

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 19, 2026
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Webinar ID 882 5120 2134, Zoom link <https://us02web.zoom.us/j/88251202134> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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

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

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

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

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

a) Minutes of January 15, 2026.

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

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

MOTION: To approve consent agenda items a-b.

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. COUNCIL BUSINESS:

- a) **Formal Acknowledgment of Resignation and Declaration of Vacancy** – Formal Acknowledgment of Resignation of Councilmember Pat Rice and Declaration of Vacancy – Position #4 (Effective February 28, 2026)

MOTION: Adopt Resolution 2026 - 648 of the City Council of the City of Stevenson, Washington, declaring a vacancy in City Council Position No. 4 and establishing a process to fill said vacancy.

- b) **Approval of Professional Services Agreement** – Consideration and possible approval of a Professional Services Agreement with Prothman & Associates for City Administrator executive recruitment services.

MOTION: Approval of the Professional Services Agreement with Prothman & Associates for City Administrator executive recruitment services in the amount of \$16,500, authorization of up to \$3,500 for related expenses, and authorization of up to \$12,000 for interim administrative placement services, for a total amount not to exceed \$32,000.

- c) **Sewer Ordinance Discussion** – Discuss Moratorium and next steps.

MOTION: Adopt an ordinance establishing a three-month moratorium on the implementation and enforcement of the Sewer Ordinance, effective immediately upon passage, to allow Council time for further review and analysis, and to schedule the required public hearing within the statutory timeframe.

- d) **Discussion Council Meeting Recording and YouTube Posting Practices** - Discussion regarding Council meeting recording formats and YouTube publication practices, including evaluation of public records retention obligations, storage and archiving protocols, associated costs, and operational impacts, with direction on future procedures.

- e) **Vacation Rental Home Ordinance – Planning Commission Recommendations**

MOTION: Direct staff and legal counsel to prepare draft amendments to Chapter 5.20 consistent with the Planning Commission’s February 9, 2026 recommendations for Council review at a future meeting.

f) Janitorial Office Cleaning Services

MOTION: approval of personal services contract for MBO Cleaning for \$532.43 starting March 1st and running month to month.

7. 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.

8. MAYOR AND STAFF REPORTS:

a) Jenny Taylor, Interim City Administrator

b) Cody Rosander, Public Works Director

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

10. COUNCIL COMMITTEE REPORTS:

11. 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.]*

12. ADDITIONAL PUBLIC COMMENT: *[This is an opportunity for members of the audience to address the Council for items discussed at the meeting.]*

12. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

-March 5, 2026: Special Meeting and Executive Session re: City Council Position #4 Application Review

-March 19, 2026: Regular Council Meeting

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

Attending:

Elected officials: **Mayor Jenny Taylor; Councilmembers Dave Cox, Erin Minnis, Pat Rice, Tina Van Pelt, Lucy Lauser.**

City staff: **Wesley Wootten, City Administrator; Jayne Borden, Finance Director, Cody Rosander, Stevenson Public Works Director, Robert Muth, City Attorney**

Guests: Skamania County Undersheriff Tracy Wyckoff

Public participants: Jeff Breckel; Stevenson Downtown Association Executive Director, Kelly O'Malley-McKee; Angie Martin, Director, Skamania County Chamber of Commerce.

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

2. PUBLIC COMMENTS:

None received.

3. CHANGES TO THE AGENDA:

No changes to the agenda were presented.

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

a) Minutes of December 2025 City Council meeting.

Prior to the motion **Councilmember Lauser** pointed out an error in the minutes. At the December 2025 Council meeting she distributed a draft resolution, not a draft ordinance.

MOTION to approve consent agenda item **4.a)** with the correction was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Lauser, Minnis, Van Pelt, Cox, Rice**

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 by Skamania County Undersheriff Tracy Wyckoff.

Councilmember Cox commented on a discrepancy between mileage and work hours reported. Undersheriff Wyckoff stated he would address the question.

6. COUNCIL BUSINESS:

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

MOTION to approve the water leak adjustment in the amount of \$245.15 for Account 25057 was made by **Councilmember Rice**, seconded by **Councilmember Cox** subject to Mayor Taylor verifying the correct criteria is used to determine adjustments in water billing, and that she provides to Council that formula.

Voting aye: **Councilmembers Lauser, Minnis, Van Pelt, Rice, Cox.**

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

MOTION to approve the water leak adjustment in the amount of \$211.02 for Account 25778 was made by **Councilmember Lauser**, seconded by **Councilmember Cox** subject to **Mayor Taylor** verifying the correct criteria is used to determine adjustments in water billing, and that she provides to Council that formula.

Voting aye: **Councilmembers Minnis, Lauser, Van Pelt, Cox, Rice**

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

MOTION to approve the water leak adjustment in the amount of \$1,234.91 for Account 13200 was made by **Councilmember Lauser**, seconded by **Councilmember Minnis** subject to **Mayor Taylor** verifying the correct criteria is used to determine adjustments in water billing, and that she provides to Council that formula.

Prior to the vote, **Councilmember Cox** asked for clarification on the .0084 adjustment rate and how it is applied to accounts reporting leakages. **Mayor Taylor** received confirmation from **City Administrator Wootten** a procedure was in place. **City Administrator Wootten** will meet with the city utilities clerk for more specifics. Following further discussion the motion approving item **6.c)** was tabled until the next Council meeting.

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

MOTION to approve the 2026 Tourism Advisory Committee funding contract for the Bridge of the Gods Kite & Wing Festival in the amount of \$3,000 was made by **Councilmember Cox**, seconded by **Councilmember Minnis**.

Prior to the vote **Councilmember Cox** noted the reason for the delay in the initial submission.

Voting aye: **Councilmembers Lauser, Minnis, Van Pelt, Cox, Rice.**

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

Mayor Taylor explained the purpose of the proposed ethics code.

Councilmember Cox noted several typographical errors. Items J and M refer to whistleblower protections and are the same. Items K and N are also duplicates.

Councilmember Lauser requested more specific language regarding the regulation of council members speech and how standards are determined and enforced.

City Attorney Muth stated the resolution as adopted would amend or supplement the council handbook. **Councilmember Rice** asked about enforcement options as well. **Muth** explained enforcement would be by and within the members of Council only. The Code of Conduct is aspirational, intended to provide guidelines regarding meeting conduct, and not serve as a way to censor.

MOTION to approve Resolution 2026-646 establishing the City Council Code of Ethics with corrections noted was made by **Councilmember Rice**, seconded by **Councilmember Van Pelt**

Voting aye: **Councilmembers Minnis, Van Pelt, Cox, Rice.**

Voting nay: **Lauser**

f) Resolution No. 2026-647 - Public Records Procedure Policy - Council was asked to approve Resolution No. 2026-646 adopting the City of Stevenson's Public Records Procedure Policy. The intent is to consolidate standards and ensure the process and procedure is followed in accordance with state requirements.

MOTION to approve Resolution No. 2026-647 adopting the City's Public Records Procedure Policy was made by **Councilmember Lauser**, seconded by **Councilmember Minnis**.

Voting aye: **Councilmembers Lauser, Minnis, Van Pelt, Cox, Rice.**

g) Committee Appointments Discussion

Mayor Taylor and the Council led a review of various Boards and Committees. It was requested to have several undergo further assessment as to their purpose before assigning a representative. Several committees were dissolved due to lack of need and activity.

7. INFORMATION ITEMS:

a) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review. **Jayne Borden, City Finance Director** provided an update on recent reimbursements received for projects. They will be reflected in the January financial report. **Councilmember Cox** requested information showing a monthly reckoning of expenses compared to authorized budget expenditures. **Borden** shared there is a reporting system that provides those details. She will have them available for the February 2026 Council meeting.

b) Planning Commission Minutes - Minutes were attached from the Planning Commission meeting for December 2025. **Mayor Taylor** noted a discussion about the direction of the Planning Commission and its work with the Council will be a topic at the upcoming retreat.

c) Chamber of Commerce Report - The report presented described Skamania County Chamber of Commerce activities from the fourth quarter of 2025. Angie Martin, Chamber Director was present and provided a brief update. **Mayor Taylor** requested a meeting to learn more about the Chamber's revenue streams.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Jenny Taylor, Mayor

Mayor Taylor shared her ideas and plans for her upcoming retreat with Councilmembers. She is looking to define priorities, review the Capital Improvement Plan, address the city's financial status, etc. Roles, norms, and working agreements are also items she would like to hold a discussion on. She has temporarily put implementation of the sewer ordinance on hold in order to consider some possible revisions. She clarified that at least \$22M in grants was received for the sewer plant construction and upgrade.

b) Cody Rosander, Public Works Director

Cody Rosander, Public Works Director provided a number of updates regarding damage and repairs needed from December's windstorm; grant submissions, and project budgets and timelines.

c) Wesley Wootten, City Administrator

Transitions within the administration and City Council have been taking place. The Planning Commission will be sending their recommendations to the City Council regarding updated policies on short-term rentals.

Several responses have been received for the Request for Proposals (RFP's) for IT services. He and staff are working to reset priorities, including simplifying the budgeting process.

9. VOUCHER APPROVAL: Vouchers were presented for council review.

MOTION to approve the vouchers as presented was made by **Councilmember Rice**, seconded by **Councilmember Lauser**.

During voucher review, **Councilmember Cox** requested additional information regarding certain invoices from an outside contractor related to audit support services and budget development. Following discussion, **Councilmember Rice** amended his motion to approve the vouchers with the exception of the identified invoices pending further review. The amended motion was seconded by **Councilmember Cox**.

Prior to the vote **Councilmember Rice** asked about information on contracts over \$10K. It was explained by **Jayne Borden, City Finance Director** there are different city fiscal policies regarding professional services vs purchases.

Voting aye: **Councilmembers Lauser, Minnis, Van Pelt, Cox, Rice**

a)

10. MAYOR AND COUNCIL COMMITTEE REPORTS:

Mayor Taylor attended the Mid-Columbia Economic Development Council meeting. They are held quarterly.

Councilmember Cox attended the Skamania County Fair Board meeting. They have a new website.

11. ISSUES FOR THE NEXT MEETING:

None were introduced.

12. ADJOURNMENT - Mayor Taylor adjourned the meeting at 7:18 p.m.

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b)

WATER ADJUSTMENT WORKSHEET Meter # 402040

WATER ADJUSTMENT WORKSHEET Serial # 21146875

Customer: Dudley, Far Account # 13200

Date Repaired: 12/30/2025

20th read 100431

Cubic Foot Leakage:

Average Cubic Foot Usage:

Month:	Dec-25	1	1249	Excess \$ Amount
		2	947	45
Usage:	29108	3	1418	28.99
		4	989	53.95
Average Us	1085	5	973	31.22
		6	936	30.37
Leak Total	28023 0		6512 Total	28.94
		Avg.	1085	Avg \$36.41
				0

Leak: Cu ft Total less average usage 28023 X 0.0084 = Adjustment \$235.39

Leak ... Actual Bills:

Average Usage Bill:

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

Actual Leak Bill 1703.67 Avg Bill 218.56 Less Adj Fee \$235.39

Recommended Credit Requested: \$1,249.72

Max Reimbursement \$1,000.00

2/2/216 w/correction

b)

WATER ADJUSTMENT WORKSHEET Meter # 402040

WATER ADJUSTMENT WORKSHEET Serial # 21146875

Customer: Dudley, Far Account # 13200

Date Repaired: 12/30/2025

20th read 100431

Cubic Foot Leakage:

Average Cubic Foot Usage:

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

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

Leak ... Actual Bills:

Average Usage Bill:

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

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

Recommended Credit Requested:

\$1,243.91

Max Reimbursement

\$1,000.00

Correction made

1/16/26

b)



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

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

1 message

Farley Dudley <fardudley@gmail.com>

Mon, Jan 5, 2026 at 4:56 PM

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

Dear City of Stevenson,

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

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

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

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

Thank you for your consideration.

Sincerely,
Farley D. Dudley
[408 NW Chesser Rd, Stevenson, WA](#)
564-241-3201

fardudley@gmail.com



City of Stevenson

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

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

Dudley Water Leak Adjustment Request:

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

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

Kaitlyn Conrath
Utilities Clerk

City Of Stevenson

UTILITY ACCOUNT HISTORY

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

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

Page: 1

Dudley, Farley: 13200; Service Location: 1320.0

408 NW CHESSER STREET		Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
12/10/2024	Bill	Shut Off Notice				*	10.00	815.68
12/10/2024	Bill	Shut Off Notice				*	10.00	825.68
12/26/2024	Bill	Adjustment	60490			*	-20.00	805.68
12/31/2024	Bill	Billing	61280	790		*	187.24	992.92
01/21/2025	Bill	Shut Off Notice				*	10.00	1,002.92
01/21/2025	Bill	Shut Off Notice				*	10.00	1,012.92
01/21/2025	Bill	Shut Off Notice				*	10.00	1,022.92
01/22/2025	Bill	Adjustment				*	-30.00	992.92
01/22/2025	Bill	Adjustment				*	-10.00	982.92
01/27/2025	Payment	235419957	61280				-567.63	415.29
01/31/2025	Bill	Billing	61918		638		196.17	611.46
02/28/2025	Bill	Billing	61918				183.32	794.78
03/03/2025	Payment					*	-220.00	574.78
03/05/2025	Bill	Shut Off Notice				*	10.00	584.78
03/26/2025	Bill	Shut Off Notice				*	10.00	594.78
04/03/2025	Bill	Billing	63159	1241			207.13	801.91
04/07/2025	Payment						-200.00	601.91
04/30/2025	Bill	Billing	63976	817			205.84	807.75
05/05/2025	Payment						-200.00	607.75
05/31/2025	Bill	Billing	64811	835			-220.81	814.56
06/04/2025	Payment						-220.00	594.56
06/30/2025	Bill	Billing	65747	936			212.26	806.82
07/03/2025	Payment						-220.00	586.82
07/31/2025	Bill	Billing	66720	973			212.52	799.34
08/04/2025	Payment						-220.00	579.34
08/31/2025	Bill	Billing	67709	989			213.37	792.71
09/03/2025	Payment						-225.00	567.71
09/30/2025	Bill	Billing	69127	1418			236.10	803.81
10/06/2025	Payment						-200.00	603.81
10/31/2025	Bill	Billing	70074	947			211.14	814.95
11/30/2025	Bill	Billing	71323	1249			227.15	1,042.10
12/03/2025	Payment						-400.00	642.10
12/31/2025	Bill	Billing	100431	29108			1,703.67	2,345.77
Billing Periods	13	Billed Amt:	4,202.72	Avg	323.29			

b)

+15642410431
+15642410431

Call log

Mon 12/22/2025 02:11 PM 1:52
Mon 11/24/2025 12:45 PM 0:27

b)

Account Info

PO Box 552	
Stevenson, WA 98648-0552	
Phone 1	(564) 241-0431
Phone 2	(564) 241-3201 Brianne
Fax	() -
Alt Name	
E Mail	FarDudley@gmail.com
Text	

Wate

Class	
Units	
Other	
Winte	
Sewe	
Class	
Units	
Other	
EWU	

Farley Dudley Contact Info

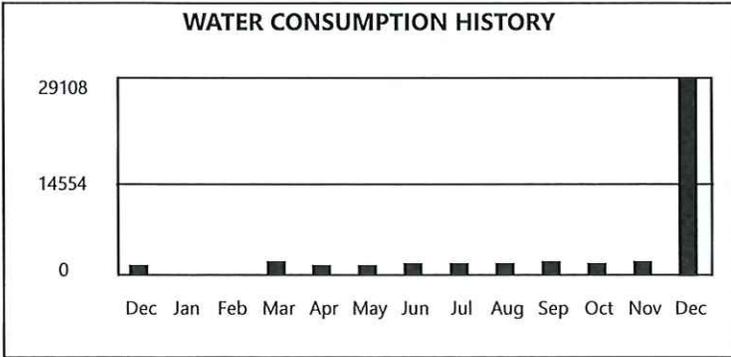
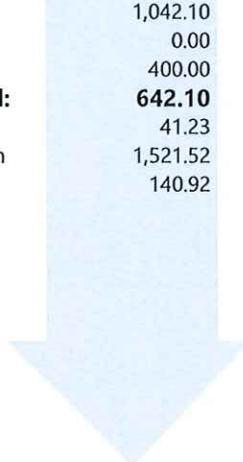
b)

b) CITY OF STEVENSON

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

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

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES	
		PREVIOUS	PRESENT				
Water	12/18/2025	71323	100431	1.0000	29108	Previous Balance:	1,042.10
						Adjustments:	0.00
						Payments:	400.00
						Balance Forward:	642.10
						Water	41.23
						Water Consumption	1,521.52
						Sewer	140.92
						Current Charges:	1,703.67
						Balance:	2,345.77



30:	227.15	60:	211.14	90+:	203.81
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Happy New Year!

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

Farley Dudley
 PO Box 552
 Stevenson, WA 98648-0552

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

b)

Water Processed Fee Calculation for 2026

Water Operating Supplies	49593.95
Electricity	27715.53
Labor (10% for excess water pumped) Salary	5234.39
Labor (10% for excess water pumped) Contracted labor	2994.35
Chemicals	13552.86

Total: 99091.08

Water Pumped in Gallons	88161000
Water Pumped in Cubic Square Feet	11785411.46

Cost divided by water pumped 0.008407944

EXHIBIT A

Water leak adjustment methodology
As Adopted by Resolution 2013-254

The goal of this methodology is to provide a template for the assignment of costs for the calculation of a Leak Adjustment Credit as allowed and regulated by Resolution No. 2013-254 "Resolution of the City Council of the City of Stevenson Adopting a Water Usage Responsibility Policy (Leak Adjustment Process)".

To calculate the costs incurred with a leak, the following assumptions are being made:

1. The City's Water Utility is collecting sufficient revenues to address operating costs;
2. Other customers should not bear the costs incurred due to a leak;
3. The customer who has the leak should not pay more than the costs inflicted on the system by the leak.
4. The calculator assumes there are some fixed costs and variable costs (customer service, insurance, permits, depreciation, and some labor/transportation) that are already addressed by the normal rate structure.

Therefore, the only cost incurred for the next cubic foot of water lost in a leak is the cost for the production of that cubic foot. This cost of production is as follows:

1. Water Operating supplies	\$10,415.69
2. Electricity (pumping costs)	\$15,595.02
3. Labor (Est.10 % for excess water pumped)	\$ 7,804.35
4. Chemicals	<u>\$8,846.81</u>
	\$42,663.85

Water pumped in 2012 equaled 10,091,678 cubic feet. Therefore the cost to produce the "next marginal cubic foot" is:

$$\frac{\$42,663.85}{10,091,678 \text{ cu. ft.}} = \$0.004228/\text{cu.ft or } \$0.42 \text{ per } 100 \text{ cu. ft.}$$

- 1) Cost of the next marginal cubic foot, identified as the leak adjustment rate, shall be recalculated annually and recorded on the Consent Agenda for the current year.

DATE: 02/28/2013

METER NO: 504800 Acct.1448

CUBIC FEET USED: 4,229

BILL AMOUNT: \$

Dear Customer:

This is to advise you that your meter reading was unusually high this billing period. We suggest that you check for any leaks which could attribute to this. We recommend checking within the house for dripping faucets and/or faulty bathroom facilities. Read your meter when all residents are gone and no appliances are operating for a day and see if the meter moves. If your meter has moved you may have a leak in your private waterline. The City does not maintain records on how private water lines run from the meter to the house so it may be difficult to locate.

In the event of a leak, you may ask the City Council for 1 (one) adjustment within a 5 (five) year period. To do so, submit a written request after the leak has been repaired and include a brief statement of the facts surrounding the leak (i.e. the date the leak was discovered, the date it was repaired). Your request must be received within 30 (thirty) days of the date of this notice in order to be eligible for an adjustment. If the City Council determines an adjustment is warranted, your average water use for a similar billing period will be calculated and you will only be charged \$.42 per 100 cubic feet of water used in excess of your average.

If you have any questions or need assistance, please contact City Hall.

Mary Ann Duncan-Cole
City Administrator

Carla Cosentino
Deputy Clerk

Candace Ford
Secretary

CITY OF STEVENSON

RESOLUTION NO. 2013-254

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON ADOPTING A WATER USAGE RESPONSIBILITY POLICY (LEAK ADJUSTMENT PROCESS) AND REPEALING RESOLUTION NO. 64 IN ITS ENTIRETY

Recitals

WHEREAS, the City of Stevenson, organized under the provision of RCW Title 35A, Municipal Code, operates a combined water/sewer utility as authorized by chapters 35.88, 35.91, 35.92, and 35.94 both within and without its limits; and

WHEREAS, installation and maintenance of water service lines from the meter to and inside the building/premises of private property is the responsibility of the private landowner, including any water lost due to leaks and/or breakages; and

WHEREAS, from time to time customers of this water/sewer utility may have water leaks on their service facilities causing abnormally high bills.

NOW, THEREFORE, the City Council of the City of Stevenson does resolve as follows:

Section 1. Resolution No. 64 "A Resolution of the city Council of the City of Stevenson Adopting a Water Usage Responsibility Policy" is repealed in its entirety.

Section 2. In the event of abnormal water usage due to a leak and/or breakage a water/sewer customer may request a billing adjustment under the following conditions:

- A. No water/sewer bill will be adjusted for any reason after thirty (30) days from receipt of notice from the City that the latest meter reading was unusually high for that billing period or within seven (7) days of the customer's discovery of the leak and providing proof of repair of the leak within ten (10) days of discovery.
- B. The City reserves the right to adjust water bills for water used between the time when the increased usage began and the date of receipt of notification or repair, whichever first occurs.
- C. A written application for a leak adjustment must be submitted to the City requesting a reduction in said billing, identifying the date when a leak/break was detected and when the leak/break was repaired, and providing proof of repair of the leak/break or signed letter attesting to completion of repair. The customer shall allow the public works employees the opportunity to verify by inspection that the repair has been made.
- D. All applications for a water adjustment shall be submitted to the City Utility clerk, the utility clerk may request verification by Public Works Director that the repair has been successful, and approved by the City council prior to crediting the account. If the applicant does not have six (6) months of history no adjustment can be calculated.

a)



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Steve Minnis
Chief of Corrections

Ondine Obias
Chief Civil Deputy

January 2026

City of Stevenson

Service Hour

Calls/Patrol

Calls 85

Medical 18

Fire 0

Total 103

566.50 Hrs.

0 Court Hrs.

Milage

1,566

a)

02/03/26
10:09

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00010	Medical	AMAS	21	Transferred to Other A
26-00011	Fireworks	FWKS	21	INFORMATION
26-00018	Mental Subject	MENT	21	INFORMATION
26-00019	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00025	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00026	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00031	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00032	Medical	AMAS	21	Transferred to Other A
26-00034	Medical	AMAS	21	Transferred to Other A
26-00058	Traffic Stop		21	CLEARED DRIVER WARNING
26-00071	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-00073	Business Alarm	ABLA	21	Settled By Contact
26-00081	Domestic Viol	ASIM	21	Cleared Adult Arrest
26-00086	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00088	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00089	Suspicious	PSC	21	Settled By Contact
26-00091	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00102	VIN Inspection	VIIN	21	INFORMATION
26-00110	Lockout	LOCK	21	Settled By Contact
26-00111	Information	INFO	21	INFORMATION
26-00112	Business Alarm	ABLA	21	Unfounded
26-00118	Business Alarm	INFO	21	INFORMATION
26-00121	Welfare Check	WELF	21	Settled By Contact
26-00140	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00141	Susp Substance	PSC	21	UNABLE TO LOCATE
26-00145	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00148	Medical	AMAS	21	Transferred to Other A
26-00149	Citizen Dispute	CDIS	21	Settled By Contact
26-00164	Medical	AMAS	21	Active
26-00175	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00176	Welfare Check	WELF	21	Investigation Complete
26-00181	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00185	Trespassing	WOFF	21	Cleared Adult Arrest
26-00187	Welfare Check	WELF	21	Investigation Complete
26-00192	Medical	AMAS	21	Transferred to Other A
26-00193	Utility Problem	UTPB	21	Transferred to Other A
26-00194	Medical	AMAS	21	Transferred to Other A
26-00198	Suspicious	SUSP	21	Cleared Adlt Exception
26-00199	Medical	AMAS	21	Transferred to Other A
26-00207	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00209	Theft Prop Oth	TPOT	21	Investigation Complete
26-00217	Suspicious	PSC	21	Settled By Contact
26-00220	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00228	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00229	Req Traff Enf	RTEN	21	Investigation Complete
26-00235	Patrol Request	PATR	21	Settled By Contact
26-00252	Burg Res Unl En	BRUE	21	Investigation Complete
26-00263	Medical	AMAS	21	Transferred to Other A
26-00271	Suspicious	SUSP	21	Active
26-00279	Suspicious	SUSP	21	Settled By Contact
26-00282	Trespassing	TRES	21	Settled By Contact
26-00285	Vagrancy	VAGR	21	Investigation Complete
26-00290	Citizen Dispute	CDIS	21	Cleared Adlt Exception
26-00292	Suspicious	PSC	21	Investigation Complete
26-00308	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING

a)

02/03/26
10:09

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00314	Residential Ala	ALRA	21	Investigation Complete
26-00327	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00331	Patrol Request	PATR	21	Settled By Contact
26-00336	Wanted Person	WANT	21	Cleared Adult Arrest
26-00346	Suspicious	PSC	21	Settled By Contact
26-00358	Medical	AMAS	21	Response/No Transport
26-00361	Overdose	AMAS	21	Settled By Contact
26-00371	Information	INFO	21	INFORMATION
26-00372	Medical	AMAS	21	Transferred to Other A
26-00386	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00393	Citizen Assist	CITA	21	INFORMATION
26-00415	Found Property	LFPR	21	INFORMATION
26-00416	Lost Property	LFPR	21	Active
26-00417	Citizen Assist	CITA	21	Settled By Contact
26-00418	Business Alarm	ABLA	21	Transferred to Other A
26-00419	Theft Prop Oth	TPSH	21	Active
26-00420	Utility Problem	UTPB	21	INFORMATION
26-00421	Threats	THRE	21	Settled By Contact
26-00422	Viscious Animal	INFO	21	INFORMATION
26-00424	Medical	AMAS	21	Transferred to Other A
26-00425	Medical	AMAS	21	Transferred to Other A
26-00427	Medical	AMAS	21	Transferred to Other A
26-00432	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-00446	Suicide Threat	SUIT	21	Settled By Contact
26-00470	Patrol Request	PATR	21	Settled By Contact
26-00487	Citizen Dispute	CDIS	21	Investigation Complete
26-00494	Repossession	REPO	21	Investigation Complete
26-00501	Medical	AMAS	21	Transferred to Other A
26-00526	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00530	Threatening	INFO	21	Settled By Contact
26-00540	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00541	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00544	Traffic Stop	TOFF	21	Cleared Adult Arrest
26-00545	Vagrancy	VAGR	21	Settled By Contact
26-00546	Wanted Person	WANT	21	Cleared Adult Arrest
26-00548	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00556	Theft-Automobil	TVAU	21	INFORMATION
26-00557	Wanted Person	ATL	21	Active
26-00563	Suspicious	PSC	21	Unfounded
26-00577	Medical	AMAS	21	Investigation Complete
26-00593	Poss Paraph	CSPP	21	INFORMATION
26-00599	Medical	AMAS	21	Transferred to Other A
26-00602	Domestic Viol	DOMV	21	Investigation Complete
26-00610	Req Traff Enf	TOFF	21	UNABLE TO LOCATE
26-00611	VIN Inspection	VIIN	21	INFORMATION
26-00612	Medical	AMAS	21	Active
26-00617	Welfare Check	WELF	21	Active
26-00621	Req Traff Enf	RTEN	21	Transferred to Other A

Total Incidents: 103

Report includes:

All dates reported between `00:00:00 01/01/26` and `00:00:00 01/31/26`

All agencies matching `SCSO`

All nature of incidents

a)

02/03/26
10:09

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 3

All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rptKHzc74-rplwiar.r1_1 ***

a)

02/03/26
10:13

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00010	Medical	AMAS	21	Transferred to Other A
26-00032	Medical	AMAS	21	Transferred to Other A
26-00034	Medical	AMAS	21	Transferred to Other A
26-00148	Medical	AMAS	21	Transferred to Other A
26-00164	Medical	AMAS	21	Active
26-00192	Medical	AMAS	21	Transferred to Other A
26-00194	Medical	AMAS	21	Transferred to Other A
26-00199	Medical	AMAS	21	Transferred to Other A
26-00263	Medical	AMAS	21	Transferred to Other A
26-00358	Medical	AMAS	21	Response/No Transport
26-00372	Medical	AMAS	21	Transferred to Other A
26-00424	Medical	AMAS	21	Transferred to Other A
26-00425	Medical	AMAS	21	Transferred to Other A
26-00427	Medical	AMAS	21	Transferred to Other A
26-00501	Medical	AMAS	21	Transferred to Other A
26-00577	Medical	AMAS	21	Investigation Complete
26-00599	Medical	AMAS	21	Transferred to Other A
26-00612	Medical	AMAS	21	Active

Total Incidents: 18

Report includes:

- All dates reported between `00:00:00 01/01/26` and `00:00:00 01/31/26`
- All agencies matching `SCSO`
- All nature of incidents matching `Medical`
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptKHzc74-rplwiar.r1_2 ***

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January 2026

	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Totals		
Mileage																								
County	285	1000	560	740	613	1352	1115	1075	1100	2316	1333	379	1657	1383	1044	700							16632	
Stevenson	0	106	185	101	25	75	275	100	55	107	138	163	30	86	120	0								1586
N. Bonneville	0	51	134	45	2	56	110	67	40	28	43	32	22	29	102	0								761
USFS	0	0	401	0	0	0	0	5	0	20	0	0	0	0	17	0								443
Title 3	0	0	30	0	0	0	15	0	0	0	0	0	0	0	0	0								45
Other	0	0	360	0	100	0	365	0	0	150	0	0	0	0	0	0								975
TOTAL	265	1157	1670	888	740	1483	1880	1247	1195	2471	1664	574	1709	1498	1283	700								20422
Hourly Report																								
Vacation	0.00	0.00	0.00	0.00	23.00	0.00	11.50	0.00	0.00	0.00	46.00	46.00	0.00	57.50	11.50	69.00								264.50
Sick Leave	15.00	0.00	0.00	0.00	0.00	0.00	0.00	11.50	80.50	0.00	0.00	0.00	11.50	0.00	0.00	0.00								118.50
Training	0.00	0.00	0.00	0.00	0.00	0.00	6.00	46.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00								58.00
Administration	155.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								155.00
Patrol/Investigations																								
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Mill A Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
County	0.00	76.25	36.25	28.75	145.00	70.50	51.75	52.50	68.00	61.50	91.00	64.00	57.00	36.00	68.50	70.00								977.00
Stevenson	0.00	49.75	42.25	29.25	10.50	56.00	57.75	22.50	8.00	56.50	17.75	53.00	31.25	40.50	48.50	45.00								566.50
Stev Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
N. Bonneville	0.00	18.00	8.50	9.00	1.00	30.00	16.00	13.75	8.00	14.50	10.25	6.50	10.75	18.50	31.50	0.00								196.25
N. Bonn Court	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								7.50
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
USFS	0.00	2.50	30.75	0.00	0.00	1.00	1.00	0.00	1.50	0.50	0.00	0.00	3.00	0.00	0.00	0.00								41.25
Gorge Scenic	0.00	18.00	28.00	12.50	0.00	15.00	13.00	0.00	21.00	12.00	0.00	0.00	37.25	10.00	0.00	0.00								168.25
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Boat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
County Traffic Enforce.	0.00	19.50	17.00	12.50	0.00	0.00	37.50	12.25	8.00	29.00	4.75	14.25	29.75	10.00	11.50	0.00								206.00
SAR County	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								2.00
Title 3																								
Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
SAR Missions	0.00	0.00	0.00	0.00	2.50	0.00	3.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00								6.00
County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Stevenson	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
N. Bonneville	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
USFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Marine Patrol	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Boat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
County Traffic Enforce.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Special Contracts	0.00	0.00	18.00	0.00	6.00	0.00	15.50	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00								45.50
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
SAR Title 3	0.00	0.00	12.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								15.00
Total Overtime	0.00	5.50	29.75	0.00	7.00	0.00	15.50	1.00	0.00	1.25	6.00	0.00	0.00	0.00	0.00	0.00								66.00
Total Title 3	0.00	0.00	12.00	0.00	3.00	0.00								21.00										
TOT HRS	170.00	189.50	214.00	92.00	194.00	172.50	201.50	173.50	172.50	185.25	188.75	183.75	183.50	172.50	183.50	184.00								2849.75

a)



Resignation – Effective February 28, 2026

From Pat Rice <pat.rice@ci.stevenson.wa.us>

Date Tue 2/17/2026 6:00 AM

To Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>; Dave Cox <dave.cox@ci.stevenson.wa.us>; Lucy Lauser <lucy.lauser@ci.stevenson.wa.us>; Erin Minnis <erin.minnis@ci.stevenson.wa.us>; Tina Van Pelt <tina.vanpelt@ci.stevenson.wa.us>

Cc Robert C Muth <rmuth@kilmerlaw.com>

Mayor Taylor and Councilmembers,

Please accept this email as formal notice of my resignation from my position as Stevenson City Councilmember, Position #4, effective February 28, 2026.

It has been an honor to serve.

Respectfully,

Pat Rice
Stevenson City Council, Position #4

**CITY OF STEVENSON
RESOLUTION NO. 2026-648**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, DECLARING A VACANCY IN CITY COUNCIL POSITION NO. 4
AND ESTABLISHING A PROCESS TO FILL SAID VACANCY**

WHEREAS, Councilmember No. 4, Mr. Patrick Rice, submitted a written resignation from the City Council of the City of Stevenson effective February 28, 2026, thereby creating a vacancy in City Council Position No. 4; and

WHEREAS, the City of Stevenson is a non-charter code city under the Revised Code of Washington (“RCW”), and Council vacancies for code cities are governed by RCW 35A.12.050 and Chapter 42.12 RCW; and

WHEREAS, under RCW 42.12.070, the remaining members of the governing body shall appoint a qualified person to fill the vacant position within 90 days of the occurrence of the vacancy; and

WHEREAS, RCW 42.12.070 further provides that the person appointed to fill the vacancy shall serve until a successor is elected at the next election at which Council positions are normally elected, at which time the person elected shall serve the remainder of the unexpired term; and

WHEREAS, Council Position No. 4 on the City Council of Stevenson was last elected on November 7, 2023, with the current term expiring December 31, 2027, and the next regular municipal election for that position is scheduled in November 2027; and

WHEREAS, the Stevenson City Council Rules of Procedure provide that Council shall conduct a process for public notice, application, interview, and appointment consistent with state law.

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

Section 1.

The City Council acknowledges and declares that a vacancy exists in City Council Position No. 4 effective February 28, 2026, resulting from the resignation of Councilmember Patrick Rice, who was elected on November 7, 2023, for a term expiring December 31, 2027.

Section 2.

Pursuant to RCW 35A.12.050 and RCW 42.12.070, the Stevenson City Council shall initiate a process to fill the vacancy by appointment within 90 days of the vacancy occurrence.

Section 3.

The City Clerk is authorized to:

- a) Publish notice of the vacancy pursuant to the Stevenson City Council Rules of Procedure and applicable state law;
- b) Accept and retain applications from qualified persons interested in appointment to the vacant position;
- c) Provide Councilmembers with all timely and properly submitted applications; and
- d) Schedule interviews and public consideration of applicants at Regular or Special meetings of the City Council consistent with the Open Public Meetings Act (Chapter 42.30 RCW).

Section 4.

The City Council shall interview applicants and select an appointee by majority vote of the remaining Councilmembers in accordance with Stevenson’s adopted procedures. The appointee shall take the oath of office and assume the duties of City Council Position No. 4 upon appointment and qualification.

Section 5.

The person appointed to fill the vacancy shall serve until a successor is elected at the November 2027 municipal election — the next regular election at which Council positions are normally elected — and the elected successor is certified and assumes office, and shall then serve the remainder of the unexpired term through December 31, 2027, and thereafter as provided by law.

Section 6.

This resolution shall be effective immediately upon adoption.

PASSED by the City Council and APPROVED by the Mayor of the City of Stevenson this ___ day of _____, 2026.

Jenny Taylor, Mayor

ATTEST:

Clerk of City of Stevenson

APPROVED AS TO FORM:

Robert C. Muth, City Attorney

Proposal
for
**City Administrator
Recruitment Services**



Leadership is Key to the Sustainability of Any Organization

Great leaders invest in their teams, build trust and create an environment where employees don't just work, they contribute and grow.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

Cover Letter / Qualifications

Thank you for the opportunity to submit the enclosed **City Administrator recruitment proposal**. A trusted leader in public sector executive recruitment since 2002, Prothman Company specializes in helping cities, counties, districts, nonprofits, and other public sector agencies find top-tier leadership talent.

What makes Prothman stand out?

A Proven Track Record

With over 23 years of success and more than 1,200 completed recruitments, Prothman Company has continually evolved by listening, learning, and refining a recruitment process that truly works. We take pride in the trust we've built with a wide range of clients - from small organizations with a single employee to large agencies with over 4,500 employees. No matter the size or complexity of your recruitment challenge, Prothman has the experience and solutions to help you succeed.

Depth of Experience

Since 2002, Prothman has successfully managed over 250 city manager and administrator recruitment processes, demonstrating the experience and facilitation skills essential to achieving successful outcomes. With over 35 years in local government management, our consultants bring deep sector knowledge and an unparalleled professional network - enabling them to effectively reach both active and passive candidates in ways few recruitment firms can match.

Quality Candidate Pools

We lead the industry in placement and retention by doing more than filling roles - we find the right leaders who excel and stay. Our tailored interview questions, combined with proven assessment techniques honed over years of experience, uncover not only technical competencies but also the values and interpersonal strengths that drive long-term success. This comprehensive approach ensures every hire is a lasting fit.

Exceptional Customer Service

For the past 18 years, Prothman has maintained the same dedicated in-house team, providing an unmatched level of expertise and process flow. Led by Sonja Prothman, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Our entire team believes in our mission to serve local government organizations and their communities with integrity and commitment. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.

Having served organizations both large and small, near and far, our team believes that "no job is too big or too small" – we are here and happy to help!



Sonja Prothman
Owner/CEO
Prothman Company

STATEMENT OF QUALIFICATIONS – PROJECT TEAM

Elizabeth Pauli – Senior Consultant, Project Lead

Elizabeth Pauli joins Prothman upon her retirement from the City of Tacoma. Ms. Pauli was the first female City Manager for the City of Tacoma, the third largest city in the state of Washington. As City Manager, she was the Chief Executive Officer for the City of Tacoma, overseeing 12 operational departments and offices, and was responsible for assisting the City Council with its policy development. Elizabeth joined the City of Tacoma in May 1998, as Chief Assistant City Attorney. She was appointed City Attorney in 2005. She stepped into the Interim City Manager role in 2017 before being appointed City Manager. She retired from the City in July of 2025. Prior to joining the City of Tacoma, she was a partner at McGavick Graves, P.S., a well-established law firm in Tacoma. She is a graduate of the University of Wisconsin-Madison Law School and has Bachelor of Science degrees in education and social work from the University of Wisconsin-Madison. Elizabeth lives in Tacoma with her husband, Dave, and is a proud mother and grandmother. She enjoys running the trails near her mountain cabin. She is an active volunteer with her church and in her community.

Sonja Prothman – Project Support

Sonja directs the day-to-day operations of the Prothman Company and has over 18 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in Communications from the University of Washington.

Jared Eckhardt – Project Support

Jared is part of the Prothman administrative team responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Barry Gaskins – Project Support

Barry is part of the Prothman administrative team responsible for client and candidate management and administrative support to Sonja. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry earned his bachelor’s degree from California State University in Los Angeles.

Madison Lindquist – Project Support

Madison is part of the Prothman administrative team responsible for Prothman’s social media outreach, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

STATEMENT OF QUALIFICATIONS

Prothman Team Current Recruitments

City Manager – City of Tacoma, WA
City Manager – City of Clatskanie, OR
City Manager – City of Gresham, OR
County Administrator – Lincoln County, OR
City Administrator – City of Dundee, OR – just completed
City Manager – City of King City, OR – just completed
City Attorney – City of Pasco, WA
Executive Director – Urban Flood Safety and Water Quality District, OR
Executive Director – Housing Authority of Skagit County, WA
Human Resources Director – City of Edmonds, WA
Public Works Director – City of Bremerton, WA
Community Development Director – City of Liberty Lake, WA
Human Resource Generalist – South Sound 911, WA
Public Works Director – City of Tacoma, WA
Public Works Director – Pend Orielle County, WA
Fire Chief – Fort Lupton Fire Protection District, CO
Fire Chief – Monument Fire District, CO
Fire Chief – Lewis County Fire District #6, WA
Chief Executive Officer – Greater Valley Health Center, MT
Airport Manager – City of Kenai, AK

References

City of Clatskanie, OR – City Manager (in progress), Finance Manager, Public Works Director
Contact: Greg Hinkelman, City Manager (retiring)
 ghinkelman@cityofclatskanie.com
 503.728.2622

Jefferson County, OR – Community Development Director (recently completed), Finance Director, HR Director, Building and Grounds Director, Health Director, Public Works Director
Contact: Jeff Rasmussen, County Administrative Officer
 jeff.rasmussen@co.jefferson.or.us
 541.475.2449

City of Dundee, OR – City Administrator – just completed
Contact: David Ford, Mayor
 david.ford@dundeecity.org
 503.449.6957

City of King City, OR – City Manager – just completed
Contact: Rachel Kazmierski, Mayor
 rkazmierski@ci.king-city.or.us
 503.639.4082

AVAILABILITY, COMMUNICATION & PROPOSED SCHEDULE

We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule.

We will provide you with our cell phone numbers and emails so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

We understand that each recruitment is unique, and we are flexible to adjust the recruitment schedule to fit your needs.

Draft Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
Weeks of February 16 & 23, 2026	Gather information for position profile. Travel to Stevenson for stakeholder interviews. Send profile for review and edits. Get profile approval.
March 2, 2026	Post the position and start advertising
March 10, 2026	Send direct mail brochures and first round of emails
April 5, 2026	Application closing date
Weeks of April 6 & 13, 2026	Prothman screens applications & interviews top 6 - 14 candidates
Week of April 20 - 24, 2026	Travel to Stevenson for work session to review semifinalists and pick finalists, and design final interviews
Week of May 4 or 11, 2026	Travel to Stevenson for Final Interview Process which may include an evening reception and next day interviews

RECRUITMENT WORK PLAN

General Approach: The Prothman Team employs a structured, proactive and client-focused approach to managing the services we provide to our clients. We strive to provide consistent, accountable and professional service while meeting or exceeding our client expectations. Each recruitment is managed by a dedicated recruiting manager and each engagement begins with a planning process to ensure clarity and set expectations for all stakeholders. We understand that no two organizations or recruitments are alike, so we tailor our process to fit your specific requirements. We always provide full transparency and accountability throughout the recruitment process and we believe that clear and consistent communication is central to a successful partnership with our clients. We truly enjoy helping local government thrive and look forward to performing all the services represented in this proposal.

SCOPE OF SERVICES

1. Develop a Tailored Recruitment Strategy

Project Review

The first steps will be:

- ◆ Review of the recruitment process
- ◆ Review of the draft recruitment schedule

Information Gathering and Research *(Soliciting Input)*

We will travel to Stevenson or meet via Teams/Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next City Administrator. We will:

- ◆ Meet with the Mayor
- ◆ Meet with the City Council
- ◆ Meet with the Leadership Team and Staff, as directed
- ◆ Meet with Community and other Stakeholders, as directed
- ◆ Review of all documents related to the position

Position Profile Development *(Identifying the Ideal Candidate)*

We will work with you and develop a detailed and compelling profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position- *this is the person we want to reach and recruit.* We have a comprehensive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Brochures** sent directly to hundreds of city/county management professionals who are not actively seeking a new position.
- ◆ **Focused Candidate Outreach** via personal contacts and thousands of personal emails sent directly to city and county management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over seven thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the applications, resumes, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work experience and qualifications of each candidate.
- 2) **Internet / Media Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 14 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Teams/Zoom or travel to Stevenson and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 2 to 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Design and Conduct Final Interview Process

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**
Background checks include the following:
 - **References** from 8 – 12 current and past employers and colleagues
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**
After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**
The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**
We will travel to Stevenson and facilitate the interviews. The interview process typically begins with a morning briefing during which we will review the schedule and outline the process with everyone involved. Each candidate will then participate in a series of one-hour interview sessions, with a one-hour break scheduled for lunch.
- ◆ **Candidate Evaluation Session**
After the interviews are complete, we will facilitate the evaluation process and support the decision makers in reaching consensus.
- ◆ **Facilitate Employment Agreement**
Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a City Administrator full recruitment with a one-year guarantee is \$18,500, however, to acknowledge that Stevenson is a small city, we offer the recruitment at \$16,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Stevenson will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,700)
- Consultant travel: mileage at IRS rate, travel time at \$45 per hour, lodging if needed (approx. \$375 - \$575 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)
- Printing and shipping of Interview Packets (approx. \$100 - \$250)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year of the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

EXAMPLE OF POSITION PROFILE



**City of Clatskanie,
Oregon**

CITY MANAGER

\$103,716 - \$132,375

Apply by
March 1, 2026
(First Review, Open Until Filled.)



THE COMMUNITY



Clatskanie, a picturesque town nestled in Oregon's Lower Columbia region is a blend of natural beauty and rich history. Situated conveniently between the cities of Portland and Astoria,

Clatskanie offers an escape into a serene, forested landscape while remaining connected to urban amenities. Clatskanie was established by loggers, farmers and fishermen who named the city after a small, vanished tribe of Native Americans; the Tlatskanai tribe, whose name suggests "swift running water," reflecting the Clatskanie River that enhances the town's charm.

Historical landmarks in the City include Flippin Castle; a historic turreted mansion situated atop a hill above the center that functions as a museum and special event center. In addition, the Clatskanie Cultural Center's Birkenfeld Theatre is also home to the Clatskanie Arts Commission's Performing Arts Series, and an independent short film festival.

For those looking to get outside, walking and water trails begin in the Clatskanie City Park. The Park also offers playgrounds, playing fields and a covered skatepark. After launching a kayak in the park, kayakers can wind their way all the way to the Columbia River.



The city of Clatskanie offers a warm and welcoming atmosphere, rich history, a range of recreational and cultural offerings, and stunning natural surroundings. With its strong sense of community, Clatskanie is an ideal place for those seeking a blend of tranquility, cultural richness, and community spirit.

THE CITY

The City of Clatskanie operates under a Council-Manager form of government. The Clatskanie City Council is composed of six councilors elected at large, and a mayor that is elected separately from the council positions. Council terms are four years, and three terms expire at the end of each even-numbered year. The Mayor's term is for two years.

The City has 10 FTEs and a 2024-25 total city budget of 9.6 million. City Departments include Administration, comprised of the City Manager, Finance Manager / City Recorder, Senior Clerk, and a General Clerk, and Public Works, comprised of the Public Works Director, Water Treatment Plant Operator, Wastewater Treatment Plant Operator, Public Works Foreman, and two Utility Workers. Police services, legal services, city planning services, and building codes and enforcement are contracted out. The senior and general clerk positions provide support to both the Administration and Public Works.

THE POSITION

Working under the administrative supervision of the City Council, the City Manager provides general management and administration for all City functions. This position is responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie, and exercising supervision and leadership over the city's employees, contractors, and agents.

The City Manager also leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. The City Manager serves as chief budget officer, and floodplain administrator, and is responsible for administering the collective bargaining agreement with exclusive representative.

To view a full job description, please view the attachment found [here](#).

OPPORTUNITIES & PRIORITIES

Secure supplemental grant funding to mitigate wastewater rate impacts: The City is constructing a \$26 million Wastewater Treatment Facility serving approximately 700 connections, which has necessitated scheduled rate increases of \$5 per month for 24 months. The new City Manager will have an opportunity to actively pursue additional state and federal grant funding during their first year of employment to reduce the overall financial burden on ratepayers and soften the impact of these increases during the implementation period.

Lead the disciplined implementation of multi-year wastewater rate adjustments: Over the next two years, the City Manager will oversee the above-mentioned phased rollout of wastewater rate increases already adopted by the City. This work will require consistent financial oversight, clear sequencing of rate changes, and steady administration of billing adjustments while maintaining focus on affordability within a small community context.

Leverage the new wastewater facility as a long-term operational and capacity asset: The new treatment facility is already under construction and broadly accepted as necessary. Its design capacity provides operational reliability and flexibility that can support future service demands, regulatory requirements, and potential growth scenarios without requiring immediate policy decisions regarding growth direction.

Build upon a stable, aligned, and high-performing municipal team: The City Manager will inherit a well-functioning organization of approximately 10 full-time employees with strong morale and shared direction. This internal stability provides continuity and allows leadership attention to remain focused on external financial and infrastructure priorities rather than internal reorganization.



THE IDEAL CANDIDATE

The ideal candidate will bring a strong public-sector background and the leadership presence needed to guide the City of Clatskanie with clarity, accountability, and purpose. This individual will demonstrate the ability to actively pursue State and Federal grant funding and pair that skill with a solid understanding of public-sector finance to support responsible budgeting, sound governance, and long-term planning.

The successful candidate will possess a working knowledge of public works, capital projects, and utility operations, allowing for informed oversight and practical, solution-oriented decision-making. Prior management or supervisory experience is essential, with public-sector experience preferred but not required.

Strong interpersonal skills and a high level of emotional intelligence will be critical to success in this role. The ideal candidate will communicate effectively in writing, in person, and in public settings, enabling clear direction, active listening, and productive facilitation.

The ability to mediate disputes, resolve conflict, and advocate for staff will help build trust across the organization and within the community. A reputation for honesty, integrity, a positive outlook, and visible community engagement will further strengthen relationships and reinforce a healthy, collaborative organizational culture that supports retention, morale, and long-term organizational stability.

EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited college or university in public administration or business administration is required.
- A minimum of five (5) years of progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or a comparable position is required.
- A master's degree in public administration or business administration is desired.
- Any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position may be considered.

To learn more about the
City of Clatskanie, please visit:

www.cityofclatskanie.com

COMPENSATION & BENEFITS

- **\$103,716 - \$132,375 DOQ**
- Medical, Dental, Vision Insurance.
- Oregon Public Employees Retirement System.
- Life and AD&D Insurance.
- 80 Hours of Vacation Per Year.
- Twelve (12) days of Sick Leave per year. (Accrued at 8 hours per month)
- Five (5) days of personal leave per year, which can be used as vacation, personal business, or sick leave.
- Up to \$5,000 for relocation expenses.
- Extra upfront vacation and/or personal leave pool may be negotiated.



The City of Clatskanie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Clatskanie, OR – City Manager", and click "Apply Online", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.

PROTHMAN

www.prothman.com

206.368.0050

EXAMPLE OF INVITE LETTER

b)



CREDC

ECONOMIC DEVELOPMENT
Columbia River Economic Development Council
Vancouver, Washington

PRESIDENT

\$150,000 - \$170,000 DOQ

Plus Excellent Benefits

Apply by:

November 2, 2025

(First Review, Open until filled)

Apply at www.prothman.com

Dear Colleague,

Prothman is currently recruiting for the **President** position for the **Columbia River Economic Development Council**, based in **Vancouver, Washington**. We invite you to review the position details on the back page. If you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

PROTHMAN



b)

THE REGION



Located in Southwest Washington, Clark County is a thriving region that combines rich history, natural beauty, and modern amenities. Stretching from the Columbia River to the southern slopes of Mount St. Helens, the county is home to more than 527,000 residents and has become a vital player in the greater Portland-Vancouver metropolitan area. Its county seat, Vancouver, is Washington's fourth largest city and serves as a dynamic hub for government, commerce, dining, and culture. Just across the Columbia River from Portland and within easy reach of Portland International Airport, the county enjoys strong regional and global connectivity, making it a prime location for both residents and businesses.

Clark County offers an exceptional quality of life, blending urban conveniences with abundant outdoor recreation. The region spans 656 square miles of diverse landscapes, from vibrant downtown centers to small towns, farmland, forests, and more than 40 miles of river frontage. Residents enjoy affordable housing, low property taxes, and high-performing schools, with higher education anchored by Clark College and Washington State University Vancouver, the only four-year public university in Southwest Washington. Recreational and cultural opportunities are a hallmark of life in the region. With its mild climate and easy access to the Pacific Coast, Cascade Mountains, and Columbia River Gorge, the area provides year-round opportunities for hiking, boating, fishing, skiing, and other outdoor activities.

THE ORGANIZATION

The Columbia River Economic Development Council (CREDC) is the state-recognized Associate Development Organization (ADO) for Clark County, Washington. As a nonprofit corporation, CREDC unites more than 150 public- and private-sector partners dedicated to advancing regional economic vitality through business growth, innovation, and collaboration.



CREDC serves as the leading economic development entity for Southwest Washington, providing free, confidential services to companies seeking to launch, expand, or relocate in the region. Each year, the organization meets with more than 100 traded-sector businesses, offering tailored assistance to help reduce costs, optimize talent, improve efficiency, and grow sales. By leveraging strong partnerships across local, state, and federal agencies, CREDC ensures businesses have access to the resources and networks needed to thrive.

Governed by a 50-member Board of Directors, CREDC advances its mission through a strong committee structure and a professional team that operates "like a lean startup" - nimble, collaborative, and outcome-driven. APEX Accelerator program, which supports small businesses in securing government contracts. In 2024 alone, APEX at CREDC provided over 300 hours of advising, helping local companies secure more than \$24M in federal, state, and local government contracts. With an annual budget of approximately \$1.1M, CREDC is well-positioned to continue serving as Clark County's economic development leader, driving sustainable growth and fostering a resilient, competitive, and inclusive regional economy.

THE POSITION

The President of CREDC is responsible for the continuing development of the organization's strategic direction. Each year, the President will formulate a work plan consistent with the strategic direction for adoption by the Board of Directors and then implement that plan. This position reports to the Board of Directors and is supervised by the Chairman of the Board and Executive Committee.

The President is expected to follow general direction from the Board of Directors and Executive Committee while simultaneously exhibiting initiative, a collaborative work style, and high-level of professional judgment. The President is given full oversight, responsibility and accountability for planning and managing the administration, staff, funding, budget, programs, strategic initiatives and business support activities of the organization. The President will also represent CREDC's interests on a number of business, community and civic boards, providing strategic input and direction to a broad network of partners to support a growing and competitive business environment.

To review the full position profile and benefits package, and to learn more about Prothman, please visit: www.prothman.com.

PERSONAL SERVICES AGREEMENT
City Administrator Recruitment Services
City of Stevenson, Washington

This Personal Services Agreement (“Agreement”) is entered into effective as of _____, 2026 (“Effective Date”), by and between the **City of Stevenson, Washington**, a Washington municipal corporation (“City”), and **Prothman Company**, a Washington corporation (“Consultant”).

1. RECITALS

- A. The City operates under the mayor–council (strong mayor) form of government pursuant to RCW 35A.12 and requires professional recruitment services for the selection of a City Administrator.
- B. Consultant represents that it is qualified and experienced in conducting executive recruitment services for public agencies, including city administrator/city manager searches.
- C. The City desires to engage Consultant as an independent contractor to perform professional recruitment services as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

2. SCOPE OF SERVICES

Consultant shall perform executive recruitment services for the position of **City Administrator** consistent with the proposal submitted to the City (February 2026) and incorporated herein by reference as **Exhibit A**. Services shall include, at minimum:

- 1. Development of a tailored recruitment strategy, including stakeholder interviews in Stevenson and preparation of a Position Profile.
- 2. Regional and national outreach and advertising.
- 3. Candidate screening, including application review, media search, and semifinalist interviews.
- 4. Facilitation of Council work session to select finalists.
- 5. Coordination and facilitation of final interview process in Stevenson.
- 6. Reference checks and background checks of finalists.
- 7. Assistance with development of offer letter and employment agreement.
- 8. One-year replacement guarantee as described in Section 11.

Consultant shall perform services in a professional and workmanlike manner consistent with industry standards for public sector executive recruitment.

3. TERM

This Agreement shall commence on the Effective Date and continue until completion of the recruitment process, unless terminated earlier pursuant to Section 12. The anticipated recruitment schedule is reflected in the draft timeline included in Exhibit A.

4. COMPENSATION

4.1 Professional Fee

The City agrees to pay Consultant a professional fee of:

\$16,500.00 (as discounted for the City of Stevenson). The professional fee shall be payable in three equal installments:

- One-third upon execution of this Agreement,
- One-third at the midpoint of the recruitment process,
- One-third upon completion of finalist interviews.

The professional fee covers Consultant staff time and recruitment services as described in Exhibit A.

4.2 Expenses

The City shall reimburse Consultant for actual, reasonable, and documented expenses incurred in connection with the recruitment, including but not limited to:

- Advertising expenses (estimated \$1,600–\$2,100),
- Direct mail announcements (approximately \$1,700),
- Consultant travel (IRS mileage rate; travel time at \$45/hour; lodging as needed),
- Background checks (approximately \$170 per candidate),
- Printing and shipping of interview packets

Candidate travel expenses shall be coordinated separately and may be reimbursed directly by the City. Consultant shall not mark up expenses.

5. INDEPENDENT CONTRACTOR

Consultant is an independent contractor and not an employee of the City. Consultant shall be solely responsible for:

- Payment of taxes,
- Industrial insurance coverage,
- Unemployment insurance,
- Employee benefits for its personnel.

No City employee relationship is created by this Agreement.

6. COMPLIANCE WITH LAW

Consultant shall comply with all applicable federal, state, and local laws, including but not limited to:

- Chapter 39.04 RCW (Public Works & Personal Services),
- Chapter 42.23 RCW (Code of Ethics),
- Chapter 42.56 RCW (Public Records Act),
- Washington Law Against Discrimination (Chapter 49.60 RCW),
- Immigration Reform and Control Act requirements.

Consultant shall not discriminate in recruitment outreach and shall actively seek a diverse and qualified candidate pool consistent with its proposal.

7. PUBLIC RECORDS

Consultant acknowledges that records relating to this Agreement may constitute public records under Chapter 42.56 RCW.

Consultant shall:

- Retain recruitment records as required by law;
- Provide records to the City upon request;

- Assist the City in responding to public records requests;
- Not release records directly without City authorization.

The City shall make final determinations regarding disclosure.

8. CONFIDENTIALITY

Consultant shall maintain confidentiality of candidate materials to the extent permitted by Washington law. Consultant understands that candidate identities and application materials may be subject to public disclosure under Washington law unless an exemption applies.

9. INSURANCE

Consultant shall maintain:

- Commercial General Liability Insurance (\$1,000,000 per occurrence),
- Professional Liability (Errors & Omissions) Insurance (\$1,000,000),
- Workers' Compensation coverage as required by law.

Certificates of insurance shall be provided upon request.

10. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless the City, its elected officials, officers, employees, and agents from claims arising out of Consultant's negligent acts, errors, or omissions in performance of this Agreement.

11. WARRANTY AND GUARANTEE

11.1 Repeat Recruitment

If no top candidate is selected after following the major elements of Consultant's process, Consultant shall repeat the recruitment without additional professional fee; the City shall remain responsible for expenses

11.2 Replacement Guarantee

If the selected finalist resigns or is terminated for cause within one (1) year of employment, Consultant shall conduct one replacement search without additional professional fee; the City shall remain responsible for expenses.

12. TERMINATION

The City may terminate this Agreement at any time by written notice. Upon termination, the City shall pay Consultant for:

- Professional fees earned to date; and
- Reimbursable expenses incurred prior to termination

13. ASSIGNMENT

Consultant shall not assign this Agreement without prior written consent of the City.

14. NON-WAIVER

Failure of either party to enforce any provision shall not constitute a waiver of that provision.

15. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington. Venue for any

litigation shall lie exclusively in Skamania County Superior Court.

16. AUTHORIZATION

This Agreement shall become effective only upon:

1. Approval by the Stevenson City Council at a public meeting; and
2. Execution by the Mayor pursuant to RCW 35A.12 and the Stevenson Municipal Code.

17. ENTIRE AGREEMENT

This Agreement, including Exhibit A, constitutes the entire agreement between the parties and supersedes all prior discussions.

SIGNATURES

CITY OF STEVENSON

By: _____

Mayor, Jenny Taylor

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney, Robert C. Muth

PROTHMAN COMPANY

By: _____

Sonja Prothman, Owner/CEO

Date: _____

M:\11313\Administrator\2026-0218 Prothman Personal Services Agreement.docx

**CITY OF STEVENSON
RESOLUTION NO. 2026-651**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, APPROVING A PERSONAL SERVICES AGREEMENT WITH
PROTHMAN COMPANY FOR CITY ADMINISTRATOR RECRUITMENT SERVICES
AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT.**

I. WHEREAS:

- 1. The City of Stevenson operates under the mayor–council (strong mayor) form of government pursuant to RCW 35A.12; and
- 2. The position of City Administrator is critical to the effective administration of City operations and implementation of Council policy; and
- 3. The City Council desires to engage a qualified executive recruitment firm to conduct a professional recruitment process for the selection of a new City Administrator; and
- 4. Prothman Company has submitted a proposal to conduct a full recruitment process including stakeholder interviews, position profile development, targeted outreach, candidate screening, facilitation of finalist interviews, reference checks, and a one-year replacement guarantee; and
- 5. The professional services fee for the recruitment is Sixteen Thousand Five Hundred Dollars (\$16,500), plus reimbursable expenses as set forth in the Agreement; and
- 6. Executive recruitment services constitute professional services under Washington law and are exempt from competitive bidding requirements; and
- 7. The City Council has reviewed the proposed Personal Services Agreement and finds it to be in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON AS FOLLOWS:

Section 1. Approval of Agreement.

The Personal Services Agreement between the City of Stevenson and Prothman Company for City Administrator recruitment services, attached hereto as **Exhibit A**, is hereby approved.

Section 2. Authorization to Execute.

The Mayor is hereby authorized and directed to execute the Agreement on behalf of the City, and to take such administrative actions as are necessary to carry out the intent of this Resolution.

Section 3. Budget Authorization.

The professional services fee and reimbursable expenses associated with this Agreement shall be paid from appropriated funds within the City’s budget.

Section 4. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Stevenson, Washington, at a regular meeting thereof held on the ___ day of February, 2026.

b)

CITY OF STEVENSON

Mayor, Jenny Taylor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney, Robert C. Muth

**CITY OF STEVENSON, WASHINGTON
RESOLUTION NO. 2026-649**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, ADOPTING A POLICY SHIFT AND ESTABLISHING A
MORATORIUM ON ENFORCEMENT PENALTIES AND CERTAIN FEES RELATED
TO SEWER CONNECTION REQUIREMENTS FOR EXISTING SEPTIC-SERVED
RESIDENCES WHERE SEWER IS AVAILABLE**

WHEREAS:

1. The Stevenson Municipal Code requires owners of property served by an on-site septic system to connect to the public sewer system where sewer is “available” as defined in SMC Chapter 13.08;
2. SMC and the City’s adopted fee and penalty frameworks authorize imposition of connection-related fees, monthly charges for failure to connect, and related liens; and
3. From 2023 through 2025, the City has engaged in a public process to revise sewer connection policies and address concerns about financial burdens, equity, and implementation of mandatory connection requirements;
4. The election of a new mayor reflects a mandate for a policy shift toward greater consideration of community impacts, financial hardship relief, and phased or alternative approaches to enforcing sewer connection requirements;
5. The City Council finds that a moratorium on the imposition and collection of certain penalties and fees associated with failure to connect for existing septic-served residences will provide needed time to complete policy review, consider permanent amendments to SMC, and align enforcement with community objectives; and
6. The Council intends that this moratorium be part of a policy shift that culminates in revised code and Council action, not a repeal of the City’s authority to require connections where appropriate.

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

Section 1. Policy Declaration.

The City Council hereby declares its intent to shift sewer connection enforcement policy for existing residential properties currently served by on-site septic systems but deemed sewer-available. This policy shift prioritizes:

- A. Fair and equitable treatment of long-term residents;
- B. Consideration of financial hardship and affordability;
- C. Alignment of sewer connection requirements with community goals and infrastructure planning; and
- D. Revisions to the Stevenson Municipal Code and related administrative policies.

Section 2. Moratorium on Enforcement Penalties and Certain Fees.

A temporary moratorium is established on:

- A. The imposition and collection of monthly penalties, surcharge fees, or interest for failure to connect to the public sewer system under current code;

- B. The recording of new liens solely on account of failure to connect during the moratorium period; and
- C. Enforcement actions or administrative collection measures tied to penalties for failure to connect for existing residences served by septic when sewer is available.

This moratorium **does not**:

- 1. Abrogate the underlying requirement to connect where sewer is available;
- 2. Apply to new development or property for which sewer was not available as of the effective date;
- 3. Affect system development charges or standard connection fees for properties electing to connect;
- 4. Relieve any property owner of any obligation to connect once permanent policy is adopted.

Section 3. Duration.

This moratorium shall take effect upon adoption and shall remain in effect until the earlier of:

- A. Adoption of amendments to the Stevenson Municipal Code addressing sewer connection enforcement and penalty structures; or
- B. _____, 2027.

Section 4. Direction to Staff and Council.

During the moratorium period, the Council directs the Public Works Director and City Attorney to:

- A. Present recommended revisions to SMC Chapter 13.08 and related administrative procedures to align with adopted policy;
- B. Provide a fiscal analysis of impacts to the sewer utility fund;
- C. Propose equitable hardship standards and implementation frameworks for connection requirements; and
- D. Return to the Council with proposed ordinances and policy guidance no later than _____, 2026.

Section 5. Severability.

If any section, sentence, clause, or phrase of this Resolution is held to be invalid, the remainder shall continue in full force and effect.

PASSED by the City Council this ___ day of _____, 2026.

Mayor Jennifer Taylor

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

02/18/2026

Dear city Stevenson Council Members and City Administrators,

My name is Brian McNamara. I am writing to address the agenda issue of property owners' mandatory connection to the recently installed sewer line in parts of the city. Additionally, I wish to address the issue of mandatory fines for not connecting when a homeowner has a functional septic system in place. This issue is of great concern to me because I am a property owner and resident being adversely affected by these decisions.

The problems with the sewer treatment infrastructure are well documented. Past and present planning commission and city council members have admitted that these issues got out of hand due to past lack of foresight, neglect, and mismanagement. The planning commission and city council moved forward with residential developments and encouraged businesses that have high water use and effluent discharge which increased the load on an insufficient and sewer treatment plant. The city has been forced by the state to upgrade the treatment plant due to excessive effluent discharge. These issues are not of the making of residents or property owners.

Here are the issues that bother me the most (in no order):

- The entire sewer system east of Rock Creek is reliant on transport to the sewage treatment plant located on the west side of the outdated Rock Creek Bridge. The sewer pipes run under the bridge. Rock creek upstream of the bridge is a known high landslide risk area. One major landslide has already occurred heavily impacting the viability of the bridge. Flooding has also been an issue.
- City council, planning commission and administrators have repeatedly stated the need to capture more payers to help pay the costs. Water and sewer rates have skyrocketed.
- Input prior to implementation was apparently gathered in a working group that was limited to a few hand-picked property owners.
- The city implemented the extension of the city sewer line in a poorly communicated fashion and heavy-handed manner.
- Property owners were not notified of the mandatory repayment costs and fines for not connecting in advance. These charges will be a burden on properties with functioning septic systems.
- A carrot and stick approach was implemented after the fact to force property owners to accept these mandates which do not adequately address these costs. This especially true for the elderly and those on fixed incomes. Property liens may be implemented for those not paying.

- Property sale values can be adversely impacted in several ways.
- If landlords are forced to pay city connection and septic decommissioning renters are likely find rents increasing and significantly higher bills further reducing affordable housing.

All that said I would like to make the following suggestions:

- Timely and direct notification to all affected property owners including invitation to a special meeting with the City Council and administrators prior to public hearings or ordinances.
- The city should waive the forced payment of the cost of a project many did not request. The cities after the fact offer of 6 months grace period is not a real carrot for a property owner with a functional septic system.
- The city should waive the monthly fines for not connecting until such time as the owner's current septic system fails. Mandatory connection would seem reasonable at that time.
- Finally, owners who do connect should not have to decommission a working septic system in case there is another landslide, flood or other factor shutting down the sewer system in the future.

Thank you for your consideration,

Brian McNamara

From: staci patton <yayabear3@gmail.com>
Sent: Wednesday, February 18, 2026 11:28 AM
To: Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>; Dave Cox <dave.cox@ci.stevenson.wa.us>; Pat Rice <pat.rice@ci.stevenson.wa.us>; Erin Minnis <erin.minnis@ci.stevenson.wa.us>; Tina Van Pelt <tina.vanpelt@ci.stevenson.wa.us>; Robert C Muth <rmuth@kilmerlaw.com>; Mitch Patton <nwtsrinc@gmail.com>; City Council <citycouncil@ci.stevenson.wa.us>; Emily Harris <emily@upliftlocal.news>; fdevaul <fdevaul@devaulpublishing.com>; Elly Snow <info@washingtoncog.org>; Jeanette Foster <jfoster@gorge.net>; Curtis Esch <csesch@embarqmail.com>
Subject: PUBLIC COMMENT CITY OF STEVENSON COUNCIL MEETING 2/19/2026

[A firing and a resignation shakes up Stevenson - Uplift Local](#)

"and a recent decision by Mayor Taylor to stop posting videos of Stevenson's city council and planning commission meetings to the city's [YouTube channel](#)."

[default.aspx](#)

" RCW 42.56.030 Construction. The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created."

Jenny,

Please accept this email(including above) as my public comment for tomorrow's (2/19/2026) City Council Meeting. Please

acknowledge receipt of this email/public comment.

Thanks,

Staci

Councilmembers,

Good evening. Staci Patton, 5th generation Skamania Countian(Glur family Carson-1870's), strong advocate for government

transparency/government accountability. I am writing today to share concerns over the possibility of the Mayor/City council

removing the City's YouTube channel. For those of you that are from here, all I can say is dear Gloria Howell will be rolling over in

her grave, should the City decide to become less transparent.

Without knowing the "why", one could only surmise that this is continued poor legal advice, carried over from the previous administration (in my personal opinion). Currently, the Port of Skamania County is the only local government agency that doesn't provided the citizens either the option of audio or video recordings. Videos are currently provided to citizens by the City of

Stevenson and the Skamania County PUD, who joined the transparency bandwagon in 2024. Both Skamania County and the

City of North Bonneville have provided audio recordings for quite some time.

For someone to run on rebuilding public trust/transparency, the talk of taking away the City's You tube channel, with no replacement

with audio recordings, is a slap in the face to citizens/voters. I urge you to keep this transparent access for citizens and journalists

as well as dig into ensuring all of your elected officials/employees are getting the proper training/refresher courses in the OPMA,

Public Records Act and Record retention laws.

Thank you for your time.

Feb. 18, 2025

To Mayor Jenny Taylor and members of the Stevenson City Council,

We are writing to ask you to continue the current city practice of recording City Council and Planning Commission meetings and posting the videos promptly to YouTube.

As small journalism organizations working to share relevant local information with residents of Skamania County, the ability to attend public meetings via Zoom has been a game-changer. It extends our ability to stay informed and thus keep others informed. But posting meeting videos promptly is an even more vital tool.

Our small staffs cannot always come to meetings at the appointed time. And even when we do come in person, having the ability to review video to double-check our notes allows us to more accurately convey not only what you as elected officials are doing, but how you view problems and solutions, how you express yourselves, and how you frame and discuss issues and decisions that directly impact residents lives.

Videos aren't perfect. Sometimes it's hard to tell who is talking, and they don't capture things happening off screen.

But stopping sharing video would hurt public knowledge, government transparency and accurate information.

For example, imagine that someone hears a rumor about something that was said at City Council. Or sees a clip from a conversation at a meeting. Without a readily available, publicly accessible video record, rumors simply grow.

It is possible that viewers attending remotely could make their own recordings, although creating a video of a Zoom session you aren't hosting is not always possible. But why put that burden on individual citizens anyway?

Overall, we are not clear what problem ending the posting of videos would solve. We are absolutely sure that such a move would create problems for transparency and make it harder for people to know what's going on.

We urge you to continue the practice of recording City Council and Planning Commission meetings and posting the videos promptly to YouTube. We'd be happy to help you if there are ways we can.

Thank you for discussing this issue, and thank you for considering this view.

d)

Yours sincerely,

Frank DeVaul

Publisher, [The Skamania County Pioneer](#)

Emily Harris

Community Journalism Director, [Uplift Local](#)

From: Open Gorge <hello@opengorge.org>
Sent: Tuesday, February 17, 2026 5:54 PM
To: Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>
Cc: City Council <citycouncil@ci.stevenson.wa.us>
Subject: Public Comment: Support for Maintaining Video Access to Council Meetings

Some people who received this message don't often get email from hello@opengorge.org. [Learn why this is important](#)

Dear Mayor Taylor and Stevenson City Council,

We are writing to you as Open Gorge to offer our support as you navigate the significant transitions taking place at City Hall. We know that managing leadership changes while keeping city operations running smoothly is a heavy lift.

We were relieved to read in [Uplift Local](#) that the City has decided to reverse the initial direction regarding video recordings and will continue posting Council and Planning Commission meetings online. We wanted to write specifically to encourage you in that choice. While reviewing compliance and sustainability is always wise, we believe keeping the cameras rolling is actually the safest, most protective path for your new administration.

Here are three key takeaways from government transparency experts on why maintaining this access is the right call:

1. Transparency is the "Temperature Regulator" The Washington Coalition for Open Government (WashCOG) frequently reminds local leaders that transparency is the quickest way to lower the temperature in a community during times of change. As WashCOG President Emeritus Toby Nixon often says, "Transparency builds trust, and secrecy breeds suspicion." By continuing to post meeting videos, you remove the perception of "backroom deals" and provide constituents with a primary source of truth, rather than letting rumor mills fill the void.

2. MRSC Guidance: "When in Doubt, Open it Up" We understand the desire to ensure all postings are "compliant and sustainable." However, the Municipal Research and Services Center (MRSC) generally advises that broad public access is the best defense against legal gray areas. A simple, unedited upload to YouTube is a standard practice used by cities across Washington. It is a clean, consistent standard that is easy for staff to maintain and easy for the public to access.

3. Peace of Mind for Leadership Finally, we want to ensure you and the Council feel secure in your service. An accessible video record is the best "insurance policy" for elected officials. It ensures that your words and decisions cannot be taken out of context. By maintaining this objective record, you protect the City and yourselves from misinterpretation.

We strongly encourage the Council to affirm the Mayor's decision to continue posting meeting videos. Modern tools make this easy, and it meets the "gold standard" of access that Stevenson residents have come to rely on.

"When in doubt, opt for transparency." It is a small administrative step that yields a big return in public trust and peace of mind.

Thank you for your service to Stevenson.

Sincerely,

Open Gorge Team

opengorge.org



City of Stevenson Planning Commission

(509)427-5970

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

TO: City Council
FROM: Planning Commission
DATE: February 9, 2026
SUBJECT: Vacation Rental Homes – Review and Recommendations

At the request of the City Council, the Planning Commission has reviewed the City’s land use policy relating to the vacation rental home ordinance. The review was undertaken in response to citizens’ concerns regarding the impact of vacation rentals on the nature and character of the city’s residential neighborhoods. In conducting its review, the Planning Commission worked with City staff and conducted 3 public work sessions with interested citizens and vacation rental operators. This memo summarizes the Planning Commission’s review and provides specific recommendations for City Council consideration.

Current Vacation Rental Licensing Program

The City’s current vacation rental program was enacted in 2016. The program is composed of an annual licensing requirement, a registry, self-certification of consistency with 10 regulatory measures, and complaint-based enforcement mechanisms.

In establishing the current vacation rental licensing program, the City recognized that rental of dwellings for a period of less than thirty days contributes to the City’s comprehensive plan’s tourism goal. However, it also recognizes that the use has the potential to be incompatible with surrounding or adjacent residential uses. The city vacation rental regulations (Chapter 5.20) are intended to ensure that this use will:

- Benefit the local economy;
- Reduce administrative burdens and barriers to entry;
- Ensure market fairness and taxation;
- Protect guests; and
- Avoid unchecked neighborhood disruptions.

The ordinance’s key provisions are summarized below.

- An annual license and fee are required for the operation of a vacation rental;
- A license may be renewed provided the applicable standards of the ordinance have been met.
- A license may be revoked for failure to comply with the provisions of the ordinance.
- An annual notice must be provided to all property owners and/or occupants of adjacent properties advising them how to contact the owner or operator of the vacation rental.

- The owner of a vacation rental need not be a permanent resident but must have a local contact person to represent the owner.
- The owner or contact person must respond to concerns or complaints in a reasonably timely manner and should maintain a complaint log.
- Vacation rentals are subject to city inspection to ensure conformance with the Vacation Rental Fire Safety Checklist. It is the owner's responsibility to comply with the fire safety checklist and remain in substantial compliance with all other applicable fire, building and safety codes.
- The owner is responsible for all applicable tax reporting and payments and must maintain liability insurance which expressly covers the use of the dwelling unit as a vacation rental.

Vacation Rental Policy Review

The Planning Commission's review focused on the following factors:

- The loss of neighborhood character and livability should residential areas become oversaturated with vacation or short-term rentals
- The reduction in housing available to meet long-term residential needs
- The need to assure vacation rentals meet basic fire and safety standards
- The spotty compliance with current requirements
- The need to simplify and focus regulations on the most critical needs and improve the ease of administration.

In conducting its review of the current city ordinance, the Planning Commission considered input received from interested citizens and vacation rental operators. It also looked at vacation rental ordinances for Skamania County and the cities of White Salmon, Bingen, Hood River and North Bonneville.

The current vacation rental ordinance effectively allows a commercial tourist lodging in residential zones provided certain conditions are satisfied. Unlike several Gorge cities, the ordinance does not limit the number, density, or location of vacation rental units. Moreover, owners and operators of vacation rentals do not need to be residents of the city.

Members of the public have voiced concern that the uncontrolled growth of vacation rentals could reduce the availability of housing needed for permanent or long-term residents, and that short-term tenants and vacancy periods could adversely affect the character and livability of neighborhoods.

In 2025, city staff noted there were 9 fully and 14 partially licensed vacation rentals in the city. 16 of the vacation rentals were operated by residents of the city and seven were operated by non-residents. This represents approximately 2.5 percent of the city's single family housing stock. The fully licensed rentals had paid the license fee and satisfied the various administrative requirements. The partially licensed rentals had paid the license fee only. This situation may be attributable in part to the fact that license fees are paid through the Washington State Department of Revenue Business Licensing Service and not directly to the city. There may also be additional unlicensed vacation rental units within the city.

The focus of the current ordinance is primarily ensuring vacation rentals (a commercial use) are conducted in a manner compatible with the nature and character of the city's residential neighborhoods. Unlike other types of commercial lodging, this places a unique burden on city staff to conduct inspections and ensure compliance with the ordinance's requirements. This demand on staff time and resources may also contribute to the lack of full compliance.

One of the key objectives is to ensure that the operation of vacation rentals protects the safety of tenants by requiring compliance with Vacation Rental Fire Safety Checklist and the "substantial compliance with all applicable fire, building, and safety codes." It is not clear that the city has a fire safety checklist, nor is it clear what the applicable fire, building, and safety codes are.

Vacation Rental Policy Recommendations

Based on public input and our review of the current vacation rental ordinance, the Planning Commission recommends that the vacation rental home ordinance be revised to:

- Set a **numerical cap** on the total number of units that can be granted licenses. The cap should be 5% of the city's total single-family housing stock and should be recalculated every 2 years. If the cap is reached, new license applications will be placed on a **waiting list** and approved on a first-come, first-served basis when a license becomes available.
- Require new and subsequent licensees have their **primary residence** in the City of Stevenson.
- Grandfather-in existing **non-resident owners** if they register within 90 days of the effective date of the revised ordinance and maintain a valid license.
- Allow a resident up to **two units**, one being within the home of a resident and the other an associated Auxiliary Dwelling Unit (ADU) or a separate residential home.
- Require **annual licenses and fees** for each unit. Licenses are non-transferable.
- Limit **Occupancy** to 2 guests per bedroom plus 2 additional guests.
- Require **one off-street parking space** be provided for every 2 bedrooms in the unit.
- Specify **fire and building safety** be the responsibility of the owner, not the city. The owner is responsible for certifying compliance with the city's Vacation Rental Fire Safety Checklist. The owner must maintain **liability insurance** which expressly covers the use of the dwelling unit as a vacation rental. Proof of insurance must be filed with the City with each license issuance.
- Specify ongoing **owner management requirements** include prompt response to and reporting of complaints, notice to adjacent property owners, and posting and enforcing tenant use and behavior requirements.
- **Prohibit certain uses** such company retreats, wedding rehearsal dinners, loud or uncontrolled parties, or commercial uses.
- **Specify enforcement measures** for warnings, fines and license revocation.

**CITY OF STEVENSON
RESOLUTION NO. 2026-650**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PERSONAL
SERVICES AGREEMENT FOR JANITORIAL SERVICES AT CITY HALL.**

RECITALS

WHEREAS, the City of Stevenson requires routine janitorial services for City Hall located at 7121 E. Loop Road, Stevenson, Washington; and

WHEREAS, the City Council finds that contracting for janitorial services constitutes a personal services contract; and

WHEREAS, the City Council finds it to be in the best interests of the City to enter into a month-to-month janitorial services agreement with Stevens Cleaning, LLC, a Washington limited liability company;

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

Section 1. Approval of Agreement.

The Personal Services Agreement for Janitorial Services attached hereto as **Exhibit A** is hereby approved.

Section 2. Authorization.

The Mayor is authorized and directed to execute the Agreement on behalf of the City, and to take such administrative actions as are necessary to implement the Agreement.

Section 3. Effective Date.

This Resolution shall take effect immediately upon passage.

PASSED by the City Council of the City of Stevenson, Washington, at a regular meeting thereof held on the ___ day of February, 2026.

CITY OF STEVENSON

Mayor, Jenny Taylor

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney, Robert C. Muth

**EXHIBIT A
PERSONAL SERVICES AGREEMENT
JANITORIAL SERVICES – CITY HALL**

This Personal Services Agreement (“Agreement”) is entered into as of February _____, 2026, by and between the **City of Stevenson, Washington**, a Washington municipal corporation (“City”), and Stevens Cleaning, LLC, a Washington limited liability company (“Contractor”).

1. Services

Contractor shall provide routine janitorial services at Stevenson City Hall, 7121 E. Loop Road, Stevenson, Washington, including:

- Trash and recycling removal
- Vacuuming carpets and rugs
- Sweeping and mopping hard surface floors
- Cleaning and sanitizing restrooms
- Cleaning lobby, hallways, offices, conference rooms, and break areas
- Wiping and disinfecting high-touch surfaces
- Interior glass cleaning as needed
- Monthly dusting of high surfaces

Services shall be performed one (1) time per week on mutually agreed days. Contractor shall furnish all labor, supervision, equipment, and cleaning supplies, except restroom consumables (paper products, trash liners, soap), which shall be provided by the City unless otherwise agreed in writing.

2. Term

This Agreement shall begin on _____, 2026, and shall continue on a month-to-month basis unless terminated as provided herein.

3. Compensation

The City shall pay Contractor \$532.43 per month. Invoices shall be submitted monthly and paid within thirty (30) days of receipt. Additional services must be pre-approved in writing by the City and will be billed separately.

4. Independent Contractor

Contractor is an independent contractor and not an employee of the City.

5. Insurance

Contractor shall maintain:

- Commercial General Liability Insurance of not less than \$1,000,000 per occurrence;
- Workers’ Compensation coverage as required by Washington law.

The City shall be named as an additional insured. Proof of insurance shall be provided prior to commencement.

6. Indemnification

Contractor shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents from claims arising out of Contractor’s performance of this Agreement, except to the extent caused by the sole negligence of the City.

7. Access and Security

The City shall provide necessary access. Contractor shall secure the building upon completion and shall not disclose security information.

8. Confidentiality

Contractor shall maintain confidentiality of non-public information encountered in performance of services.

9. Termination

Either party may terminate without cause upon thirty (30) days’ written notice. The City may terminate immediately for material breach or failure to maintain insurance.

10. Compliance with Law

Contractor shall comply with all applicable federal, state, and local laws.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF STEVENSON

Mayor, Jenny Taylor
Date: _____

STEVENS CLEANING, LLC

Toni Stevens, Authorized Representative
Date: _____



City of Stevenson

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

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

From: Jayne Borden / Finance Director
To: Mayor and City Council
RE: February 2026 - Financial Narrative for Budget Position Report
Date: 02/18/2026

The February 2026 Budget Position Report reflects typical first-month financial activity across all city funds. Because January primarily captures beginning fund balances, early tax receipts, and limited operational spending, most funds show low expenditure levels and revenue patterns consistent with normal seasonal timing.

Citywide, approximately \$1.14 million in revenue has been received against a total adopted revenue budget of \$14.03 million. Expenditures total about \$403,000, which aligns with the gradual operational ramp-up expected early in the fiscal year. Property tax, sales tax, grants, and utility revenues will continue to arrive throughout the year in varying cycles.

The General Expense Fund exhibits routine activity with early-year tax receipts and staffing costs, and reserve funds remain stable with posted beginning balances and small interest earnings. Operational funds such as Fire, Streets, and Tourism have only light expenditures to date, reflecting normal patterns for January.

Capital and project-related funds show limited early progress, as is typical before construction seasons begin. Funds that previously held temporary negative balances have now been updated following the receipt and posting of reimbursement payments, bringing their balances back into alignment with expected project funding levels.

Utility operations remain stable. The Water/Sewer Fund's revenues from user charges track as anticipated, and early expenditures reflect standard operating and capital costs with no irregularities noted.

In the Equipment Service Fund (Fund 500), approximately \$18,455 in expenditures were recorded in January. This amount is primarily attributable to the City's annual insurance premium for equipment and fleet assets, a cost paid once per year that results in higher expenditures at the start of the fiscal cycle.

Overall, the City's financial position for January remains sound. The report reflects normal timing and accounting patterns for this point in the year, and no fiscal issues or concerns were identified.

2026 BUDGET POSITION

a) City Of Stevenson

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001 General Expense Fund Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,376,733.98	0.00	1,376,733.98	100.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	100.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	100.0%
308 Beginning Balances	1,461,283.11	0.00	1,461,283.11	100.0%
000	0.00	0.00	0.00	100.0%
311 Property Tax	591,739.75	9,965.14	581,774.61	98.3%
313 Sales Tax	430,000.00	50,021.57	379,978.43	88.4%
316 Utility Tax	32,000.00	29,439.60	2,560.40	8.0%
317 Other Tax	16,000.00	0.00	16,000.00	100.0%
310 Taxes	1,069,739.75	89,426.31	980,313.44	91.6%
321 Licenses	2,900.00	811.67	2,088.33	72.0%
322 Permits	0.00	2,396.90	(2,396.90)	0.0%
320 Licenses & Permits	2,900.00	3,208.57	(308.57)	0.0%
000	0.00	0.00	0.00	100.0%
330 Grants	0.00	0.00	0.00	100.0%
335 State Shared	11,000.00	0.00	11,000.00	100.0%
336 State Entitlements, Impact Payments & Taxe	19,014.55	4,235.06	14,779.49	77.7%
337 Interlocal Loan Repayments	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	30,014.55	4,235.06	25,779.49	85.9%
341 Admin, Printing & Probation Fees	364,862.12	0.00	364,862.12	100.0%
345 Planning	4,500.00	50.00	4,450.00	98.9%
376 Parks	0.00	0.00	0.00	100.0%
340 Charges For Goods & Services	369,362.12	50.00	369,312.12	100.0%
350 Fines & Penalties	12,700.00	909.66	11,790.34	92.8%
000	0.00	0.00	0.00	100.0%
100 General Interest Income	5,500.00	1,745.51	3,754.49	68.3%
376 Parks	2,500.00	0.00	2,500.00	100.0%
360 Interest & Other Earnings	8,000.00	1,745.51	6,254.49	78.2%
380 Non Revenues	40,000.00	0.00	40,000.00	100.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
Fund Revenues:	2,993,999.53	99,575.11	2,894,424.42	96.7%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	645.92	36,354.08	98.3%
512 Judicial	82,510.00	5,444.99	77,065.01	93.4%
513 Executive	161,967.22	14,162.66	147,804.56	91.3%
514 Financial, Recording & Elections	214,997.94	17,707.78	197,290.16	91.8%
515 Legal Services	17,500.00	5,541.18	11,958.82	68.3%
517 Employee Benefit Programs	10,525.00	0.00	10,525.00	100.0%
518 Centralized Services	137,280.18	33,057.05	104,223.13	75.9%
521 Law Enforcement	402,300.00	0.00	402,300.00	100.0%
524 Protective Inspections	22,000.00	0.00	22,000.00	100.0%
528 Dispatch Services	6,000.00	0.00	6,000.00	100.0%

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001 General Expense Fund		Months: 01 To: 01			
Expenditures	Amt Budgeted	Expenditures	Remaining		
553 Conservation					
553 Conservation	521.00	0.00	521.00	100.0%	
000	65,000.00	0.00	65,000.00	100.0%	
550 Development Review	40,000.00	0.00	40,000.00	100.0%	
560 Planning	219,789.40	322.96	219,466.44	99.9%	
570 Economic Development	28,085.00	0.00	28,085.00	100.0%	
558 Planning & Community Devel	352,874.40	322.96	352,551.44	99.9%	
562 Public Health	10,000.00	0.00	10,000.00	100.0%	
565 Welfare	10,000.00	0.00	10,000.00	100.0%	
566 Substance Abuse	150.00	0.00	150.00	100.0%	
573 Cultural & Community Activities	1,500.00	0.00	1,500.00	100.0%	
576 Park Facilities	93,154.00	1,420.77	91,733.23	98.5%	
580 Non Expenditures	0.00	2,088.39	(2,088.39)	0.0%	
597 Interfund Transfers	325,811.00	0.00	325,811.00	100.0%	
100 Unreserved	1,057,109.67	0.00	1,057,109.67	100.0%	
102 Unemployment Reserve	33,414.00	0.00	33,414.00	100.0%	
104 Custodial Reserve	51,135.13	0.00	51,135.13	100.0%	
999 Ending Balance	1,141,658.80	0.00	1,141,658.80	100.0%	
Fund Expenditures:	3,027,749.54	80,391.70	2,947,357.84	97.3%	
Fund Excess/(Deficit):	(33,750.01)	19,183.41			

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010 General Reserve Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	354,785.42	0.00	354,785.42	100.0%	
360 Interest & Other Earnings	0.00	429.95	(429.95)	0.0%	
Fund Revenues:	354,785.42	429.95	354,355.47	99.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	354,785.42	0.00	354,785.42	100.0%	
Fund Expenditures:	354,785.42	0.00	354,785.42	100.0%	
Fund Excess/(Deficit):	0.00	429.95			

2026 BUDGET POSITION

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020 General Fire Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	2,126,547.88	0.00	2,126,547.88	100.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%	
340 Charges For Goods & Services	50,000.00	0.00	50,000.00	100.0%	
360 Interest & Other Earnings	0.00	1,820.55	(1,820.55)	0.0%	
397 Interfund Transfers	411,809.00	0.00	411,809.00	100.0%	
Fund Revenues:	2,588,356.88	1,820.55	2,586,536.33	99.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
202 Fire Department	210,136.88	5,426.33	204,710.55	97.4%	
203 Fire District 2	64,940.00	0.00	64,940.00	100.0%	
522 Fire Control	275,076.88	5,426.33	269,650.55	98.0%	
999 Ending Balance	2,313,280.00	0.00	2,313,280.00	100.0%	
Fund Expenditures:	2,588,356.88	5,426.33	2,582,930.55	99.8%	
Fund Excess/(Deficit):	0.00	(3,605.78)			

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100 Street Fund		Months: 01 To: 01		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	46,655.90	0.00	46,655.90	100.0%
000	0.00	16,658.34	(16,658.34)	0.0%
313 Sales Tax	400,000.00	0.00	400,000.00	100.0%
316 Utility Tax	70,000.00	0.00	70,000.00	100.0%
310 Taxes	470,000.00	16,658.34	453,341.66	96.5%
320 Licenses & Permits	600.00	161.00	439.00	73.2%
330 Grants	0.00	0.00	0.00	100.0%
336 State Entitlements, Impact Payments & Taxe	42,643.80	2,826.94	39,816.86	93.4%
330 Intergovernmental Revenues	42,643.80	2,826.94	39,816.86	93.4%
360 Interest & Other Earnings	0.00	30.50	(30.50)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
397 Interfund Transfers	189,000.00	0.00	189,000.00	100.0%
Fund Revenues:	748,899.70	19,676.78	729,222.92	97.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	429,933.73	16,747.30	413,186.43	96.1%
543 Stormwater	35,039.93	3,132.43	31,907.50	91.1%
545 Lights, Signs, Paths, Landscaping	40,357.50	0.00	40,357.50	100.0%
546 Snow Removal	37,092.19	0.00	37,092.19	100.0%
542 Streets - Maintenance	542,423.35	19,879.73	522,543.62	96.3%
543 Streets Admin & Overhead	121,310.70	25,773.86	95,536.84	78.8%
544 Road & Street Operations	8,000.00	0.00	8,000.00	100.0%
566 Substance Abuse	0.00	0.00	0.00	100.0%
594 Capital Expenditures	0.00	0.00	0.00	100.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%
999 Ending Balance	77,165.65	0.00	77,165.65	100.0%
Fund Expenditures:	748,899.70	45,653.59	703,246.11	93.9%
Fund Excess/(Deficit):	0.00	(25,976.81)		

2026 BUDGET POSITION

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103 Tourism Promo & Develop Fund			Months: 01 To: 01		
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,307,054.87	0.00	1,307,054.87	100.0%	
310 Taxes	487,190.00	35,152.94	452,037.06	92.8%	
360 Interest & Other Earnings	0.00	1,195.09	(1,195.09)	0.0%	
Fund Revenues:	1,794,244.87	36,348.03	1,757,896.84	98.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
573 Cultural & Community Activities	641,017.00	13,947.06	627,069.94	97.8%	
594 Capital Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	1,153,227.87	0.00	1,153,227.87	100.0%	
Fund Expenditures:	1,794,244.87	13,947.06	1,780,297.81	99.2%	
Fund Excess/(Deficit):	0.00	22,400.97			

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105 Affordable Housing Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	27,250.75	0.00	27,250.75	100.0%	
310 Taxes	5,000.00	409.94	4,590.06	91.8%	
360 Interest & Other Earnings	0.00	28.46	(28.46)	0.0%	
Fund Revenues:	32,250.75	438.40	31,812.35	98.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	32,250.75	0.00	32,250.75	100.0%	
Fund Expenditures:	32,250.75	0.00	32,250.75	100.0%	
Fund Excess/(Deficit):	0.00	438.40			

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107 HEALing SCARS Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	10,436.64	0.00	10,436.64	100.0%	
360 Interest & Other Earnings	0.00	20.15	(20.15)	0.0%	
Fund Revenues:	10,436.64	20.15	10,416.49	99.8%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	10,436.64	0.00	10,436.64	100.0%	
Fund Expenditures:	10,436.64	0.00	10,436.64	100.0%	
Fund Excess/(Deficit):	0.00	20.15			

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300 Capital Improvement Fund			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	306,406.26	0.00	306,406.26	100.0%
310 Taxes	20,000.00	1,941.81	18,058.19	90.3%
360 Interest & Other Earnings	0.00	113.57	(113.57)	0.0%
Fund Revenues:	326,406.26	2,055.38	324,350.88	99.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	100.0%
999 Ending Balance	326,406.26	0.00	326,406.26	100.0%
Fund Expenditures:	326,406.26	0.00	326,406.26	100.0%
Fund Excess/(Deficit):	0.00	2,055.38		

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311 First Street		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(385,304.60)	0.00	(385,304.60)	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%	
397 Interfund Transfers	0.00	0.00	0.00	100.0%	
Fund Revenues:	(385,304.60)	0.00	(385,304.60)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	(385,304.60)	0.00	(385,304.60)	0.0%	
Fund Expenditures:	(385,304.60)	0.00	(385,304.60)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

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312 Columbia Ave		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%	
Fund Revenues:	0.00	0.00	0.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	0.00	0.00	100.0%	
Fund Excess/(Deficit):	0.00	0.00			

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313 Park Plaza Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%	
397 Interfund Transfers	0.00	0.00	0.00	100.0%	
Fund Revenues:	0.00	0.00	0.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
576 Park Facilities	0.00	0.00	0.00	100.0%	
594 Capital Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	0.00	0.00	100.0%	
Fund Excess/(Deficit):	0.00	0.00			

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314 Lasher Street Improv. Fund			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(37,749.84)	0.00	(37,749.84)	0.0%
330 Intergovernmental Revenues	450,000.00	127,739.13	322,260.87	71.6%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	412,250.16	127,739.13	284,511.03	69.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	450,000.00	10,261.96	439,738.04	97.7%
999 Ending Balance	(37,749.84)	0.00	(37,749.84)	0.0%
Fund Expenditures:	412,250.16	10,261.96	401,988.20	97.5%
Fund Excess/(Deficit):	0.00	117,477.17		

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400 Water/Sewer Fund		Months: 01 To: 01		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	758,541.93	0.00	758,541.93	100.0%
401 Water	426,912.04	0.00	426,912.04	100.0%
402 Sewer	315,136.92	0.00	315,136.92	100.0%
308 Beginning Balances	1,500,590.89	0.00	1,500,590.89	100.0%
343 Water	0.00	350.00	(350.00)	0.0%
344 Sewer	0.00	115.50	(115.50)	0.0%
320 Licenses & Permits	0.00	465.50	(465.50)	0.0%
343 Water	1,102,437.54	66,488.11	1,035,949.43	94.0%
344 Sewer	1,785,582.00	146,076.66	1,639,505.34	91.8%
340 Charges For Goods & Services	2,888,019.54	212,564.77	2,675,454.77	92.6%
350 Fines & Penalties	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
343 Water	46,674.00	6,808.00	39,866.00	85.4%
344 Sewer	56,532.00	0.00	56,532.00	100.0%
400 Water/Sewer	4,000.00	0.00	4,000.00	100.0%
360 Interest & Other Earnings	107,206.00	6,808.00	100,398.00	93.6%
380 Non Revenues	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	4,495,816.43	219,838.27	4,275,978.16	95.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	1,317,514.68	108,938.73	1,208,575.95	91.7%
535 Sewer	1,202,929.11	101,856.60	1,101,072.51	91.5%
534 Water	60,621.80	0.00	60,621.80	100.0%
535 Sewer	485,691.70	0.00	485,691.70	100.0%
591 Debt Service	546,313.50	0.00	546,313.50	100.0%
000	0.00	0.00	0.00	100.0%
534 Water	116,126.54	18,145.00	97,981.54	84.4%
535 Sewer	0.00	0.00	0.00	100.0%
594 Capital Expenditures	116,126.54	18,145.00	97,981.54	84.4%
000	75,000.00	0.00	75,000.00	100.0%
534 Water	0.00	0.00	0.00	100.0%
535 Sewer	21,779.00	0.00	21,779.00	100.0%
597 Interfund Transfers	96,779.00	0.00	96,779.00	100.0%
400 Water/Sewer	475,848.64	0.00	475,848.64	100.0%
401 Water	369,886.04	0.00	369,886.04	100.0%
402 Sewer	371,668.92	0.00	371,668.92	100.0%
999 Ending Balance	1,217,403.60	0.00	1,217,403.60	100.0%
Fund Expenditures:	4,497,066.43	228,940.33	4,268,126.10	94.9%

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400 Water/Sewer Fund			Months: 01 To: 01
Fund Excess/(Deficit):	(1,250.00)	(9,102.06)	

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401 Water Short Lived Asset Reserve		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
397 Interfund Transfers	75,000.00	0.00	75,000.00	100.0%	
Fund Revenues:	75,000.00	0.00	75,000.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	75,000.00	0.00	75,000.00	100.0%	
Fund Expenditures:	75,000.00	0.00	75,000.00	100.0%	
Fund Excess/(Deficit):	0.00	0.00			

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406 Wastewater Short Lived Asset Res. Fund		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	130,674.00	0.00	130,674.00	100.0%	
397 Interfund Transfers	21,779.00	0.00	21,779.00	100.0%	
Fund Revenues:	152,453.00	0.00	152,453.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	152,453.00	0.00	152,453.00	100.0%	
Fund Expenditures:	152,453.00	0.00	152,453.00	100.0%	
Fund Excess/(Deficit):	0.00	0.00			

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408 Wastewater Debt Reserve Fund			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	0.00	61,191.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	61,191.00	0.00	61,191.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	100.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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410 Wastewater System Upgrades			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	0.00	0.00	100.0%
594 Capital Expenditures	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	0.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

2026 BUDGET POSITION

a) City Of Stevenson

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415 Cascade Avenue Utility Improvements			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	94,722.12	(94,722.12)	0.0%
390 Other Financing Sources	0.00	536,758.62	(536,758.62)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	631,480.74	(631,480.74)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	0.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	631,480.74		

2026 BUDGET POSITION

a) City Of Stevenson

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420 Cascade Avenue Mitigation Fund Months: 01 To: 01

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	19,550.00	0.00	19,550.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	19,550.00	0.00	19,550.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	100.0%
Fund Expenditures:	19,550.00	0.00	19,550.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

2026 BUDGET POSITION

a) City Of Stevenson

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500 Equipment Service Fund			Months: 01 To: 01	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	98,845.17	0.00	98,845.17	100.0%
340 Charges For Goods & Services	254,100.00	0.00	254,100.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	100.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
Fund Revenues:	352,945.17	0.00	352,945.17	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	185,449.01	18,455.03	166,993.98	90.0%
591 Debt Service	58,187.19	0.00	58,187.19	100.0%
594 Capital Expenditures	92,000.00	0.00	92,000.00	100.0%
999 Ending Balance	17,308.97	0.00	17,308.97	100.0%
Fund Expenditures:	352,945.17	18,455.03	334,490.14	94.8%
Fund Excess/(Deficit):	0.00	(18,455.03)		

2026 BUDGET POSITION

a) y Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 01			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
380 Non Revenues	0.00	73.84	(73.84)	0.0%	
Fund Revenues:	0.00	73.84	(73.84)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	0.00	0.00	100.0%	
Fund Excess/(Deficit):	0.00	73.84			

2026 BUDGET POSITION TOTALS

a) City Of Stevenson

Months: 01 To: 01

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,993,999.53	99,575.11	96.7%	3,027,749.54	80,391.70	97%
010 General Reserve Fund	354,785.42	429.95	99.9%	354,785.42	0.00	100%
020 General Fire Fund	2,588,356.88	1,820.55	99.9%	2,588,356.88	5,426.33	100%
100 Street Fund	748,899.70	19,676.78	97.4%	748,899.70	45,653.59	94%
103 Tourism Promo & Develop Fund	1,794,244.87	36,348.03	98.0%	1,794,244.87	13,947.06	99%
105 Affordable Housing Fund	32,250.75	438.40	98.6%	32,250.75	0.00	100%
107 HEALing SCARS Fund	10,436.64	20.15	99.8%	10,436.64	0.00	100%
300 Capital Improvement Fund	326,406.26	2,055.38	99.4%	326,406.26	0.00	100%
311 First Street	-385,304.60	0.00	0.0%	-385,304.60	0.00	0%
312 Columbia Ave	0.00	0.00	100.0%	0.00	0.00	100%
313 Park Plaza Fund	0.00	0.00	100.0%	0.00	0.00	100%
314 Lasher Street Improv. Fund	412,250.16	127,739.13	69.0%	412,250.16	10,261.96	98%
400 Water/Sewer Fund	4,495,816.43	219,838.27	95.1%	4,497,066.43	228,940.33	95%
401 Water Short Lived Asset Reserve	75,000.00	0.00	100.0%	75,000.00	0.00	100%
406 Wastewater Short Lived Asset Res.	152,453.00	0.00	100.0%	152,453.00	0.00	100%
408 Wastewater Debt Reserve Fund	61,191.00	0.00	100.0%	61,191.00	0.00	100%
410 Wastewater System Upgrades	0.00	0.00	100.0%	0.00	0.00	100%
415 Cascade Avenue Utility Improvem	0.00	631,480.74	0.0%	0.00	0.00	100%
420 Cascade Avenue Mitigation Fund	19,550.00	0.00	100.0%	19,550.00	0.00	100%
500 Equipment Service Fund	352,945.17	0.00	100.0%	352,945.17	18,455.03	95%
630 Stevenson Municipal Court	0.00	73.84	0.0%	0.00	0.00	100%
	<u>14,033,281.21</u>	<u>1,139,496.33</u>	<u>91.9%</u>	<u>14,068,281.22</u>	<u>403,076.00</u>	<u>97.1%</u>



City of Stevenson

Phone (509)427-5970
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7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

From: Cody Rosander
To: City Council
RE: Rock Creek Intake
Date: 2/18/2026

Hello City Council Members,

As you know we started Long Term Water Supply (LTWS) 1B in December. After reviewing the data from Rock Creek Intake and the water plant, we are left with some serious concerns. At this point, Grayling and the City share concerns that Rock Creek Intake has deteriorated to a point where we will not be able to pull in enough water to sustain the City this Summer. We were all hoping to limp along with the system until LTWS was completed, but that does not seem realistic anymore. If Rock Creek Intake does fail, we will be forced to switch to the redundant well. The well has been tested recently, but it has never been run long term. If the well were to fail, it would mean a water outage for Stevenson.

Grayling has investigated all viable options, but the only realistic one is getting into Rock Creek this summer and repairing the system. This would be a full replacement on the intake manifold and wet well. It would be a like for like replacement but with better materials than was originally installed. This work should last a substantial amount of time.

The Mayor, Water manager and I have been in conversation with this situation. We all feel we need to move forward with the repairs, as to not risk a water outage for our community. We have been engaged in grant opportunity discussion and looking at City funds as well.

The timeline is tight, but Grayling has started the conversation with permitting specialist to see if it is possible. If we start the process ASAP, they both feel it is very possible to obtain the permits needed to perform the work this Summer.

There is no accurate way to fully estimate the project cost currently, but rough preliminary numbers have been in the neighborhood of \$500,000.

As for the next steps, we will bring in a contractor to run a camera down the intake lines and inspect where/what the failure is. From there, depending on the findings, attempting mitigation without going into the creek if possible. If they are broken or severely damaged, move forward with the permit process and repairs.

I look forward to discussing this situation more at Council meeting.

Cody