge permit.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.944 Payment of outstanding fees and penalties.

The director may decline to issue or reissue a wastewater discharge permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous permit or order issued hereunder.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.945 Water supply severance.

The director may order water service to a user severed whenever a user has violated or continues to violate any provision of this chapter, a permit, or order issued hereunder, or any other pretreatment standard or requirement. Users wishing to restore their service must first demonstrate their ability to comply with this ordinance and pay the related costs of this action.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.946 Public nuisances.

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.951 Upset.

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

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- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must be met.
 - C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1. An upset occurred and the user can identify the cause(s) of the upset.
 - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.
 - 3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
 - 4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
 - a. A description of the indirect discharge and cause of noncompliance;
 - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
 - D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
 - E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.952 Prohibited discharge standards.

A user will have an affirmative defense to an enforcement action brought against it for noncompliance with the prohibitions in SMC 13.08.210(A), and 13.08.210(B)(3)—(7) in certain cases. The user must be able to prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.953 Bypass.

- A. For the purposes of this section,
 - 1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.

(Supp. No. 18)

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-
2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
 - C. Any other bypass must meet the following requirements:
 1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
 2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:
 - a. A description of the bypass (volume, pollutants, etc.).
 - b. What caused the bypass.
 - c. When, specifically, the bypass started and ended.
 - d. When the bypass is expected to stop (if ongoing).
 - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
 - D. Bypass.
 1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
 - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c. The user submitted notices as required under paragraph (C) of this section.
 2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

13.08.961 Pretreatment charges and fees.

The city may adopt reasonable fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;

(Supp. No. 18)

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-
- D. Fees for filing appeals;
 - E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
 - F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.

(Ord. No. 1119, § I(Exh. A), 4-19-2018)

CITY OF STEVENSON

RESOLUTION NO. 2023-409

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, DECLARING CERTAIN EQUIPMENT TO BE SURPLUS AND NOT
NECESSARY TO THE NEEDS OF THE CITY OF STEVENSON AND DIRECTING
STAFF TO DISPOSE OF SUCH EQUIPMENT.**

Recitals

1. The City periodically inventories its assets to verify location and condition and to make a determination whether any of the assets are no longer useful and essential to the City's needs.
2. The State has granted the City the authority under RCW 35A.11 to dispose of property and the City has adopted surplus property procedures.
3. The City of Stevenson, a municipal corporation of the State of Washington, owns certain equipment that is fully depreciated and is no longer useful to perform City functions, as described on Exhibit A attached thereto.
4. Staff has appraised all the equipment, assigned market value where appropriate, and recommends that the City dispose of this surplus property by the indicated methods. The listed equipment will be removed from the listing of assets when disposed of.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Stevenson that the property described in Exhibit "A" is hereby declared to be surplus and not necessary to the needs of the City of Stevenson:

ADOPTED this ____ day of _____, 2023.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Exhibit A

ITEMS RECOMMENDED FOR SURPLUS - 2023

NO.	DESCRIPTION	APPRX FMV	REASON FOR SURPLUS & METHOD
1	7 ea Dell Optiplex 9020	\$50 each	Replaced with newer models. Dispose of by public auction or by negotiated sale.
2	Dell 22" monitor	\$15	Replaced with newer models. Dispose of by public auction or by negotiated sale.
3	Dell PowerEdge T420 Server	\$150	Replaced with newer models. Dispose of by public auction or by negotiated sale.
4	Cisco 16 port switch	\$10	Replaced with newer models. Dispose of by public auction or by negotiated sale.
5	John Deere D105 Lawnmower 500 cc 17.5 hp	\$1000	Broken throttle, unreliable. Commercial grade equipment required – 4 to 6 hours per week drive time required. Areas to be mowed include Gropper Park, East and West Entrances, Triangle Park, Water Plant, Rock Cove, Base Reservoir, Pool.
6*	1972 Clark 368 Motor Grader	\$6002.50	No brakes. Oversized, but also expensive to operate and maintain (required an oil change with every operation).
7*	1996 New Holland Tractor with Brush Cutter	\$8635.00	Popped out of gear and get stuck in the low gear. Forward cable stretched, won't go in reverse.

* Items were sold in 2022. Actual sale price is provided.

ENVIRONMENTAL MITIGATION AGREEMENT (Extension of Sewer Line for Chinidere Phases 2/3)

This Agreement ("Agreement") is made and entered into this _____ day of June, 2023 by and between the City of Stevenson, a municipal corporation duly organized and validly existing under the laws of the State of Washington ("City"),

and

Aspen Development LLC, a Washington limited liability company; which owns fee title to tax parcel 03753630120000 located in Stevenson, Washington ("Property Owner") and Tapani Inc, WA UBI No. 603 400 979, WA Contractors License No. GORGEDW861LF ("Contractor").

RECITALS

WHEREAS, the Property Owner as a successor in interest to John Feliz on September 21, 2006 obtained approval of the Preliminary Plat to construct 83 home sites on what became known commonly as the Chinidere Mountain Estates subdivision ("the Subdivision"). The Property Owner has not yet obtained final plat approval for Phases 2/3 of the Subdivision.

WHEREAS, as a condition of the approved Preliminary Plat, the City required the Property Owner to design and construct water and sewer systems, streets, street lights, and storm drainage systems, and site grading and erosion controls plans in accordance with City regulation and Engineering Standards. Additionally, the approved Preliminary Plat requires the construction and dedication of a public pathway surrounding the Subdivision.

WHEREAS, the City needs to install a sewer main line across Lots 63, 64, 66, 67 and 68 ("the Affected Lots") of Phases 2/3 of the Subdivision to allow sewer connections to properties to the north of the Affected Lots. In order to install the sewer line, the City needs a utility easement from the Property Owner along the Affected Lots. The utility easement will be in lieu of and will replace the existing twelve (12) foot Easement for Path currently shown on the Preliminary Plat along the north side of the Affected Lots. The remaining Easement for Path surrounding the Subdivision shall remain a requirement of the development. The utility easement shall be in the form as attached as Exhibit __ hereto. The utility easement shall be noted and recorded on the final plat and survey for Phases 2/3 of the Subdivision.

WHEREAS, the City will recommend to City Council and/or the Planning Commission to alter the Preliminary Plat in accordance with RCW 58.17.215 or other applicable statute. The City does not make any representations or warranties of legislative approval of the alteration. The legislative body shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration.

WHEREAS, the Property Owner has contracted with Contractor to perform the sewer main extension work along the Affected Lots for connection to the existing sewer lines located at Pine Street and Andersen Heights Drive ("the Work"). The Work is further detailed in the draft conceptual plan prepared by City Public Works Director ("the Plans").

WHEREAS, the Work shall be done at the cost and expense of the Property Owner based on the terms of this Agreement. Upon completion and acceptance of the Work by the City, the City will reimburse the Property Owner for the verified costs and expenses associated with the Work as set forth in this Agreement.

WHEREAS, the City finds the Work as being necessary to mitigate environmental impacts related to the development of real property and to construct a sewer service line in the area which poses a future risk to public health and safety.

WHEREAS, this Agreement is entered pursuant to chapter 43.21C RCW, the State Environmental Policy Act ("SEPA") and SMC Title 18, Environment. This Agreement provides for the mitigation of existing, known and anticipated environmental impacts which are associated with the construction of the Property. This Agreement is not, and shall not be construed as, a voluntary agreement pursuant to RCW 82.02.020.

WHEREAS, the City and Property Owner have determined it is in their interest to work together to improve the Property and provide sewer access to the properties adjoining the Affected Lots. This Agreement further eliminates the obligation of the Property Owner to install the pedestrian path along the northern boundary from Lots 63 to 71 of the Property.

WHEREAS, Property Owner and Contractor hereby agrees to comply with all requirements of the City's construction standards and any other City resolutions, ordinances, policy or master plan.

NOW THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, the City, Property Owner and Contractor mutually undertake, promise and agree for themselves, their successors and assigns as follows:

ARTICLE I INCORPORATION INTO AGREEMENT

SECTION 1.01. The foregoing recitals are hereby ratified and conformed as being true and correct and are hereby made a specific part of this Agreement.

ARTICLE II CONSTRUCTION OF UTILITY IMPROVEMENT

SECTION 2.01. CITY'S OBLIGATIONS.

- (A) Inspection, General: The City, at its sole cost and expense, shall retain or use the services of a Washington State registered professional engineer for the purposes of inspecting and supervising the construction and installation of the Work to ensure compliance with accepted civil engineering practices and the approved Plans. Prior to Property Owner and Contractor conveying the Work to the City, the engineer shall certify in writing the construction and installation of the Work complies with accepted civil engineering practices and are in substantial conformance with the approved Plans. The City is obligated to make inspections of all the construction work

performed by the Contractor and permitted by the City under the terms of this Agreement. Such inspections shall not be construed to constitute any guarantee on the part of the City as to materials or workmanship, nor shall any inspection relieve the Contractor of the responsibility for the proper construction of the Work in accordance with the requirements of the approved Plans nor shall any inspections, if undertaken, abrogate the Contractor's one (1) year warranty to the City as to the quality and condition of the materials and workmanship as set forth below.

- (B) Inspection, Special: When required, the Contractor shall retain the services of licensed inspectors for any special inspections, including but not limited to testing of materials and compaction, as outlined in the Plans.
- (C) Reimbursement. Upon completion and acceptance of the Work, the City shall reimburse the Property Owner the verified costs to undertake and complete the Work. The City shall provide the reimbursement to the Property Owner within 30 calendar days of final acceptance by the City.

SECTION 2.02 PROPERTY OWNER AND CONTRACTOR'S OBLIGATIONS

- (A) Design: The Property Owner, at his sole cost and expense, with the aid of a Washington State registered professional engineer, shall be responsible for designing and preparing the Plans and any specifications associated with the Work. All plans, specifications, and calculations submitted for review shall be sealed and signed by a Washington State registered professional engineer. No work shall commence until the Plans and any specifications are approved in writing by the City.
- (B) Construction and Installation: The Property Owner and the Contractor, at their sole cost and expense, shall construct and install the Work in accordance with the approved Plans and specifications.
- (C) Compliance with Applicable Laws: The Work shall be performed in accordance with all requirements of the regulatory agencies which have jurisdiction over the subject matter of this Agreement as well as all applicable Federal laws, State statutes, County and City ordinances. The requirements of this paragraph shall govern, regardless of any errors or omissions in the approved Plans and specifications.
- (D) Approvals and Permits: The Property Owner or its agents, at their sole cost and expense, shall be fully responsible for obtaining all required approvals from all governmental agencies and for obtaining all necessary construction permits for the Work contemplated in the approved Plans and specifications.
- (E) Accuracy of Information: The Property Owner and Contractor shall furnish to the City accurate information with regard to all matters under this Agreement, including, without limitation, information contained in the Plans and specifications. The Property Owner and the Contractor shall be jointly and severally responsible for errors or changes in the information furnished to the City under this Agreement.

- (F) Compliance with City Code: Property Owner and Contractor acknowledge they have reviewed and agree to be bound by all applicable requirements of the City codes and standards
- (G) Warranty. The Property Owner and Contractor jointly and severally warranty the Work shall be performed in a good and workmanlike manner and in accordance with all recognized industry standards. The warranty shall be for labor and materials for a period of one (1) year from the date the City accepts the Work as completed.

SECTION 2.03. INSURANCE. Contractor shall provide evidence to the City of the following insurance:

- (A) General liability insurance shall be provided on an "occurrence" basis, in the following limits of liability as a minimum: (1) bodily injury, \$1,000,000 each occurrence and \$2,000,000 each aggregate, and (2) property damage, \$1,000,000 each occurrence and \$2,000,000 each aggregate.
- (B) All policies shall provide they cannot be canceled or materially altered except after 30 days advance written notice to the City and shall name the City as an additional insured.
- (C) Contractor shall provide a Certificate of Insurance evidencing the City is a named Additional Insured on the general liability policy.

SECTION 2.04. CONVEYANCE OF THE WORK TO THE CITY. Upon completion and approval of the Work, the Contractor shall convey the Work to the City. Delivery to and acceptance by the City Council of all documents and related materials required for the Work shall constitute final acceptance by the City of these improvements.

ARTICLE III GENERAL PROVISIONS

SECTION 3.01. Nothing contained herein shall be deemed to waive or modify any other lawful code provision, ordinance, resolution or regulation of the City nor shall this Agreement be applied in a manner which causes the City to violate any bond covenant or obligation.

SECTION 3.02. ASSIGNMENT, CONVEYANCES OR TRANSFERS OF THIS AGREEMENT. The partial or full assignment, conveyance or transfer of Property Owner and Contractor's rights and/or obligations under this Agreement shall be prohibited unless and until all of the following conditions are met:

- (A) It is in writing in a form approved by the City Council;
- (B) The City consents in writing, which consent shall not be unreasonably withheld and is a party to said assignment, to the conveyance or transfer and the assignee,

conveyee or transferee agrees to abide by all the terms and provisions of this Agreement;

(C) The Property Owner and Contractor are not in default under this Agreement; and

(D) Such rights and/or obligations are assumed in writing by an assignee or transferee in a form acceptable to the City.

SECTION 3.03. NOTICES. All notices hereunder must be in writing and shall be mailed as follows;

For the City of Stevenson: City Administrator
7121 E. Loop Road
Stevenson, WA 98648

For the Property Owner: Rich Leavitt
Aspen Development LLC
150 Lombard Street, Ste 1
San Francisco, CA 94111

For the Contractor: Darin Sarkinen
Tapani Inc
1705 Southeast 9th Ave
Battle Ground, WA 98604

Notice so addressed and sent by prepaid certified mail, with return receipt requested, shall be deemed validly given when deposited in the United States mail.

SECTION 3.04. DEFAULT. The occurrence of any of the following during this Agreement shall constitute a default:

(A) Property Owner or Contractor's failure in the performance or observance of any of the terms and conditions of this Agreement; or

(B) There shall be filed by or against Property Owner and/or Contractor in any court or other tribunal pursuant to any governmental requirement, a petition in bankruptcy or insolvency proceedings or for reorganization or for the appointment of a receiver or trustee of all or substantially all of Property Owner or Contractor's assets.

In the event of Property Owner or Contractor's default under this Agreement, the City's obligations shall be voidable at the option of the City.

SECTION 3.05. REMEDIES. Should the Property Owner or Contractor be in default of this Agreement, it is agreed the City shall be entitled to any and all remedies under Washington

State law, and in addition thereto, the City shall be entitled to any or all of the following remedies, which are cumulative:

- (A) Refusal to provide a final inspection or acceptance of the Work.

SECTION 3.06. MISCELLANEOUS PROVISIONS.

- (A) This Agreement constitutes the entire agreement between the Parties for all matters contained herein and shall supersede all previous agreements or representations either oral or written with respect to all matters contained herein. All prior agreements between the City and the Property Owner pertaining to any matters specifically covered by this Agreement are hereby canceled and declared of no force and effect to the extent they are in conflict herewith.
- (B) If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.
- (C) The headings and subheadings use throughout this Agreement are for convenience only and have no significance in the interpretation of the body of this Agreement, and the Parties hereto agree that they be disregarded in construing the provisions of this Agreement.
- (D) The recitals to this Agreement are true and correct and are hereby incorporated as an integral and material part of this Agreement.
- (E) The signature of any person to this Agreement shall be deemed a personal warranty by that person he or she has the power and authority to bind any corporation, partnership or any other business entity for which he or she purports to acts.
- (F) In the event of any disputes and/or litigation arising from this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs (including paralegal) at trial and through and including appeals.
- (G) No waiver by City of any breach of any term or condition of this Agreement, and no failure by City to exercise any right or remedy with respect of any such breach, shall constitute a waiver or relinquishment for the future, or bar any right or remedy of City with respect to any other breach of such term or condition or any breach of any other term of this Agreement. The receipt by City of any waiver of payment, any payment or any portion of payment required under this Agreement shall not operate as a waiver or an accord and satisfaction of the rights of City to enforce the payment or portion of a payment then or subsequently due, to terminate this Agreement or to invoke any other appropriate remedy which City may select as provided by this Agreement or by law.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed on the day and year indicated below:

Property Owner – Aspen Development LLC

Rick Leavitt
Its: Authorized Representative

Contractor – Tapani Inc

By: Daren Sarkinen
Its: Authorized Representative

CITY OF STEVENSON:

By Scott Anderson, Mayor

APPROVED AS TO FORM:

Robert C. Muth
CITY ATTORNEY

THIS AGREEMENT HAS BEEN APPROVED BY STEVENSON CITY COUNCIL ON _____, 2023. THE CITY MAYOR IS AUTHORIZED TO EXECUTE THIS AGREEMENT.

STATE OF WASHINGTON)
) SS:
COUNTY OF SKAMANIA)

Before me personally appeared SCOTT ANDERSON as Mayor of the City of Stevenson, a Washington municipal corporation, to be well known and known to me to be the persons described in and who executed the foregoing instrument, and acknowledged to and before me that they executed said instrument for the purposes therein expressed.

Witness my hand and official seal this ____ day of _____, 2023.

Notary Public
For the State of Washington
My Commission Expires:

THIS AGREEMENT HAS BEEN APPROVED BY ASPEN DEVELOPMENT LLC, ON JUNE ____, 2023.

STATE OF WASHINGTON)
) SS:
COUNTY OF SKAMANIA)

Before me personally appeared Rick Leavitt well known and known to me to be the persons described in and who executed the foregoing instrument, and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal this ____ day of _____, 2023.

Notary Public
For the State of Washington
My Commission Expires:

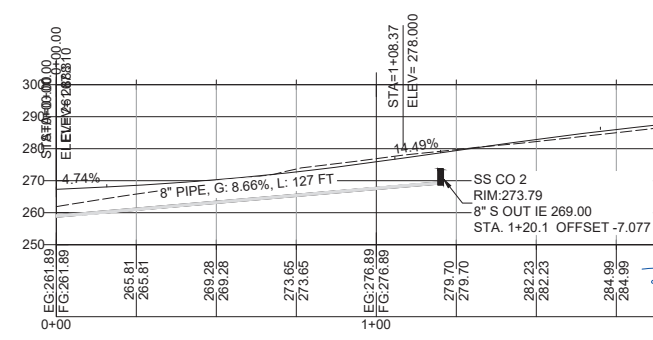
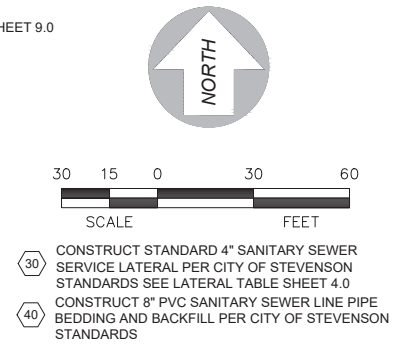
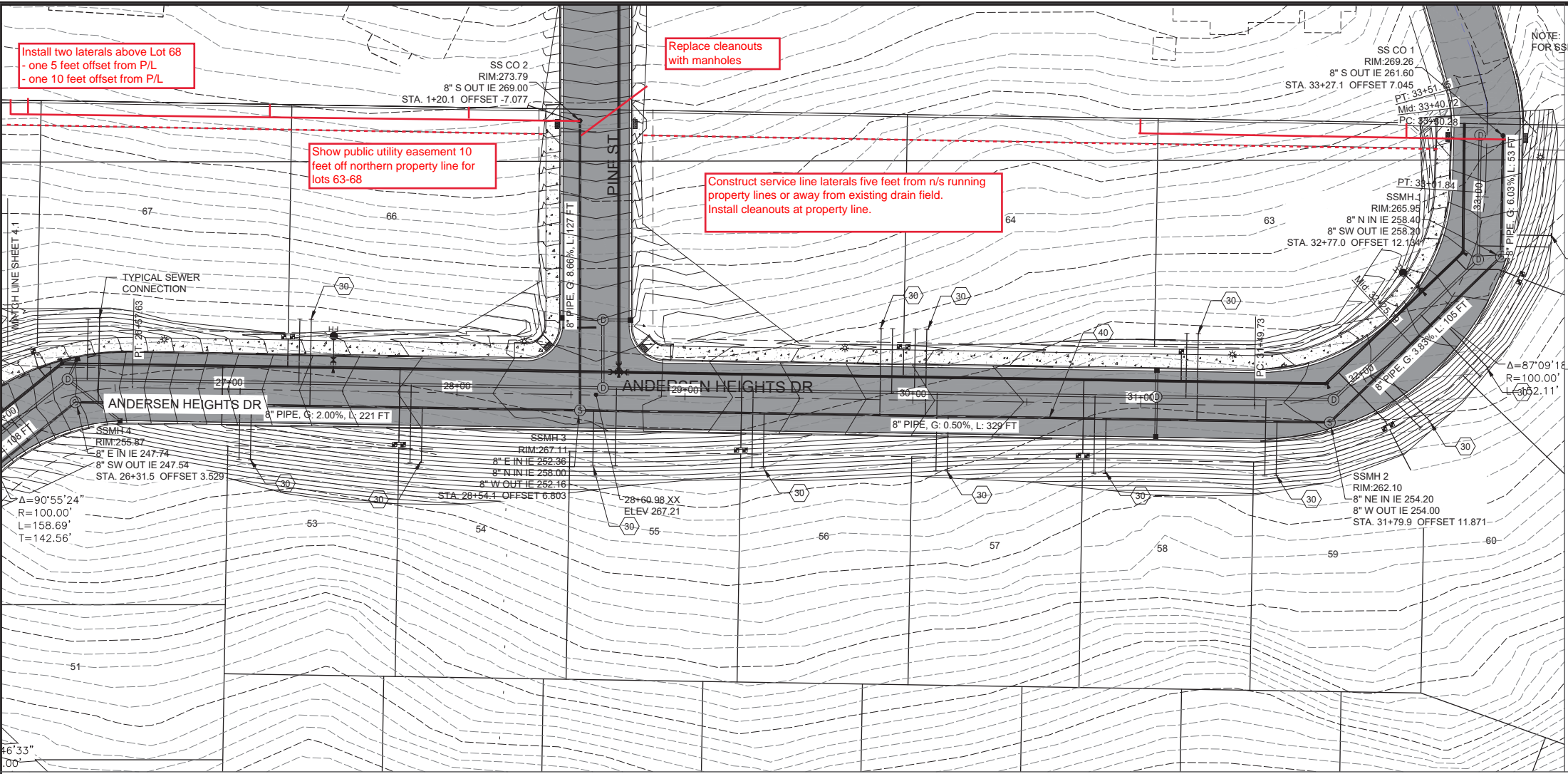
THIS AGREEMENT HAS BEEN APPROVED BY TAPANI, INC, ON JUNE ____, 2023.

STATE OF WASHINGTON)
) SS:
COUNTY OF SKAMANIA)

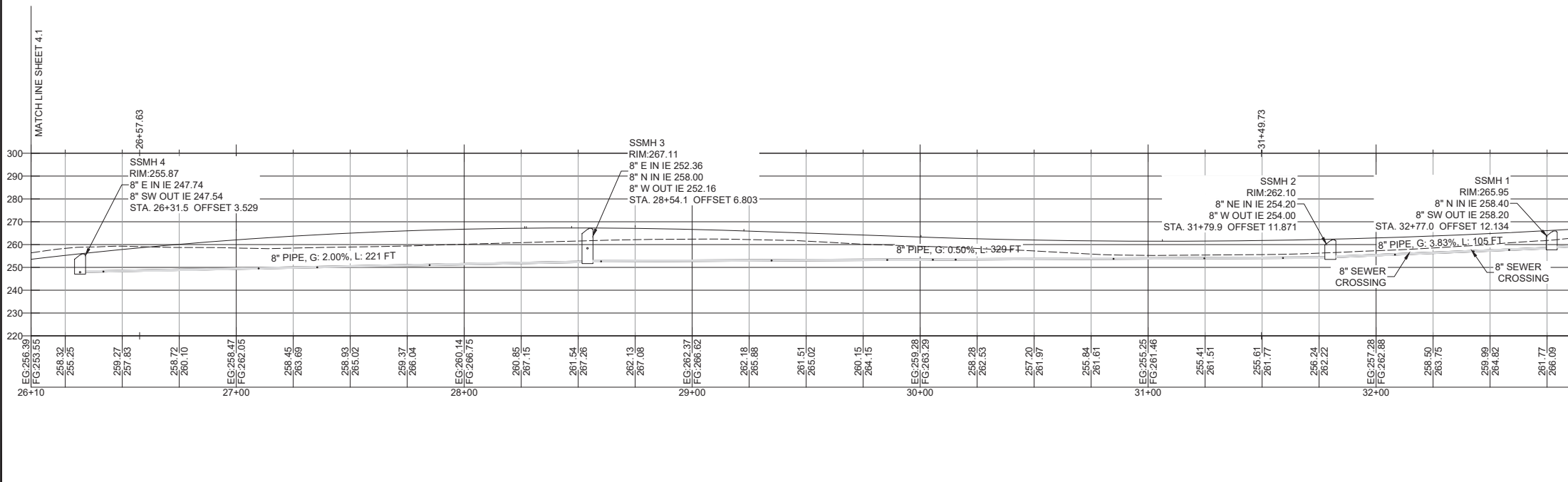
Before me personally appeared Darin Sarkinen, Authorized Representative for Tapani, Inc, well known and known to me to be the persons described in and who executed the foregoing instrument, and acknowledged to and before me that they executed said instrument for the purposes therein expressed.

Witness my hand and official seal this ____ day of _____, 2023.

Notary Public
For the State of Washington
My Commission Expires:



1 PINE STREET SEWER PROFILE
(STA 0+00-1+30)



Pioneer Surveying & Engineering, Inc.
Civil/Structural Engineering and Land Planning
125 E. Simcoe Drive
Goldendale, Washington 98620
Phone (509) 773-4945, Fax (509) 773-6888, E-Mail pse@gorge.net

3-19-2021
DUSTIN D. CONROY
STATE OF WASHINGTON
REGISTERED PROFESSIONAL ENGINEER
STEVENSON WA
ANDERSEN HEIGHTS DRIVE/PINE STREET SANITARY SEWER

No.	Date	Revisions
5.0	6-9-2021	SUBMITTED FOR REVIEW
4.0	6-1-2021	SUBMITTED FOR REVIEW
3.0	5-11-2021	SUBMITTED FOR REVIEW
2.0	3-19-2021	SUBMITTED FOR REVIEW
1.0	6-16-2020	SUBMITTED FOR REVIEW

SHEET NO. **4.2**
SCALE: AS NOTED
JOB NO. **20-XX** 199



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: June 15, 2023

Executive Summary:

As staff grows and develops with our continued operation of the wastewater treatment plant, some minor changes are necessary to allow us to better clarify roles, identify the salary steps for promotions, and streamline the supervision. The Public Works Department will be going through a strategic planning process in July to identify more comprehensive changes to the staffing structure.

Overview of Items:

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *5.2 Employee Pay Rates:* Updated to clarify what step an employee should be at when promoted to a higher classification. As originally written, it equated roughly to a two-step increase in a new position which reduced the ability for an employee to grow within the position.
- *5.3 Certification Pay:* Removed the requirement for an employee to be at the top step for a minimum of one year. As soon as they have additional certification, not required for their job as further outlined in the policy, they are eligible for the increased pay of 2%, which equates to a ½ step increase. An example of how this benefits the city is an Utilities Maintenance Worker can receive their WWTP0 II certification, providing essential back-up coverage at the treatment plant, and be compensated for this added responsibility promptly.
- *Job Descriptions:*
 - Public Works Director will now supervise the WWTP0 II or III positions.
 - Deputy Clerk/Treasurer minor revisions.
 - Utilities Clerk minor revisions.
 - Planning and Public Works Assistant remove the Building Permit Technician Certification requirement.
 - Public Works Field Supervisor updated with movement of WWTP0 II or III supervisory responsibilities to Public Works Director.
 - Utilities Maintenance Worker minor changes.
 - Wastewater Treatment Plant Operator I revised supervisor to WWTP0 II or III.
 - Wastewater Treatment Plant Operator II revised supervisor to PWD or WWTP0 III, revised duties to incorporate supervisory responsibilities.
 - Wastewater Treatment Plant III updated supervisory responsibilities.
 - CDL timeline updated to eighteen months due to updated training requirements.

Action Needed: Approve resolution 2023-410 revising the policy as presented or with changes.

**CITY OF STEVENSON
RESOLUTION NO. 2023-410
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that is in need of updates based on revising job descriptions; and

WHEREAS, the City Council finds the adoption of this resolution to be in the best interest of all city employees.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described and revised in Exhibit A, attached hereto and incorporated by reference, for the benefit of employees and managers.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of June, 2023.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Exhibit A



City of Stevenson
Personnel Policy

Revised ~~March 16~~June 15, 2023



City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

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RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

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

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

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

I have read and understand the statements above.

Employee Signature

Date

Return one signed copy of this form to payroll.



City of Stevenson Personnel Policy

CHAPTER 1: PURPOSE AND SCOPE

1.1 INTRODUCTION

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

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

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

1.2 INTENT OF POLICIES

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

1.3 SCOPE OF POLICIES

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



City of Stevenson Personnel Policy

1.4 CHANGING OF POLICIES

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

1.5 DEFINITIONS

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

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

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

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

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

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

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

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

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



City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

Memo: PERS 2

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

PERS 3

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



City of Stevenson Personnel Policy

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

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

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

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

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



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CHAPTER 2: GENERAL POLICIES & PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

2.2 DISABILITY DISCRIMINATION PROHIBITED

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

2.3 LIFE THREATENING/COMMUNICABLE DISEASES

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

2.4 ANTI-HARASSMENT POLICY

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

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



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2.5 SEXUAL HARASSMENT PROHIBITED

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

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

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

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

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

2.6 DISCRIMINATION COMPLAINT PROCEDURE

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

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

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



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

2.7 EMPLOYEE RECORDS

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

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

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

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

2.8 EMPLOYMENT REFERENCES

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



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CHAPTER 3: RECRUITING & HIRING

3.1 RECRUITING

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

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

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

3.2 HIRING

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

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

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

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

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



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

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

3.3 TEMPORARY EMPLOYEES

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

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

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

3.4 TRIAL PERIOD

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

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

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



City of Stevenson Personnel Policy

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

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

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

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

3.6 PROMOTIONS

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

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

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

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

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



City of Stevenson Personnel Policy

CHAPTER 4: HOURS & ATTENDANCE

4.1 WORKING HOURS

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

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

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

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

4.2 HOURS OF WORK AND OVERTIME

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

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

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

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



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

4.3 COMPENSATORY TIME

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

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

4.4 ATTENDANCE

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

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

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

4.5 UNUSUAL CONDITIONS

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

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



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

4.6 BREAKS AND MEAL PERIODS

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

4.7 CALL BACK

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

4.8 PAYROLL RECORDS

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



City of Stevenson Personnel Policy

CHAPTER 5: COMPENSATION

5.1 SALARY CLASSIFICATION AND GRADES

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

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

5.2 EMPLOYEE PAY RATES

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

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

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

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

5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The



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plan shall further provide a means for rewarding such exemplary professional development of direct value to the city. Such reward shall be granted through a salary adjustment of 2% (two percent) for each certification, up to a maximum of 6% (six percent). The adjustment shall be awarded after receipt of certification and is conditioned on the following:

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

Examples of certifications include:

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

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

5.4 OUT OF CLASS PAY

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

5.5 ON CALL PAY



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The City requires some employees to be “on-call” when needed to protect the health, safety and property of the City and its residents. To meet the needs of the City’s utilities, employees with Water Plant Operator I and Wastewater Treatment Plant Operator I certifications will be required to be “on call” on a rotating basis with other employees with these certifications. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

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

5.4 PAYDAYS AND PAY PERIODS

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

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

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

5.5 DEDUCTIONS

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

5.6 TRAVEL AND TRANSPORTATION REGULATIONS

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



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

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

General:

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

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

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

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



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

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

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

5.7 COMPENSATION UPON TERMINATION

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

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



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CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

6.1 TRAINING

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

6.2 PERFORMANCE EVALUATIONS

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



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CHAPTER 7: BENEFITS POLICY

7.1 RETIREMENT BENEFITS

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

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

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

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

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

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

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

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

7.3 HEALTH INSURANCE BENEFITS

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



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

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

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

Temporary employees will normally not be eligible for insurance coverage.

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

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

7.4 CONTINUATION OF INSURANCE COVERAGE

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

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

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



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7.5 UNEMPLOYMENT COMPENSATION

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

7.6 FIRE/EMERGENCY CALLS

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

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

7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive an annual \$200 boot reimbursement allowance. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.



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CHAPTER 8: LEAVES

8.1 VACATION LEAVE

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

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

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

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

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

8.2 SICK LEAVE

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



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

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

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

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

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

8.3 LEAVE WITHOUT PAY

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



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8.4 JURY AND WITNESS LEAVE

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

8.5 ADMINISTRATIVE LEAVE

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

8.6 MILITARY LEAVE

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

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

8.7 FAMILY LEAVE

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

8.8 BEREAVEMENT LEAVE

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

8.9 SHARED LEAVE PROGRAM

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

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



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8.10 HOLIDAYS

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

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

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

In their first year of employment, newly hired employees with a start date prior to July 1st will receive 2 Personal Days, while those with a start date of July 1st or later will receive 1 Personal Day.

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

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

8.11 RELIGIOUS HOLIDAYS

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

8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

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



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

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



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CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

9.1 GENERAL CODE OF CONDUCT

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

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

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

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

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

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

9.3 CODE OF CONDUCT

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

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

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



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9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

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

9.5 POLITICAL ACTIVITIES

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

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

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

9.6 NO SMOKING POLICY

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

9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

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



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

9.8 USE OF CITY VEHICLES AND EQUIPMENT

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

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

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

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

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

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



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9.10 CONTACT WITH THE NEWS MEDIA

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

9.11 DRIVER'S LICENSE REQUIREMENTS

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

9.12 SOLICITATIONS

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

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



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9.13 SAFETY

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

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

9.14 DRUG-FREE WORKPLACE

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

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

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



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

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

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

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

9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

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

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

DEFINITIONS

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

Safety-sensitive functions:

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



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

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

SCOPE

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

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

PROHIBITED BEHAVIOR

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



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

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

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

PRESCRIPTION DRUG USE

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



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

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

PROCEDURES

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



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

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

CIRCUMSTANCES FOR TESTING

Pre-Employment Testing

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



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

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

FMCSA Drug Testing Exceptions

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

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

Reasonable Suspicion Testing

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

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

Post-Accident Testing

DOT FMCSA Procedures

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

Fatal Accidents



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

Non-fatal Accidents

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

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

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

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

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

Random Testing

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

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



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to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

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

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

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

Return to Duty Testing

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

Follow-up Testing

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

Testing Procedures

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

Dilute Urine Specimen

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

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



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Split Specimen Test

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

Test Refusals

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

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

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

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

DOT-FMCSA CLEARINGHOUSE

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not



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

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

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

TRAINING

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

CONFIDENTIALITY

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

VOLUNTARY SELF-REFERRAL

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or



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alcohol test may voluntarily refer her or himself to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

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

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



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CHAPTER 10: DISCIPLINE & TERMINATIONS

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

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

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



City of Stevenson Personnel Policy

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

10.2 POSSIBLE DISCIPLINARY ACTIONS

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

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

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

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

10.3 PRE-TERMINATION HEARING

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



City of Stevenson Personnel Policy

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

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

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

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

10.4 LAYOFF

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

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

10.5 RESIGNATION OR RETIREMENT

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



City of Stevenson Personnel Policy

CHAPTER 11: COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

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

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

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

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

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

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

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



City of Stevenson Personnel Policy

Appendix # A-1

CONFIDENTIAL ***CONFIDENTIAL*****CONFIDENTIAL**

MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

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

Signed: _____ Date: _____



City of Stevenson Personnel Policy

Appendix # A-2

SUPERVISOR GUIDES

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

Oral Warnings

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

Written Reprimand

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

Suspension

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

Demotion

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

Terminations

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



City of Stevenson Personnel Policy

Appendix # A-3

SEPARATION AGREEMENT (a)

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

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

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

EMPLOYEE Date

THE CITY OF STEVENSON

Mayor Date



City of Stevenson Personnel Policy

SEPARATION AGREEMENT (b)

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

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

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



City of Stevenson Personnel Policy

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

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

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

Appendix # A-4:

CELL PHONE POLICY

PURPOSE

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

DEFINITIONS

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

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

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

POLICY

This policy shall apply to all City employees.

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



City of Stevenson Personnel Policy

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

PROCEDURE

1. Determination of Cell Phone Eligibility

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

2. Determination of Phone or Plan

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

3. Use of Cell Phone

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



City of Stevenson Personnel Policy

c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.

d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."

e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:

- Commercial use other than City business.
- Harassment of any member of the public, any governmental employee or any vendor.
- Making or receiving any calls of a sexually explicit nature.
- Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
- Subjects of political nature.
- Misrepresentations or release of information of a confidential nature.
- Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

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

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

- A. Phone only
- B. Phone with data

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



City of Stevenson Personnel Policy

Special Responsibilities for Managerial Staff

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

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



City of Stevenson Personnel Policy

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

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

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

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

Employee Name (Signature)

Employee Name (Please Print)

Department

Date



City of Stevenson Personnel Policy

Appendix # A-5

City of Stevenson
Ordinance No. 879

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

Recitals

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

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

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



City of Stevenson Personnel Policy

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



City of Stevenson Personnel Policy

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

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

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson



City of Stevenson Personnel Policy

Appendix # A-6

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

LOCAL

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

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

SKAMANIA COUNTY

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

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

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

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

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

STATE OR REGIONAL AGENCIES

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

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

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

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

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

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



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

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

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

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

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

FEDERAL AGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

Environmental Protection Agency
Criminal Investigations
1200 Sixth Avenue
Seattle, WA



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



City of Stevenson Personnel Policy

Department of Veterans Affairs
Office of Inspector General
915 Second Avenue
Seattle, WA 98174
Fraud/Waste/Abuse Hotline
800-488-8244

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



City of Stevenson Personnel Policy

Appendix # A-7

Travel Reimbursement Request

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

Name: _____
Event: _____
Location: _____
Dates: _____

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

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

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

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



City of Stevenson Personnel Policy

Appendix # A-8

CITY ADMINISTRATOR

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



City of Stevenson Personnel Policy

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

ABILITY TO:

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



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- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

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

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

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS DIRECTOR

POSITION: Public Works Director
REPORTS TO: City Administrator
EFFECTIVE DATE: ~~June 21, 2018~~ June 15, 2023
FLSA STATUS: Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



City of Stevenson Personnel Policy

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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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



City of Stevenson Personnel Policy

JOB CONDITIONS

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.

Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.

Computer literate with general knowledge of public works software applications.

Familiarity with government budgeting, regulatory environment and report preparation.

Supervisory skills, including evaluation, discipline and discharge.

Must have a valid a valid state issued Driver’s License.

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WWTPO I)

Water Distribution Manager I (WDM I)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

Wastewater Treatment Plant Operator II (WWTPO II)



City of Stevenson Personnel Policy

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

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

Signature

Date



City of Stevenson Personnel Policy

COMMUNITY DEVELOPMENT DIRECTOR

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



City of Stevenson Personnel Policy

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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

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

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

Working knowledge of:



City of Stevenson Personnel Policy

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

PREFERRED QUALIFICATIONS:

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

Working knowledge of:

- GIS, presentation, and infographic software.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

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

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

Signature

Date



City of Stevenson Personnel Policy

DEPUTY CLERK/TREASURER

POSITION: Deputy Clerk/Treasurer
REPORTS TO: City Administrator
EFFECTIVE DATE: ~~June 21, 2018~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- [Maintain city website, social media and other city communication outlets.](#)
- [Receive and address Nuisance Complaints and other Code Enforcement issues.](#)
- [Notarize various documents for the City and general public.](#)

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.

~~Office Experience, good writing skills, understanding of Generally Accepted Accounting Principles (GAAP)~~



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Office Experience, understanding of Generally Accepted Accounting Principles (GAAP)
10-key by touch, Proficient typing skills, computer experience (preferably Windows based Excel & Word)
 Good Customer Service, -writing and communication skills

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience
 College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification
 Notary Public Designation

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

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

Signature

Date



City of Stevenson Personnel Policy

UTILITIES CLERK

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receiving payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- ~~Prepare monthly payroll for city staff, maintaining all payroll files.~~
- ~~Perform confidential secretarial and administrative work of a varied nature including receive~~Receive and screen telephone calls, ~~establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.~~
- Perform secretarial services for various departments when required.
- ~~Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.~~
- Assist in the preparation of ~~the budget~~, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention, ~~and maintains City Council cross reference indexes.~~
- Provide zoning information, building permit information, water/sewer information.
- ~~Provide~~ Provide general public/tourist information and relocation assistance.
- ~~Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software, and utility/financial software programs, and online platforms for asset management, permitting and code enforcement.~~



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~~Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.~~

- ~~Assist City Administrator in grant management.~~
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets and online databases.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of applications for various city permits.
- Assist with maintaining the permit tracking database.
- Purchase office and household supplies.
- Notarize various documents for the City and general public.

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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



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MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent-
- Office Experience, ~~good writing skills,~~ understanding of basic accounting
- ~~Proficient typing skills, computer experience (preferably Windows based Excel & Word)~~
- ~~Good customer service, writing and communication skills~~
- ~~10 key by touch, computer experience (preferably Windows based) excel & word~~
- ~~Good Customer Service~~

PREFERRED QUALIFICATIONS:

- Prior Government Accounting Experience
- College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Notary Public Designation

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

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

Signature

Date



City of Stevenson Personnel Policy

PLANNING AND PUBLIC WORKS ASSISTANT

POSITION: Planning and Public Works Assistant
REPORTS TO: City Administrator
EFFECTIVE DATE: ~~December 15, 2022~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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



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MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Notary Public Designation
- ~~Building Permit Technician Certification~~

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

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

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS FIELD SUPERVISOR

POSITION: Public Works Field Supervisor
REPORTS TO: Public Works Director
EFFECTIVE DATE: ~~June 21, 2018~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, [sewer collection](#), parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs [sewer and](#) water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the [Waste Water/Wastewater](#) Treatment Plant operator.
- Organizes, [with the WWTP0 II \(or III if the position is filled\)](#), the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- [Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.](#)
- [Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of streets and infrastructure within the roadway prism, storm water system, water supply and distribution, parks division, and City buildings.](#)



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ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising [Public Works Utilities/Maintenance](#) staff, with direction from the Public Works Director.

JOB CONDITIONS:

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

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

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

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



City of Stevenson Personnel Policy

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

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently and have work experience in general maintenance, trade areas.
- Must have a valid state issued Driver's License with CDL validation or ability to acquire within ~~six (6)~~ **eighteen (18)** months. The City will complete a review of the final applicant's driving record.
- Must be highly skilled in heavy equipment operation and maintenance.
- Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPOII)

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



City of Stevenson Personnel Policy

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

Signature

Date



City of Stevenson Personnel Policy

UTILITIES ~~/~~ MAINTENANCE WORKER

POSITION: Utilities ~~/~~ Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: ~~June 21, 2018~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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- Responsible for the general maintenance and repair of both diesel and gas engines.
- Responsible for the construction and maintenance of city parks, city buildings and other structures.

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

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



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MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Must have a valid state issued Driver's License with commercial validation or the ability to acquire within ~~six (6)~~ **eighteen (18)** months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Experience in Road Construction and Repair.
- Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPO II)

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

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

Signature

Date



City of Stevenson Personnel Policy

FACILITIES MAINTENANCE WORKER

POSITION: Facilities Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: ~~January 1, 2020~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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

ABILITY TO:

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



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SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must be able to work independently.

Must have a Driver's License with commercial validation or the ability to acquire within ~~six (6)~~ **eighteen (18)** months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

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

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

Flagger Certification

First Aid & CPR Certification

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

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



City of Stevenson Personnel Policy

Signature

Date

WASTEWATER TREATMENT PLANT OPERATOR I

POSITION: Wastewater Treatment Plant Operator I
REPORTS TO: ~~Public Works Field Supervisor~~ Wastewater Treatment Plant Operator II (or III if the position is filled)
EFFECTIVE DATE: ~~March 15, 2018~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.



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

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Cross Connection Control Specialist

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

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

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

Signature

Date



City of Stevenson Personnel Policy

WASTEWATER TREATMENT PLANT OPERATOR II

POSITION: Wastewater Treatment Plant Operator II
REPORTS TO: Public Works ~~Field Supervisor~~ Director (or Wastewater Treatment Plant Operator III if the position is filled)
EFFECTIVE DATE: ~~March 16~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility. This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. Some time may be spent in other departments when assistance is needed during special projects or emergencies.

ESSENTIAL JOB DUTIES:

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

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- ~~Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.~~
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Manage and enforce ordinances, codes, and engineering standards related to wastewater and sewer management, including but not limited to Title 13. Inspect and collect data from customers as required.
- Develop, implement, manage, and enforce industrial and commercial connection monitoring programs, including but not limited FOG and SIU programs.

Commented [CS1]: I am struggling to get the supervisory pieces into this position without blowing up the existing job description.

What if we renamed the wastewater treatment plant operator II the "Wastewater System Manager"? And essentially copy over the supervisory PWS JD, but retain the operator duties as well.

We could then remove the WWTPO III position entirely. It is virtually identical to WWTPO II and has all of the same duties in the WWTPO I JD.

Maybe we also rename the WWTPO I to Wastewater Operator.

This way, additional certifications could occur within either of these positions without us having any pressure to promote someone to a position already filled. Maybe they get a step increase or something with WWTPO certifications above a WWTPO I.

This would also get us away from the awkward distinction we were forced to reiterate with Devon when he got his WWTPO II through Ecology but did not meet the qualifications of a WWTPO II City JD.



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- Perform wash down of chambers and clarifiers on a regular schedule.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- [Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.](#)
- [Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate.](#)
- [Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.](#)
- Provide yard maintenance in watering, mowing and weeding grounds.
- Maintain building in clean and sanitary condition; wash floors and walls; perform light maintenance.
- [Organizes, with the Public Works Supervisor, sewer utility on-call duties shared with other Public Works employees.](#)
- ~~[Week-end testing and emergency back up to the Waste Water Treatment Plant operator.](#)~~
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- [Participate in the development and administration of goals, objectives and procedures.](#)
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- [Compose utility as-built drawings for sewer.](#)
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in the sewer utility.
- ~~Determine appropriate action within clearly defined guidelines.~~
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Train staff in the most current and accepted practices in wastewater management.
- Select, supervise, train and evaluate staff.

SUPERVISORY RESPONSIBILITIES:

~~There are no supervision responsibilities associated with this position. In the absence of the WWTPO III position being filled, this is a supervisory position responsible for supervising the Wastewater Treatment Plant Operator I, with direction from the Public Works Director. this is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.~~

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Must have a valid state issued Driver's License. The City will complete a review of the final applicant's driving record.
- Wastewater Treatment Plant Operator II (WWTPO II)

PREFERRED QUALIFICATIONS:

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



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Plumbing Skills.
Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
Carpentry Skills.
Experience in Welding.
Diesel and Gas equipment repair.
Basic Mechanical Skills.
Knowledge of Grounds Maintenance.
Cross Connection Control Specialist
Wastewater Treatment Plant Operator III (WWTPO III)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

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

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

Signature

Date



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WASTEWATER TREATMENT PLANT OPERATOR III

POSITION: Wastewater Treatment Plant Operator III
REPORTS TO: Public Works Director
EFFECTIVE DATE: ~~March 16, 2023~~ June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position reporting directly to the Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled). The Wastewater Treatment Plant Operator II supervises and works with the Wastewater Treatment Plant Operator I and is responsible for the City's sewer utility, including collection and treatment systems. This position must also work with the employees responsible for water utility, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring sewer utility tasks. The Wastewater Treatment Plant Operator II must have the ability to troubleshoot and analyze problems related to the sewer utility.
~~This is a field position working in the City's wastewater department mostly at the treatment plant with some time spent in an office environment. Some time may be spent in other departments when assistance is needed during special projects or emergencies.~~

ESSENTIAL JOB DUTIES:

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

- Perform all work to safety standards and ensure that no property or person is at risk.
- Schedules and performs the regular and recurring installation, repair and maintenance work in the sewer utility, including collection and treatment systems.
- Responsible for procurement of materials, services, and maintenance contracts related to the maintenance of the sewer utility.
- ~~Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.~~
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.



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- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:



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

~~[This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.](#)~~

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

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

Must be able to work independently.

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

Wastewater Treatment Plant Operator III (WWTPO III)

PREFERRED QUALIFICATIONS:

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

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

Cross Connection Control Specialist

Wastewater Treatment Plant Operator IV (WWTPO IV)



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POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

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

First Aid & CPR Certification

Flagger Certification

Water Plant Operator I (WTPO I)

Water Distribution Manager I (WDM I)

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

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

Signature

Date



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MINUTE TAKER

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



City of Stevenson Personnel Policy

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

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

Signature

Date



City of Stevenson Personnel Policy

Appendix # A-9

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

Section 1 - Purpose

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

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

Section 2 - Affected Parties

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

Section 3 - References

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

:

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

Section 4 – Definitions

Terms used for the purposes of this policy --

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



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

Section 5 - Policies

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

5.1.1 Personal Use of City Computer Equipment

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

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

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

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

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

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

Photocopy Machines - same rate charged to the public.

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

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



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

5.2 Computer Viruses

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

5.3 Electronic Mail (Email)

5.3.1 Disclosure

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

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

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

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

5.3.3 Retention of Electronic Mail (Email)

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

5.3.4 Inappropriate Electronic Mail (Email) Message Content

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

5.4 Voice Mail (If Applicable)

5.4.1 Disclosure

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



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

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

5.4.2 Requests for Copies of Voice Mail Information

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

5.4.3 Retention of Voice Mail Messages

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

5.4.4 Inappropriate Voice Mail Message Content

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

5.5 Solicitations

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

5.6 Advertising

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

5.7 Campaigning

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

5.8 Personal Security



City of Stevenson Personnel Policy

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

5.9 Limitations on Entry into the City Computer Network

5.9.1 Access to Internet and/or Email Services

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

5.9.2 Access to Information on the City's Computer Network

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

5.9.3 Access to Information on Personal Computer Hard Drives

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

5.9.4 Data Sharing By and Between Employees

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

5.9.5 Access Levels

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

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

5.10 World Wide Web

5.10.1 Internet Access

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

5.10.1.1 Internet Access Audit Logs

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

5.10.2 News Groups

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

5.11 Copyrights, Trademarks, Patents and Authorship

5.11.1 Conservative and Cautious Approach to Copyrights, etc.



City of Stevenson Personnel Policy

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

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

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

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

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

5.11.2 Trademarks, Patents and Authorship

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

5.12 Public Meetings Regulations Open

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

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

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

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

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

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

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

5.13.2 Other Data

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

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



City of Stevenson Personnel Policy

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

Section 6 - Procedures:

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

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

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

6.1.1 Access Limitation or Revocation

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

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

6.1.2 Disciplinary Action

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

Section 7 - Responsibilities:

7.1 Compliance with City Policies

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



City of Stevenson Personnel Policy

Internet Policy Waiver Form & Authorization to Use

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

I understand and agree to follow this policy which includes:

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

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

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

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

Signed: _____

Date: _____



City of Stevenson Personnel Policy

Appendix # A-10

CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

1) Retail Gasoline Credit Cards

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

1 All Other Credit Cards

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



City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

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



City of Stevenson Personnel Policy

Appendix # A-11

Reasonable Suspicion Documentation Form

Employee Name: _____

Observation Date: _____ Location: _____

Start Time: _____ am/pm End Time: _____ am/pm

APPEARANCE

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

BEHAVIOR

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

PERSONAL

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

SPEECH

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

PERFORMANCE INDICATORS

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

PHYSICAL

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

INTERPERSONAL

- Normal
Arguing
Fighting
Defensive
Hostile
Overly aggressive

BODY ODORS

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

AWARENESS

- Disoriented
Sleepy
Stupor
Suspicious
Blaming
Paranoia

Other observed actions or behavior: _____

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

Supervisor Signature _____

Date _____



City of Stevenson Personnel Policy

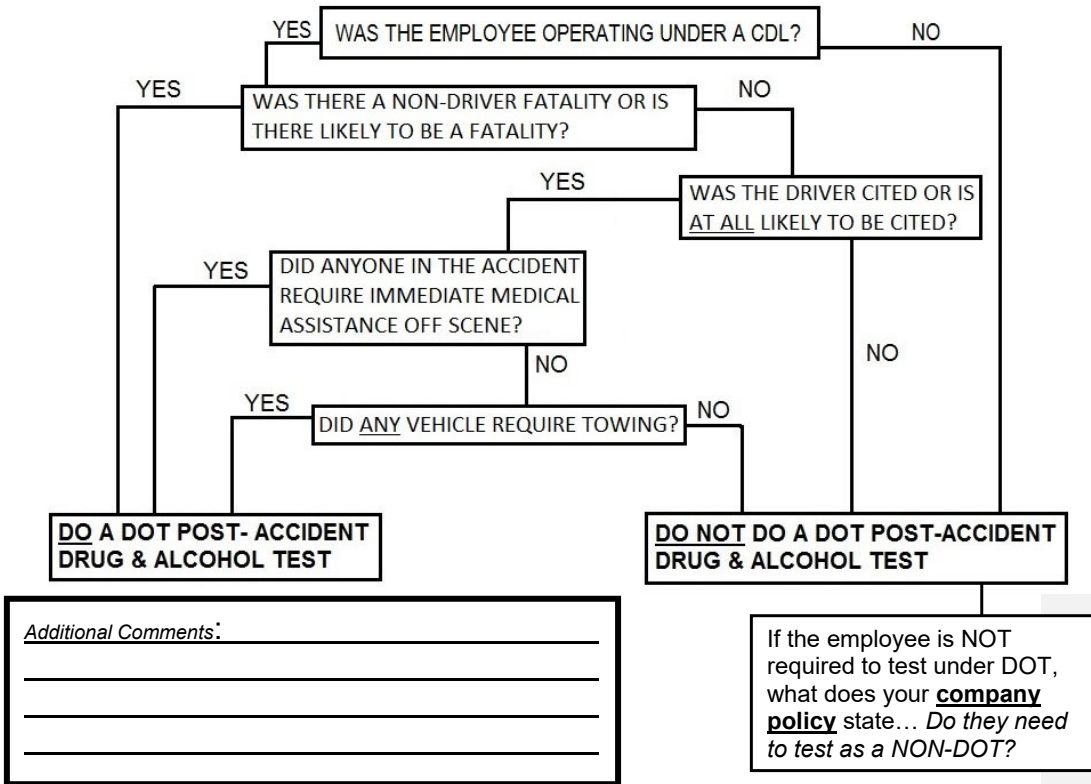
Appendix # A-12

Post-Accident Checklist

Employee Name: _____
Date/Time Accident Occurred: _____
Documenting Personnel: _____

Is the employee required to test under DOT?

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



Additional Comments: _____

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

★ DOT REGULATION TIME LIMITS:
CONTROLLED SUBSTANCES: Employee must test within 32 HOURS of the accident.
ALCOHOL: Employee must test within 8 HOURS of the accident.
(If the alcohol test is not administered within the first 2 hours, document why.)



City of Stevenson Personnel Policy

Appendix # A-13

Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

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

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

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

Employee Signature

Date



City of Stevenson Personnel Policy

Appendix # A-14

Driver Evaluation Matrix

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

ONCE ADR IS RECEIVED:

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

THINGS TO KEEP IN MIND:

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

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



City of Stevenson Personnel Policy

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

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

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

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

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

Major Violations include:

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

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



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Customer:

Q-40246-1
3/22/2023 10:59 AM
STEVENSON,
WASHINGTON

Product Name	DESCRIPTION	QTY	TOTAL
Full-Service Supplementation Subscription	Full Service Supplementation Subscription	1.00	USD 1,973.40
Proration Discount	Online Code Hosting	1.00	USD -171.88
Online Code Hosting	Online Code Hosting	1.00	USD 687.50
MuniDocs Subscription: 100+ GB	MUNIDOCs - Minutes	1.00	USD 437.50
Custom OrdBank Subscription	OrdBank Conversion to Annual Subscription	1.00	USD 335.00
Annual Recurring Supplement Services - Initial Term		USD 3,261.52	

1. This Statement of Work ("SOW") is between Stevenson Washington ("Customer") and CivicPlus, LLC ("CivicPlus"), the acquirer and sole owner of Municode, LLC f/k/a Municipal Code Corporation, and incorporates and is subject to the terms and conditions located at Addendum 1 attached to this SOW.
2. This SOW shall begin on 9/1/2023 ("Effective Date") and all the services provided to Customer listed in the above line items (the "Services") shall align to renew annually on each anniversary of the Effective Date ("Renewal Date"). Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to 5% annual increase. Customer will pay all invoices within 30 days of the date of such invoice.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

Addendum 1

<p>This agreement ("Agreement") is explicitly agreed to by the Customer listed on the Statement of Work. All terms used in this Agreement that are not otherwise defined shall have the definition ascribed to it in the Statement of Work.</p> <p>1. Scope of Services. The Services provided to Customer under this Agreement are set forth in the CivicPlus Statement of Work signed by the parties (the "SOW"). Customer may purchase additional services for additional cost at any time upon mutual written consent of the Parties, including but not limited to updating the frequency of Supplement updates, additional labor required because of delays, errors or omissions on the part of Customer.</p> <p>2. Limitations of Services. Annual Recurring Supplement Service does NOT include:</p> <ul style="list-style-type: none">a. Additional copies, reprints, binders and tab orders;b. Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;c. Legal work, creation of fee schedules, gender neutral review/ implementation, external linking;d. Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;e. Online Code hosting and online features, this is listed separately. <p>For services outside the scope of the Annual Recurring Supplement Services, a per page rate of \$23 will be applied.</p> <p>3. Each document for processing should be its own individual file, named by its ordinance number. Customer should send in all documents to CivicPlus as MS WORD versions or a convertible PDF version.</p>	<p>4. Term and Termination. This Agreement shall remain in full force and effect for an initial period of one year commencing on the Effective Date ("Initial Term"), at the end of the Initial Term, this Agreement shall automatically renew for additional one-year terms (each a "Renewal Term"). If either Party does not intend to renew this Agreement, they shall provide sixty days prior notice to the end of the then-current term. Either party may terminate this Agreement for cause in the event the other party materially breaches any term of this Agreement and does not substantially cure such breach within thirty days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination.</p> <p>5. Compensation. Unless otherwise stated in an SOW signed by the Customer, the Customer shall pay CivicPlus for the Services annually at the start of each Renewal Term, within 30 days of the date an invoice is sent.</p> <p>6. Integration. This Agreement sets forth the entire agreement between and among the parties with respect to the Services. This Agreement supersedes all prior written or oral agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.</p> <p>7. Limitation of Liability. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed five times the amounts paid by Customer for the Services in the year prior to such claim of liability. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.</p> <p>8. Ownership. Customer shall own all right, title, and interest in and to the code created under this Agreement. Customer is responsible for providing all necessary and correct documentation, materials and communication in a timely manner in order to enable CivicPlus to perform the Services and acknowledges CivicPlus cannot begin performance of the Services until all necessary documentation, materials and communication is received.</p> <p>9. Customer acknowledges that any legal analysis provided by CivicPlus is provided to Customer for their use and direction. However, Customer agrees the Services provided for herein do not review legal codes for legal sufficiency, draw legal conclusions, provide legal advice, opinions or recommendations about Customer's legal rights, remedies, defenses, options, selection of forms, or strategies, or apply the law to the facts of any particular situation or establish an attorney-Customer relationship. CivicPlus is not a law firm and may not perform services performed by an attorney, and the Services contemplated herein do not constitute a substitute for the advice or services of an attorney.</p> <p>10. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.</p>
--	--

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax

JUN 06 2023

Initial: _____

Wilder and Pine Riverside Cabins

June 6, 2023

To Whom it Concerns,

We are writing because we recently had a leak which caused our water consumption to be astronomical. The leak has since been fully repaired.

We know we are not eligible for a leak adjustment since we have already had one in the last 5 years. We are asking the council for an adjustment of \$3270.61 in sewer consumption charges.

We appreciate your time and consideration.

Sincerely,

Amanda Valentine

Ownership Representative for Wilder and Pine Riverside Cabins

Inter-Local Agreement

Skamania County

This Agreement, made and entered into this ____ day of _____, by and between Skamania County, Washington, a political subdivision of the State of Washington, hereinafter referred to as the “County” and the City of Stevenson a political subdivision of the State of Washington; hereinafter referred to as the “Agency”.

Witness: It is Hereby covenanted and agreed as follows:

1. The Agency requests the County perform public works or provides services for the Agency as requested.
 - a. For public works, or services, to be performed under this Agreement, the Agency will supply the County with a letter describing the item(s) requested or a Scope of Work to the County’s Public Works Director. The County reserves the right to deny or approve each application of the Agency on an individual basis.
 - b. Control of work shall be from the Agency’s Public Works Director, or an appointed staff member.
2. The County shall provide requested engineering; administrative and clerical services necessary for the execution of the requested work from the Agency and in providing such services, the County Engineers may exercise all the powers and perform all the duties vested by law in the State of Washington.
3. The Agency hereby agrees to reimburse the County for the cost of the work performed by the County, based on the actual verified cost of labor, equipment rental, engineering and materials used in completing the requested work, plus all costs for fringe benefits to labor, including, but not limited to, Social Security, retirement, industrial, and medical aid costs, prorated sick leave, holidays, and vacation time and group medical insurance. In addition thereto, ten percent (10%) of the total costs shall be added for overhead costs for accounting, billing and administrative services; provided the County shall submit to the Agency a certificate statement of the costs. The Agency shall remit payment within sixty (60) days of receipt of the certificate of costs.
4. Each party shall maintain books, records, documents and other material as relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by either party or its designee, and the Washington State Auditor’s Office. Each party shall retain all such books, records, documents and other material for the applicable retention period under federal and Washington law.
5. It is understood and agreed between the parties if either party is alleged to be negligent in its performance of this Agreement, and those allegations result in a claim, loss, demand, action, or cause of action of any nature whatsoever, the negligent party will/shall defend and hold the other party and its appointed and elective officers, agents and employees harmless from those allegations and any damages which may result. The obligation to provide indemnity shall be upon notice of any claim. The parties further agree to hold the other harmless and to waive their respective immunities under the State Industrial Insurance Act (RCW Title 51) to the extent an employee brings a claim or suit against the other non-employer agency for injuries occurring in the workplace while performing any act under this Agreement.

6. The Agency agrees to procure and maintain in full force insurance in the sum of not less than \$1 million public liability and \$3 million property damage for each public works project; naming the County as a named insured.,
7. It is understood and agreed between the parties this Agreement is non-delegable and cannot be assigned, transferred or any portion subcontracted hereunder by the County without the prior written permission of the Agency.
8. The County, in the performance of work under this Agreement shall abide by the provisions of RCW 39.34, Interlocal Cooperation Act. It is the purpose of this statute to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization which will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.
9. The term of this Agreement shall be from June 1, 2023 to December 31, 2025, except either party may terminate the Agreement upon thirty (30) days written notice given to the other party.
10. Both parties agree to three (3) two (2) year automatic renewals to this Agreement, which shall be executed prior to the expiration of the Agreement by both parties.
11. This Agreement shall be governed exclusively by the laws of the State of Washington. The Skamania County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of this Agreement. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation arising in contract, tort or otherwise, each party shall bear its own attorney's fees incurred in the action, arbitration or proceeding.
12. This Agreement shall be filed or listed by subject on a public agency's website in accordance with RCW 39.34.040.
13. The Stevenson Public Works Director shall be the Administrator for this Interlocal Agreement.

In Witness Whereof, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY OF STEVENSON,
A Municipal Corporation,

COUNTY OF SKAMANIA,
Board of Commissioners

By: _____
Mayor

By: _____
Chairman

Attest:

By: _____
City Clerk

Commissioner

Commissioner

Approved as to form only:

Attest:

Adam Kick, Skamania County Prosecutor

Clerk of the Board

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 09:11:20 Date: 06/09/2023

05/01/2023 To: 05/31/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,486,489.34	295,562.13	117,651.77	1,664,399.70	3,814.62	11,825.58	0.00	1,680,039.90
010 General Reserve Fund	337,579.29	544.53		338,123.82	0.00	0.00	0.00	338,123.82
020 Fire Reserve Fund	1,666,466.57	4,495.16		1,670,961.73	0.00	0.00	0.00	1,670,961.73
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	77,365.43	49,333.59	54,223.19	72,475.83	2,656.06	1,761.67	0.00	76,893.56
103 Tourism Promo & Develop Fund	1,209,544.88	42,715.61	19,230.61	1,233,029.88	0.00	5.01	0.00	1,233,034.89
105 Affordable Housing Fund	12,783.74	0.00		12,783.74	0.00	0.00	0.00	12,783.74
107 HEALing SCARS Fund	10,190.57	0.00		10,190.57	0.00	0.00	0.00	10,190.57
300 Capital Improvement Fund	223,334.60	4,606.27		227,940.87	0.00	0.00	0.00	227,940.87
312 Columbia Ave	-19,876.25	28,232.50	8,356.25	0.00	0.00	0.00	0.00	0.00
400 Water/Sewer Fund	2,178,515.10	213,422.24	369,897.26	2,022,040.08	33,587.26	4,411.35	-1,200.11	2,058,838.58
406 Wastewater Short Lived Asset Res. Fund	65,337.00	0.00		65,337.00	0.00	0.00	0.00	65,337.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-1,133,027.44	1,427,155.77	595,777.13	-301,648.80	466.34	0.00	0.00	-301,182.46
500 Equipment Service Fund	80,723.45	19,843.42	10,938.80	89,628.07	1,409.88	226.41	0.00	91,264.36
630 Stevenson Municipal Court	0.00	705.66	705.66	0.00	0.00	0.00	0.00	0.00
	<u>6,554,930.28</u>	<u>2,086,616.88</u>	<u>1,176,780.67</u>	<u>7,464,766.49</u>	<u>41,934.16</u>	<u>18,230.02</u>	<u>-1,200.11</u>	<u>7,523,730.56</u>

TREASURER'S REPORT

Account Totals

City Of Stevenson

05/01/2023 To: 05/31/2023

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	567,194.27	2,048,588.78	1,157,371.63	1,458,411.42	-673.79	60,164.18	1,517,901.81
10	Xpress Bill Pay	28,932.02	38,936.50	38,000.00	29,868.52	-526.32	0.00	29,342.20
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		596,626.29	2,087,525.28	1,195,371.63	1,488,779.94	-1,200.11	60,164.18	1,547,744.01
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	4,042,839.44	17,682.56	0.00	4,060,522.00	0.00	0.00	4,060,522.00
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		5,958,303.99	17,682.56	0.00	5,975,986.55	0.00	0.00	5,975,986.55
		6,554,930.28	2,105,207.84	1,195,371.63	7,464,766.49	-1,200.11	60,164.18	7,523,730.56

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

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05/01/2023 To: 05/31/2023

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	1,014,767.77		4,438.39	4,438.39		1,019,206.16
010 000 General Reserve Fund	124,497.09		544.53	544.53		125,041.62
020 000 Fire Reserve Fund	1,027,747.73		4,495.16	4,495.16		1,032,242.89
100 000 Street Fund	22,338.45		97.70	97.70		22,436.15
103 000 Tourism Promo & Develop Fund	784,431.42		3,430.94	3,430.94		787,862.36
300 000 Capital Improvement Fund	176,876.02		773.62	773.62		177,649.64
400 000 Water/Sewer Fund	850,024.62		3,717.84	3,717.84		853,742.46
500 000 Equipment Service Fund	42,156.34		184.38	184.38		42,340.72
5 - LGIP	4,042,839.44	0.00	17,682.56	17,682.56		4,060,522.00
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	1,915,464.55	0.00	0.00			1,915,464.55
	5,958,303.99	0.00	17,682.56	17,682.56		5,975,986.55

TREASURER'S REPORT
Fund Investment Totals

City Of Stevenson

05/01/2023 To: 05/31/2023

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,440,812.77		4,438.39	4,438.39		1,445,251.16	219,148.54
010 General Reserve Fund	336,405.47		544.53	544.53		336,950.00	1,173.82
020 Fire Reserve Fund	1,663,472.83		4,495.16	4,495.16		1,667,967.99	2,993.74
030 ARPA						0.00	298,313.00
100 Street Fund	22,338.45		97.70	97.70		22,436.15	50,039.68
103 Tourism Promo & Develop Fund	1,104,849.11		3,430.94	3,430.94		1,108,280.05	124,749.83
105 Affordable Housing Fund						0.00	12,783.74
107 HEALing SCARS Fund						0.00	10,190.57
300 Capital Improvement Fund	202,425.15		773.62	773.62		203,198.77	24,742.10
400 Water/Sewer Fund	1,135,625.19		3,717.84	3,717.84		1,139,343.03	882,697.05
406 Wastewater Short Lived Asset Res. Fund						0.00	65,337.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-301,648.80
500 Equipment Service Fund	52,375.02		184.38	184.38		52,559.40	37,068.67
	<u>5,958,303.99</u>		<u>17,682.56</u>	<u>17,682.56</u>		<u>5,975,986.55</u>	<u>1,488,779.94</u>

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

7,464,766.49

TREASURER'S REPORT

Outstanding Vouchers

05/01/2023 To: 05/31/2023

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1376	05/31/2023	Util Pay	1		Xpress Billpay	673.79	Xpress Import - CC - 05-31-2023__daily_batch.csv
Receipts Outstanding:							673.79	
2023	1370	05/31/2023	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 05/31/2023 To 05/31/2023 - HRA VEBA
2023	1368	05/31/2023	Payroll	1	EFT	Department of Retirement Systems	15,772.12	Pay Cycle(s) 05/31/2023 To 05/31/2023 - PERS2; Pay Cycle(s) 05/31/2023 To 05/31/2023 - DCP
2023	1367	05/31/2023	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 05/31/2023 To 05/31/2023 - Disability; Pay Cycle(s) 05/31/2023 To 05/31/2023 - Life Insurance
2023	1371	05/31/2023	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 05/31/2023 To 05/31/2023 - WA Child Support
2022	3076	12/08/2022	Payroll	1	16491	Adam M Johnston	138.52	2022 Volunteer FF Pay
2022	3319	12/31/2022	Claims	1	16584	Skamania Lawyer PLLC	635.00	December 2022 Statement
2023	591	03/16/2023	Claims	1	16724	Benjamin Shumaker	43.08	Armpads for Office Chair
2023	981	04/20/2023	Claims	1	16861	Skamania County Prosecutor	1,500.00	April 2023 Remittance
2023	1232	05/18/2023	Claims	1	16906	Devon L. Groom	11.40	Difference for Mileage Rate Increase in March
2023	1260	05/18/2023	Claims	1	16934	US Bank Safekeeping	30.00	April 2023 US Bank Safekeeping Fees
2023	1329	05/30/2023	Claims	1	16942	AHart Associates Inc	4,875.00	Strategic Plan
2023	1330	05/30/2023	Claims	1	16943	Cascade Columbia Distribution	2,950.84	Chemicals for Water Treatment Plant
2023	1331	05/30/2023	Claims	1	16944	Class 5	315.06	June 2023 Fax Service; June 2023 Monthly Phone Service
2023	1332	05/30/2023	Claims	1	16945	Enviro-Clean Equipment Inc	1,409.88	Vac-Con Unit Repair
2023	1333	05/30/2023	Claims	1	16946	Financial Consulting Solutions Group Inc	7,766.25	Water/Sewer/SDC Rate Study
2023	1334	05/30/2023	Claims	1	16947	GC Systems Inc	14,513.65	Rebuild CLA-VAL Control Valves
2023	1335	05/30/2023	Claims	1	16948	Gator Creek Gardens	434.58	Flowers for Downtown; Bark Chips for Triangle Park
2023	1336	05/30/2023	Claims	1	16949	Gregory Scott Cheney	490.00	May 2023 Indigent Defense
2023	1337	05/30/2023	Claims	1	16950	HD Fowler Company	654.06	Manhole Risers for McEvoy Overlay; RAS Pump Replacement Parts
2023	1338	05/30/2023	Claims	1	16951	Mission Communications LLC	2,877.00	Annual SCADA Service Contract
2023	1339	05/30/2023	Claims	1	16952	PUD No 1 of Skamania County	2,463.93	Application Fee-Electrical Undergrounding Planning; April 2023 Statement; April 2023 Statement
2023	1340	05/30/2023	Claims	1	16953	Skamania County Building Inspection	466.34	CS23-026 Cascade Avenue Retaining Wall; CS23-025 710 SW Rock Creek Drive
2023	1341	05/30/2023	Claims	1	16954	USA Bluebook	231.63	Utili-Pump
2023	1342	05/30/2023	Claims	1	16955	Wave Division Holdings LLC	266.46	Internet Service for WTP
2023	1352	05/31/2023	Payroll	1	16956	Michael D Johnson	275.30	PP 05.01.23-05.31.23
2023	1355	05/31/2023	Payroll	1	16957	Kristy A McCaskell	275.30	PP 05.01.23-05.31.23

TREASURER'S REPORT

Outstanding Vouchers

05/01/2023 To: 05/31/2023

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1372	05/31/2023	Payroll	1	16958	City of Stevenson	319.38	Pay Cycle(s) 05/31/2023 To 05/31/2023 - City Payback
							60,164.18	
2023	1373	05/30/2023	Util Pay	10		Xpress Billpay	153.50	Xpress Import - EFT - 05-30-2023__daily_batch.csv
2023	1374	05/30/2023	Util Pay	10		Xpress Billpay	153.50	Xpress Import - CheckFree - 05-30-2023__daily_batch.csv
2023	1377	05/31/2023	Util Pay	10		Xpress Billpay	59.32	Xpress Import - EFT - 05-31-2023__daily_batch.csv
2023	1378	05/31/2023	Util Pay	10		Xpress Billpay	160.00	Xpress Import - iPay - 05-31-2023__daily_batch.csv
							526.32	Receipts Outstanding:
							60,164.18	

Fund	Claims	Payroll	Total
001 General Expense Fund	3,814.62	11,825.58	15,640.20
100 Street Fund	2,656.06	1,761.67	4,417.73
103 Tourism Promo & Develop Fund	0.00	5.01	5.01
400 Water/Sewer Fund	33,587.26	4,411.35	37,998.61
410 Wastewater System Upgrades	466.34	0.00	466.34
500 Equipment Service Fund	1,409.88	226.41	1,636.29
	41,934.16	18,230.02	60,164.18

TREASURER'S REPORT

Signature Page

City Of Stevenson

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

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2023 BUDGET POSITION

City Of Stevenson

Time: 09:25:36 Date: 06/09/2023

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001 General Expense Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,457,189.47	1,457,189.47	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	1,541,738.42	1,541,738.42	0.00	100.0%
311 Property Tax	546,401.90	267,162.94	279,238.96	48.9%
313 Sales Tax	328,000.00	157,779.28	170,220.72	48.1%
316 Utility Tax	32,000.00	33,692.67	(1,692.67)	105.3%
317 Other Tax	16,000.00	14,923.17	1,076.83	93.3%
310 Taxes	922,401.90	473,558.06	448,843.84	51.3%
321 Licenses	2,900.00	2,679.99	220.01	92.4%
322 Permits	0.00	46.00	(46.00)	0.0%
320 Licenses & Permits	2,900.00	2,725.99	174.01	94.0%
330 Grants	52,000.00	52,754.26	(754.26)	101.5%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	18,653.42	9,820.57	8,832.85	52.6%
337 Interlocal Loan Repayments	19,800.00	4,233.61	15,566.39	21.4%
330 Intergovernmental Revenues	101,453.42	66,808.44	34,644.98	65.9%
341 Admin, Printing & Probation Fees	280,014.81	1,639.19	278,375.62	0.6%
342 Fire District 2	32,700.00	13,023.61	19,676.39	39.8%
345 Planning	4,500.00	11,078.98	(6,578.98)	246.2%
376 Parks	0.00	13,871.30	(13,871.30)	0.0%
340 Charges For Goods & Services	317,214.81	39,613.08	277,601.73	12.5%
350 Fines & Penalties	12,700.00	2,894.64	9,805.36	22.8%
360 Interest & Other Earnings	8,000.00	19,415.72	(11,415.72)	242.7%
Fund Revenues:	2,906,408.55	2,146,754.35	759,654.20	73.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	7,197.82	29,802.18	19.5%
512 Judicial	60,510.00	21,095.04	39,414.96	34.9%
513 Executive	147,076.60	57,495.98	89,580.62	39.1%
514 Financial, Recording & Elections	137,200.54	54,964.45	82,236.09	40.1%
515 Legal Services	16,500.00	7,440.00	9,060.00	45.1%
517 Employee Benefit Programs	10,525.00	933.68	9,591.32	8.9%
518 Centralized Services	176,723.32	59,758.90	116,964.42	33.8%
521 Law Enforcement	228,846.03	91,397.67	137,448.36	39.9%
202 Fire Department	105,207.50	23,595.89	81,611.61	22.4%
203 Fire District 2	30,750.00	4,914.21	25,835.79	16.0%
522 Fire Control	135,957.50	28,510.10	107,447.40	21.0%
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.8%
551 Public Housing Services	0.00	0.00	0.00	0.0%
553 Conservation	500.00	438.75	61.25	87.8%
550 Building	15,000.00	722.00	14,278.00	4.8%
560 Planning	284,855.00	118,854.41	166,000.59	41.4%

2023 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
570 Economic Development	27,685.00	0.00	27,685.00	0.0%
558 Planning & Community Devel	327,540.00	119,576.41	207,963.59	36.5%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	51.37	98.63	34.2%
573 Cultural & Community Activities	500.00	36.90	463.10	7.4%
576 Park Facilities	57,700.00	31,279.37	26,420.63	54.2%
580 Non Expenditures	0.00	(1,051.50)	1,051.50	0.0%
597 Interfund Transfers	175,000.00	0.00	175,000.00	0.0%
100 Unreserved	1,284,130.43	0.00	1,284,130.43	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	1,368,679.56	0.00	1,368,679.56	0.0%
Fund Expenditures:	2,906,408.55	482,354.65	2,424,053.90	16.6%
Fund Excess/(Deficit):	0.00	1,664,399.70		

2023 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	335,258.75	0.00	100.0%
360 Interest & Other Earnings	0.00	2,865.07	(2,865.07)	0.0%
Fund Revenues:	335,258.75	338,123.82	(2,865.07)	100.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
Fund Excess/(Deficit):	0.00	338,123.82		

2023 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,650,586.13	1,650,586.13	0.00	100.0%	
360 Interest & Other Earnings	0.00	20,375.60	(20,375.60)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,675,586.13	1,670,961.73	4,624.40	99.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,675,586.13	0.00	1,675,586.13	0.0%	
Fund Expenditures:	1,675,586.13	0.00	1,675,586.13	0.0%	
Fund Excess/(Deficit):	0.00	1,670,961.73			

2023 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	298,313.00	298,313.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
Fund Expenditures:	298,313.00	0.00	298,313.00	0.0%
Fund Excess/(Deficit):	0.00	298,313.00		

2023 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	75,740.56	75,740.56	0.00	100.0%	
310 Taxes	418,000.00	172,174.23	245,825.77	41.2%	
320 Licenses & Permits	600.00	560.00	40.00	93.3%	
330 Intergovernmental Revenues	723,324.50	14,307.11	709,017.39	2.0%	
360 Interest & Other Earnings	0.00	963.25	(963.25)	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	150,000.00	0.00	150,000.00	0.0%	
Fund Revenues:	1,367,665.06	263,745.15	1,103,919.91	19.3%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Streets - Maintenance	572,066.06	124,888.76	447,177.30	21.8%	
543 Streets Admin & Overhead	121,582.50	61,360.05	60,222.45	50.5%	
544 Road & Street Operations	25,000.00	2,404.51	22,595.49	9.6%	
566 Substance Abuse	0.00	59.25	(59.25)	0.0%	
594 Capital Expenditures	566,047.00	2,556.75	563,490.25	0.5%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	82,969.50	0.00	82,969.50	0.0%	
Fund Expenditures:	1,367,665.06	191,269.32	1,176,395.74	14.0%	
Fund Excess/(Deficit):	0.00	72,475.83			

2023 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,104,606.79	1,104,606.79	0.00	100.0%
310 Taxes	473,000.00	174,297.31	298,702.69	36.8%
360 Interest & Other Earnings	0.00	14,035.92	(14,035.92)	0.0%
Fund Revenues:	1,577,606.79	1,292,940.02	284,666.77	82.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	432,628.27	59,910.14	372,718.13	13.8%
594 Capital Expenditures	282,000.00	0.00	282,000.00	0.0%
999 Ending Balance	862,978.52	0.00	862,978.52	0.0%
Fund Expenditures:	1,577,606.79	59,910.14	1,517,696.65	3.8%
Fund Excess/(Deficit):	0.00	1,233,029.88		

2023 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	12,435.11	12,435.11	0.00	100.0%
310 Taxes	5,000.00	348.63	4,651.37	7.0%
Fund Revenues:	17,435.11	12,783.74	4,651.37	73.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	17,435.11	0.00	17,435.11	0.0%
Fund Expenditures:	17,435.11	0.00	17,435.11	0.0%
Fund Excess/(Deficit):	0.00	12,783.74		

2023 BUDGET POSITION

City Of Stevenson

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107 HEALing SCARS Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,190.57	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	10,190.57	10,190.57	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
Fund Expenditures:	10,190.57	0.00	10,190.57	0.0%
Fund Excess/(Deficit):	0.00	10,190.57		

2023 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	210,190.20	210,190.20	0.00	100.0%	
310 Taxes	20,000.00	14,467.72	5,532.28	72.3%	
360 Interest & Other Earnings	0.00	3,282.95	(3,282.95)	0.0%	
Fund Revenues:	230,190.20	227,940.87	2,249.33	99.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	230,190.20	0.00	230,190.20	0.0%	
Fund Expenditures:	230,190.20	0.00	230,190.20	0.0%	
Fund Excess/(Deficit):	0.00	227,940.87			

2023 BUDGET POSITION

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311 First Street		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2023 BUDGET POSITION

City Of Stevenson

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312 Columbia Ave		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(63,287.48)	(63,287.48)	0.00	100.0%
330 Intergovernmental Revenues	145,617.25	99,324.35	46,292.90	68.2%
Fund Revenues:	82,329.77	36,036.87	46,292.90	43.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	82,329.77	36,036.87	46,292.90	43.8%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	82,329.77	36,036.87	46,292.90	43.8%
Fund Excess/(Deficit):	0.00	0.00		

2023 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	1,151,234.64	1,151,234.64	0.00	100.0%	
401 Water	631,301.09	631,301.09	0.00	100.0%	
402 Sewer	175,778.18	175,778.18	0.00	100.0%	
308 Beginning Balances	1,958,313.91	1,958,313.91	0.00	100.0%	
343 Water	761,675.00	319,950.02	441,724.98	42.0%	
344 Sewer	1,322,308.13	581,250.06	741,058.07	44.0%	
340 Charges For Goods & Services	2,083,983.13	901,200.08	1,182,783.05	43.2%	
343 Water	46,674.00	85,986.00	(39,312.00)	184.2%	
344 Sewer	56,532.00	31,343.00	25,189.00	55.4%	
400 Water/Sewer	4,000.00	22,116.06	(18,116.06)	552.9%	
360 Interest & Other Earnings	107,206.00	139,445.06	(32,239.06)	130.1%	
380 Non Revenues	0.00	0.00	0.00	0.0%	
Fund Revenues:	4,149,503.04	2,998,959.05	1,150,543.99	72.3%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	876,312.89	356,848.12	519,464.77	40.7%	
535 Sewer	1,117,448.58	407,585.15	709,863.43	36.5%	
534 Water	60,854.54	18,079.54	42,775.00	29.7%	
535 Sewer	82,249.20	24,789.60	57,459.60	30.1%	
591 Debt Service	143,103.74	42,869.14	100,234.60	30.0%	
534 Water	272,160.00	167,508.56	104,651.44	61.5%	
535 Sewer	0.00	2,108.00	(2,108.00)	0.0%	
594 Capital Expenditures	272,160.00	169,616.56	102,543.44	62.3%	
597 Interfund Transfers	421,779.00	0.00	421,779.00	0.0%	
400 Water/Sewer	670,413.56	0.00	670,413.56	0.0%	
401 Water	415,975.09	0.00	415,975.09	0.0%	
402 Sewer	232,310.18	0.00	232,310.18	0.0%	
999 Ending Balance	1,318,698.83	0.00	1,318,698.83	0.0%	
Fund Expenditures:	4,149,503.04	976,918.97	3,172,584.07	23.5%	
Fund Excess/(Deficit):	0.00	2,022,040.08			

2023 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,337.00	65,337.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	87,116.00	65,337.00	21,779.00	75.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	87,116.00	0.00	87,116.00	0.0%
Fund Expenditures:	87,116.00	0.00	87,116.00	0.0%
Fund Excess/(Deficit):	0.00	65,337.00		

2023 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2023 BUDGET POSITION

City Of Stevenson

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410 Wastewater System Upgrades			Months: 01 To: 05	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,179,179.71)	(1,179,179.71)	0.00	100.0%
330 Intergovernmental Revenues	5,028,740.07	0.00	5,028,740.07	0.0%
390 Other Financing Sources	9,637,369.64	4,710,467.63	4,926,902.01	48.9%
397 Interfund Transfers	400,000.00	0.00	400,000.00	0.0%
Fund Revenues:	13,886,930.00	3,531,287.92	10,355,642.08	25.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
592 Debt Service - Interest Costs	0.00	1,382.69	(1,382.69)	0.0%
594 Capital Expenditures	13,886,930.00	3,831,554.03	10,055,375.97	27.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	13,886,930.00	3,832,936.72	10,053,993.28	27.6%
Fund Excess/(Deficit):	0.00	(301,648.80)		

2023 BUDGET POSITION

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500 Equipment Service Fund			Months: 01 To: 05	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	157,311.97	157,311.97	0.00	100.0%
340 Charges For Goods & Services	175,000.00	84,122.99	90,877.01	48.1%
360 Interest & Other Earnings	0.00	1,711.13	(1,711.13)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	332,311.97	243,146.09	89,165.88	73.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	141,544.23	61,411.36	80,132.87	43.4%
594 Capital Expenditures	100,000.00	92,106.66	7,893.34	92.1%
999 Ending Balance	90,767.74	0.00	90,767.74	0.0%
Fund Expenditures:	332,311.97	153,518.02	178,793.95	46.2%
Fund Excess/(Deficit):	0.00	89,628.07		

2023 BUDGET POSITION

City Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	2,078.03	(2,078.03)	0.0%	
Fund Revenues:	0.00	2,078.03	(2,078.03)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	2,078.03	(2,078.03)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	2,078.03	(2,078.03)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2023 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 05

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,906,408.55	2,146,754.35	73.9%	2,906,408.55	482,354.65	17%
010 General Reserve Fund	335,258.75	338,123.82	100.9%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,675,586.13	1,670,961.73	99.7%	1,675,586.13	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	1,367,665.06	263,745.15	19.3%	1,367,665.06	191,269.32	14%
103 Tourism Promo & Develop Fund	1,577,606.79	1,292,940.02	82.0%	1,577,606.79	59,910.14	4%
105 Affordable Housing Fund	17,435.11	12,783.74	73.3%	17,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,190.57	100.0%	10,190.57	0.00	0%
300 Capital Improvement Fund	230,190.20	227,940.87	99.0%	230,190.20	0.00	0%
311 First Street	0.00	0.00	0.0%	0.00	0.00	0%
312 Columbia Ave	82,329.77	36,036.87	43.8%	82,329.77	36,036.87	44%
400 Water/Sewer Fund	4,149,503.04	2,998,959.05	72.3%	4,149,503.04	976,918.97	24%
406 Wastewater Short Lived Asset Res	87,116.00	65,337.00	75.0%	87,116.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	13,886,930.00	3,531,287.92	25.4%	13,886,930.00	3,832,936.72	28%
500 Equipment Service Fund	332,311.97	243,146.09	73.2%	332,311.97	153,518.02	46%
630 Stevenson Municipal Court	0.00	2,078.03	0.0%	0.00	2,078.03	0%
	<u>27,018,035.94</u>	<u>13,199,789.21</u>	<u>48.9%</u>	<u>27,018,035.94</u>	<u>5,735,022.72</u>	<u>21.2%</u>

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, April 10, 2023
6:00 PM

Planning Commission Vice-Chair Zettler called the meeting to order at 6:12 p.m.

MEMBERS PRESENT	Commissioners Auguste Zettler, Anne Keesee. Commissioner Davy Ray arrived at 6:30 p.m.
STAFF PRESENT	Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Anderson
GUESTS PRESENT	Alex Capron, DCG/The Watershed Company
PUBLIC PRESENT	Mary Repar, Bernard Versari, Tracy Gratto, other unidentified

A. Preliminary Matters

- 1. Public Comment Expectations** Tools to use for remote participants: *6 to mute/unmute & *9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.
- 2. Public Comment Period** (For items not located elsewhere on the agenda)
>Repar commented on the need for transparency and accountability related to annexation and comprehensive plan procedures. She continued to discuss state and regional efforts related to climate change.
- 3. April 10th, 2023 Minutes** [Lack of quorum at the beginning shifted discussion of this item until after item #4]. **MOTION:** to approve the April 10th, 2023 minutes by Keesee, seconded by Ray.
Voting aye: Ray, Zettler, Keesee

B. New Business

No new business was presented.

Old Business

- 4. Shoreline Public Access: Presentation from The Watershed Company/Alex Capron**
Capron provided a report highlighting the results related to nine projects presented at the April 19th charette. The intent on the 19th was to provide for public viewing and comments and set priorities. Public attendees selected their top five projects using several methods. Capron summarized the work and timeline regarding the integrated shoreline access & trails options. The results from this work will be presented at the June Stevenson City Council meeting.

Over the next month the City staff and the project consultants will work to finalize the plan and develop more specific designs, cost estimates, and funding possibilities for the top five projects. Shumaker noted the city's goal of providing continuous public access to sites along the shorefront.

Ray provided comments regarding the Washington Trail's Association willingness to help with the projects. He also suggested several roads that had been affected by a past landslide were in need of repair.

> **Repar** commented on parking needs and the potential for increased emergency services if more public usage results from additional shoreline/water access.

5. Subcommittee Reports **Downtown Parking**

Keesee reported on Downtown Parking. Seven people are serving on the committee. A further parking study will take place in July 2023 to gather additional data on street usage in order to prioritize parking improvement projects.

> **Repar** commented on parking on Russell Street.

Discussion

6. Staff & Commission Reports **Shumaker** presented brief updates on the following items:

Broadband Project is ongoing, involving 2 separate projects evaluating needs and estimating costs for projects. Skamania County, Mid-Columbia Economic Development District and Washington State University are serving as partners.

East Loop Road Water Project Completed.

Spruce Up Stevenson Good turn out. Good weather.

City Council Strategic Plan The Council reviewed the city's strategic plan. No major change in directive was determined.

7. Thought of the Month (In)Complete Streets- <https://smartgrowthamerica.org/complete-streets-are-being-co-opted-to-build-unsafe-streets-who-is-at-fault/>

Shumaker shared information on designing streets that encompass and accommodate all users.

Upzoning: <https://www.strongtowns.org/journal/2023/4/26/upzoning-might-not-lower-housing-costs-do-it-anyway?>

Shumaker explained upzoning is a term regarding zoning to allow increased density.

8. Adjournment **MOTION** to adjourn at 7:18 p.m. was made by **Ray**, seconded by **Keesee**. No objections.

Minutes recorded by Johanna Roe.

Contracts and/or Change Orders awarded above \$10,000
from May 13th thru June 13th

Date	Contractor	Amount	Total Contract	Description of service
6/1/2023	Department of Ecology	15,000.00	87,000.00	Amendment #1 to the Shoreline Access Grant with the Department of Ecology to increase the budget for Public Involvement and Public Access and Trail Planning.
6/13/2023	DCG/Watershed, Inc.	15,000.00	87,000.00	CO #1 to the Shoreline Access contract to cover additional costs as approved by the granting agency.
6/13/2023	Grayling Engineering	25,000.00	25,000.00	2023 Scope to existing on-call contract to investigate the Rock Creek Intake and help determine a way forward-repair vs. replace.

CHECK REGISTER

City Of Stevenson

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05/19/2023 To: 06/15/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1464	06/15/2023	Claims	1	EFT	Department of Revenue	6,910.41	May 2023 Taxes
1329	05/30/2023	Claims	1	16942	AHart Associates Inc	4,875.00	Strategic Plan
1330	05/30/2023	Claims	1	16943	Cascade Columbia Distribution	2,950.84	Chemicals for Water Treatment Plant
1331	05/30/2023	Claims	1	16944	Class 5	315.06	June 2023 Fax Service; June 2023 Monthly Phone Service
1332	05/30/2023	Claims	1	16945	Enviro-Clean Equipment Inc	1,409.88	Vac-Con Unit Repair
1333	05/30/2023	Claims	1	16946	Financial Consulting Solutions Group Inc	7,766.25	Water/Sewer/SDC Rate Study
1334	05/30/2023	Claims	1	16947	GC Systems Inc	14,513.65	Rebuild CLA-VAL Control Valves
1335	05/30/2023	Claims	1	16948	Gator Creek Gardens	434.58	Flowers for Downtown; Bark Chips for Triangle Park
1336	05/30/2023	Claims	1	16949	Gregory Scott Cheney	490.00	May 2023 Indigent Defense
1337	05/30/2023	Claims	1	16950	HD Fowler Company	654.06	Manhole Risers for McEvoy Overlay; RAS Pump Replacement Parts
1338	05/30/2023	Claims	1	16951	Mission Communications LLC	2,877.00	Annual SCADA Service Contract
1339	05/30/2023	Claims	1	16952	PUD No 1 of Skamania County	2,463.93	Application Fee-Electrical Undergrounding Planning; April 2023 Statement; April 2023 Statement
1340	05/30/2023	Claims	1	16953	Skamania County Building Inspection	466.34	CS23-026 Cascade Avenue Retaining Wall; CS23-025 710 SW Rock Creek Drive
1341	05/30/2023	Claims	1	16954	USA Bluebook	231.63	Utili-Pump
1342	05/30/2023	Claims	1	16955	Wave Division Holdings LLC	266.46	Internet Service for WTP
1465	06/15/2023	Claims	1	16959	A&J Select	38.26	Drinking Water for Crew
1466	06/15/2023	Claims	1	16960	Aramark Uniform Services	101.76	May 2023 Statement
1467	06/15/2023	Claims	1	16961	BSK Associates	1,866.75	May 2023 Statement; May 2023 Statement
1468	06/15/2023	Claims	1	16962	Bell Design Company Inc	1,865.50	Engineering Standards Update
1469	06/15/2023	Claims	1	16963	Bits N Spurs	150.67	Lime for WWTP
1470	06/15/2023	Claims	1	16964	CenturyLink	150.92	June 2023 Kanaka Creek Transfer Station; June 2023 WWTP Phone Service
1471	06/15/2023	Claims	1	16965	Centurylink Comm Inc	46.09	May 2023 WWTP Long Distance
1472	06/15/2023	Claims	1	16966	City of Stevenson	4,800.14	May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement
1473	06/15/2023	Claims	1	16967	CivicPlus LLC	2,487.87	Municode Meetings Premium Annual Renewal
1474	06/15/2023	Claims	1	16968	Coburn Electric Inc	2,097.36	Troubleshoot Submersible Pump in Digester; Troubleshoot Submersible Pump & Disconnect RAS Pumps in WWTP
1475	06/15/2023	Claims	1	16969	Columbia Gorge Excavation LLC	700.05	3/4 Gravel for Stockpile
1476	06/15/2023	Claims	1	16970	Columbia Hardware Inc	1,402.42	May 2023 Statement
1477	06/15/2023	Claims	1	16971	Columbia River Disposal	206.17	May 2023 Statement
1478	06/15/2023	Claims	1	16972	Correct Equipment	2,208.93	Turbidity Meter for WTP
1479	06/15/2023	Claims	1	16973	Crafco Inc	3,537.83	Roadsaver Low Tack Sealant/Detack; Roadsaver Low Tack Sealant

CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1480	06/15/2023	Claims	1	16974	Daily Journal of Commerce/Bridge Tower O	203.28	Legal Ad-Park Master Planning Services; Landscape Architectural & Engineering Services
1481	06/15/2023	Claims	1	16975	Day Wireless Systems Day Management Corporation	879.92	Radio/Programming for Jon's Truck
1482	06/15/2023	Claims	1	16976	DeVaul Publishing	126.00	Legal Ad-Public Hearings-TIP/CIP/Tari Lane Sewer Latecomers; Legal Ad-Public Hearings-TIP/CIP/Tari Lane Sewer Latecomers
1483	06/15/2023	Claims	1	16977	Denali Water Solutions LLC	2,139.00	May 2023 Sludge Hauling
1484	06/15/2023	Claims	1	16978	Ecological Land Services Inc	2,552.20	Rock Creek Bank Stabilization
1485	06/15/2023	Claims	1	16979	Flo Analytics	346.25	On-Call GIS Services
1486	06/15/2023	Claims	1	16980	Gorge Auto Parts Inc	935.75	May 2023 Statement
1487	06/15/2023	Claims	1	16981	H2Oregon	25.41	May 2023 Statement; May 2023 Statement
1488	06/15/2023	Claims	1	16982	HD Fowler Company	1,742.84	Municipex Pipe for WTP; Saddle & Strap for WTP; 3/4" Pipe Stiffener for WTP; Brass Fittings for WTP; WWTP Parts; Stainless Steel Bolts for WWTP
1489	06/15/2023	Claims	1	16983	Harper Houf Peterson Righellis	15,566.24	Gravel Road Imp & Rock Creek Bridge
1490	06/15/2023	Claims	1	16984	Kilmer, Voorhees & Laurick P.C.	1,881.26	May 2023 Statement
1491	06/15/2023	Claims	1	16985	Leana V Kinley	172.53	Reimbursement for Shipping Retirement Gift to Ken Woodrich; Framing for Ken's Retirement Gift
1492	06/15/2023	Claims	1	16986	Main Street - Singh	2,509.14	May 2023 Statement
1493	06/15/2023	Claims	1	16987	Maul Foster Alongi	16,047.50	Columbia Avenue Realignment
1494	06/15/2023	Claims	1	16988	Mission Communications LLC	540.28	Modem Assembly for WTP-Spare; Modem/Adapter Assembly
1495	06/15/2023	Claims	1	16989	Office of State Treasurer-Cash Mgmt Di	77.23	June 2023 Remittance
1496	06/15/2023	Claims	1	16990	One Call Concepts Inc	26.75	May 2023-25 Locates
1497	06/15/2023	Claims	1	16991	PUD No 1 of Skamania County	5,456.82	May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement; May 2023 Statement
1498	06/15/2023	Claims	1	16992	Precision Concrete Cutting	10,251.72	Loop Road Trip Hazards; City Wide Trip Hazards
1499	06/15/2023	Claims	1	16993	RADCOMP Technologies	2,981.44	Monthly Contract for June 2023
1500	06/15/2023	Claims	1	16994	Ricoh USA Inc	90.08	May 2023 Statement
1501	06/15/2023	Claims	1	16995	Sea-Western Inc	3,291.97	Turn Out Gear-Barstow
1502	06/15/2023	Claims	1	16996	Skamania County Auditor	259.50	Habitat Conservation Area Notice Recording
1503	06/15/2023	Claims	1	16997	Skamania County Chamber of Commerce	12,567.56	May 2023 Chamber Contract
1504	06/15/2023	Claims	1	16998	Skamania County Economic Development	13,242.50	2023 First Half Contract/SBDC Representative/CFM Lobbyist
1505	06/15/2023	Claims	1	16999	Skamania County Probation	729.46	June 2023 Remittance
1506	06/15/2023	Claims	1	17000	Skamania County Prosecutor	1,500.00	June 2023 Remittance
1507	06/15/2023	Claims	1	17001	Skamania County Sheriff	60.00	May 2023 Jail Services
1508	06/15/2023	Claims	1	17002	Skamania County Treasurer	18,536.92	June 2023 Remittance; June 2023 Remittance
1509	06/15/2023	Claims	1	17003	Timothy Charles Shell	2,720.00	Contract Administration; May 2023 Statement; May 2023 Statement

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City Of Stevenson

Time: 17:33:26 Date: 06/13/2023

05/19/2023 To: 06/15/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1510	06/15/2023	Claims	1	17004	Traffic Safety Supply Co	6,779.87	Traffic Control Signs; Premark Striping/Street Arrows; Traffic/Street Signs
1511	06/15/2023	Claims	1	17005	US Bank Safekeeping	30.00	May 2023 Safekeeping Fees
1512	06/15/2023	Claims	1	17006	US Bank	1,846.36	May 2023 Card #1 Credit Cart Statement; May 2023 Card #2 Credit Card Statement
1513	06/15/2023	Claims	1	17007	Verizon Wireless	111.62	May 2023 Cell Phone Costs
1514	06/15/2023	Claims	1	17008	Wallis Engineering PLLC	65,447.88	2021 WW Collection System Upgrades; WWTP Improvements Bidding & Construction
1515	06/15/2023	Claims	1	17009	Waste Connections Vancouver District 2	46.95	May 2023 Statement
1516	06/15/2023	Claims	1	17010	Wave Division Holdings LLC	286.15	June 2023 City Hall Internet Service; June 2023 WWTP Phone Service; June 2023 Firehall
						46,874.52	
						42,502.37	
						12,835.21	
						16,047.50	
						67,088.22	
						68,725.92	
						6,141.58	
						78.87	
						260,294.19	Claims: 260,294.19
						260,294.19	

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)