

AGENDA
CITY OF STEVENSON COUNCIL MEETING
October 16, 2025
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Meeting ID 889 7550 7011, Zoom link
<https://us02web.zoom.us/j/88251202134>
or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjJvA/>

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

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

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

a) Public Comments

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].*

*Executive Session - City Council will convene in Executive Session under RCW 42.30.110(1)(i) - To discuss potential litigation.

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) Water Leak Adjustment - The Council is asked to authorize an adjustment for Account No. 25264. The excess usage was a result of a leak in the line from the meter to the entry point of the house. A new mainline was laid to fix the issue. Council is asked to authorize waiving \$94.20 from the customer's bill due to the leak.

b) Water Leak Adjustment - The Council is asked to authorize an adjustment for Account No. 25190. The excess usage was a result of a leak in the water line. Repairs were

completed and service was restored. Council is asked to authorize waiving \$510.89 from the customer's bill due to the leak.

- c) Resolution 2025-459 Waste Management Adoption Plan** - Skamania County Solid Waste and Recycling Division has asked Stevenson to adopt their waste management plan. Council is asked to approve Resolution 2025-459 adopting the waste management plan.

- d) Minutes** of 09-18-2025.

MOTION: To approve consent agenda items a-d.

5. SHERIFF'S OFFICE REPORT:

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

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) Presentation - Long Term Water Supply Study (Grayling Engineering)**

7. UNFINISHED BUSINESS:

8. COUNCIL BUSINESS:

- a) Utility Billing Audit** - City Administrator, Wesley Wootten, presents the findings of the utility billing audit and requests for waivers.

Motion: To approve waiving the overbilled amounts in the total of \$8,550.27 from the accounts identified in the audit to make them whole.

- b) Long Term Water Supply Study** - Council is asked to approve the 1B portion of the long term water supply study by Grayling Engineering.

Motion: To approve Grayling Engineering to conduct portion 1B of the long term water supply study.

- c) Cascade Avenue Budget Adjustment** - Due to a miscalculation, the original estimated cost of the Cascade Ave project was off by \$24,600. Council is asked to review and approve the new total project amount of \$803,056 (pre-tax).

Motion: To approve staff to sign the adjusted contract for the Cascade Avenue Utility Improvement Project with the increased cost of \$803,056.

- d) Personnel Policy Update - City Planner Position** - City Council is presented with a revision to the city personnel policy which changes the "Community Development Director" to "City Planner" and changes the "Planning and Public Works Assistant" to "Permit & Records Manager."

Motion: To approve Resolution 2025-460 updating the Personnel Policy and Salary Schedule.

9. INFORMATION ITEMS:

- a) Fire Chief Update** - Fire Chief, Ray Broughton provides an update to Council.
- b) Planning Commission Report** - The Stevenson Planning Commission has sent a report regarding their work on short term rentals.
- c) Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- d) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- e) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a)** Cody Rosander, Public Works Director
- b)** Wesley Wootten, City Administrator

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

12. MAYOR AND COUNCIL REPORTS:

13. 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.]*

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

15. EXECUTIVE SESSION - City Council will convene in Executive Session under RCW 42.30.110(1)(i) -To discuss potential litigation.

16. ADJOURNMENT - Mayor will adjourn the meeting.

=====

Please include this letter in the public comments section of the October 16th 2025 Regular council meeting packet.

Date: 10/11/2025

To: City Council members and City Staff

From: Brian McNamara

RE: Mandatory connection to recently installed sewer line along Loop Rd. and Frank Johns Rd.

At the August 21, 2025 regular city council meeting an ordinance (Resolution 2025-1229-Sewer Billing Policy) was passed regarding imposing a monthly fine for homeowners not immediately connecting to the new sewer line on Loop Rd. and Frank Johns Rd. Without returning to the details of council members Cox, Rice and owner's objections, the affected property owners need written explanation of the subsequent fees associated with varying degrees of compliance. I watched the meeting and did not understand what these outcomes would be.

I would like to commend public works director Cody Rosander for contacting the 25 or so affected property owners with an attempt to explain the possible options. In those conversations I asked what would be the result if the owner subsequently sold their property without following the mandatory connection. He did get back to me with an answer. He also said the city would be sending letters to affected owners outlining the various "carrot vs stick" (my quote) billing options depending on if or when the owners comply with mandatory connection. This was to be forthcoming in September.

No such notification has since arrived. One thing is clear. The city will impose a monthly fee for not connecting whether the owner has a working septic system or not as well as property that has not been built on yet. The cost to decommission a working septic system and connect to the sewer plus the huge connection fee and subsequent monthly billing increase has been discussed and commented on by the public. It will be expensive for the property owners! The new ordinance is not popular with affected homeowners and lot owners. According to Cody there are various time limits for various compliance options the city is offering. When do those deadlines commence? Have they already been initiated without written notification? These issues should have been discussed prior to construction of the new line. It is my hope the city will provide such written explanation and notification before initiating fines or fees.

Thank you,

Brian McNamara

a)

WATER ADJUSTMENT WORKSHEET

Meter # 600100

WATER ADJUSTMENT WORKSHEET

Serial # 21147115

Customer: Lovelace Account # 25264

Read after Request 39,121

Date Repaired: 9/4/2025

Use ... 3,350

20th read 35771

Cubic Foot Leakage:		Average Cubic Foot Usage:		Excess \$ Amount
Month:	Jul-25	1	1151	\$48.06
		2	929	\$33.86
Usage:	2396	3	343	\$0.00
		4	407	\$0.00
Average Us	503	5	0	\$0.00
		6	188	\$0.00
Leak Total	1893	0	3018 Total	Avg \$13.65
			Avg.	503 0

Leak: Cu ft Total less average usag 1893 X 0.0084 = Adjustme 15.9

Leak ... Actual Bills:

Average Usage Bill:

Month	August	
Water	60.79	60.79
Excess	123.75	13.65333
Sewer	0	0 0
Excess	0	0
Totals	184.54	0 74.44333
Actual Leak Bill	184.54	Avg Bill 74.44333 Less Adj Fe 15.9

Recommended Credit Requested: \$94.20

Max Reimbursement \$1,000

Doug Lovelace
&
Gudrun Stoffelmayr
5971 E Loop Road
Stevenson, WA 98648

September 10, 2025

City of Stevenson
7121 E Loop Road
Stevenson, WA 98648

Re: Water leak at 5971 E Loop Road

Thank you for your letter notifying us of the potential water leak at our property. After extensive evaluation we were unable to locate a leak but did note some water usage while water was shut-off at the house. We surmised there was a leak somewhere in the long run from the meter to the entry point under the house.

Rather than excavate the current main, we trenched for a new mainline from the meter to the front of the house and under the foundation. A new 1" pex main was laid along with a new shut-off at the meter. When tested overnight no loss was detected. The work was completed the week of September 1st.

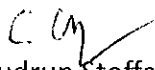
We are requesting an adjustment due to the increased usage during the billing periods for July and August.

We'd also like to take this opportunity to express our gratitude to the City's office and field staff for their excellent help throughout this unexpected project. In every engagement, City employees have been helpful, friendly, responsive and patient. It has been a pleasure working with everyone involved.

Thank you for your consideration of this request. Please let me know if any supporting documentation is required.



Doug Lovelace
916-207-4277



Gudrun Stoffelmayr

a)

CITY OF STEVENSON

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

BILLING PERIOD	
6/21/2025-7/20/2025	
DUE DATE	ACCOUNT NUMBER
08/10/2025	25264
BILL DATE	AMOUNT DUE:
07/31/2025	184.54
ACCOUNT HOLDER	
Doug Lovelace	
SERVICE LOCATION	
1682.2 - 5971 E LOOP ROAD	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
		PREVIOUS	PRESENT			
Water	07/21/2025	33375	35771	1.0000	2396	Previous Balance: Adjustments: Payments: Balance Forward: Water Water Consumption 110.59 0.00 110.59 0.00 60.79 123.75
WATER CONSUMPTION HISTORY						Current Charges: Balance: 184.54 184.54
		30:	0.00	60:	0.00	90+: 0.00

The 2024 Water Confidence Report is out. You can find it and past years reports at http://bit.lyStevenson_CCRs

DUE DATE	AMOUNT DUE
08/10/2025	184.54
SERVICE LOCATION	
1682.2 - 5971 E LOOP ROAD	
ACCOUNT NO.	AMOUNT ENCLOSED
25264	

Doug Lovelace
5971 E LOOP ROAD
Stevenson, WA 98648-6338

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

b)

WATER ADJUSTMENT WORKSHEET

Meter # 603400

WATER ADJUSTMENT WORKSHEET

Serial # 21147153

Customer: Player Account # 25190

Read after Request

Date Repaired: 10/8/2025

Use ... -27,675

20th read 27675

Cubic Foot Leakage:		Average Cubic Foot Usage:		Excess \$ Amount
Month:	Sep-25	1	0	\$0.00
		2	743	\$18.18
Usage:	11924	3	303	\$0.00
		4	284	\$0.00
Average Us	394	5	293	\$0.00
		6	741	\$0.00
Leak Total	11530	0	2364 Total	Avg \$3.03
		Avg.	394	0

Leak: Cu ft Total less average usag 11530 X 0.0084 = Adjustme 96.85

Leak ... Actual Bills:

Average Usage Bill:

Month	September	
Water	41.23	41.23
Excess	610.77	3.03
Sewer	140.92	0 140.92
Excess	0	0
Totals	792.92	0 185.18
Actual Leak Bill	792.92	Avg Bill 185.18 Less Adj Fe 96.85

Recommended Credit Requested:

\$510.89

Max Reimbursement

\$1,000

Jennifer Player
250 NE Ridgecrest Dr
Stevenson, WA 98648

October 8, 2025

City of Stevenson
7121 E loop Rd
PO Box 371
Stevenson, WA 98648

To the City Council,

While I was on work-related travel in Japan from September 6–13, 2025, a failure occurred in the water line to my home near the shutoff valve. My pet sitter discovered standing water in the yard surrounding the shutoff access point. On September 11, PUD was contacted to shut off water service to my home.

Due to limited availability, a plumber was not able to assess the issue until September 17. At that time, the leak was located on my property side of the shutoff valve (see attached invoice for repair details). The necessary repairs were completed, water service was restored, and photos of the repair are attached for reference.

As a result of this leak, the City recorded 11,924 cubic feet of water usage during this period—significantly exceeding my normal consumption since I purchased the home in 2020. Because this excessive usage was directly caused by the leak, which I addressed as quickly as possible once discovered, I respectfully request that the City Council approve an adjustment to my water bill to account for the water loss associated with this event.

Thank you for your consideration.

Sincerely,



Jennifer Player

b) CITY OF STEVENSON

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

BILLING PERIOD	
8/21/2025-9/20/2025	
DUE DATE	ACCOUNT NUMBER
10/10/2025	25190
BILL DATE	AMOUNT DUE:
09/30/2025	792.92
ACCOUNT HOLDER	
Jennifer Player	
SERVICE LOCATION	
1027.0 - 250 NE RIDGECREST DRIVE	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
		PREVIOUS	PRESENT			
Water	09/22/2025	15751	27675	1.0000	11924	Previous Balance: Adjustments: Payments: Balance Forward: Water Water Consumption Sewer 182.15 0.00 182.15 0.00 41.23 610.77 140.92
WATER CONSUMPTION HISTORY						Current Charges: Balance: 792.92 792.92
		30:	0.00	60:	0.00	90+: 0.00

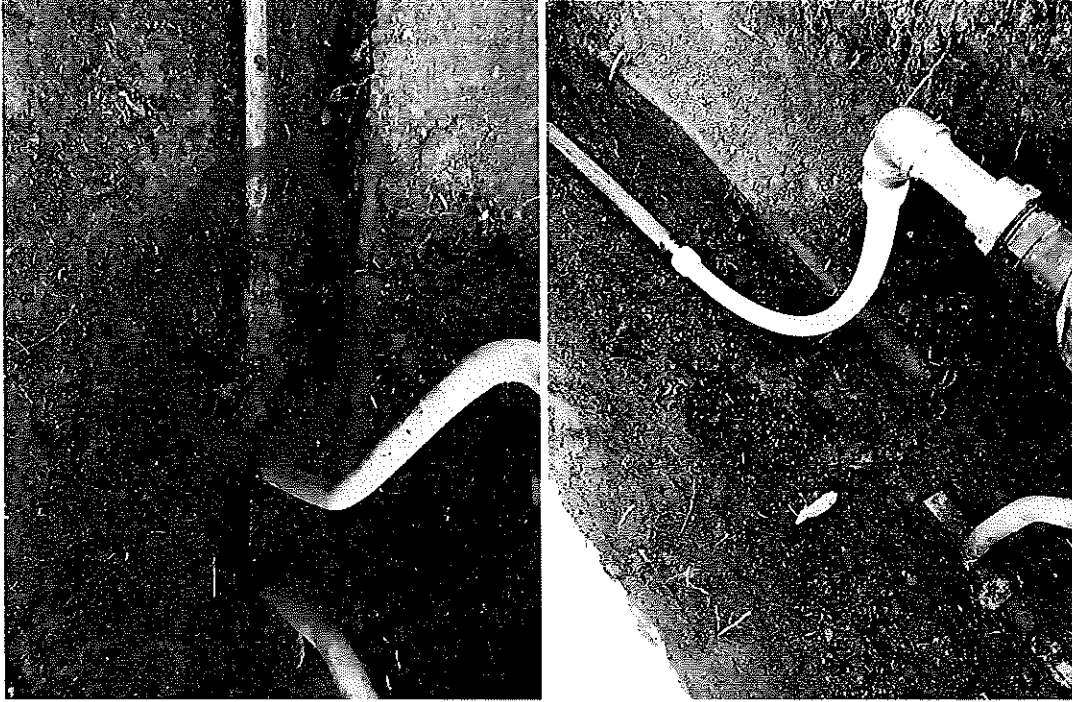
Happy Fall! Keeping sidewalks clear of debris is an important safety precaution for everyone in the community.

DUE DATE	AMOUNT DUE
10/10/2025	792.92
SERVICE LOCATION	
1027.0 - 250 NE RIDGECREST DRIVE	
ACCOUNT NO.	AMOUNT ENCLOSED
25190	

Jennifer Player
250 NE Ridgcrest
Stevenson, WA 98648-4206

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

b)



City of Stevenson

RESOLUTION NO. 2025-459

A resolution of the City of Stevenson, Washington, Adopting the 2025 Skamania County Solid and Hazardous Waste Management Plan.

WHEREAS, RCW 70.95.090 and 70.105.220 requires each local government or combination of contiguous local governments to prepare Local Solid Waste and Hazardous Waste Management Plans based on the state guidelines, and

WHEREAS, City of Stevenson has agreed to participate in the preparation in a joint City- County Solid and Hazardous Waste Management Plan, and

WHEREAS, the 2025 Skamania County Solid and Hazardous Management Plan must be submitted to the Washington Department of Ecology with Resolutions or Motions of Plan Adoption by the Cities and County which are jointly preparing the 2025 Skamania County Solid and Hazardous Waste Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Stevenson, that the City of Stevenson does hereby adopt the 2025 Skamania County Solid and Hazardous Waste Management Plan.

Done at an open public meeting this _____ day of _____, 2025.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Preliminary Draft

SKAMANIA COUNTY SOLID AND HAZARDOUS WASTE MANAGEMENT PLAN

2025 - 2030

SKAMANIA COUNTY, WASHINGTON
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE MANAGEMENT DIVISION

*Prepared by:
Skamania County Solid Waste*

ACKNOWLEDGEMENTS

The Skamania County Public Works Department acknowledges and expresses appreciation to the following for guidance and invaluable assistance in the development of this plan revision:

The Skamania County Board of Commissioners

Tom Lannen	Chairperson	District 1
Richard Mahar		District 2
Asa Leckie		District 3

The Skamania County Solid Waste Advisory Committee

Carloyn Sourek	City of Stevenson
Mark Rigos	City of North Bonneville
Jocelynn Jones	Waste Connections
Mary Repar	
Peggy Lowry	
Jeannie Sizemore	

Washington Department of Ecology

Laura Busby	Regional Planner, Southwest Regional Office
Christina Kullberg	Regional Planner, Southwest Regional Office

Collection Services

Jim Winterbottom	Columbia River Disposal Garbage Service

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Coordination, Analysis and Plan Preparation

Walter L. Forslund P.E.	Forssa Engineering Inc.

c)

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THE 2025 SKAMANIA COUNTY SOLID AND HAZARDOUS WASTE MANAGEMENT PLAN

BACKGROUND

The Washington State Solid Waste Management Recycling and Recovery Act, Chapter 70.95 RCW (The Act), requires each county within the state, in association with the cities and towns located within it to plan an integrated and comprehensive solid waste management system that emphasizes waste reduction and recycling. Management of solid waste which cannot be recycled or managed alternatively can be incinerated, landfilled or a combination of the two.

The Act requires plans to specify the management actions that will be taken over a six-year (detailed) and 20-year (general) period. The Washington Department of Ecology (Ecology) issued Solid Waste Planning Guidelines that interpret and expand upon the planning requirements of the Act.

Skamania County Public Works/Solid Waste Management Division (SWMD) is the lead-planning agency for solid waste. Previously, the 2001 and the 2014 Solid Waste Plan incorporated the requirements of the “Waste Not Washington Act,” (HB 1671).

In 1989 Clark and Skamania County developed a Hazardous Waste Management Plan required under RCW 70A.300 which allowed a combination of contiguous local governments to prepare a local plan for managing Hazardous waste. It was updated to include the oil requirements.

The 2025 Skamania County Comprehensive Solid and Hazardous Waste Management Plan (Plan) employs the same basic format as presented in the 2014 and the 2001 Plan and is in accordance with the Act and Ecology’s Guidelines. This Plan updates all components of the solid waste management system and incorporates the Hazardous Waste Plan, to provide the basis upon which future management decisions are determined.

The first step in preparation of the Plan was a study of the physical operations, considered existing conditions. Alternative management strategies were then analyzed in consideration of future County needs and to make the solid waste operation self-supporting by means of reducing costs or implementing appropriate user fees so as not to be dependent on the County's general funds. It is intended that during implementing this Plan, the Solid Waste Advisory Committee (SWAC), and County staff will continue to evaluate these options and recommend implementation for those projects that support the County's goals and objectives, to the Board of County Commissioners.

Recommendations with reference to chapters and sub-sections in which the base materials are discussed are presented in Chapter 9.

Planning Approach and Existing Conditions

The Skamania County solid waste system is a combination of private companies and public agencies. Components of an integrated solid waste management system include:

- Planning process, administration, and enforcement.
- Information and education.
- Solid Waste collection, storage, export and disposal.
- Recyclable Material collection, processing and marketing.
- Hazardous waste programs.

The Plan provides an assessment of current, solid waste management needs, facilities, and programs. Services differ among components of the solid waste system. The County owned capital facilities are an integral part of several solid waste system components, while the remaining infrastructure is owned and operated by a variety of entities. The components are summarized below, while the general alternatives; descriptions and evaluations are found in the following chapters.

Planning, administration and enforcement includes an inventory and evaluation of existing facilities. It is a twenty-year estimate of long-range needs for solid waste handling facilities. Finally, recommendations for a variety of control and enforcement measures to ensure that the solid waste system will develop and operate as planned are included. The solid waste planning requirements are met by the Skamania County Public Works/Solid Waste Management Division with input from all affected jurisdictions. The Skamania County Health Department has responsibility for enforcement of solid waste regulations and the permitting of facilities.

Information and education is a continuing County planned priority in cooperation with other local jurisdictions and agencies. Where there is opportunity, successful outreach may combine several educational elements into one technical visit. The three primary target audiences in the County are adults, children (K-12) and small quantity generators of Hazardous waste (households and businesses).

Solid Waste has several activities associated with its administration. The Washington Utilities and Transportation Commission (WUTC) regulate solid waste collection in the unincorporated county through issuances of G certificates to qualified companies. As a result, residential and business solid waste collection is available everywhere in the County by private hauling companies.

Cities have the right to contract for solid waste collection, operate a collection service or allow the WUTC to set rates. In Skamania County there are no cities that take advantage of this opportunity.

All solid waste that is collected from residences and business throughout the County and Cities is disposed of outside the County (privately owned and operated collection and disposal companies). Presently, the County owns and operates a solid waste transfer station in Stevenson that has the capacity to accept compacted loads from solid waste collection businesses.

Solid waste collection is not mandatory and therefore not all of the waste generators use the collection service, some self-haul their wastes. Because the County is required to ensure disposal capacity in some form is available for twenty years, the County owns and operates a total of three solid waste facilities. The Stevenson Transfer Station also accepts self-hauled waste, while the Mt. Pleasant and the Underwood drop-box facilities only accept waste from self-haulers.

The County short hauls the waste from the two end facilities to the transfer station facility in Stevenson. The solid waste is then exported long haul for disposal at the Wasco County Landfill, in Oregon.

Residential recyclable material collection services are offered at the three County facilities in accordance with RCW 70.95.092 that states:

Levels of service shall be defined in the waste reduction and recycling element of each local comprehensive solid waste management plan and shall include the services set forth in RCW 70.95.090. In determining which service level is provided to residential and nonresidential waste generators in each community, counties and cities shall develop clear criteria for designating areas as urban and rural. In designating urban areas, local governments shall consider the planning guidelines adopted by the department, total population density, and any applicable land use or utility service plans.

The initial rural designation was based on city size and population density. Using these criteria, all of the incorporated and unincorporated areas of the County are still considered rural. The three County facilities collect residential and commercial recyclable material dropped off by self-haulers. The County short hauls the recyclable materials from Mt. Pleasant and Underwood to the Material Recovery Facility in Stevenson co-located at the Solid Waste Transfer Station. The County processes, markets and long hauls the materials to market.

There is no residential curbside collection of recyclable materials offered anywhere in the County. Some businesses bale and market their own recyclable materials, while other business bale their recyclables and bring it to the Stevenson MRF. Other businesses pay to have their recyclable materials collected, but this material is not brought to the County owned and operated recycling facilities.

CHAPTER 1 – INTRODUCTION

The 2025 Skamania County Comprehensive Solid and Hazardous Waste Management Plan (2025 Plan) is a revision of the 2001 and the 2014 Skamania County Comprehensive Solid Waste Management Plan. The 2014 Plan manages Skamania County's waste in accordance with the State's solid waste management priorities; Chapter 350 WAC standards for solid waste facilities and solid waste disposal respectively; and Chapter 340-93 OAR, Solid Waste: General Provisions. The 2025 Plan shall also comply with any revisions or additions to the State law for both Oregon and Washington, since Skamania County's solid wastes are generated in Washington, but disposed of in Oregon.

The 2025 Skamania County Comprehensive Solid and Hazardous Waste Management Plan remains in current condition as described by RCW 70A.205 and has met and will continue to meet the "Maintenance of Plans, Review and Revision" as described.

1.1 Local Governments Agreements

The Interlocal agreements between Skamania County and the Cities of Stevenson and North Bonneville have been updated and reflect the authorization of the County to prepare this Plan revision on their behalf.

The Cities of Stevenson and North Bonneville have taken an active role in the Skamania County Solid Waste Advisory Committee (SWAC). They have active members on the committee and participated in the planning processes (See Appendix A, Interlocal Agreements).

1.2 Goals and Objectives

The guiding principal of the Plan is to preserve the quality of life in Skamania County by protecting the air, soil and water. Although the State did not reach its 50% waste reduction and recycling goal by 1995, it is the first priority of the County to assist the Department of Ecology in its continued attempts to meet that endeavor. To attain this directive the Plan identifies several goals and objectives the County will strive towards. The three key goals include:

GOALS

Goal 1: The County will provide the leadership and cooperation necessary to solve the community problems faced by the generation of solid waste.

Goal 2: All local governments, agencies and jurisdictions will implement and improve upon the Plan's recommendations such that the combined efforts enable the County to identify, meet or exceed the State's recycling goals.

Goal 3: The County will develop solid waste alternatives that are consistent with the State's priorities as defined in Chapter 70A.300.260 RCW.

OBJECTIVES

1. Increase the awareness of the Skamania County citizens and businesses regarding a) the opportunities for waste reduction and recycling; and b) the proper methods for solid waste handling, storage and disposal.
2. Establish a leadership role as the County government by defining each department's responsibilities in reaching the goals (close the loop by buying recycled content products).
3. Reduce the quantity of solid waste that is generated in Skamania County.

To reach the Plans Goals and Objectives will require coordinating efforts on local and regional levels, in public and private partnerships and with support of Ecology's Grants Program.

The County continues to monitor Best Available Technology in these areas and reserves the right to pilot new programs that may enhance the State's Goals and priorities, while easing the County's costs, including: Green mulching, composting, energy recovery, etc.

A preferred outcome of the 2025 Plan is an analysis of the alternative operating scenarios in an attempt to keep the solid waste operation self-supporting.

1.3 Plan Relationship to other Local Plans

1.3.1 Hazardous Waste

Skamania County Solid Waste Management Division does not accept hazardous waste at the transfer stations. The generators of hazardous waste are referred to appropriate companies and/or landfills for disposal of their hazardous waste. The County does have a hazardous spill plan through the Hazardous Waste Agency Coordinating Committee that has been prepared and administrated by the Department of Emergency Services.

1.3.2 State Solid and Hazardous Waste Management Plans - - Moving Washington Beyond Waste and Toxics)

The State Solid and Hazardous Waste Plan guides the management of waste and materials in Washington. Its vision is to eliminate waste and toxics wherever possible and use the remaining wastes as resources. The plan advances the state's waste management hierarchy, established in the solid and hazardous waste statutes; that waste reduction is the highest priority, followed by recycling, and then safe disposal.

Washington's residents, businesses, and governments have all made big improvements in waste management practices since the first state plan was adopted in 1972, but there is work yet to be done.

1.3.3 Hazardous Waste Plan

Until recently, the Hazardous Waste Plan was a cooperative agreement between Clark and Skamania Counties with the Southwest Washington Health District as the Lead Agency. With the 2001 Plan revision the Skamania County Solid Waste Management Division (SWMD) accepted the authority for program implementation and has included the HW Plan as a Chapter within the Plan

The Solid Waste and the Hazardous Waste Plans have been combined to form this six-year Plan. Management efficiencies are anticipated due to similar health risks posed by the waste streams and include permitting and enforcement. Other efficiencies such as the same planning area and streamlined education programs will allow the County to be more responsive to the needs of the public, eliminate duplication, and increase effectiveness.

1.3.4 Columbia Gorge Management Plan

The Columbia River Gorge National Scenic Area (Management Plan) ensures that land in the National Scenic Area is used consistently with the purposes and standards of the National Scenic Area Act. The Gorge Commission and Forest Service must revise the Management Plan at least every 10 years.

The plan contains the land use and resource protection standards, non-regulatory programs, actions for protecting and enhancing Columbia River Gorge resources, as well as a description of roles and relationships of governments and agencies responsible for implementation of the National Scenic Area Act. All solid waste or Hazardous waste facilities/activities presently sited in the County meet the requirements of the current Skamania County Zoning Ordinance and are aligned with the Columbia Gorge Management Plan.

1.4 Planning History of Solid Waste/Evaluation of Goals and Recommendations

The 1974 Solid Waste Generation, Disposal, and Management Plan determined that the environmental conditions in the County were not conducive for the siting of a sanitary landfill. It was recommended that the three open dumpsites in the County be closed, and the waste collected and exported to an out-of-county landfill disposal site. The plan recommended that the solid waste be managed at a transfer station(s) type facility. The handling of miscellaneous wastes was established for materials such as tires, white goods, aluminum etc. A special area was set up for the collection of yard and building debris, and at a minimum of once a year the pile was burned. The recommendations of this plan set the stage for future management activities.

The 1984 Solid Waste Management Plan initiated/continued to implement those programs recommended in the earlier plan. The landfill was closed, and a Solid Waste Transfer Station was constructed, combined with a Material Recovery Facility (MRF) in The City of Stevenson. The solid waste was dumped onto a conveyor that first passed through the Material Recovery Facility. Here staff would pick recyclable materials from the commingled waste. The combustibles were also sorted and processed by a Refuse Derived Fuel (RDF) Pelletizer into fuel pellets.

Other operations included drop-box facilities at Mt. Pleasant and Underwood; exportation of solid waste to landfills outside the County, and the prominence of waste reduction and recycling elements with an emphasis on education. A cost reduction in the operation of the solid waste system was also recommended. These recommendations were implemented.

The 1991 Skamania County Comprehensive Solid Waste Management Plan assessed the costs of the major components in the solid waste program. The source separation of recyclable materials was determined to be more cost effective than the labor-intensive waste sort. The pilot refuse derived fuel project was discontinued. During implementation of the 1991 Plan, the transfer station was moved to a new location. Solid waste from self-haulers is compacted and exported to a landfill out of the County. The WUTC franchised solid waste G certificate services do not use, and have not used, the County owned facilities throughout the twenty-year implementation of the Plan. The County was forced to raise its rates to pay for the new facilities, causing a downward spiral in the waste volumes.

The importance of waste reduction and recycling was re-emphasized in the 2001 and 2014 Plan. The 2001 and 2014 Plan stressed the need to implement steps to reduce the amount of waste disposal going to the landfill. It provided monetary incentives to those citizens who source separated their waste when hauling to the transfer station or the drop box sites. People were allowed to drop off recyclable materials at no charge. Adjacent to the Stevenson Transfer Station a Material Recovery Facility was constructed. Here source separated materials were conveyed across a pick line so that County staff could sort out residual material.

1.4.1 Planning Process

The planning process for this Revision began in May 2023, when the Skamania County Solid Waste Management Division (SWMD), The Skamania County Environmental Health Department (SCEHD), Solid Waste Advisory Committee (SWAC), and the Washington State Department of Ecology (Ecology); and others agreed to develop a revised Skamania County Comprehensive Solid and Hazardous Waste Management Plan.

They conducted and evaluated local records and reports and reviewed regional and state waste data from the public and private sectors. The committee input was used to identify specific needs and concerns of the small business community and the general public. It developed a list of programs and assigned final priorities to the programs.

1.4.2 Public Participation

Chapter 70A.205 RCW, and RCW 70A.300 require localities that develop and implement Solid Waste and Hazardous Waste (HW) Plans to involve the public in the process. Skamania County invited the public to participate in reviewing project findings, evaluating and selecting management strategies and alternatives, and approving the draft plan. The community involvement program contained the following elements:

- County SWAC
- Creation of a fact sheet distributed to county residents and businesses.
- Advertisement campaign
- Public meeting
- Briefings to participating jurisdictions during plan adoption.

1.4.3 Adoption Procedures

Procedures for adopting the 2025 Skamania County Comprehensive Solid and Hazardous Waste Management Plan (2025 Plan) follow Ecology's Planning Guidelines. These include:

- Technical Draft review by the Solid Waste Advisory Committee (SWAC), County Solid Waste Management Division (SWMD), and the Skamania County Environmental Health Department. The Preliminary Draft 2025 Plan is submitted concurrently to the public and the two state agencies, Washington Utilities and Transportation Commission (WUTC), Washington State Department of Agriculture (WSDA) and Ecology; October 2024 – February 2025, 120 day plan review period.
- The Final Draft 2025 Plan incorporates comments received into this draft from the public and the state agencies: Ecology, WUTC, WSDA.
- The final Draft Plan is presented to the Cities for adoption, to the County Council for adoption, and is then sent to the Department of Ecology for approval; 45 day plan review period.

The timeline for the 2025 Plan is as follows:

- August – September 2023, Technical Draft Plan review and SEPA determination: County Planning Department and Solid Waste Management Division/City Staff, SWAC, SCEHD.
- September – December 2025, 120 day Preliminary Draft Plan review: State agencies (Ecology, WUTC); County/City public meeting(s).
- March 2025, respond to Preliminary Draft Review comments.
September 2025, 45 day Final Draft Plan review: Ecology.

1.4.4 Amendment Procedures

Throughout the course of implementing the 2025 plan, it is expected that program recommendations may be modified. The duration of programs could be a construction period or an event, or, an achieved action that is not repeated. Some programs will be discontinued as others are introduced. Still others may be repeated continuously but altered upon evaluation of the desired outcome, or the breadth of success.

As mentioned above, amendments to state or local laws or changes in technology may also occur. The 2025 Plan will remain current under these conditions. The County will rationally review applicable opportunities and best management practices when presented, either local or regional in scope. Alternatives within the 2025 Plan can be implemented provided they are consistent with the intent of the plan and do not significantly alter the administration of the plan. These actions will be considered insignificant and do not require a plan revision. While no

formal process is required, the staff will inform the SWAC when benchmarks are achieved, at measured success of events and as each new activity is initiated, for example, staff will inform the SWAC when the recycling materials list is amended.

When an unplanned activity is deemed necessary, when the intent of the plan is altered or when environmental or economic activities impact the planned programs, those changes to the plan will be considered significant. Changes to the plan that affect the rights or responsibilities assigned by the plan will be considered significant. Where changes are significant, the process described above in Subsection 1.4.3 will be followed.

1.4.5 Plan Revision

The Hazardous waste section of this plan is designed to be reviewed and revised as necessary along with the planning schedule of the Skamania County Comprehensive Solid Waste and Moderate Waste Management Plan (Plan). When completed, the 2025 Plan will be available for public review and for sale at the Courthouse Annex, Public Works office, and the Solid Waste office; and will be on file at the Stevenson County Public Library. To remain current, the 6-year Implementation Schedule and 20-year long-term needs analysis must be revised periodically, at least every 5 years.

1.5 General Description of the Planning Area

This subsection provides information about the planning area and about local, state and federal programs pertaining to solid and Hazardous waste. This information includes population, economics, land use, past practices and existing infrastructure, needs and opportunities, regulations and financing.

1.5.1 Physical

Skamania County is located along the southern boundary of Washington State. It is bordered on the west by Clark and Cowlitz Counties, the north by Lewis County, the east by Klickitat and Yakima Counties and the southern border by the Columbia River/Oregon. The major roadway is State Route # 14, traveling east and west along the Columbia River.

1.5.2 Natural

The topography of the County is mountainous with elevations ranging from 75 feet near the Columbia River to 8365 feet, at the summit of Mt. St. Helens. The County is heavily forested rugged terrain and the majority of the County is located in the Gifford Pinchot National Forest and the Mt. St. Helen's National Volcanic Monument. The County has 1,672 square miles.

The climate is West Coast Mediterranean, a rainforest with moderate temperatures for most of the year; with yearly average lows of 44.3 degrees and highs of 61.8 degrees. The number of days over 90 degrees is 7 and the number of days below 32 degrees is 38. The average growing season is 210 days. The average number of days per year of precipitation is 69 days of rain and 12 days of snow, sleet, hail etc. The average yearly rainfall is from 40 inches in the eastern part

of the County, to 115 inches in the central and western parts of the County.

The soil of the county is typical colluvial material, shallow and providing poor drainage. The potential for erosion is high; creep and active soil movement is visible along the southern edge of the County. Previous determinations conducted by the County Public Works Department show the soils of the County to not be suitable for landfill construction, with the possible exception of the most eastern part of the County.

The geology of Skamania County is land formations developed from lava flows, volcanic activity and subsequent bending, uplifting, and weathering. The significant geological features include water level passage through the Cascade Mountains, Mt. St. Helens (an active volcano), and several unique land formations along the Columbia River.

The environment of the County is mostly federally forested land. The land in private ownership is along the Columbia River; land use on the East End of the County is mixed among single family households, small farms and orchards. On the West end of the County rapid development of single family dwellings is occurring; providing a bedroom community for jobs in the Metro area (the Cities of Portland and Vancouver). The environment provides clean air and scenic beauty, attracting recreational development. However, the Columbia Gorge National Scenic Area Act regulates development and growth in the area along the Columbia River in the NSAA.

1.5.3 Demographics:

While the Physical, Natural, and Transportation elements of the previous plans have not changed significantly, the population and the economics of the area have. The following are the 2022 population statistics as furnished by the Washington State Office of Financial Management (OFM):

Table 1-1: 2022 Skamania County Population Statistics	
<u>Category</u>	<u>Population</u>
County Population	12,460
Households	5898
Businesses (est.)	203

Population:

The population of Skamania County is concentrated in the southern quarter of the County near the Columbia River, where the Cities of Stevenson and North Bonneville are located. Several population trends have been observed in the past decades. The decade of the 1970's experienced a 35 percent increase in growth. For more than half of the 1980's the population slightly declined, but recovered by 1990, for an overall increase of approximately 4 percent.

During the 1990's the total County population changed significantly. It grew at a rate higher than nineteen-percent. The City of North Bonneville saw the greatest increase at 37 percent,

while the City of Stevenson saw an increase of 11 percent. OFM has projected that the Skamania County population will increase by 482 people by the year 2035. These figures are within the 20-year population estimates prepared by the Skamania County Planning Department and found in Chapter 2, Table 2-5 of the Plan.

Socioeconomic:

There are nearly 200 persons employed in the County. The average monthly employment is distributed between government (40%), services and retail trade (35%) and manufacturing (15%). Previously, the County's economy was primarily a wood products industry. It was 64% of total employment in 1985. Since the loss of that economy, no industry has emerged to compensate for that employment. Instead there has been significant growth in the retail trade and service sectors. No longer a forestry/agriculture economy of a typical rural nature, the County is rather a mixture of urban activities (service and retail trade, retired, bedroom community, hobby farming, etc.) situated along the State Highway 14 corridor.

Major private employers in Skamania County include the Skamania Lodge, Wilkins, Kaiser, and Olsen Inc. (WKO), Green Diamond Lumber Co., and Scottco Manufacturing. Some of the larger governmental employers include Skamania County, Stevenson-Carson School District, Port of Skamania, U.S. Fish and Wildlife, and the U.S. Corps of Engineers.

Land Use:

The vast majority of land within Skamania County is federally owned and forested. Private land accounts for 19 percent of the total land in the County. There are two incorporated cities within the County, Stevenson and North Bonneville. The dominant land use is residential and commercial. While both Cities have areas zoned industrial, Stevenson is only zoned for light industry, while North Bonneville does not distinguish between light and heavy industry. In compliance with state law (RCW 70A.300) the County designates land use zones in which hazardous waste treatment and storage facilities are allowed as a permitted use.

Zone Designations:

As discussed fully in the Hazardous Waste Chapter of the 2014 Plan, Skamania County's Zoning allows for on-site hazardous waste treatment and storage facilities in community commercial zones and industrial zones. Off-site facilities are allowed in industrial zones only. It was noted in the previous 1989 HW Plan; all jurisdictions in Skamania County submitted a certificate of compliance verifying the amended zoning language to Ecology and have been approved.

Transportation:

State Roads:

The major roadway is State Highway #14. It follows the Columbia River along the County's southern boundary for 45 miles. State highway 140, located in the western part of the County, is 4 miles in length.

County Roads:

Skamania County has 250 miles of roadways. Most of the roadways are paved and over 90% of the roads serve single family residences. The major County roads include:

- The Cook-Underwood road - 14 miles in length,
- Washougal River Road - 8.45miles in length,
- The Wind River Highway is 30 miles long but only the first 14 miles have residential dwellings.

With the majority of the County roads being paved, they are of adequate size and structure for solid waste collection vehicles.

Private Roads:

There are 210 private roads in the County with a minimum of four households per road. Some have limits for load width and carrying capacity. These are handled by agreements reached between the solid waste franchise collection company and the respective road owner as to placement of waste container for collection.

City Streets:

Integrated into the County Road network are the street systems for the cities of Stevenson and North Bonneville.

Other

Other transportation systems in the County include the Burlington Northern Railroad, which runs along the Columbia River. The rail system transports solid waste through the County from points north – King and Snohomish Counties, etc. The Columbia River provides for barge and boat traffic with stops available along the river. Clark County barges its waste up the Columbia River to landfills in Oregon. In the future the railroad and the river may provide transportation alternatives for the County's waste stream - shipped to landfills/facilities in Oregon or Washington.

1.6.1 Estimates for the Six and Twenty Year Programs

The 2001 Plan projected: 1. Solid waste volumes to increase by 10% in three to five years (highest estimate); and, 2. Population to increase by 2.3% every six to ten years. The greatest variable to the 2014 Plan estimate was the impact associated with the construction and operation of the Skamania Lodge/Conference Center (the 2001 Plan estimated solid waste volumes to rise by 700 tons). Table 1-3 below shows that the increase in MSW between 1990 and 1995 was 651 tons per year while 2010 disposal amounts decreased. The Solid Waste division thinks that this decline in waste amounts is from the recycling diversion. The tonnages for the recyclable material is increasing every year with 2022 the most tons yet at 995. Along with the increase in recycling amounts, the County see's an average increase of 1.4% in garbage disposal at county facilities from 2017 until 2022.

The waste projections for the next twenty years would dictate no change in operations and therefore no new construction projects. The increase in waste would dictate another employee added to the division due to necessity. The only special situation that might be foreseen is a dramatic increase in the amount of material patrons are recycling. If patronage at the Stevenson Transfer Facility recycling area doubles, the staging area for the patron vehicles will have to be increased but is not foreseen in the next 20 years. New capital acquisitions that will be needed in the next six years are an additional back hoe, truck and a new bailer. All machinery and equipment is incorporated into the Equipment Rental and Revolving (ER&R) division. If the Solid Waste Division chooses to increase it's ER&R inventory then it will purchase the equipment and place it in ER&R. The ER&R division maintains and replaces all machinery and equipment on a predetermined schedule. The Solid Waste Division pays for this service through hourly rates and /or yearly fees.

Table 1-2 shows the current Skamania County Planning Department's 20-year population projections:

Table 1-2: Skamania County Population Projection: 2045

Low	12942
Median	13322
High	13672

To be conservative the Plan uses the high value. Table 1-3 shows the population and solid waste projections, based on existing operations, for one, three, six and twenty years using straight-line projections:

Table 1-3: Strategic Population and Solid Waste Projections (tons)

<u>Demographic</u>	<u>2025</u>	<u>2028</u>	<u>2034</u>	<u>2045</u>
Population	12460	12640	12820	13672
MSW self-hauled (S-H)	5638	5758	5878	6438

MSW curbside collected	2885	3005	3125	3685
Recycled materials (S-H)	995	1110	1250	1795
Total MSW and recycle	9518	9873	10253	11918

This growth will not represent any burden to the existing infrastructure of the County's Solid Waste Facilities. Although “special situations” could occur in future operations and overburden the system for a short period of time, it is unlikely to last very long. Therefore, there are no construction and capital acquisitions that are projected to be needed in the six and twenty year forecasts.

1.7.1 Legislative changes 2009-2024 Review

Governing Legislation - Background

Washington state law, also known as statute, is written in the Revised Code of Washington (RCW). Some laws have associated rules, which are written by State agencies with stakeholder input. Rules are written in the Washington Administrative Code (WAC). The State hosts a searchable [website of all RCW and WAC](#).

Figure ##; components of RCW:

Title	Chapter	Section
70A	205	045

Recodification in 2020

Title 70 RCW was reorganized by the legislature in the 2020 session to create the new Title 70A. It places all the environmental health and safety laws in one place. As part of this, the chapter that requires and primarily governs local solid waste planning- “Solid Waste Management – Reduction and Recycling” was recodified from Chapter [70.95](#) RCW to Chapter [70A.205](#) RCW. This [fact sheet](#) discusses the change, and this list shows the key [old and recodified RCWs](#).

Main laws

Here is a list of the main laws that may intersect with your solid and/or hazardous waste planning work. RCWs with an asterisk have been affected by changes in legislation since 2009. Those changes are discussed in greater detail below the table. There is no WAC specific to Plans themselves. A table of practically all RCW and WAC that intersect with materials management is in Appendix XVII.

CHAPTER 2 – WASTE STREAM DESCRIPTIONS

This chapter describes the solid waste stream in Skamania County, including quantities, sources, and composition of generated, recycled and disposed waste. The purpose of this chapter is to create a foundation of solid waste data upon which predictions for future handling needs can be based with reasonable confidence. This information is also used to set rates, devise facility management strategies, and develop and monitor solid waste programs.

The definition of “solid waste” or “wastes” means all putrescible and non-putrescible solid and semi-solid wastes including garbage, rubbish, ashes, industrial wastes, swill, sewage sludge,

demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials Revised Code of Washington (RCW) RCW 70A.205.015. Municipal solid waste (MSW), a subset of solid waste, refers to wastes normally collected from residential households, commercial businesses and drop-box stations. Hazardous and dangerous wastes are defined and regulated separately by Washington Administrative Code (WAC) 173-303, “Dangerous Waste Regulations.”

2.1 Waste Sources, Quantities, Trends and Recycling Rates

Prior to the 2001 County Solid Waste Plan and through the ‘90’s, solid waste disposal numbers were measured and reported in cubic yards, a measurement that is based on the estimated fullness of the container or vehicle entering the reporting facility. This method is inherently inaccurate, although more-or-less comparable from year to year. In late 2001 and early 2002, scales were installed at all three Skamania County transfer facilities.

The tables and figures herein have converted cubic yards to tons using average waste densities, and for the last few years, weight receipts from the export landfill have been maintained. However, in 1998 the Stevenson Transfer Station burned and most of the historical records were lost.

The tables and figures herein are actual weights received at the three transfer facilities and final landfill destination. Therefore actual waste volumes have been tracked and collected since 2002.

MSW can be tracked and reported as residential and commercial curbside collection or residential and commercial drop-off in Skamania County. However, the only waste received at the Skamania County Facilities is from residential and commercial customers that self-haul their own wastes (drop-off). The franchised collection systems do not dispose of the waste at the Stevenson Transfer Station. The volumes presented below reflect the numbers reported by the collection company and/or the county facilities.

Current (2022) waste volumes, received at the county transfer station and drop-box facilities, are shown in Table 2-1. In turn, the waste accumulated at the county facilities is exported to The Wasco Landfill in Oregon.

Table 2-1: 2022 Solid Waste Disposed (tons)

	<u>Stevenson</u>	<u>Mt. Pleasant</u>	<u>Underwood</u>	<u>Total</u>
MSW*	7168.59	1517.5	71.97	8757.93
Recycle	580	346	69	995
Total	7748.59	1863.5	140.97	9752.93

*Based on tonnage shipped to the Wasco landfill.

The Lion's Club exports recyclable materials collected in the County. Table 2-2 shows totals of the county waste self-hauled and/or collected in tons per year (TPY).

Table 2-2: 2022 Total Quantities by Source (tons)

<u>Generator</u>	<u>Volume</u>
CRD	4448
Recyclable Materials – Lions Club	189
MSW & Recyclable Materials – County	<u>9753</u>
Total Exported (tons per year)	8757.93

In 2021, per capita disposal of MSW was 3.78 pounds per person per day in Skamania County. Ecology calculated a state average of 4.0 in 1995, while typical waste generated per capita per day nationwide is 4 to 5 pounds. At this rate the county could generate approximately 7,200 to 9,000 tons per year. The benefits associated with typical volumes and corresponding revenues generated are discussed elsewhere in the Plan.

2.2 Summaries of Waste Stream Descriptions

Skamania County's waste trends were compared using the 2014 plan, 2001 Plan, the 1995 Skamania County Solid Waste System Analysis Report and the 1997 data as part of this Plan Revision. In comparing 1990 data to 1997 data, results from Table 2-3 show that the population has increased by over twenty percent; the reported solid waste stream has remained steady; and the recycling volumes have nearly tripled.

Table 2-3: Solid Waste Disposal Rates (tons)

Year	1991	1995	1997	2010	2022
Population	8,200	9,000	9,000	10,800	12,460
Solid Waste (disposed)	3,531	4,061	3,071	2,535	8,523
Recyclable Material	309	430	587	920	995
Total	3,840	4,491	3,658	3455	9,518

There are several possible explanations for the change in current solid waste volumes:

- Contractual obligations from the franchise holder to bring all the franchise's garbage to the Stevenson Transfer Facility.
- New home construction in the County is booming

Only patrons are paying for the county provided transfer station and drop-box services but not everyone is using the system. The number of households that subscribe to curbside collection services is low, suggesting that private dumping, illegal burning, and waste export may have kept the per capita volume below the state average.

Miscellaneous Wastes Requiring Special Handling

Miscellaneous waste means any waste that is otherwise considered acceptable, but because of its unique characteristics, requires special handling and is thereby subject to a special fee. The Stevenson Transfer Station and Mt. Pleasant and Underwood Drop Box Facilities may reject special waste at any time. Miscellaneous waste includes but it not limited to:

- Any dead animals.
- Tires.
- Scrap iron
- White goods and appliances.
- Discarded or abandoned vehicles or major parts thereof,
- Discarded home and industrial appliances,
- Wastes that are large, bulky or extra heavy that would otherwise be classified as unacceptable waste but are accepted by the station.

2.3 Estimates for the Six and Twenty Year Programs

The 2001 Plan projected: 1. Solid waste volumes to increase by 10% in three to five years (highest estimate); and, 2. Population to increase by 2.3% every six to ten years. The greatest variable to the 2014 Plan estimate was the impacts associated with the construction and operation of the Skamania Lodge/Conference Center (the 2001 Plan estimated solid waste volumes to rise by 700 tons). Table 2-3 above shows that the increase in MSW between 1990 and 1995 was 651 tons per year while 2010 disposal amounts decreased. Fast forward to 2022 and the waste

amounts have increase dramatically along with the recyclables. This is partially due to the franchises contractual obligations with the County and the dramatic increase in cardboard.

Table 2-4 shows the current Skamania County Planning Department's 20-year population projections:

Table 2-4: Skamania County Population Projection 2045

Low	11,516
Median	14,006
High	16,226

To be conservative the Plan uses the Medium value. Table 2-5 shows the population and solid waste projections, based on existing operations, for one, three, six and twenty years using straight-line projections:

Table 2-5: Strategic Population and Solid Waste Projections (tons)

<u>Demographic</u>	<u>2025</u>	<u>2028</u>	<u>2031</u>	<u>2045</u>
Population	12460	12640	12820	14006
MSW self-hauled (S-H)	5638	5758	5878	6438
MSW curbside collected	2885	3005	3125	3685
Recycled materials (S-H)	995	1110	1250	1795
Total MSW and recycle	9518	9873	10253	11918

This growth will not represent any burden to the existing infrastructure of the county's solid waste facilities for the next 20 years. The future waste volumes will dictate additional staffing requirements.

2.4 Inter/Intra County/State Transfer of Waste

2.4.1 Intra-County Transfer

Intra-County transfer of waste occurs when waste is shipped between the two Drop Box Facilities (Underwood and Mt. Pleasant) and the Stevenson Transfer Station. The options for waste transference include shipping compacted waste from the drop box locations to Stevenson, where they are stored prior to export. Recyclable materials also flow similarly from the

Underwood and Mt. Pleasant sites to the Stevenson Transfer Station. Located at the Stevenson site is a Material Recovery Facility (MRF), which operates as a clean MRF. Here, the recyclable materials are clean sorted (the residuals are removed). The material is then consolidated, baled and stored prior to marketing.

Possible future pilot projects such as the separate handling of carbon-based materials may also have waste transfer impacts. While presently exported to the landfill, yard and garden debris, brush, woody wastes and clean building demolition may be composted or processed into refuse derived fuel (RDF) and burned in a co-generation facility. The project depends on demand, infrastructure necessary to implement and the quantity, quality and composition of the material.

2.4.2 Inter-County Transfer

Inter-county waste transfer occurs when waste is imported into the county system. While no compacted loads are imported to the Underwood and Mt. Pleasant facilities, self-hauled waste in cans and pick-up trucks are received from Clark and Klickitat Counties. This waste is designated out of county waste and charged at the same rate as county waste. Solid waste moves through the county via the existing transportation corridors, state highways, railroad tracks or the Columbia River.

Some inter-county hauling is done with recycling. All of the markets for recycling are in Oregon except for scrap iron which goes to Vancouver, Washington. Paper, plastics, tin, aluminum cans and cardboard recyclables are stockpiled at the Stevenson Transfer Station or in the case of white goods, tires and scrap metal, materials may be shipped from the drop-box facilities. When the amounts dictate, they are picked up by the buyers of the products and transferred to their mills. In the case of glass, tires, and scrap metal – these materials may be shipped from the drop-box facilities also. Freon appliances and tires are transported to the Stevenson transfer facility from the other Drop Box facilities and consolidated. When amounts dictate, the materials are either picked up at the Stevenson transfer facility or directly hauled to the recyclers in Oregon or Washington.

2.4.3 Inter-State Transfer

As mentioned earlier, both recyclable materials and solid waste are transferred out of county to facilities in Oregon. The inter-state transfer of solid waste is to the North Wasco County Landfill. Portland is the location of several markets for recyclable materials along with Toledo and Newberg Oregon. Glass recycling could become a concern if glass to glass closes.

Solid Waste:

Solid Waste is hauled from the Stevenson Transfer Station to the North Wasco County Landfill located east of The Dalles, Oregon. In the past, solid waste was shipped from the Underwood Drop-Box Facility directly to the landfill. The county reserves the option to transport directly from the drop-box facilities in the future should the need arise.

Through the competitive bidding process the present contract was awarded to Waste Connections and is in effect until the year 2029 with the option to renew for an additional seven-year term. The county will decide at that time to renew the contract or put it out for formal bid. If the county does decide to put the transportation and disposal contract out to bid, then all area landfills will be contacted. The bid request would include transportation and disposal of municipal solid waste from Stevenson Transfer to their landfill.

In late 1990's the landfill ownership changed. The new owner, Waste Connections has signed an agreement with Skamania County (See Appendix B)

The franchise solid waste collection service that provide curbside collection in Skamania County is Columbia River Sanitary. Columbia River Sanitary is contractually obligated to bring all their refuse to the Stevenson Transfer Facility where it is consolidated and taken to WASCO Landfill.

Recyclables:

The recyclable materials are transported to the best markets in the Vancouver, Washington and Portland, Oregon areas. There are no specific agreements with these companies. While some markets are available for mixed materials, clean, processed materials have a better market return. Recyclable paper bales and cardboard bales are picked up and taken to recycling mills by the mills. All other recycle streams are cleaned and processed and then taken directly to recyclers in Portland.

The described methods for the transfer of waste are similar to those mentioned in previous plans. As practical, based on the alternatives presented in the Plan, the county may choose to:

- Continue to contract out the hauling of materials or use county staff to haul materials.
- Eliminate the need to export waste if a landfill is constructed in the county.
- Accept imported waste to any permitted facility in the county.
- Encourage county and city residents to use the county facilities.
- Eliminate the health and safety issues related to illegal dumping and burning.
- Ensure that exported waste is disposed at permitted facilities reducing county liability where solid waste is disposed.
- Foster a cooperative attitude between the county, the cities and the franchise service providers.
- Continue to examine regional solutions.

CHAPTER 3 – SEPA CHECKLIST

The operation and handling systems are the same as presented in previous plans. The operational procedures of the transfer stations are under the direction of the County Public Works Department, specifically the Solid Waste Management Division. The Capital Facilities Plan, the Administration and the Operational aspects of the transfer station, drop box facilities; and the collection, storage and hauling systems are all a part of the State Environmental Policy Act (SEPA) evaluation.

The SEPA Check List and Determination of Non-significance are enclosed. The documents are related only to the programmatic aspects of the 2025 Plan and do not relieve the SEPA requirements of siting facilities as may be necessary during implementation. The 2025 Plan has addressed the environmental issues and it is the intention of the Solid Waste Management Division to continue to observe them when considering alternatives or implementing the preferred program(s). This Determination of Non-Significance was initially issued on April 30th, 1991, for a 15-day comment period that closed. June 30th, 1991.

The 2025 Plan and the enclosed SEPA document have been reviewed by the Cities of Stevenson and North Bonneville, Ecology, the Community Health Department, and other interested agencies.

Prior to the siting of a new Stevenson Transfer Station, a SEPA checklist was prepared. Lead Agency was the County Planning Department under the direction of Mr. Bob Lee, who prepared the SEPA checklist and made the Determination of Non-Significant adverse environmental impact (DNS).

Operation changes at each facility that fall within the alternatives of the 2025 Plan will not affect this SEPA document and the implementation of alternatives will tier under this Checklist as noted in the following examples:

- If a site is discontinued, mothballed or reduced in operational activities.
- When improvements are instituted that make the site safer.

CHAPTER 4 – CONDUCTING PUBLIC INVOLVEMENT AND EDUCATION

The success of the educational elements identified in the 2014 Plan is evident in a double-digit recycling rate. Specifically targeted were self-haul customers, since the majority of household source separated recyclable materials generated in the county are self-hauled to the transfer stations. The franchise haulers do not provide curbside collection of recyclable materials. However, the county supports the franchise haulers in their waste reduction, recycling and educational pursuits.

While the county continues to implement the programs outlined in Chapter 4 of the 2014 Plan, it reserves the right to choose which elements to implement and when; continue to use staff or contract out implementation; and to expand or decrease various elements of each program when necessary. Funding is crucial, and since the Solid Waste Division is an enterprise fund, all expenditures must be taken into account in the daily operations.

The goals and programs outlined in chapter 4 of the 2025 Plan are:

4.1 Primary Goal and Objectives

The primary goal of public solid waste education is to get Skamania County to maximize the effectiveness of recycling and organic processing systems with an emphasis on overall waste generation. The goal of public involvement is to get as many people as possible involved in the planning and implementation of solid waste objectives.

4.2 Secondary Goals and Objectives

1. Have the public involved in the decision-making processes in the planning and implementation of the Skamania Solid Waste Management Plan.
2. Help citizens feel their participation is a positive contribution to the solution of the solid waste problems.
3. Promote waste reduction and recycling as a way of life and not a painful chore.
4. Educate the public as to their role in waste reduction and making product choices that assist in reducing the waste stream.
5. Educate the residents in the methods of source separation of recyclables materials for delivery to the transfer stations, drop boxes, service clubs, or recycling markets.
6. Aspects of an educational program:
 - a. Provide information that is relevant to the needs of the people.
 - b. Provide specific information about behaviors people can adopt to achieve goals.

- c. Realize people get information from different sources.
- d. Maintain an upbeat and positive attitude, capitalizing on the benefits of waste reduction and recycling.

4.3 Target Groups for Public Involvement and Education

- 1. All residents and age groups of the county.
- 2. Encourage public input in the SWAC meetings and in the planning process.
 - a. This should be people from various areas and groups in the county.
 - b. Have public involvement in the draft revisions of the plan either at the SWAC meetings or with their local government.
- 3. Target Groups for educational programs.
 - a. School teachers and students.
 - b. Residents that are recycling now.
 - c. People that are not reducing and recycling at the present time.
 - d. Audiences that would like to learn more about reduction and recycling.
 - e. Groups that attend regular meetings like service groups, granges, businessmen associations, PTA, etc.
 - f. Business and manufacturing interests through their management or community organizations.

4.4 Communications

Excellent communication between the public and the solid waste system is a crucial component to the success of the implementation of the solid waste management plan. It is important for the public to have ownership in the plan and its implementation. The way the public sees their role in waste reduction and recycling will be the key element in measuring success or failure. The people of Skamania County, each and every person, must see their role in the overall process of reduction and recycling. They need to understand the various systems of handling and hauling waste and its effect on them directly or indirectly. The public involvement and education will be an ongoing process and continue as a lifelong goal.

4.5 Public Involvement

In the planning process and the actions of the county Solid Waste Advisory Committee (SWAC), the public is a key component. The public is invited and encouraged to attend meetings of the SWAC. The public can talk freely about any of the issues being discussed and any items they may wish to bring up. The various governmental agencies represented in this plan will have time to review the draft and final plan as well as have the option to conduct public hearings in the cities and the county commission. The Public Works Department and the Solid Waste Staff are

available and willing to discuss any aspect of the plan or the pending implementations with any group or individual. Copies of the draft and final plans will be available to the public at Stevenson Community Library, City of North Bonneville, City of Stevenson and the Department of Public Works offices.

A. Survey Questionnaire

One of the aspects of public involvement will be a survey to be handed out at the transfer stations and through mailings with the franchise hauler billings. The Public Works Department and the SWAC will conduct this survey. The public will be invited to have input in the scope and specifics of this questionnaire. The survey will look at the present systems and programs in effect at this time. The trends in information dissemination will be assessed to find the best communication methods of reaching the people in each area of the county. The practices and future desires of the public will be assessed in the areas of waste reduction and recycling. From the survey, the best practices scenario can be established for solid waste planning, education, information dissemination, and implementation now and in the future.

B. Follow up Questionnaire

In a period of eighteen months to two years, a follow up survey will be sent out to gain information as to how the programs are being conducted and how the public is participating. This follow up will give the Public Works Solid Waste Staff a means to assess programs and fine tune them for further implementation. The questionnaire will cover areas on communication and evaluation of the solid waste systems with a look to the past and an eye on the future.

Reference: Questionnaire A and B above:

1. Number of people - 40% to 50% of the residents of the county or between 5,000 and 6,500 residents directly or indirectly.
2. Percentages of reduction and recycling from these options. - This is not a direct percentage, but it should help in determining the preferred methods of informing and educating the public.
3. Frequency of Option - The initial survey will be conducted in the summer of 2025 and then a follow up survey in 18 to 24 months.
4. Starting Date - In the summer or fall of 2025.
5. Program Presenters - Solid Waste Staff and the SWAC will prepare the questionnaires. The transfer station operators and the franchise hauler will hand them out and they will be returned by mail or dropped off at one of the three transfer Facilities.
6. Cost of this option - The initial survey will be supported by the Public Works Solid Waste Divisions budget.

Year 1-6 \$1000.00 per year
 By Year 20 \$300.00 per year.

4.6 Education of the School Teachers and Students

The plan will be an active education program, which was started in the fall of 2002 in the public school districts in Skamania County. This was not a new program as some of the districts have very active recycling and reduction programs in process at that time. The education program has been an effort to get the information to the teachers and thus to children and give them an opportunity to be part of the implementation process of waste reduction and recycling.

There are three school districts in Skamania County. They are:

1). Washougal School District with an elementary school located on the western part of the county; 2). Mt. Pleasant School is on the western part of the county serving elementary students; 3). Skamania is in the west central part of the county with students in the elementary grades; 4). Stevenson Carson is located in the central area of the county and has two schools in Stevenson, those being Stevenson High School and Stevenson Elementary; in Carson there are two schools those being Wind River Middle School and Carson Elementary; and 5). Milla is located in the eastern part of the county and serves elementary students.

Outreach and Educational Programs offered by the Washington Department of Ecology

The Washington State Department of Ecology (ECY) provides a Waste & Toxics webpage that focuses on the following topics:

- Household Waste & Toxics
- Business Waste
- Nuclear Waste
- Reducing & Recycling Waste
- Reducing Toxic Chemicals
- Solid Waste & Litter

Another tool helpful to the community is ECY's 1 800 Recycle Database. This site lists commercial and residential recyclers by county for a wide range of materials that include appliances, automotive products, batteries, building materials, business hazardous waste, electronics, glass, household hazardous waste, light bulbs, metals, paper, plastics, food and yard wastes, and other miscellaneous items.

School Programs

All three of the school districts in the county are presently conducting educational programs and are actively recycling. These programs are very successful, receiving good reports from the teachers and students.

Some of the schools have expressed interest in composting their food waste and other organic waste generated at their facilities.

They have asked the solid waste staff and the SWAC to help them with guidelines as how to proceed in new areas of waste reduction and recycling. It is felt the efforts of the school will carry over to the home and community. The students will be taught the principles that will be applied at school on a daily basis with successes reported to them. With an active program of reduction and recycling in the schools, the efforts should be noticed both in the school setting and in the homes of the students.

Self-haul patrons are offered a recycling flier (attachment XIX) with all the information on the materials that we recycle. It also gives hours of operation, rates and some handy recycling tips.

Reduced Educational Programs

Current funding levels for the Solid Waste Division cannot support additional educational programs as it has in the past. Therefore, it has become necessary to eliminate all school programs and the County's non-participation in the annual "Water Jam" educational jamboree. When funding has stabilized, these programs will be reevaluated. If these programs are deemed useful and necessary, then they will be reinstated. Until then, the County has not provided financial support to the school programs but has provided technical advice when asked.

CHAPTER 5 – SOLID WASTE HANDLING METHODS AND SYSTEMS

5.1 Introduction

The 2025 Plan reflects the existing conditions in the county including the relocation of the Stevenson Transfer Station in 1992. The major priorities of the county are as follows:

- Waste Reduction
- Recycling
- Energy recovery, incineration, or landfill of separated waste
- Energy recovery, incineration, or landfill of mixed waste

The alternatives presented allow the county the opportunity to improve the system, remain flexible to new technologies, and reduce costs.

5.2 Solid Waste Handling Systems

Skamania County has primarily two handling systems, the transfer facilities and the private collection of solid waste by the franchise haulers.

The county transfer facilities are operated by the County Department of Public Works, specifically the Solid Waste Management Division (SWMD); and are financed by customer user fees. The facilities consist of a Transfer Station and Material Recovery Facility in Stevenson, Washington. Mt. Pleasant and Underwood Drop Box Facilities are located in the unincorporated areas.

The private franchise is the Columbia River Disposal and is operated under the permits from the Washington Utilities and Transportation Commission (WUTC).

5.2.1 The Stevenson Transfer Station

The Stevenson Transfer Station and Material Recovery Facility were both relocated in 1992 at a cost of approximately one million dollars. These Facilities represent the primary processing and transfer station for the county and are centrally located both geographically and by population. The Stevenson Transfer Station has the capability to accept waste brought in by private curbside solid waste collection services with compacted loads. It accepts self-hauled waste from both the public and commercial businesses. The local customer garbage is dumped directly onto the the tipping floor where a backhoe pushes the waste into open top trailers for transfer from the site. Fifty-yard garbage containers from the end sites are directly tipped into the open top trailers. The refuse is then compacted into the open top transfer trailers by a backhoe. The facility operates in such a manner to optimize the payload for the transfer haul to the landfill. The landfill is approximately forty-one miles from the Stevenson site and requires three and a half hours for each round trip.

The Stevenson Transfer Station has the capacity to accept recyclable materials brought in by private curbside recyclable material collection services; both source separated and commingled. Currently, a full spectrum of recyclable materials separated by commodity and self-hauled by the public is collected. The Material Recovery Facility (MRF) also processes the materials transferred from the Underwood and Mt. Pleasant sites. At the Stevenson MRF there is located a semi-mechanized sorting line whereby the materials can be further separated and cleaned (residuals are removed). This provides high quality recyclable materials that command top resale prices. Several sorted materials are baled and stored until enough material can fully load a 48' or 53' box van. Materials are then marketed, and transport is scheduled.

As MRF's continue to reduce sorting costs and are sited within economical transport distances to markets, the county will continue to review these options. As MRF's become more competitive, it may soon be cost-effective to sell the unsorted materials (i.e. commingled). Marketing source separated commingled recyclable materials is discussed below in Section 5.6.2; associated costs are discussed in 6.3.2.

Services provided at the transfer station:

The transfer station provides collection and compacts and prepares waste going to the landfill. The Stevenson facility has a larger system than the other two sites. All loads of waste are tipped onto the lower tipping floor and then a backhoe pushes the waste into the 53' open top possum belly trailer. The waste destined for the landfill is then compacted into the 53' open top, possum belly trailers and transferred to the North Wasco County Landfill.

Recycling activities include bins for source separated recyclable materials. In the Mt. Pleasant and Underwood sites the recyclable materials are collected and transferred to the Stevenson site. At the Stevenson site, the recyclable materials are sorted and prepared for markets. They are

sorted in various quantities to get adequate volumes to gain a better market value. The recycling operation is under direction of the solid waste staff.

5.2.2 The Underwood and Mt. Pleasant Drop Box facilities

The Underwood and Mt. Pleasant Drop Box Facilities are both located approximately 25 miles from the Stevenson Transfer Facility. The drop box sites have 50-yard lidded containers in which the refuse is placed and compacted into. This process requires less mechanical equipment and relieves the system of costs related to break downs of the old compactor operations. The loading into the containers at the Mt. Pleasant Facility will be direct loading by patrons and compacted by a mini excavator for maximum capacity. The Underwood transfer facility utilizes a 5-yard tipping bin that is weighed and then tipped into a 50-yard container. Compaction of the refuse to maximum capacity is also done at this facility. Recycling activities include bins for source separated recyclable materials. In the Mt. Pleasant and Underwood sites the recyclable materials are collected and transferred to the Stevenson site. At the Stevenson site, the recyclable materials are sorted and prepared for markets. They are sorted in various product streams to get adequate volumes to gain a better market value. The recycling operation is under direction of the solid waste staff. The capital needed for any future acquisitions will come out of the ERR fund that manages, services and replaces all equipment.

Composting Materials:

In the past composting materials have been collected at the transfer sites with some grinding conducted at the Stevenson site. With the problems to be discussed later in this plan, composting will not be conducted at the Stevenson transfer site.

Recyclable Materials that need Special Handling

Special recyclable materials have areas designated at the transfer stations for collection of large pieces of metal, white goods, tires, electronic waste, mercury containing lights, used motor oil, and antifreeze. When quantities of these items dictate, they are taken to recycling processing centers, picked up by mills or taken to applicable markets.

Sorting of mixed waste in the past has been done at the Stevenson site, but this system was found to be too expensive and labor intensive. At the Stevenson transfer site, the decision has been made to not conduct any separation of recyclable materials from the mixed waste stream once the waste is received at the transfer station.

Recommendations:

- Continue to collect waste at the Stevenson Transfer Facility and the Underwood and Mt. Pleasant Drop Box Facilities.
- Change operating equipment in the future from compactors to 50 cu/yd lidded containers or 53' reinforced open top possum belly trailers.
- Continue to provide areas and containers for recycling operations at the transfer and drop box facilities.
- Using the transfer station operators as a key person in educating the self-haulers as to best practices of reduction and recycling on a daily basis.

- To provide an alternative for organic materials that can be composted.
- Due to the cost and manpower needs, no sorting of mixed waste will be conducted at the county transfer and drop box facilities.

5.2.3 Franchise Collection

The franchise collection is conducted by Columbia River Disposal and Waste Connections. Columbia River Disposal nor Waste Connections is not associated with the County Public Works Department. Columbia River Disposal has 2,183 residential and 314 commercial customers in the county. They are contracted to bring all their refuse to the Stevenson site. While Waste Connections has 88 residential and 15 commercial customers. Please see attached maps for Franchise boundaries and locations.

- Columbia River Disposal, Inc G-48, G-51
3440 Guignard Dr
Hood River, OR 97031
- Waste Connections, Inc G-253
911 NE 94th
Vancouver, WA 98662

The company's conducts no recycling activities for the customers. However, some of the customers do recycle using source separation and self-haul their recyclable materials to county recycling centers.

While the franchise offers no curbside recycling collection to the households they serve, an alternative to provide for the collection of source separated recyclable materials can be considered in this Plan revision. The opportunity to implement curbside collection of recyclable materials is available to willing and able franchise haulers. The county may consider forming a collection district and/or a service level ordinance that includes the collection of recyclable materials.

Recommendations:

- To continue to work with the franchise haulers to get better service to residential and commercial customers in the county.
- To assist the franchise hauler in establishing recycling education programs for their customers.
- To work with the fee rate structure to get a similar rate for self-hauling to the transfer stations and the fee charged by the franchise haulers for home pick up.
- To work with the franchise haulers in management of waste reduction and recycling for the betterment of the residents of the county and reduce the amount of material going to the landfill.
- Provide the opportunity for the haulers to implement curbside collection of recyclable materials.

5.3 Waste Disposal

There are no landfills located in Skamania County. All waste is transferred to Waste Connections North Wasco Landfill located near The Dalles, Oregon. The Skamania County Commission signed an agreement with Wasco County Landfill for placement of the county's waste from 2022 until 2029. See Appendix C.

The previous plan discussed the possibility of locating an inert/demolition waste landfill within the county. As expressed in the Plan, "key consideration will be the cost of transportation and disposal, as well as environmental concerns." A discussion of the construction and operation of an in-county Municipal Solid Waste Landfill is included in Section 5.4. The \$66.67 per ton costs projected are described as being higher than existing nearby landfill disposal costs but not prohibitive.

In the past some inert building demolition has been placed in the county rock pit at Home Valley, but this site has been closed effective January 1, 1991. The Home Valley site was used, but never licensed, because it was under the 2,000-yard minimum required for mandated permitting. There are a few other private inert building demolition sites on private land in the county, but none of these have permits with the State or the Environmental Health Department. To date, as far as the Public Works Staff knows, none of these sites are in excess of the 2,000-yard regulation.

Recommendations

- No siting of a solid waste landfill in Skamania County now or in the future.
- Siting of an inert/demolition waste landfill only after consideration with the necessary planning processes and all environmental concerns being met. If sited it will be permitted in accordance with current regulations.

5.4 Future Considerations

The existing conditions allow the county to operate at a fairly high level of service by providing each county customer with individual choices. While the solid waste services for residents are of relatively high quality, the total operating costs for the services are inordinately high. The primary reason for this is that the population in the county is comparatively low and volumes of municipal solid waste received by the transfer stations is low. This is compounded by the fact that waste collected by the private haulers is not deposited at the Skamania County transfer station. The technical scenarios in this Plan provide the county with new management strategies. The cost comparison gives the county the ability to pick and choose its best management practices based on service levels, available markets, new or improved technologies and future needs.

It is not planned in the future to site a municipal solid waste landfill in Skamania County primarily because of the amount of rainfall and the present availability of landfills in Oregon and Washington within 40 to 90 miles driving one way. The agreement with Waste Connections will probably be extended in the future and other options may be available. Some options that may be considered are:

- Renewal or extension of the agreement with Waste Connections at the North Wasco Landfill.
- Looking into an agreement with Rabanco at the Klickitat County landfill near Roosevelt, Washington.
- Exploring the possibility of taking the county's waste to the Arlington, Oregon Landfill or the landfill located near Hermiston in Morrow County, Oregon.
- Exploring the use of river or rail transportation to haul the county's waste to any of the above sites.
- To explore hauling mixed waste to a processing center where the mixed waste can be mechanically separated to gain further reductions and recycling.
- Join with one or more of our neighboring counties in working on issues of waste reduction and recycling along with landfill options.

The key consideration in each of these possible proposals will be the costs of transportation and disposal as well as environmental concerns. As new methods and procedures are started or implemented, the county will evaluate each process and select the ones best meeting Skamania County's needs. With an eye to the future, the Public Works staff will work for better solutions to solve changing problems on a timely basis with good planning and active implementations.

Recommendations:

- Continue to explore options of exporting the county's solid waste.
- Explore the options and costs of new and varied methods of handling waste in the future.

5.5 Waste Reduction and Recycling

Throughout this Plan the goals stated in Chapter 70A.205 RCW have been adopted by the county and should be kept in mind. They are:

- It is the State's goal to achieve a 50% recycling rate.
- Steps should be taken to make recycling at least as affordable and convenient to the ratepayer as mixed waste disposal.
- Source separation of waste must become a fundamental strategy of solid waste management. (Separation of recyclables from mixed waste).

This law also authorized the county to set its own goals in support of the State's goals. Each county is evaluated on progress in meeting the statewide goal based on such factors as local waste characteristics and market conditions.

5.5.1 Recycling

Presently the solid waste system is using source separated recycling programs. Emphasis on this has been placed on the residents of the county who bring their recyclables to one of three transfer stations. While maintaining its inroads in education and the household self-hauled recycling program, the county can now emphasize commercial and industrial recycling programs. Although the franchise haulers do not presently offer collection of source separated materials they should be encouraged to do so. The alternatives presented allow for public and private

partnerships to further the state goal. For example, the county through Ecology's Local Solid Waste Financial Assistance (LSWFA), could fund recycling bins for households represented in this Plan, thereby relieving the haulers from the burden of this cost.

Emerging Issues – As we implement this Plan, issues may arise that could directly impact our local solid and hazardous waste management plans. These include the introduction of new state, federal, and international government regulations and policies, advancements in technology, and changes in product use and design. Consequently, we may need to adjust the recommendations in this Plan or add new action items in our implementation strategy to effectively address them before our Plan is updated again in 2030. When issues arise, the Plan may need to be amended or revised to address them using the process defined in (1.4.4) and will be referenced in our next Plan update in 2030.

Long-discussed contamination in recyclables jarred much of the state and country when China stopped accepting it. House Bill 1543 was passed in response and directed Ecology to create a Contamination Reduction and Outreach Plan (CROP), with local CROPS for high population areas to be authored by July 1, 2021 and implemented shortly thereafter. Funding methods were also included in the legislation. The County did not have to prepare a CROP due to having a population less than 25,000.

5.5.2 Waste Reduction/ Waste Prevention

Waste reduction, the top priority in the state, relies heavily on education to remain a major component of the state's goal. This Plan encourages continuation of the waste reduction strategies developed in the previous plan. These implemented recommendations are:

- Use source separation as the primary method of recycling for the county.
- Conduct no mixed waste separation at the transfer stations.
- Continue to explore methods and mechanical processes for removing recyclables from the mixed waste stream. If material recovery facilities are opened in the future and it is cost effective to access, it should be considered as an alternative to hauling mixed waste to the landfill.
- To continue to work on a variety of efforts in waste reduction.
- Through education programs provide information to assist households and businesses in best management practices in waste reduction.

5.5.3 Local Program Options

The following is a quick list of local program options from Ecology's Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions (February 2010) available at: <https://fortress.wa.gov/ecy/publications/summarypages/1007005.html>. A brief discussion as to how reduction and recycling will affect the people and solid waste systems of Skamania County will follow using these guidelines. Each of these local options will be addressed as to the percentages of people affected and the estimates of the amount of reduction as well as costs associated to that option.

A. **Public Education**

Public education is a very important component of the plan. A program for residents of the county in waste reduction, recycling and handling is under way with the key being source separation.

1. Number of People - all the residents in the County.
2. Percentages of reduction and recycling from this option.
 Year 1-6 10% per year
 By year 2033 50% over all.
3. Frequency of option - With an initial campaign later this year and then on at least a yearly basis.
 Year 1-6 Once a year.
 By year 2033 At least once a year.
4. The starting date will be the summer of 2025 and continuing.
5. Program Presenters - The Public Works Staff and SWAC.
6. Cost of this option - The cost of this program will be part of the Public Works Solid Waste Divisions budget. In the future the program costs could be a combination of county funds and implementation monies from Ecology.

Estimated costs for the public education program.

Year 1-6 \$3,000 to \$5,000 per year.

By year 2050 \$2,000 to \$5,000 per year.

Estimated staff education costs.

Year 1-6 \$1,000 to \$2,000 per year.

By year 2033 \$2,000 to \$5,000 per year.

B. **Commercial, Retail, and Industrial Education.**

This will be a component of the education program. The businesses are presently working on individual programs and if any technical assistance is necessary the solid waste staff will assist in any way possible. The solid waste staff is working with local business on plans for handling their waste while studying possible areas of reduction and recycling.

1. Number of businesses served - Between 100 and 200.
2. Percentage of reduction and recycling for this option. - As this element is estimated to be less than 20% of the present total waste stream it will be difficult to reduce it much further. However, in the future with new businesses and especially the businesses in tourism this volume will grow and the need to reduce and recycle will remain important.

Year 1-6 4% to 6% reduction

By year 2050 7% to 10% reduction

3. Frequency of this option - An initial strong effort in 2013 with the Washington State and Skamania County information and educational programs. Then an annual effort is planned with ongoing assistance as needed. One future aspect of this program will be an initial survey for new businesses in planning for the various elements of reduction and recycling. The Public Works Solid Waste Staff will conduct this.
4. Starting Date Summer or fall 2001 and continuing
5. Program presenters will be the Public Works Staff and the local business associations.
6. Cost of the program - Funding for this program will be shared by the Public Works budget if funding is available. In the future implementation monies should be used along with efforts of local businesses and business associations.

Year 1-6 \$500 to \$1,000 per year.

By year 2033 \$1,000 to \$3,000 per year.

C. **Incentives – Recycling and Reduction**

The waste disposal system is fully operational at the present time and will continue to be a part of planning in the future. One of the effective methods of educating the public is to show them the successes of their efforts in reduction by direct cost savings. Currently, the franchise hauler has a variable can rate, but the second can is cheaper than the first can. If a variable can rate were instituted with additional costs greater for second and third cans, the incentives would be for people to reduce and recycle. The cost to the waste system would be in reduced amounts of waste and less material going to the landfill thus decreased tipping revenue. The recycling rate would increase and as reported it would raise the cost of processing and transporting recyclables to market.

1. Number of people affected - 80% of the county or approximately 9,600 people.
2. Percentage of reduction and recycling from this option. - Of the people presently using the transfer stations it is estimated that 3/4 are actively recycling and following reduction activities. These residents are making up the majority of the 38.5% Countywide reduction and recycling effort at this time. With increased tipping fees and incentives in variable garbage rates, the reduction and recycling efforts should improve.

Year 1-6 7% to 10% increase in Reduction and Recycling.

By Year 20 15% to 30% increase in Reduction and Recycling.

3. Frequency of this option. Ongoing with the initial changes being made in the near future and further changes as necessary.
4. Start Date Summer 2001 and continuing
5. Program presenters - Public Works Staff, County Commission, and SWAC.

6. Cost of this program. - The costs will be covered in part by the disposal fees. With a changing rate structure, it could make the costs of going to the transfer station or having the franchise hauler pickup residential waste near the same.

Cost Estimates – The cost estimate will be hard to determine due to the decrease in tipping revenue and an increase in associated recycling costs. Although recyclable products will bring in revenue, this revenue is dependent on the current market prices.

Year 1-6 Increase Countywide recycling rate 10% bi-annually.

By year 2050 Achieve a 50% countywide recycling Rate.

D. **Procurement Standards**

This is the direction of the private and governmental officials to bring about the change and the benefits to each of us. The County needs to follow these rules and regulation standards and lend support for State and Federal efforts.

1. Number of People - everyone in the County.
2. Percentage of reduction and recycling from this option. - This would depend on the items and types of products that the people are buying. Some estimates would be:

Year 1-6 2% to 5% reduction

By year 2033 7% overall reduction
3. Frequency of this option - Ongoing with support given for State and Federal efforts.
4. Date started Summer 2002 and continuing in the future.
5. Program presenters - For the most part this will be State and Federal efforts with the local efforts providing support and dissemination of information.
6. Cost of this option. - This is hard to estimate as it requires changes to be made and then people must require a higher standard for the materials they purchase. The cost of the local option will be in educating and informing the public on a timely basis.

E. **On-Site and Off-Site Yard waste, Brush, and Land Clearing Debris Composting**

This is a key component as yard and garden waste which makes up 3.6% (2020-2021 Washington State Waste Stream Characterization Study) of the statewide waste stream not including wood debris. The County Commission has decided for the present that the solid waste system will not conduct on site composting at any of the three transfer sites. One of the reasons for this decision is the amount of annual rainfall of 70 to 100 inches. This would cause problems in the control of leachate unless the composting operation was covered. The leachate could possibly be controlled by recirculation if properly managed. However, the County Commission does not wish to conduct this operation at

this time because it is not cost effective. Another consideration is the disposal of the composted material. There is not a profitable market for composted material and the problem of quality control leaves the County with a legal liability. Because of these reasons, yard and garden debris have been hauled to the landfill beginning in early 1991. In 2009, the Tri-County Hazardous Waste and Recycling Program covering Hood River, Wasco and Sherman Counties in Oregon had Cascadia Consulting Group conduct an Organics inventory and management study. This study included Skamania County and Klickitat County in their findings (attachment #1 and #2). Some resulting options being considered and plans being formulated for the future include:

1. Education program - Through the education program and other incentives, it is recommended composting be done in the backyard. This would be a reduction of the materials hauled to the landfill plus additional saving in not handling this material at the transfer stations. This program can be carried out with pamphlets and hands on training or demonstrations during the public education campaign.

The preferred option for yard and garden materials is backyard composting. The methods and benefits of using composting will be; 'How To Do' in setting up a backyard composting operation, use of mulching lawn mowers, and use of chippers to reduce limbs and branches etc. as well as how to use the finished product to the benefit of the soil.

2. Hauling to a composting operation - A recent consideration in this area is transporting yard and garden debris to a composting operation locally. The County would charge a minimal fee per yard to local patrons and then would take the material to a local composting facility. The fee would cover all costs associated with the handling and transport of the material to the composting facility. Here the material would be composted and prepared for market. The savings would be the material being recycled or reused. This material would not take up space in the contracted landfill. Some clean building debris could be included in this option including dry wall or sheet rock.
3. Used for Hog Fuel - In the near future there could be a market for hog fuel within a 30 miles commute, one way from Stevenson. This market will pay between \$10 and \$50 dollars per dry ton of fuel depending on its BTU factor. If some of the yard and garden debris would meet these standards, this possibility will be used. It is estimated that clean building debris could be included in this option. The operation would have to have a County employee monitor the material that is dropped off, due to the high probability of contamination.

Cost Option A Ban on yard and garden debris.

Year 1-6	13% or 426.5 tons to the landfill at a net loss of \$78,900 per year in revenue.
By year 2050	Over all reduction of 23% to 35% of the total waste stream.

Cost Option B - Hauling yard and garden debris to a composting operation in Portland,

Oregon.

Year 1-6	13% or greater saving in material going to the landfill. Some cost saving may be reached because the cost of disposal at the landfill and composting operation are about the same. The saving would be in avoided costs.
Year 2050	Reduction of material bound to the landfill by 23% to 35%.

Cost Option C - Hauling and selling this material for hog fuel.

Year 1-6	5% to 10% or greater savings. (Possibility of chipping being required before hauling) Recovered some of the costs of this option.
By year 2050	Reduction of 23% to 35% with some cost recovered.

Cost Option D - Hauling Debris to the Landfill.

Year 1-6	Additional costs of paying for materials placed in the landfill
By year 2050	Decreased costs per ton to the solid waste system because of the increased volumes of this material.

G. & H. **Product Packaging Prohibitions and Deposits**

The regulation and changes will be monitored.

1. Number of people - 40% to 50% of the people in the County.
2. Percentage of reduction and recycling

Year 1-6	3% to 5% reduction
By year 2033	5% to 10% reduction
3. Frequency of option - Education and ongoing information on these products and smart shopping on the part of the consumer.
4. Starting Date Summer of 2002 and continuing
5. Program presenters - Mainly State and Federal efforts with the messages being disseminated locally in the education campaign.
6. Cost of this option - The local cost will be in the educational program and providing information on a timely basis. The information has to help change the attitudes and buying habits of the public.

Year 1-6	Reduction of materials going to the landfill with educational costs of \$8,000 per year.
By year 2050	Reduction of material going to the landfill and additional costs of \$8,500 per year.

I. **Product Use and Reuse Standards**

The role of the solid waste staff in this area will be to educate and assist in best management

practices. People will be encouraged to buy durable goods and/or recyclable goods.

J. **Encouragement of State and/or Federal Programs**

The role of the local governments and solid waste staffs will be to follow the programs and look at methods and processes to assist these programs both in design and implementation. The cost and implementation will be similar to G & H above.

K. **Waste Exchanges**

At the present time, this is a new idea and some problems need to be worked out. The question of liability has limited the waste exchange program. The operational procedures of the transfer stations will not allow the public to remove items from the transfer station. One way this could be handled would be to encourage people to exchange items before they enter the waste stream handling system. People could use the services of the Lions Club, Goodwill, Flea Markets, garage sales etc. These services would collect or resale items before they enter the waste stream. If people have items that have secondary or recycling uses, they could advertise, sell, or give them away. A swap meet may be a good option.

In the area of household toxic waste i.e. paint, thinners, household chemicals, fertilizers, and sprays etc., various methods are being considered in ways people could take these items from the location of the household toxic waste collections day. If funding is available then the household collection day will be held once a year in July. It is the responsibility of the solid waste staff at this time.

1. Number of people affected - 50% to 60% of the County.
2. Percentage of reduction and recycling - This could be significant as these elements could be used rather than being placed in the landfill.

Year 16	3% to 5% reduction
By year 2033	5% to 7% reduction
3. Frequency of this option - This will be ongoing but exchange days could be staged only once a year. The use of advertisements in the local newspaper could be effective.
4. Starting Date - Summer 2025 or later.
5. Program presenters - This could be service clubs having a trading or exchange day or conducted on an individual basis. On household toxic waste this could be done on the annual collection day.
6. Cost of this program - The saving of placement of this waste in the landfill will be greater than the costs. The costs could be covered by the services clubs, educational programs or future implementations funds.

Year 1-6	\$ 500 per year
By year 2050	\$1,000 per year

L. **In-House Programs**

The governments need to take a leading role by setting the examples in the areas of reduction and recycling. These programs are being used in the County and City governments at the present time. These inhouse programs need to be where the public can see them, and the results reported. Likewise, if these programs are good for the government, they need to be encouraged in the private sector.

People affected - Directly 20% to 30% of the people in the County.
Indirectly as many as 50% seeing the benefit of this program.

1. Percentage of reduction and recycling - In the total waste stream from offices it is estimated paper is between 40% and 50% which all could be source separated and recycled.

Year 1-6	Reduction of 95% paper from offices and this could be a saving of 4% to 5% of the total waste stream.
By year 20	Reduction of 100% of the paper and a total saving of 7% of the total waste stream.
2. Frequency of this option - Initial educational program coupled with a reward and recognition for those taking part. This will be an ongoing program and in the implementation programs in the future.
3. Starting Date – summer 2002 and continuing
4. Program presenters - The supervisors in each governmental agency.
5. Cost of this program - The cost of implementation of this option is very small and the rewards are great. With the purchase of a couple of bags most of the office papers can be recycled. The implementation of this program will give the workers a feeling of doing their part.

Year 1-6	Reduction of material going to the landfill and a annual cost of about \$10,000 per year for labor.
By year 2033	Greater reductions and costs of \$15,000 per year.

M. **Awards and Public Recognitions**

As part of the educational program, it will be important to inform the public of their efforts and provide them with a report card on waste reduction and recycling. The county could implement signs to show the recyclers yearly recycling amounts and percentage increase over previous years as encouragement. This will be at various levels and it will be valuable to encourage others to participate. Costs and implementation will be similar to items G & H above.

As described above, the percentages, by which the reduction and recycling programs will affect the total waste stream volumes which are included here to augment waste stream

reduction forecasts - as follows:

- Programs "A" and "B" combined: Public Education and School Curricula 1-3%.
- Program 'F': Back Yard Composting, 1-3%.
- All local programs should be continued.

5.5.4 State and Federal Program Options

The County supports the State's Solid Waste Advisory Committees recommendations regarding statewide consistency relating to permitting of recycling facilities to reduce costs and to expedite the transition of a material from the waste stream to use as a commodity. The County supports efforts by the U.S. Environmental Protection Agency to exclude recyclable materials from the definition of solid waste (hazardous waste).

The State Solid and Hazardous Waste Plan - Moving Washington Beyond Waste and Toxics (2021).

Some recommendations from the Washington State Solid Waste Plan are included below to provide potential options for future programs. These strive to provide statewide guidance for reducing the use of toxic substances, decreasing waste generation, recycling more materials, and properly managing any wastes that remain. This will not be easy. Some actions will require legislative authorization or new funding sources. Some will require new partnerships between the private sector, government, and other organizations. Some actions will begin sooner than others. Some will produce results quickly, while others will take longer to achieve.

Partnerships are the key to achieving the goals of Beyond Waste. Governments at all levels, the private and non-profit sectors, academia, and communities will need to work together to implement the plan's recommendations.

The following is a partial list (from the state plan) of recommendations that may be applicable to Skamania County:

Recommendation IND 13 — Support product stewardship legislation (including framework and/or individual product legislation) and Environmentally Preferable Purchasing (EPP) legislation as recommended by the Governor's Climate Action Team.

Product stewardship and EPP legislation encourage a more closed-loop recycling system, especially for products that are more difficult to recycle. Legislation will keep products and toxics out of the waste stream and storm-water. Visit the Climate Action Team homepage at www.ecy.wa.gov/climatechange/2008CAT_overview.htm.

Milestone IND N: A statewide product stewardship framework is in place and three or more new products are included in that framework. Alternatively, comparable product stewardship legislation is in place for individual products.

Milestone IND O: Legislation is modified to support more environmentally preferable purchasing, a program to track EPP purchases is in place, and sales of EPP goods and services are increasing. (Same as Milestone HW I)

Recommendation IND 14 — Educate the public and businesses on prevention, proper use, storage, and disposal of hazardous products and wastes. Encourage safer alternatives to minimize toxic threats, especially to vulnerable populations. (Same as HW 11)

Products are a significant source for toxic chemicals getting into the environment generally and Puget Sound specifically. Education is needed to reduce these risks.

- Work toward a statewide effort to maximize the effectiveness of education efforts, with consistent messages across jurisdictions.
- Provide the public with information on choosing the safest product to meet their needs, and to handle it properly. This could include product composition and appropriate third-party certification systems. This will help the public drive demand for EPP products.

Milestone IND P: Statewide education to minimize toxic threats is in place and complements local and regional efforts. (Same as HW M)

Milestone IND Q: Fewer toxic products are purchased, misused, and disposed of improperly. The public is more aware of which chemicals are in products. (Same as HW N)

Recommendation HW 2 — Reduce threats from mercury. (Also relates to Industries Initiative)

Help reduce and eliminate mercury by supporting and implementing the Washington State Mercury Chemical Action Plan (WSMCAP). WSMCAP, part of a statewide long-term strategy for eliminating persistent bioaccumulative toxins, or PBTs, includes actions to decrease mercury from all sources. Some significant sources of mercury are in the moderate-risk waste arena. Addressing them is crucial to the success of the overall action plan. Specific actions that support the goals of the WSMCAP include technical assistance to businesses, education to businesses, households, and schools, and supporting a mercury collection, repository, and recycling infrastructure. We need to build on the growing momentum for product stewardship for mercury. This will result in long-term reductions of mercury in products and will reduce improper disposal of mercury-containing products and wastes.

Milestone HW B: Product stewardship systems for fluorescent and other mercury-containing lamps, mercury thermostats, and other mercury-containing devices are in place. Mercury in biosolids continues to diminish.

Milestone IND R: The Washington State Mercury Plan has been fully implemented for hospitals, auto switches, and lamps. A national repository for mercury is in place, resulting in significantly less mercury in the environment.

Recommendation HW 7 — Implement and promote Environmentally Preferable Purchasing at state and local governments and in institutional settings, with Ecology leading by example. Support the Climate Action Team proposals and other initiatives.

Government will lead by example in the development and implementation of environmentally preferable purchasing (EPP) policies and practices. Actions to support this include:

- Convene an intergovernmental workgroup to assess progress on EPP practices, review state and local purchasing laws and regulations, and identify barriers to environmentally preferable purchasing.
- Recommend changes to laws, regulations, and practices to agencies and state legislature as needed.
- Increase technical assistance to state grantees and state and local agencies, which will result in greater promotion and sales of EPP goods and services.
- Collaborate with local governments to advance EPP.
- Address challenges with measuring progress and purchases of EPP.

Milestone HW I: Legislation is modified to support more environmentally preferable purchasing, a program to track EPP purchases is in place, and sales of EPP goods and services are increasing. (Same as IND O)

Recommendation HW 8 — Ensure HW and hazardous substances are regulated and managed according to hazards, toxicity, and risk.

Develop a long-term strategy to evaluate and, if needed, modify environmental laws and regulations that govern HW. Analyze various approaches, including product-based preventive approaches, for addressing threats from HW. The overall goal is to move towards prevention of toxics and waste. The path for reaching this goal is not yet clear. The work within this, and other related recommendations, will help identify the best path. The strategy will need to:

- Provide more incentive for the reduction of target risk factors, such as toxicity, mobility, and persistence, and ensure that wastes that exhibit these target risk factors are subject to the highest level of care the regulatory system affords, possibly regardless of quantity.
- Move Washington to a more comprehensive regulatory system that removes barriers and provides incentives to reduce the same target risk factors associated with products that contain hazardous substances.
- Analyze the effect of larger, prevention-focused system-change efforts on the HW regulatory structure, and the need for smaller regulatory changes. The larger systemic efforts include a product stewardship framework, using the PBT and the Children's Safe Products Act chemical lists, and potential statutory adjustments. Also, use information on HW threats in Washington State, gained from studies done as proposed in Recommendation HW 12.
- Look for ways to manage less-hazardous waste in a more cost-effective manner.

Milestone HW J: Ecology staff has researched regulatory change strategies for preventing threats from HW and hazardous substances. The agency is moving in the recommended direction. Along with Ecology, local governments focus on preventing threats from HW.

Recommendation HW 9 — Support full implementation of local hazardous waste plans.

Encourage all local jurisdictions to have current hazardous waste management plans and to implement fully the six required elements of local hazardous waste plans through the following actions:

- Prepare a status report detailing statewide implementation.
- Develop ways to use the existing HW collection infrastructure to support prevention, product stewardship, and additional closed-loop recycling efforts.
- Utilize the revised local hazardous waste planning guidelines that more completely reflect the Beyond Waste goals and vision for the future.
- Provide assistance to local jurisdictions for plan updates and implementation.
- Provide for regular review of local hazardous waste programs.

Milestone HW K: Local hazardous waste plans are up to date and being fully implemented in accordance with Chapter 70.105 RCW and the new local hazardous waste planning guidelines. Full implementation includes all six required program elements:

1. Public education	4. CESQG collection assistance
2. Business technical assistance	5. Enforcement
3. HHW collection	6. Used oil collection and education

Recommendation HW 10 — Ensure businesses and facilities handling HW comply with environmental laws and regulations. Encourage as much reuse and recycling of HW as possible.

Evaluate the existing compliance strategy, and create a plan for strengthening it. Consider:

- Providing technical assistance on a system-wide basis.
- Increasing use of Environmental Management Systems.
- Ensuring consistency with local hazardous waste plans.
- Using regulations to encourage additional reuse and recycling.
- Increasing focus on and encouraging the prevention of HW wherever possible.
- Ensuring safe management of today's hazardous waste, which, if mismanaged, gets into soil and water.

Milestone HW L: HW facilities, including treatment, storage, and disposal facilities separately handling HW, comply with Chapter 173-350 WAC. The facilities reuse or recycle an increasing proportion of HW.

Recommendation HW 11 — Educate the public and businesses on prevention, proper use, storage, and disposal of hazardous products and wastes. Encourage safer alternatives to minimize toxic threats, especially to vulnerable populations. (Same as IND 14)

Products are a significant source for toxic chemicals getting into the environment generally and Columbia River specifically. Education is needed to reduce these risks.

- Work toward a statewide effort to maximize the effectiveness of education efforts, with consistent messages across jurisdictions.
- Provide the public with information on choosing the safest product to meet their needs, and to handle it properly. This could include product composition and appropriate third-party certification systems. This will help the public drive demand for EPP products.

Milestone HW M: Statewide education that minimizes toxic threats is in place and complements

local and regional efforts. (Same as IND P)

Milestone HW N: Fewer toxic products are purchased, misused, and disposed of improperly. The public is more aware of what chemicals are in products. (Same as IND Q)

Recommendation ORG 1 — Lead by example in government.

Government will lead by example both through organics recovery programs as well as through the purchase and use of more recycled organic products. Specifically, governments will:

- Maximize procurement of recycled organic products and use of products that do not lead to contamination of organic materials.
- Establish programs and clear guidelines on food waste prevention at residential, commercial, and institutional levels.
- Include compost as a component of Environmentally Preferable Purchasing, and Integrated Pest Management programs.
- Identify incentives to increase organic management programs at state and local government agencies, and institutions.
- Advertise success of organics recycling projects.

Milestone ORG E: Most people (government, business, and the public) understand the benefits of healthy soils.

Milestone ORG J: Organics recovery (including landscaping and food scraps) occurs in 50 percent of all state and local government buildings and institutions, including the Capitol Campus. State and local agencies and institutions are required to use compost as a landscape management tool to reduce water and pesticide use.

Milestone ORG M: Food waste prevention is a focus of state and local government. This includes edible food recovery for redistribution to organizations serving hungry people and food waste prevention programs at the residential, commercial, and institutional level. Work will be supported by a guidance document developed by Ecology.

Recommendation ORG 2 — Increase residential and commercial organics recovery programs.

Expand and increase organics recovery programs in residential and commercial sectors, recognizing that capacity for processing organics needs to grow with increased recovery, and opportunities differ between rural and urban areas of the state. Needed actions include:

- Incorporate Organics Materials Initiative goals into local-jurisdiction solid waste management plans.
- Assess yard debris and food scrap recycling infrastructure in large municipalities.
- Align the diverse interests of stakeholders to create a beneficial use hierarchy for recycled organic materials. Maintain core values of reducing, reusing and recycling materials.
- Provide “tools” (such as education materials and technical assistance) to coordinators of home compost programs.

- Identify incentives for local governments to increase organics collection and processing capacity.
- Promote the purchase of recycled organic products through “healthy soil” education, to create stable markets for recycled organics.
- Remove regulatory barriers to promote increased organics processing capacity.
- Support new processing technologies that provide a variety of organics recycling opportunities.
- Expand or implement home composting programs in every county.
- Work with local haulers and transfer stations to provide organics collection and diversion options.
- Advertise success of model residential and commercial organics recovery projects.

Milestone ORG B: Effective incentives for organics recycling are identified and pursued.

Milestone ORG C: Home composting programs are active and successful in every county.

Milestone ORG E: Most people (government, business, and the public) understand the benefits of healthy soils.

Milestone ORG F: Statutory and regulatory barriers to closed-loop organics recycling are addressed.

Milestone ORG G: A beneficial use hierarchy is created for residual organic material processing and uses.

Milestone ORG H: Soil carbon sequestration, using recycled organic materials, has increased based on research recommendations.

Milestone ORG I: Technical assistance, research, and/or capital expense funds support the development of at least two biomass-to-energy and biomass-to-fuel and co-products “organic refinery” projects.

Milestone ORG K: Statewide residential and commercial recycling of organics is standard practice, supported by efficient collection and increased infrastructure. Large municipalities offer food waste collection programs to residential and commercial customers.

Recommendation GB 3 — Provide incentives that encourage green design, construction, and deconstruction and begin removing disincentives.

If green building is to become a mainstream practice, incentives must be available to developers, contractors, and homeowners to defray some of the up-front costs of building green.

- Utilities, governments, and others create and promote incentives.
- Staff continues to identify federal, state, and local incentives already in place, and develop new incentives. Effective incentive programs may include rebates, fast-track permitting, and tax cuts.

Washington's regulatory climate should encourage, not simply accommodate, green building.

- Continue to identify and remove regulatory barriers that prohibit and/or contradict green building standards in the State Building Code, local building codes and other applicable state regulations, specifically those related to land use, zoning, stormwater management, water resources, and shoreline protection.

Milestone GB A: Washington continues to be a leader in green building.

Milestone GB C: Government continues to identify and remove regulatory barriers to green building.

Milestone GB G: At least five buildings are built to the Living Building standard in Washington.

Milestone GB H: At least 50 percent of all local governments in Washington have adopted green building policies and/or incentives.

Milestone GB J: Authorities adopt policies that require low-impact (LID) strategies to be included in building design and maintenance.

Recommendation GB 4 — Expand capacity and markets for reusing and recycling construction and demolition materials.

There is a lack of sufficient reuse and recycling infrastructure statewide. The next five years of Beyond Waste implementation will work on expanding these options.

- Identify places where additional capacity is needed for reuse and recycling of building materials, and begin planning to provide it.
- Initiate an outreach effort to contractors not currently building green to determine what needs to be in place (such as incentives or infrastructure) for them to implement job-site recycling programs.
- Continue to build markets for salvaged and recycled building materials.
- Promote reuse of existing building stock as an important waste reduction strategy.

In addition to recycling, it is important to divert as much construction and demolition debris from the waste stream as possible. Significant amounts of construction waste currently sent to a landfill or recycled could be re-used. Place continued emphasis on reuse and salvage. There are a number of deconstruction and salvage businesses in Washington. Residents across the state should have easy access to these organizations.

Milestone GB D: Ten percent of all certified green building projects achieve credits for using existing building stock or salvaged materials, and/or at least 75 percent waste diversion during construction.

Recommendation GB 6 — Increase awareness, knowledge, and access to green building

resources.

Continue to promote the expansion of green building practices statewide through education and outreach.

Teach green design and green building. Students need knowledge of and easy access to green educational options prior to choosing their secondary education paths. Washington is a national leader in green building education and offers multiple courses in trade schools and colleges specific to green building practices, but there is room for more. The building sector promises to provide a platform for thousands of green jobs in Washington State.

Additionally, work to ensure Washington residents are familiar with and supportive of green building practices in their communities.

Milestone GB A: Washington continues to be a leader in green building.

Milestone GB B: All new state-funded buildings continue to meet or exceed green building requirements.

Milestone GB E: Green buildings occupy 15 percent of the total market share for new construction in Washington.

Milestone GB F: Washington offers degree and certificate programs in green building-related trades statewide.

Milestone GB G: At least five buildings are built to the Living Building standard in Washington.

Milestone GB K: Energy use in public buildings meets or exceeds Architecture 2003 goals.

Recommendation DATA 2 — Update and review existing indicators on an annual basis. Develop and implement an evaluation process for all working indicators. Eliminate non-useful, non-viable measures, and add potential new measures.

Every year, Ecology will review the indicators in the Progress Report to determine their relevance to initiatives as well as the plan recommendations and milestones. At least every five years, Ecology and its partners will fully evaluate the indicators to determine whether they are still adequately answering key questions on Beyond Waste progress or whether we need new or different indicators.

As part of the evaluation process, Ecology and its partners will:

- Discuss efforts made to date on closing data gaps such as the lack of good data on small-volume hazardous materials purchased, used, and disposed.
- Explain what has been done to increase the effectiveness of existing data-collection efforts.

Milestone DATA C: An evaluation process and recommendations for existing indicators are in place.

To implement any of these recommendations or portions of same, the county should work closely with the Ecology for assistance.

5.6 Other Options and Considerations

5.6.1 Urban and Rural Designations to Establish Minimum Recycling Levels

The rationale for designating the County as rural remains the same, providing the best level of service to the County residents for the least amount of cost. However when considering the formation of collection and/or disposal districts, or service level ordinances, grounds to consider these geographical areas urban should be reassessed.

5.6.2 Designation of Recyclable Materials

The collection and separation of recyclables at the Stevenson Transfer Facility, Mt. Pleasant and Underwood Drop box facilities are done by their patrons. At the facilities patrons can recycle the following materials: Cardboard and brown paper sacks, newspaper and magazines, mixed paper, green glass, clear glass, brown glass, tin cans, aluminum cans, all types of rigid plastic, scrap iron, tires, e-waste and refrigerators. When the recycle containers are full of the material to be recycled, they are either taken to the Stevenson Material Recycling Facility (MRF) for further processing and bailing or directly to the buyers for processing depending on the material.

Material	Priority Level
Cardboard	Medium-priority
Brown paper sacks	Medium-priority
Newspaper	Medium-priority
Magazines	Medium-priority
Mixed paper	Medium-priority
Colored glass	Medium-priority
Clear glass	Medium-priority
Tin Cans	Medium-priority
Aluminum	Medium-priority
All types of ridged plastic	Medium-priority
Scrap iron	Medium-priority
Tires	Medium-priority
e-waste	Medium-priority
Refrigerators	Medium-priority

Currently there are numerous companies that will buy recycled material from the County, but it has been determined that by selling directly to the mills, a higher per ton rate is achieved and the

mills provide transport at no cost to the County. The County schedules pick-up of these products and when the truck and trailer arrives the County loads it with a forklift to the desired weight that the driver specifies.. These products include glass materials and are transported to market in 50 yard containers by truck. The market prices for all recyclable goods vary month to month depending on world markets and buyer prices should be compared regularly to insure maximum profitability.

5.6.3 Modifying the List of Designated Recyclable Materials

If the county determines, due to market conditions and availability of recycling options, that a recycle stream is cost prohibitive to continue to recycle, then the county could eliminate that recycle stream at its choosing. On the other hand, if new technologies or recyclable materials become available and are not cost restrictive, the County may implement collection programs for them.

Changes in technology, political climate and markets may necessitate changes in the designated recyclables. Some possible scenarios that would warrant a change include, but are not limited to:

- The market price for an existing material becomes so low it is no longer feasible to collect, process and/or ship to markets.
- Local markets and/or brokers expand their list of acceptable items based on new uses for markets or technologies that increase demand.
- New local or regional processing or demand for a particular material develops.
- No market can be found for an existing recyclable material, causing the material to be stockpiled with no apparent solution in the near future.
- The potential for increased or decreased amounts of diversion.
- Legislative mandate.
- Other conditions not anticipated at the time.

Any proposed change to the designated recyclables list must be made to the solid waste director of Skamania County and taken to the SWAC for review. The SWAC will make recommendation on whether to add or remove the material from the designated recyclables list. The SWAC's recommendation will be brought before the county Board of Commissioners for their review and approval. If approved, the designated recyclables list will be updated and submitted to Ecology. In theory, changes to the designated recyclables list should take 30-60 days, depending on the frequency of regular SWAC meetings.

The 2014 Plan discussed commingled waste and future considerations thereof. Skamania County is no longer piloting the marketing of commingled recyclable materials. Non-solicited proposals were received by the Solid Waste Department from two firms that process recyclable materials, one from Longview and one from Portland. The Longview firm proposed to collect the materials at Stevenson Transfer Station with charges to the County estimated to range between \$40 - 50 per ton. The Portland firm proposed receiving the materials at its Portland site, charging \$10 per ton for the material. Both these proposals could possibly be improved with negotiations.

5.7 Formation of Special Districts

Included as part of this discussion is the collection of commercial and industrial wastes; and the generation of revenues needed to manage and dispose of wastes. Formation of disposal or collection districts could afford the County certain elements of control not presently held. These include the ability to impose certain levels of service such as mandatory collection and to set up a separate taxing authority for the district. Appendix I contains a comprehensive analysis of the subject written by the law firm of Heller Ehrmann White and McAuliffe. The following is an encapsulation of the report.

5.7.1 Solid Waste Collection District

- Allows requiring mandatory collection under certain conditions, namely to protect public health.
- Allows counties to provide collection service if no qualified collection companies are available to perform the service.
- Does not give the counties authority to assess new taxes or fees.
- Must have an inter-local agreement with any incorporated city or town to be included in the district.
- Public hearings are required prior to the formation of a district.

5.7.2 Solid Waste Disposal District

- Defined as a "quasi-municipal corporation" for the purpose of providing and funding solid waste disposal districts.
- Allows for collecting fees, and assessing taxes, including excise taxes, for solid waste disposal.
- Can assess annual levies with voter approval.
- Allows counties to formulate flow control ordinances requiring disposal at county facilities (transfer stations), however this is a constitutional legal issue and the courts have overturned many flow control ordinances.
- Include this discussion in an approved solid waste plan.
- Public hearings are required prior to the formation of the district.

The opportunity exists for the incorporated cities in the County to contract out for service or provide its own collection service. While the existing haulers have explicit rights to continue, a city may notify the hauler of its intentions and wait out the prescribed duration, at the end of which period they may establish their own collection service. Cities also have the option to buy-out the existing collection service, with mutual consent at any time. A city that contracts or provides its own collection service can flow control its wastes to the county facility of its choice.

The same difficult decisions and economic impacts prevail in both urban and rural unincorporated neighborhoods. Therefore, the County would prefer to see State law changed to allow counties to have the same opportunities afforded cities in managing solid waste issues to meet State goals.

5.8 Collection

5.8.1 Franchise Hauler

It is currently reported that the franchise haulers serve the following number of customers by type:

Table 5-1: Number of Customers by Franchise Hauler

Collection Company	# Residential	# Commercial
Columbia River Disposal	2183	314
Waste Connections		
total	2183	314

5.8.2 Projected Collection Needs

Implementing a Collection District could double or triple the number of households now served by the franchise haulers. Including a service level ordinance for recycling and depending on the type of curbside recycling collection service provided, could increase the rolling stock of the haulers or increase the number of routes. Cities that contract out collection would need to initiate proceedings as prescribed by statute. Population increase in geographical proximity to existing transfer stations could make them invaluable assets in the long term.

5.8.3 Transfer Stations

During the construction of the Stevenson Transfer Station, Skamania Sanitary revised its rates according to WUTC regulations. This allowed the franchise to export waste directly out of the County during the construction period. Since the reopening of the Stevenson facility, neither franchise hauler has used the County's waste transfer system. While the conflagration over flow control rages, the County is concerned with liability issues for wastes generated under authority of this management plan that are disposed of in known and unknown solid waste systems.

The county, also by authority of state law and approved and partially funded by Ecology has constructed and is operating a fully permitted transfer system that:

- Is capable of and has the capacity to handle all collected and self-hauled wastes the County will generate over the next 20 years;
- According to agreements with North Wasco Landfill management, the landfill has capacity to dispose of these wastes during that same time period; and
- Includes liability agreements with the disposal facility.

The County should be concerned over liability issues when only 40 percent of the estimated total waste stream can be accounted for. Similarly there is a question as to the liability of the hauler who cannot account for the disposal of wastes generated in Skamania County. An incorporated area may also have liability regarding disposal of its solid waste.

All waste generated in the county should be processed under county management whether the facilities are operated in a public or private mode. This would relieve the Cities and the county of undue concerns over liabilities, and more importantly protect human health and the environment by controlling the disposal of waste to a permitted, county contracted landfill.

5.8.4 Transfer Station Tipping Fees

The basic fee at the three county transfer stations is \$150 per ton plus a \$5 use fee. Taking into account the factors facing the county, while the fee is high, it is not unreasonably high. Following are comparable rates of other cities and counties in Washington State:

Table 5-2: 2023 Comparable Tipping Fees from other Cities and Counties

Cities and Counties	Tip Fee
Centralia, WA	\$100
Jefferson County	\$162.93
King County	\$180.80
Lakewood, WA	\$165
Olympia, WA	\$119
Pacific County	\$168
Pierce County	\$167.38
Seattle, WA	\$165
Spokane, WA	\$114
Tacoma, WA	\$170
Wahkiakum County	\$140
San Juan County	\$332.67

As previously stated, one of the biggest factors influencing MSW costs is the low MSW receipts at the transfer stations. At current county tipping fees, the county would benefit from receipt of all the MSW it can handle.

5.9 Organics Management Law 1,0 & 2.0

RCW 70A.205.040(3)(a) requires Solid Waste Management Plans (SWMPs) developed, updated, or amended after July 1, 2025, to consider transition to collection requirements in RCW 70A.205.540, as well as identifying both priority areas for organic management facilities and volumetric capacity required to manage the County's organic materials consistent with the goals of RCW 70A.205.007. These requirements have been examined and found that it does not apply at this time for the 2027 & 2030 ORCAs. In addition, SWMPs must identify two things that ultimately support the efforts of the state closer to meeting the aggressive goal of reducing landfilled organics as directed by the legislature, those are selecting priority areas for organic materials management facilities (OMM facilities). An OMM facility is a solid waste handling facility that manages organic materials through composting, anaerobic digestion, vermiculture,

black soldier fly, or similar technologies.

5.10 Enforcement

Skamania County in conjunction with the many agencies sharing enforcement responsibilities should determine the probable impacts to human health and the environment occurring due to the lack of control over approximately 60% of the estimated total waste generated in the Cities and County. Currently there are no means of surveillance and control of illegal solid waste disposal activities in the County. The Skamania County Environmental Health Department does provide an enforcement role with regards to County code also provide permitting when required.

5.11 Regulating Agencies

Skamania County Environmental Health is the permitting agency for the three-disposal facilities in the County. Skamania County Environmental Health provides permitting, reporting requirements and regulatory compliance guidelines. They provide quarterly inspections to ensure that regulatory compliance is maintained.

State of Washington Department of Ecology oversees the State goals with regards to the Solid Waste Division. They work to manage solid waste, nuclear waste and reduce toxic chemicals in the products you use. They regulate the threats found in everyday household products and help businesses promote green practices to turn waste products into valuable resources.

5.12 Administration

Joint public/private partnerships should be administered as part of this plan's findings, strategies and recommendations.

5.13 Other

Recent reports reveal health risks associated with the processing and recovery of infectious wastes. Assurances should be made that permitted facilities are using proper handling techniques for County generated wastes.

Skamania County does collect but does not process medical/infectious waste, which is known as red bag waste. The medical and health offices are contracting with a licensed medical waste disposal company that provides pickup service.

The county has a sharps disposal program in place. The public may bring a legal sharps container to any of the transfer and drop box sites and dispose of their sharps container. The collected sharps containers are stored separately. At the Stevenson transfer facility the sharps containers are placed in a transport container with liner. The county has contracted with a licensed medical waste disposal company that provides pickup service on a bi-annual schedule.

CHAPTER 6 – EXISTING COSTS AND ESTIMATED OPERATING COSTS FOR OPTIONAL OPERATING SCENARIOS

6-1 Existing Total Solid Waste Operation Costs

It is the goal of the County to make the solid waste system self-supporting through its revenues. This chapter presents various optional operating scenarios, which are prioritized numerically, that could help achieve this goal. In past years, the County Commissioners have provided funds to the Solid Waste Department from Federal payments. This accounted for about 35% of the revenue required to operate the Transfer and Drop Box Facilities. This loss of revenue required the Public Works Department to find alternate funding to keep these sites open. Thus the \$5 transaction/user fee was implemented in November 2011. This fee increased to \$7 in 2024. This fee gave the Solid Waste Division the ability to keep its current level of services. If it is determined that the current funding is not adequate to provide for the current level of services provided by the County, then several options are available.

Local Solid Waste Financial Assistance (LSWFA) supports local government implementation of eligible projects identified in their local solid and hazardous waste management plans, and local enforcement of solid waste handling laws and rules. LSWFA requirements are balanced with Ecology's statewide goals and with local needs. Goals in the State Solid and Hazardous Waste Plan may direct local plans, though local plans determine use of LSWFA in the Jurisdiction. In Skamania County this funding goes to the recycling employee wages and benefits with all other waste reduction expenditures else coming out of the Solid Waste Divisions general fund. This is also true about the Household Hazardous Waste (HHW) collections that the County holds, all LSWFA monies are spent on recyclers benefits and wages, therefore the costs are coming out of the Solid Waste Divisions general fund (tip fees).

After a detailed review of the 2024 operations, it has been determined that the current disposal fees are just adequate enough to provide funding for the core disposal and recycling services that the County provides. All other non-essential services that the Solid Waste Division provides for free will be eliminated until funding is available. The funding for services will be provided by the general fund at the request of the commission. These services include:

- Annual "Earth Day Celebration" event.
- Annual Household Hazardous Waste Collection event.
- Annual Small Quantity Generator (SQG) Hazardous Waste Collection event.
- Elimination of waived fees for community groups or cleanup events.
- Elimination of waste reduction education programs.
 - No school programs.
 - Non-participation in the annual "Water Jam" educational jamboree.
- Sharps exchange program modification.
 - No free sharps containers.
 - Disposal will still be provided.

Cost at Existing Conditions - 2024

Total Revenues	\$1,612,373.74
Total Expenses	\$1,483,566.87
Net Revenue	\$128,806.87

6.2 Waste Disposal Costs

Currently the County is hauling all of its waste to the Wasco. The transport time ranges from anywhere from 3.5 hours to 4.5 hours per roundtrip. County staff continues to monitor alternative landfill tipping fees.

Total disposal cost including truck and driver is calculated as \$53.97 per ton. Currently waste from Mr. Pleasant and Underwood is being transferred in 50 cubic yard (CY) open tops containers and compactor boxes to Stevenson. All MSW is shipped from Stevenson to Wasco in 53 foot open top possum belly highway trailers. Other options for transport were considered and the costs were estimated in the Appendix XI spreadsheet analysis 2022, including:

1. Existing method of transport - \$53.97 per ton.
2. Shipping from Underwood direct to Wasco in 50 CY open top boxes - \$ 54.33 per ton.
3. Shipping from Underwood and Mt. Pleasant direct to Wasco in 50CY open top boxes - \$54.33 and \$91.01 per ton respectively.
4. Shipping direct to Wasco from all three-transfer stations in 48-foot highway trailers - \$59.36 per ton.

Item 1, above, calculated to be the most cost-effective method. The Solid Waste Department realizes a direct margin over its basic disposal rate of \$185/ton minus \$53.97 or \$131.03 per ton on MSW received and shipped to the landfill. It is for this reason that more MSW would reduce the amount of County general funds required for the operation.

6.3 Summary of Analyses of Various Operating Scenarios

Cost at Existing Conditions 2024

Total Revenues	\$1,612,373.74
Total Expenses	\$1,483,566.87
Net Revenue	\$128,806.87

6.3.1 Scenario A - Eliminate non-essential programs

All non-essential services that the Solid Waste Division provides for free will be eliminated until funding is available. These services include:

- Annual “Earth Day Celebration” event.
- Annual Household Hazardous Waste Collection event.
- Annual Small Quantity Generator (SQG) Hazardous Waste Collection event.
- Elimination of waived fees for community groups or cleanup events.
- Elimination of waste reduction education programs.
 - No school programs.
 - Non-participation in the annual “Water Jam” educational jamboree.
- Sharps exchange program modification.

- No free sharps containers.
- Disposal will still be provided.

Budgeted Cost with non-essential programs removed - 2024

Total Expenses	\$1,612,373.74
Total Revenues	\$1,483,566.87
Net Revenue	\$128,806.87

(Refer to Appendix III for a detailed analysis)

The improvement over the Existing Conditions is a revenue benefit with severe reduction of services to the public.

6.3.2 Scenario B. Convert to Commingled Recycling (no reduction of Services).

As described in Section 5.6.2 of this Plan, the elimination of recycled material processing would decrease revenue by \$16,0443. This amount is a result of processing cost at \$10/ton coupled with the loss of recycle revenue, and no change in staffing fixed costs.

(Refer to Appendix IV for a detailed analysis)

6.3.3 Scenario C. Close Down the Underwood Station

Due to its low volume the cost per ton received at the Underwood Drop Box Facility, the County should consider closing the site, with estimated savings of \$13,314 per year.

(Refer to Appendix V for a detailed analysis)

The improvement over the Existing Conditions is a revenue benefit. The closure will result in a significant reduction in the level of service to some County residents.

6.3.4 Privatization of All or Portions of the Solid Waste Operation.

Typically, the solid waste operations of counties or other government entities are a combination of private business and public agencies. This is currently the case in Skamania County with curbside collection by private haulers and the balance of service provided by the County. In efforts to reduce tax supported costs there has been a general trend nationwide to initiate, or at least to consider privatization of utility and other services that have been historically provided by government entities. But since the Solid Waste Division is self-supportive, privatization has not been considered, although all options are on the table.

The County should consider a thorough review of the solid waste services and the costs thereof.

Advantages of privatization include:

- Minimization of government

- Private operations can enjoy more flexibility and respond faster to change.
- Potential cost benefits.

Advantages of government provided services include:

- Control of the quality and manner in which services are provided.
- Able to respond to the service demands of the populace.
- Elimination of the 'profit' motive and the associated cost to the service users.

The main elements of the solid waste program currently operated and controlled by the County are:

- Gate keeping and operation of the transfer station and two drop box facilities including receipt of self-hauled MSW and responsibility for handling tipping fee receipts.
- Transportation of MSW to disposal sites.
- Receipt and disposal of household hazardous waste materials (if funding is available).
- Receipt and control of recycled materials.
- Processing of recycled materials.
- Finding markets and price negotiation for sale of recycled materials.
- Transportation of recycled materials to the market.

The following steps would be included in the process to pursue the privatization option:

- Decide which of the above functions would be included for privatization.
- Meet with the County Commissioners, SWAC, potential bidders and other concerned parties. Describe conditions and requirements, taking input for the development of a Request for Proposal (RFP).
- Hold public meetings.
- Decide whether to continue in pursuit of privatization.
- Determine whether County owned fixed facilities (real property, buildings and equipment) should be sold, leased or loaned to the Contractor.
- Determine whether County owned rolling stock (trucks, trailers, etc.) should be sold or leased to the Contractor.
- Contract should assure service levels specified by the County Commissioners are met, and the facilities and grounds are properly maintained.
- Prepare and advertise an RFP, mailed to all potential bidders that expressed an interest, or to those that the County has specifically identified as qualified.
- Screen and evaluate all proposals.
- Comprehensively compare benefits of the selected proposal to the County's operations, needs and desires.
- Impacted County staff requires provisions for their well-being.
- Conduct formal interviews with the short-listed proposers.
- Select a preferred Contractor.
- Negotiate specific terms. If during the negotiations a contractual impasse is encountered begin negotiations with the second choice, continuing down the list until an agreement is reached.

- Determine whether an adequate contract can be obtained and decide whether to proceed.
- Develop contract language including concerns identified above.
- Implement the program (if so decided) maintaining inspections, and measuring success.

The credentials and resources of the contractor must be carefully screened prior to awarding the contract. The contractor must have the resources and facilities to perform the contract.

CHAPTER 7 - HAZARDOUS WASTE MANAGEMENT PLAN

7.1 General Administration

7.1.1 History

The previous Hazardous Waste Management Plan for Skamania County began development in 1988, in cooperation with the Cities of North Bonneville and Stevenson. It was regional in scope and therefore included Clark County and all its cities and towns. With the guidance of a 14 member Hazardous Waste Technical Advisory Committee, staff from the Intergovernmental Resource Center prepared the plan. Membership on the Technical Committee included the Skamania County Solid Waste Advisory Committee and the Skamania County Department of Emergency Management.

The Hazardous Waste Plan designated the Southwest Washington Health District (SWWHD) as lead implementation agency. The plan was adopted by all cities and jurisdictions in Skamania and Clark counties in 1988, and was approved by the Washington State Department of Ecology (Ecology) in 1989. The SWWHD Board of Health then adopted the plan in 1989 and implementation began in April 1989. As lead agency, the SWWHD was responsible for coordination and implementation of all plan elements except the collection and disposal of household hazardous waste. In 1997 the program was amended and Skamania County assumed the role of lead agency within its jurisdiction, with the exception of enforcement, which the SWWHD retained. In 2008 the Skamania County Environmental Health Department assumed the role of lead agency within its jurisdiction.

The Plan was written in response to RCW 70A.300, requiring local governments to develop and implement hazardous waste management (HW) plans.

7.1.2 Introduction

While the 1989 Hazardous Waste Plan (HW) was published as a separate, bound document, the new plan, in its entirety, is integrated into the Skamania County Comprehensive Solid Waste Management Plan as chapter seven. This chapter is the five-year HW Plan and will be updated, as required, along with the other chapters of the Skamania County Comprehensive Solid Waste Management Plan (plan).

Management efficiencies are anticipated due to similar health risks posed by the waste streams and include permitting and enforcement. Other efficiencies such as the same planning area and streamlined education programs will allow the County to be more responsive to the needs of the public, eliminate duplication and increase effectiveness.

Hazardous waste can be hazardous to human health, wildlife or the environment but is conditionally exempt from the State Dangerous Waste Regulations, Chapter 173-303 WAC.

Hazardous waste has been specifically defined by RCW 70A.300.260 to mean:

Any waste that exhibits any of the properties of hazardous waste but is exempt from regulation solely because the waste is generated in quantities below the threshold for regulation and any household wastes (HHW) which are generated from the disposal of substances identified by the department as hazardous household substances. The list of hazardous household substances can be found in Table 7-1 below. Hazardous waste includes hazardous (toxic, corrosive, flammable, reactive) waste generated by households and businesses.

The term “Hazardous” does not refer to the materials but to the generator. Hazardous waste includes household waste with hazardous characteristics, and hazardous waste from businesses that:

- Do not generate more than 220 pounds of dangerous waste per month or accumulate no more than 2,200 pounds in a ten-month period.
- Do not generate more than 2.2 pounds of extremely hazardous waste per month or accumulate more than 2.2 pounds of EHW total.

The Washington State Department of Ecology (Ecology) no longer regulates, as large quantity generators, the businesses able to meet the above thresholds. Prior to November 1995, the Dangerous Waste Regulations had established lower accumulation limits (i.e. 220 pounds). With the change, many businesses are now classified as small quantity generators (SQG’s).

Since HHW and SQG wastes are specifically excluded from state hazardous waste regulation, the control of these Hazardous wastes falls primarily to local governments. Various municipalities and private enterprise also play a role in HW management.

This Plan describes how Skamania County’s HW will be managed by waste generators, by the Skamania County Solid Waste Management Division (SWMD), and by other involved parties, such as the Skamania County Environmental Health Department (SCEHD). It allows the County to take advantage of regional opportunities while effectively managing the local problem.

The guiding principal of the Plan is to preserve the quality of life in Skamania County by protecting the air, soil and water. To attain this directive the Plan identifies several goals and objectives the County needs to strive towards. The three key goals include:

GOALS

Goal 1: The County will provide the leadership and cooperation necessary to solve the community problems faced by the generation of Hazardous waste.

Goal 2: All local governments, agencies and jurisdictions will implement and improve upon the Plan’s recommendations such that the combined efforts enable the County to identify, meet or exceed the State’s Hazardous waste goals.

Goal 3: The County will develop Hazardous waste alternatives that are consistent with the State’s priorities as defined in Chapter 70.105.150 RCW.

The intent is to develop and recommend a management program that will meet the following objectives:

- Increase the awareness of the Skamania County citizens and businesses regarding the hazards of Hazardous waste and the County priorities for generation, handling, storage and disposal.
- Establish a leadership role as the County government by defining each department's responsibilities in reaching the goals.
- Reduce the quantity of HW that is generated in Skamania County.
- Create the means for collecting and properly disposing of the HW that is generated.
- Develop baseline data and information that can measure outcomes and determine success.

7.1.3 The Hazardous Waste Problem

Some people think of hazardous wastes only in relation to large industry, but it is also generated by smaller businesses and by individual households. While generated in small amounts at several thousand locations, when accumulated as a hazardous waste volume or in combination with the solid waste stream, the total amount is significant. The average household hosts a multitude of common hazardous products used from such activities as home repair or remodeling, auto or boat maintenance, cleaning agents, yard and garden care, and hobby and recreation. Table 7-1 provides examples of the hazardous products one might find in these categories. Table 7-2 provides a hazardous household substances list. Small businesses also use or produce an array of hazardous materials.

Table 7-1: Hazardous Household Material Groups

Group Name	Examples
Repair and Remodeling	Adhesives, oil-based paint, thinner, epoxy, paint stripper
Cleaning Agents	Oven cleaners, deck cleaners, degreasers, toilet cleaners
Pesticides & Fertilizers	Wood preservatives, mole killer, herbicides, pesticides
Auto, Boat & Equip.	Batteries, paint, gasoline, oil, antifreeze, solvents
Hobby and Recreation	Photo and pool chemicals, glaze, paint, white gas
Miscellaneous	Ammunition, fireworks, asbestos

Hazardous Household Substance List				
This list is provided by Ecology as required by RCW 70A.300.350(4)(a)				
Hazardous Household Substances				
Substance(s) or Class(es) of Substances	Hazards			
Group 1: Repair and Remodeling	Flammable	Toxic	Corrosive	Reactive
Adhesives, Glues, Cements	X	X		
Cement Etching Solutions			X	

Roof Flashing Containing Lead		X		
Roof Coatings, Sealants		X		
Caulkings, Sealants		X		
Epoxy Resins	X	X		X
Latex (water) Based Paints with mold inhibitors		X		
Solvent Based Paints	X	X		
Solvents, Thinners	X	X	X	X
Paint Removers, Strippers		X	X	
Group 2: Cleaning Agents				
	Flammable	Toxic	Corrosive	Reactive
Oven Cleaners		X	X	
Rust Removers			X	
Degreasers, Spot Removers	X	X	X	
Toilet, Drain, Septic Cleaners		X	X	
Polishes, Waxes, Strippers	X	X	X	
Deck, Patio, Chimney Cleaners	X	X	X	
Solvent Cleaning Fluid	X	X	X	X
Household Bleach (< 8% solution)			X	
Group 3: Poisons				
	Flammable	Toxic	Corrosive	Reactive
Insecticides	X	X		
Fungicides		X		X
Rodenticides		X		X
Molluscides		X		
Wood Preservatives		X		
Moss Retardants		X	X	
Herbicides		X		
Fertilizers		X	X	X
Group 4: Auto, Boat, and Equipment Maintenance				
	Flammable	Toxic	Corrosive	Reactive
Batteries	X	X	X	X
Waxes, Cleaners	X	X	X	
Paints, Solvents, Cleaners	X	X	X	X
Aerosol Cans	X	X	X	X
Adhesives, Glues, Cements	X	X		
Fuel or Oil Additives	X	X	X	X
Gasoline	X	X	X	X
Flushes	X	X	X	X
Auto Body Repair Materials	X	X		
Motor Oil		X		
Diesel Oil	X	X		
Antifreeze		X		

Group 5: Hobby and Recreation				
	Flammable	Toxic	Corrosive	Reactive
Paints, Thinners, Solvents	X	X	X	X
Pool/Sauna Chemicals	X	X	X	X
Photo Processing Chemicals	X	X	X	X
Metal Cleaning, Refining Chemicals		X	X	X
Glues, Cements	X	X	X	
Inks, Dyes	X	X		
Glazes		X		
Chemistry Sets	X	X	X	X
Pressurized Bottled Gas	X	X		X
White Gas	X	X		X
Charcoal Lighter Fluid	X	X		
Batteries	X	X	X	X
Group 6: Persistent Bioaccumulative Toxins (PBT's)				
	Flammable	Toxic	Corrosive	Reactive
Mercury:				
- CFLs, Fluorescent Tubes, HID lamps				
- Auto Switches				
- Thermometers		X	X	
- Barometers				
- Thermostats				
- Button Cell Batteries				
Lead:				
- Lead Acid Car Batteries				
- Fishing Weights				
- Unused Lead From Ammunition				
- Unused Lead solder		X		
- Unused Traffic Paint				
- Unused Art Supplies (for stained glass and lead pottery glaze)				
Polybrominated Diphenyl Ether (PBDE's} found as flame retardants in the plastic of electronics such as:				
- Televisions		X		
- Computers				
- Other Electronic Products				
Note : These items should all be treated as electronics and recycled.				
Polycyclic Aromatic Hydrocarbons (PAH}				
- Roofing Sealant		X		
- Pavement Sealant				
- Railroad Ties				

Polychlorinated Biphenyl (PCB} - Caulking (manufactured prior to 1979} - Light Ballasts (manufactured prior to 1979} - Road Paint (check with manufacturer} - Some Inks, Dyes		X		
Group 7: Miscellaneous				
	Flammable	Toxic	Corrosive	Reactive
Ammunition	X	X	X	X
Asbestos		X		
Fireworks	X	X	X	X
Marine, Road Flares	X	X		X
Pharmaceuticals (Ecology recommends local governments point residents to the Safe Medication Return program, medtakebackwashington.org, instead of directly accepting medications from residents, as some are controlled substances.)		X		
Old Smoke Detection Equipment (may contain radioactive components}				
Personal Care Products (aerosols, dandruff shampoos, nail polish remover, hair dyes, etc.)	X	X	X	
Nicotine Vape Devices		X		X

It is known that the improper management and disposal of hazardous wastes magnifies the potential hazards to human health and the environment.

What was considered previously as acceptable practices, either by burying in the landfill or dumping into the sanitary sewer system, is now known to have significant consequences. Unacceptable practices include indiscriminate dumping at unauthorized locations, and unpermitted incineration, treatment or storage.

In view of the dangers, the Skamania County has implemented and will continue to manage hazardous waste options to include source reduction, product substitution, substance re-use and recycling; and when these options are exhausted, ensure the waste is disposed of properly and responsibly.

It is the intent of the County to acquire adequate disposal sites and facilities or contract for the disposal of all solid waste (which includes HW) generated and collected in Skamania County and the municipal corporations situated therein. Such disposal sites, facilities and contracts shall be consistent with other local plans, and all federal, state and local requirements. A summary of the federal and state regulations that govern or affect management of household hazardous waste and small quantity generator waste is found in subchapter 7.4.1.

In creating this plan, the Solid Waste Management Division is fulfilling local and state mandates to manage and control potentially harmful Hazardous wastes. This plan identifies current HW

management practices in the county, and recommends improvements and additional programs. With continued research, knowledge about the types and effects of HW and hazardous materials will grow. Therefore, Ecology's guidelines directs the plan to set goals and objectives in five-year increments, within a 20-year time frame. This will enable the counties to incorporate new discoveries and developments into the plan as each is tested and proven. Implementation of new technologies and best management practices will contribute to the health and well being of the community and the environment.

7.1.4 Waste Management Priorities

Similar to the State Solid Waste Management – Reduction and Recycling Act (SWMA), the Hazardous Waste Management Act (HWMA) establishes a waste management hierarchy. In descending order, the waste management priorities are:

- Waste reduction;
- Recycling;
- Physical, chemical and biological treatment;
- Incineration;
- Solidification/stabilization treatment;
- Landfilling.

Local governments are responsible for regional planning, implementation and certain enforcement activities under the SWMA and HWMA. They are required to develop solid waste and local hazardous waste management plans that identify local waste management needs and provide a long-term program for meeting those needs. Local governments maintain most of the regulation and enforcement responsibilities for solid waste management, including activities related to facility siting, permitting and inspections. In addition, local governments, as well as hazardous and solid waste management firms, provide waste collection, transfer, recycling, and disposal services for their communities.

7.1.5 Target: Waste Generators, Waste Streams

There are two key programs within the Plan; one is aimed at the general public (households), the other is directed towards businesses that generate small quantities of hazardous waste (SQG's).

- For the general public (Target: Used oil and antifreeze):
- Increase awareness of the dangers of Hazardous waste,
- Encourage the use of less hazardous materials,
- Discharge less HW into the environment, and
- Provide increased opportunities for safely disposing of Hazardous wastes.

When the public is aware of the environmental dangers these materials pose and the special handling they require, they will be more likely to recognize and act upon the dangers posed by other materials more commonly recognized as hazardous. These include solvents and pesticides (e.g. oil and antifreeze comprise significant portions of the waste stream).

For commercial generators (target by industry per waste quantity):

- Increase awareness of the applicable Federal, State and local plans and rules,
- Encourage the use of less toxic materials.
- Support and participate in waste audit programs by Ecology and SWWHD.
- Provide increased opportunities for safely storing and disposing of Hazardous waste.

The programs will emphasize the following:

- Educating the public and commercial generators about the hazards and proper storage and disposal of Hazardous Wastes, through literature, outreach activities and telephone information.
- Promoting source reduction and HW product substitution strategies for households and businesses.
- Evaluate and expand, as needed, current HW disposal options; such as additional waste oil and antifreeze drop sites, continuing household hazardous waste (HHW) collection events and usable product giveaways; and, examining year-round disposal options for households and small quantity generators (SQG's).

7.1.6 Plan Boundaries and Participants

The participating jurisdictions in this planning area are Skamania County, the cities of North Bonneville and Stevenson, all of the County's towns and rural areas, and the Skamania County Environmental Health Department. Any of the participating jurisdictions are free to undertake activities beyond the scope of the Plan, since the intent of the Plan is to provide a foundation upon which to build local and regional programs.

The Skamania County Solid Waste Division is the lead agency in developing the Hazardous Waste Management Plan. It has combined this Chapter with the update of the County's Comprehensive Solid Waste Management Plan.

7.1.7 Planning Process

The planning process for this Chapter began in October, 1997, when the Skamania County Solid Waste Management Division (SWMD), SWWHD, Ecology and others agreed to develop a Skamania County Hazardous Waste Management Plan to cover Hazardous waste generated by households and small quantity generators. With guidance from the Solid Waste Advisory Committee (SWAC) County staff produced this Plan.

They conducted and evaluated local records and reports, and reviewed regional and state risk waste data from the public and private sectors. The committee input was used to identify specific needs and concerns of the small business community and the general public. It developed a list of programs and assigned final priorities to the programs.

7.1.8 Public Participation

RCW 70A.300 that localities that develop and implement HW Plans involve the public in the

process. Skamania County invited the public to participate in reviewing project findings, evaluating and selecting HW management strategies and alternatives, and approving the draft plan. The community involvement program contained the following elements:

- County SWAC
- Creation of a fact sheet distributed to county residents and businesses.
- Advertisement campaign
- Public meeting
- Briefings to participating jurisdictions during plan adoption

The advertisements and other information define HW, its sources, potential hazards of improper disposal, and the preferred programs. The SWAC provided a forum for discussing the alternative management strategies being considered for the Plan.

7.1.9 Adoption Procedures

Procedures for adopting the Skamania County Comprehensive Solid Waste Management Plan including the Hazardous Waste Plan – Chapter 7, follow Ecology’s Planning Guidelines. These include:

- Technical Draft review by the Solid Waste Advisory Committee, County Solid Waste Division, and the Southwest Washington Health District.
- The Preliminary Draft Plan is submitted concurrently to the public and the two state agencies, Washington Utilities and Transportation Commission (WUTC) and Ecology; 120 day plan review period.
- The Final Draft Plan incorporates significant comments received into this draft from the public and the state agencies: Ecology, WUTC.
- The final Draft Plan is presented to the Cities for adoption, to the County Council for adoption, and is then sent to Ecology for approval; 45 day plan review period.

7.1.10 Plan Amendment Procedures

Throughout the course of implementing the Plan, it is expected that program recommendations will be modified. The duration of some programs may be a construction period or an event; an achieved action that is not repeated. Some programs will be discontinued as others are introduced. Still others may be repeated continuously but altered upon evaluation of the desired outcome, or the breadth of success.

As mentioned above, amendments to state or local laws or changes in technology may also occur. The County HW Plan will remain current under any or all of these conditions. The County will rationally review all opportunities and best management practices as it presents itself, either local or regional in scope. Changes consistent with the intent of the plan, and that do not significantly alter the programmatic impacts of the plan, will be considered insignificant and will not require a plan amendment. While no formal process is required the staff will inform the SWAC when benchmarks are achieved, measured success of events and as each new activity is initiated.

When an unplanned activity is deemed necessary, when the intent of the plan is altered or when environmental or economic activities impact the planned programs, those changes to the Plan will be considered significant. Changes to the Plan that affect the rights or responsibilities assigned by this Plan will be considered significant. Where changes are significant, the process described above in Subsection 7.1.9 will be followed.

7.1.11 Plan Update

The Hazardous Waste Management Plan is designed to be reviewed and updated as necessary along with the update planning schedule of the Skamania County Comprehensive Solid Waste Management Plan (plan). When completed, the entire plan will be available for public review and for sale at the Courthouse Annex, Public Works office; and will be on file at the Skamania County Library.

7.2 Background Information

This Chapter provides information about the planning area and about local, state and federal programs pertaining to Hazardous hazardous waste. This information includes population, economics, land use, past practices and existing infrastructure, needs and opportunities, regulations and financing.

7.2.1 The Planning Area

Local governments are required to establish land use zones or geographic areas for siting “designated zone facilities,” such as hazardous waste recycling, storage and treatment facilities. These local zoning requirements must be consistent with the state’s hazardous waste facility siting criteria and must allow hazardous waste processing or handling where hazardous substances (such as raw material) are processed or handled. The Skamania County Zoning allows for on-site hazardous waste treatment and storage facilities in community commercial zones and industrial zones. Off-site facilities are allowed in industrial areas only. As required in the previous 1989 HW Plan, all jurisdictions in Skamania County submitted a certificate of compliance verifying the amended zoning language to Ecology and have been approved. As of December 2022, there were no hazardous waste treatment or storage facilities (TSDF’s) in Skamania County. The nearest permitted facility having an EPA/State ID number is located in Clark County, namely Clean Earth, formally Philip Services, Corp., formally Burlington Environmental Inc., Washougal, Washington.

7.2.2 Evaluation of Goals and Recommendations

This subsection reviews the goals and recommendations of the 1989 HW Plan.

1989 HW Plan Goals: The overall goal of the HW Plan was to reduce the amount of hazardous waste in the solid waste and wastewater treatment systems. This goal was to be accomplished by reducing the amount of HHW and SQG hazardous waste being improperly disposed.

The household objective:

A 15% waste rate was to be reached by increasing used motor oil recycling rates to 50%, car battery recycling rates to 95% and participation rates at the HW collection events/facilities by 27%. In addition, product substitution and sharing were to be promoted as a way to reduce the amount of household waste generated.

The business objective:

A 20% rate was to be achieved through waste reduction and recycling encouraged by an active business technical assistance and education program, and by encouraging the proper disposal of remaining wastes through an organized community pick-up service.

Goal Results:

In 2022 used motor oil recycling rate for Do-It-Yourselfer's (DIY) was estimated to be 71%, and 100% of County District Shop oil was collected for energy recovery. Clean Earth currently offers monthly SQG hazardous waste collection by appointment at its transfer, storage and disposal facility (TSDF) in Washougal servicing Skamania County and the incorporated cities.

2025 HW Plan Recommendations for the Household Program:

Hold household hazardous waste collection days in years one through five.

Results:

Several collection events were held in the past ten years. Each event lasted one day. They were free to households. Daily collection of HHW was implemented on a trial basis for a period of two years but was discontinued in favor of mobile collection events.

Construct and operate a permitted household hazardous waste drop-off station.

Results:

This recommendation was not accomplished. However, permanent oil and antifreeze drop-off sites were developed at the three County Facilities.

Implement a household hazardous waste education program.

Results:

HHW education programs developed and implemented from 1990 through 2022 include the following:

- Provided publicity and education about local household hazardous waste collection and recycling opportunities and waste reduction, and distributed promotional materials.
- Produced and distributed written materials to area residents. Distributed HHW information to local libraries, community centers, etc.
- Publicized Hazardous waste issues through the earth day, county fair and other community events.

Supported "A-way With Waste" teacher training workshops, in conjunction with Ecology's school curriculum program.

2025 HW Plan Recommendations for the Business Program:

Implement a business technical assistance and education program for conditionally exempt small quantity generators.

Results:

SQG technical assistance and education programs developed from 1990 through 2022 include the following:

- Provided publicity and education about local small quantity hazardous waste collection, recycling opportunities and waste reduction, and distributed promotional materials.
- Supported various “Shop Sweep” type programs in conjunction with Ecology.
- Several collection events were held during the past twenty years. Each event lasted one day. Skamania County businesses dealt directly with the contracted hazardous waste collection company that provided the Household Hazardous Collection program, and was charged a minimal fee for disposal and transport.

Home-based businesses were also to be targeted with education and information.

Results:

This recommendation was not accomplished.

General Programs:

Form a task force to review and update existing regulations; develop model language for local hazardous waste ordinances or resolutions in the first year one; and clarify the enforcement responsibilities of the SCEHD and Ecology related to Hazardous hazardous waste.

Results:

The Hazardous Waste Agency Coordinating Committee and the Hazardous Waste Regulatory Task Force were established in 1990. The Oil Recycling and Disposal Ordinance was developed and subsequently adopted by the SWWHD in March 1994. Model language was not developed.

Continue to improve the enforcement of existing regulations related to hazardous waste. Enforce new ordinances passed by jurisdictions following the recommendations of the task force.

Results:

SCEHD has provided enforcement activities for complaints and nuisances related to hazardous wastes. Enforcement regulation No. 96-01, adopted through the SWWHD in 1996, is a revised enforcement ordinance that applies to Hazardous waste enforcement activities and provides enhanced enforcement capabilities for staff.

Add the Hazardous waste program and policy review to the duties of the Skamania County Solid Waste Advisory Committees (SWAC).

Results:

The SWAC was kept up-to-date on HW Plan amendments and major program issues through

periodic memos, updates and presentations directed to the committee. Committee members input was also solicited prior to major HW policy decisions.

Establish a Hazardous Waste Coordinating Committee composed of agencies implementing this plan and other local programs related to Hazardous waste to coordinate and oversee implementation.

Results:

The Hazardous Waste Agency Coordinating Committee and the Hazardous Waste Regulatory Task Force were created in 1990 and met quarterly until mid-1995.

Evaluate the programs and update the Plan in the fifth year.

Results:

The evaluation was completed in 2022.

Used Motor Oil Recycling:

The programs and actions that are recommended in the Used Oil Recycling Amendment (1994) for implementing the Skamania County do-it-yourself (DIY) used oil management program included the following elements:

- Improve used oil collection services, including collection goals, site locations and population served.

Results:

The county collected 6,660 gallons of DIY used motor oil and in 2022 reached 73 % towards the state collection goal of 80 percent. In 1992 the County established permanent used motor oil and antifreeze collection tanks at all three solid waste transfer stations; serving the 9,900 residents or about 3,300 households.

Develop a program for used oil education. In addition, the Used Oil Recycling Amendment suggested placing information about used oil recycling in advertisements aimed at households.

Point-of-purchase signs were to be posted in retail outlets, selling more than 1,000 gallons of oil or 500 filters and in interested establishments selling smaller amounts.

Results:

All used oil education elements have been implemented.

Develop an implementation schedule and annual budgets for the recommendations.

Results:

Education activities have continued, as noted above.

Identify the roles and responsibilities of jurisdictions in regards to used oil recycling.

Results:

Skamania County is the lead agency for the used oil-recycling program. The SCEHD is the lead agency for enforcement of the Used Oil Disposal and Recycling Ordinance.

7.3 Existing Programs

The combined Hazardous waste program for Skamania and Clark County has taken a variety of forms since the 1989 HW Plan was implemented. Some activities have been combined with solid waste information programs, such as general waste management information, publications and handouts. Others have specifically targeted Hazardous waste from households and small quantity generators. Skamania County's collection program is one of collection events, while Clark County has operated permanent HW fixed facilities since 1993. Both Counties have had used oil collection drop-off centers since 1992, while the City of Vancouver and some areas of Clark County have had curbside collection of used oil throughout the urban service area since 1992.

At the end of the 1990's several regional management changes occurred, including a change in lead agency for Clark County's HW Program. Another reason is that Clark County updated its HW Plan independent of Skamania County. The Skamania County Environmental Health Department is now lead agency responsible for permit authority, enforcement, and coordinating and overseeing implementation of all elements of the plan.

Since the eleven local governments were under the direction of the SWWHD for several years, a summary of their combined efforts is presented in Table 7-3. The combined programs are summarized through 1996 and as noted above, for just Skamania County between 1997 and 2008.

Table 7-3: Summary of Hazardous Hazardous Waste Programs

Year	Programs
1990	Distributed 200 HHW Publications – HHW/SQG Collection Events, Skamania and Clark County
1991	Distributed 1800 HHW Publications – HHW/SQG Collection Events, Skamania County, Clark County and the City of Vancouver
1992	Distributed 500 HHW Publications – Portable Display exhibited in 10 locations – 10 HHW Education Presentations – SQG Workshops, 50 participants – SQG Technical Assistance, including Ecology "Shop Sweeps" – Used Motor Oil drop-off Locations – Urban Service Area Curbside Used Motor Oil Collection – HHW/SQG Collection Events, Skamania County.
1993	Distributed 1500 HHW Publications – Portable Display exhibited in 15 locations – 15 HHW Education Presentations – SQG Workshops, 150 participants – SQG Technical Assistance – SQG Hotline – HHW Collection, Permanent Facility Central Transfer (January - December) – HHW Collection, Permanent Facility West Vancouver (March - December) – 3 SQG Collection Events – Used Motor Oil drop-off Locations – Urban

- Service Area Curbside Used Motor Oil Collection – HHW/SQG Collection Event, Skamania County.
- 1994 Distributed 2000 HHW Publications – Portable Display exhibited in 70 locations – 25 HHW Education Presentations – SQG Business Technical Assistance to 92 businesses – SQG Technical Assistance – SQG Hotline – Used Oil Recycling and Disposal Ordinance adopted by the SWHD – 3 SQG Collection events at HHW facility – Used Motor Oil drop-off Locations – Urban Service Area Curbside Used Motor Oil Collection – 2 HHW Permanent Facility Collections - HHW and SQG Collection Event, Skamania County.
- 1995 HHW Education Presentations – A-Way With Waste Teacher Training Workshops – SQG Workshops – SQG Technical Assistance, including Ecology “Snap Shots” – SQG Hotline – Used Motor Oil drop-off Locations – Urban Service Area Curbside Used Motor Oil Collection – 2 SQG Collection Events at HHW facility – 2 HHW Permanent Facility Collections – HHW/SQG Collection Event, Skamania County
- 1996 700 HHW School Presentations, 4th grade – HHW Information Distribution in 8,000 Recycling Directories, in Master Composter/Recycler Program, school flyers, flood victims – Information Line – Hazard Free Home Program Slide Presentations – Green Cleaning Kits Construction and Distribution – Used Oil Education: distributed 50 used oil containers to homeowners, staffed display at assorted fairs, news articles, point-of-purchase display signs, bill stuffers – HHW Cable Access Video with Clark County Hazardous Waste Citizen Task Force – Portable Display, festival appearances – A-Way With Waste Teacher Training Workshops – SQG Technical Assistance to 98 businesses – SQG Information ads & article in Vancouver Business Journal – SQG Workshops general, printers, “Business Partners for Clean Water” – SQG Hotline – Newspaper Articles – Re-refined Oil Purchase Promotion; County, SWHD and Vancouver School District fleets – Enforcement Regulation #96-01 – 2 HHW Collections, Fixed Facilities — 10 Used Motor Oil drop-off Locations – Urban Service Area Curbside Used Motor Oil Collection – HHW/SQG Collection Event, Skamania County.
- 1997 HHW Education Presentations – Coordinate with Ecology: A-Way With Waste Teacher Training Workshops – SQG Technical Assistance, including Ecology “Snap Shots” – Used Motor Oil/Antifreeze drop-off Locations – HHW/SQG Collection Event.
- 1998 Coordinate with Ecology: A-way with Waste Teacher Training Program – Used Motor Oil/Antifreeze drop-off Locations.
- 1999 Coordinate with Ecology: A-way with Waste Teacher Training Program – Used Motor Oil/Antifreeze drop-off Locations.
- 2000 Distributed 1500 HHW Publications – HHW/SQG Collection Event– Portable Display exhibited in 2 locations
- 2001 Distributed 1500 HHW Publications – HHW/SQG Collection Event - Portable Display exhibited in 2 locations
- 2002 Countywide mailing of recycling, waste reduction and HW brochure – Portable Display exhibited in 1 location Used Motor Oil drop-off Locations – Used antifreeze drop-off locations – HHW/SQG Collection Event
- 2003 Distributed 1500 HHW Publications – HHW/SQG Collection Event– Portable Display exhibited in 2 locations

2004	Distributed 1500 HHW Publications – HHW/SQG Collection Event - Portable Display exhibited in 2 locations
2005	Countywide mailing of recycling, waste reduction and HW brochure – Portable Display exhibited in 1 location - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations – HHW/SQG Collection Event
2006	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2007	Countywide mailing of recycling, waste reduction and HW brochure – Used Motor Oil drop-off Locations – Used antifreeze drop-off locations – HHW/SQG Collection Event

2008	Distributed 500 HHW Publications – HHW/SQG Collection Event - Portable Display exhibited in 1 locations
2009	Distributed 500 HHW Publications – HHW/SQG Collection Event - Portable Display exhibited in 2 locations
2010	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2011	Distributed 500 HHW Publications – HHW/SQG Collection Event - Portable Display exhibited in 1 locations
2012	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2013	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2014	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2015	No Funding
2016	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2017	No Funding
2018	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2019	No funding
2020	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2021	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations
2022	Distributed 500 HHW Publications – HHW/SQG Collection Event - Used Motor Oil drop-off Locations – Used antifreeze drop-off locations

Household Hazardous Waste (HHW) and Small quantity generated hazardous waste was collected through the HHW and Hazardous Waste Program-sponsored collection events, conducted yearly in Skamania County, over the past twenty years. The SQG's were also informed of Philip Services monthly SQG collection events in Washougal in which several are participating.

7.3.1 HW Inventory

Table 7-4 provides a summary of participation and costs of the annual collection events as reported to Ecology, and Table 7.5 provides a material breakdown of waste collected over the last 5 years. Used Oil collected is not factored in as it is not feasible to track customer participation at the three drop off sites. The amount of used oil collected is listed below the total row in order to show volumes collected at the three sites. In 2012, latex paint represented the largest waste stream collected, including 8,980 pounds by volume or approximately 34 percent of the material collected at the county sponsored collection event. The next highest category of waste is oil-based paint, totaling 8,300 pounds.

Table 7-4: Summary of Participation and Costs of Annual Collection

Year	Customers Served	Pounds	Total Cost	Cost/Customer	Pounds /Customer
2018	279	70,200	41,783.69	149.76	251.61
2019	251	76220	37,798.25	150.59	303.67
2020					
2021	284	96260	40300.67	141.90	338.94
2022	146	68520	33308.39	228.14	469.32

Table 7-5: Hazardous Waste Collected from 2018-2022

Material	2018	2019	2020	2021	2022
Antifreeze		3520	3520		7200
Aerosols	326	483		1500	1200
Acids	155	219		420	90
Bases	70	412		720	320
Vehicle Batteries	4000	179		408	
Nicad/Lithium Batteries	75			200	110
Alkaline Batteries	225	317		600	300
Flammable Liquids	972			1972	110
Flammable Liquids/Poison		6400		7950	
Flammable Butane/Propane	801	312		22	158
Mercury Lights	4			3	5
Oxidizers	35	402		52	250
Latex Paint				15200	
Oil Base Paint	18607	2000		16800	3000
Contaminated Oil Base Paint					
Liquid Pesticides					6000
Solid Pesticides		900			700
Asbestos					
Ammonia Solutions	25				
Reactives	38				
Total					
Used Oil	43840	39960	49025	43512	53280

An inventory of the hazardous waste generators is provided in Appendix A or below. This list is based on information provided by Ecology, including dangerous waste generators, remedial action sites, transporters and facilities that manage, treat, and store hazardous waste, and zone designations.

7.3.2 Dangerous Waste Generators

Ecology maintains a list of dangerous waste generators within Skamania County. Dangerous wastes are those solid wastes that designate as dangerous waste or extremely hazardous waste under WAC 173-303-070 through WAC 173-303-100. The term “Dangerous Wastes” includes federal Hazardous Wastes and wastes regulated only by Washington State. Washington State regulates small, medium, large and exempt hazardous waste generators. A list of these generators and their definitions are provided below. It should be noted that these lists only include those businesses that have an EPA ID#. There are likely more businesses that generate hazardous wastes in the County who do not have an EPA ID#.

- “XQG/NQG” or Non-generators: An XQG/no-waste generator is a site that does not currently generate any dangerous waste, but if they did could be an SQG, MQG or LQG. Businesses that transport or transfer waste may also be an XQG. There is one XQG in Skamania County at this time.

RCRA Handler ID	Generator Name	Generator Status (State)	City
WAH000005389	WA AG Skamania 1	XQG	Underwood

- Small Quantity Generators: A generator whose monthly waste generation is less than the QEL (220 pounds for most common wastes or 2.2 pounds for acutely hazardous wastes) and whose accumulation (at any time) is less than 2,200 pounds for waste with a QEL of 220, or 2.2 pounds for waste with QEL of 2.2 pounds.

EPA/State ID Number	Generator Name	Generator Status (State)	City
WAD988514105	WKO Inc	SQG	CARSON
WAH000019133	PacifiCorp Cougar	SQG	COUGAR

- Medium Quantity Generators: A generator whose monthly waste generation or accumulation is 220 pounds or more, but less than 2,200 pounds, of dangerous waste.

There are no MQG’s in Skamania County at this time.

- Large Quantity Generators: A generator whose monthly waste generation or accumulation is 2,200 pounds or more of dangerous waste, or 2.2 pounds or more of acutely hazardous waste.

There are no LQG’s in Skamania County at this time.

7.3.3 Remedial Action Sites

Ecology maintains a list of the sites within the State and individual counties requiring environmental investigation or currently undergoing hazardous waste cleanup. Ecology maintains the “What’s in My Neighborhood: Toxics Cleanup” tool that lists sites within the State requiring environmental investigation or currently undergoing hazardous waste cleanup. This tool shows that there are 37 remedial action site within Skamania County.

7.3.4 Transporters and Facilities handling hazardous waste

:

The County uses the State Contractor, Clean Harbors Environmental, for providing the

Household Hazardous Waste and Small Quantity Generator annual collection programs. The County also uses Clean Harbors Environmental for oil, antifreeze and leachate disposal.

Facilities handling hazardous waste within the county:

There are currently no facilities handling hazardous waste within the county.

In 1999 the county's 3,300 households and approximately 5 – 15 (average 10 SQG's) businesses generated about 239,160 pounds of Hazardous waste, Table 7-6. These materials have the potential to harm the county's soils, wildlife, waters and citizenry. For example, photographic chemicals contain caustics and heavy metals, yet, it is estimated that over 75 percent are simply flushed down our sewers. Protection of public health and the environment in Skamania County calls for residents, businesses, and institutions to reduce the generation of hazardous waste, and to properly manage wastes that are produced. While the County programs are making headway against potential HW contamination, additional programs and expansion of existing programs are necessary to solve this problem. In addition, Ecology maintains the "What's in my neighborhood: Toxics Cleanup" tool that lists sites within the State requiring environmental investigation or currently undergoing hazardous waste cleanup. This tool shows that there are 37 remedial action sites within the County.

Using state accepted assumptions and past experience, the Plan identifies four key assumptions targeting specific waste streams generated in the County. The assumptions listed below when combined total an estimated 120 tons of HW generated each year:

Table 7-6: Waste Elements

Substance	Methodology	Weight
Household Used Motor Oil	0.9 gallons x 12,460 capita x 8 lbs./gal.	89,712lbs.
Household Waste Antifreeze:	0.9 gallons x 12,40 capita x 8 lbs./gal	89,712lbs.
Household Hazardous Waste:	0.5% of 9,000 tons of solid waste*	45000 lbs.
Small Quantity Gen. Waste:	660 lbs./year x average 10 SQG's**	6,600 lbs.
Total		231024 lbs.

*Clark County 1999 Waste Characterization Study estimates HHW to be 0.5% of the total waste stream, excluding Oil and Antifreeze. The most conservative figure of total waste generated for Skamania County is estimated in the 2025 Skamania County Solid Waste Management Plan at 9,000 tons per year.

**Draft 2000 Kitsap County Comprehensive Solid Waste Management Plan.

Note: The Clark County 1999 Waste Characterization Study estimates that 0.05% of self-hauled total solid waste stream is used motor oil. Using this figure to determine the amount of oil

illegally disposed of as solid waste, by self-haul customers in Skamania County, it is estimated that 162 gallons of used motor oil are disposed in the solid waste stream each year.

7.3.5 Used Motor Oil Collection Program:

County citizens use, on average, one gallon (0.9) of antifreeze and one gallon (0.9) of crankcase oil each year – for an estimated 12,460 residents, that amount is just over 11,214 gallons for each waste stream. Ecology estimates that 50% of the households change their own oil, i.e. are do-it-yourselfers (DIY's). This equals about 5,607 gallons annually generated by DIY's in Skamania County. The county offers, free to the public, waste oil collection containers at all three transfer stations in the County of which 6,660 gallons of oil were collected in 2022. The Solid Waste Management Division pumps these containers on a regular basis. Used motor oil is also collected by the SWMD from the three County Road District Shops. All of the waste oil collected from DIY's in Skamania County is recycled after being tested for contamination. The remaining used motor oil are processed by two or three service stations in the County. The Ecology formula assumes that 80% of service station used motor oil is disposed of appropriately.

Since the County keeps records of the total number of gallons collected, or the volume pumped per location, the Plan can accurately determine the percentage of DIY's using the system, or predict the total volume disposed. Two methods for estimating volumes have been reviewed, as follows:

On average, approximately 6,660 gallons of used motor oil is collected each year. If 50 percent of the 6,660 gallons is estimated from each source, DIY's and county shops, about 3,000 gallons of used motor oil is collected through the County Used Motor Oil Collection Program from DIY's. The state goal for DIY's is 80% of the waste generated. With a volume of 6,660 gallons generated by DIY's the recycling goal is 7,535 gallons. This means the County rate for do-it-yourselfers using the County's Used Motor Oil Collection Program was 88% in 2022.

The County SWMD collects all of the oil generated by the County District Road Shops. However, the Plan estimates about 7 SQG's operate within the county. Based on a county road district shop average of 1000 gallons per year, conservatively, about 7,000 gallons of used motor oil is generated by similar vehicle or maintenance shops in the county to include:

Used Oil Generator Name	Type of Generator
City of North Bonneville	Vehicle Maintenance Shop
City of North Bonneville	Waste Water Treatment Plan
City of Stevenson	Vehicle Maintenance Shop
City of Stevenson	Water Department
Washington State	Highway Road Shop
Washington State	Fish Hatcheries (6)
Bonneville Dam	Maintenance Shop

As mentioned previously, private companies offer used motor oil collection services throughout the county or provide a self-haul disposal service that is located in the City of Washougal, Washington. The County supports and has previously participated in the Ecology “Shop Sweeps/Snap Shots” Campaigns. It is also noted that no illegal oil dumping complaints have been received for the years covered by the previous plan. To fully evaluate the County’s Used Oil Collection Program surveys and technical assistance efforts should continue to provide baseline and follow-up information on generation and management practices.

In response to several incidents regarding polychlorinated biphenyl (PCB) contamination of used oil, Engrossed Senate Bill 6501 directed Ecology to develop best management practices (BMPs) to prevent further contamination, and to incorporate the BMPs into hazardous waste planning guidelines. It further directed Ecology to develop a process to petition the legislature, on behalf of impacted local government, for relief of extraordinary cost incurred with the management and disposal of PCB contaminated used oil. It is for this reason that all oil is tested prior to being bulked and the largest amount of contaminated oil is 250 gallons or \$1792.50 for disposal. The bill also requires local governments to address the BMPs when updating local hazardous waste plan.

7.3.6 Household HW Collection Program:

Using the above methodology, the total household hazardous waste is estimated to be 73,000 pounds per year (36.5 tons). Based on the disposal records from previous years (2018-2022), an average of 43,317 pounds per year (21.66 tons) of HHW/SQG waste is collected and disposed of appropriately by the County Solid Waste Division (SCSWD). Or, approximately 59% of the estimated generated waste. However, this figure does not appear totally reliable since the only disposal records are from County sponsored yearly collection events with the state contractor. These records do not reflect the number of years of accumulation, or the sources of generation. These amounts also do not reflect the HHW that is disposed out of County at other Ecology sponsored events.

7.3.7 Used Antifreeze Collection Program:

Using the above methodology, the total used antifreeze is estimated to be 8,900 gallons annually. The county accepts anti-freeze on a daily event and at the HHW collection events and generally produces about 2,100 gallons per year. This is only 30% of the State goal of 80% recycling rate.

7.3.8 Small Quantity Generator Collection Program:

Using the above methodology, the total waste generated by ten SQG’s in the county is estimated to be 6,600 pounds annually. The County allows the disposal of SQG wastes at its collection events through the state contracted hazardous waste contractor. The Solid Waste Staff also recommend the SQG’s participate in a SQG collection program sponsored by Phillip Services out of Washougal, Washington. This is a monthly disposal program that helps the SQG’s track their waste types and amounts at a very economical cost.

7.4 Regulatory Framework

Roles and Responsibilities:

Local agency roles and responsibilities for HW management were well defined in the previous plan. However, due to the complexity of environmental regulations and the requirement to coordinate the Plan with other plans, the following lists agencies that are directly involved:

- County Solid Waste Management Division (SWMD); Skamania County Environmental Health (SCEH), Solid Waste Advisory Committee (SWAC).

And, some that may partially be involved:

- Water Departments, Wastewater Treatment Plants, Planning Departments, Sheriff's Departments, City/County Attorneys, Inter-county Hazardous Waste Task Force/Committee, etc.

The SWMD and SCEH are currently in key management roles. As discussed previously, the SWMD takes the lead role in preparing the Hazardous Waste Management Plan. Together, they have co-sponsored and generally organized all HW collection events in the county to date. In addition, the SWMD currently provides residents with three drop-off sites for used motor oil, antifreeze, Fluorescent lights and Auto batteries.

The Skamania County Environmental Health Department, which has developed regulations related to the disposal of toxic wastes in the County, is the official enforcement agency in the County. In addition, the Environmental Health Department is currently providing a number of public services that are directly and indirectly related to HW management. Some of these activities are:

- Investigation of complaints concerning the improper disposal of household and small business hazardous wastes, educating violators, and if necessary, enforcement action using existing health district toxic waste regulations.
- Educating the public while responding to inquiries concerning hazardous waste management and disposal.
- Participation in the planning and implementation of household hazardous waste collection events and provision for representatives at events to lend assistance and oversee the public health aspects.
- Representation at requested management meetings concerning Superfund Amendments Reauthorization Act (SARA) Title 3 standards and response to chemical emergencies.
- Assistance in developing the Hazardous Waste Management Plan through attendance at the Solid Waste Advisory Committee. In the past, at the Hazardous Waste Management Ad Hoc Subcommittee, providing recommendations, and review and comment on draft plans and draft technical memorandums and reports.
- Various municipalities and private enterprise may also play a role in HW management.

7.4.1 Regulations:

Federal, state, and local regulations affect HW management in Skamania County. A brief overview is provided here.

HW regulations apply to both household hazardous substances and small quantities of hazardous waste that commercial generators produce. The primary Washington State HW law is the Hazardous Waste Management Act (Chapter 70.105 RCW). It requires each local government, or combination of contiguous local governments, to prepare a hazardous waste management plan for HW generated or present within the jurisdiction. This law also directed Ecology to prepare the Washington State Dangerous Waste Regulations (Chapter 173-303 WAC). The Dangerous Waste Regulations (DWR) incorporates the Federal Resource Conservation and Recovery Act (RCRA) regulations pertaining to hazardous waste management (Subtitle C, Hazardous Waste Management). Household HW is exempt by definition from the DWR (WAC 173-303-071(3)(c)).

Commercial generators that produce hazardous waste in Washington are conditionally exempt from the Dangerous Waste Regulations if they generate dangerous waste in quantities less than 220 pounds per month or per batch or extremely hazardous waste in quantities less than 2.2 pounds per batch. A conditionally exempt commercial generator can lose this exemption and become a regulated generator if the quantity accumulated on-site exceeds, at any time, these quantity exclusion limits from any single waste or combination of wastes.

In order to comply with WAC 173-303-070(3), commercial generators in Washington are required to dispose of hazardous waste either by treating or disposing of the waste in an onsite facility or ensuring delivery to an off-site facility. Disposal of “dangerous waste” into the Skamania County solid waste system, in any quantity is prohibited.

State policy regarding the siting and construction of permanent HW collection facilities is described in the 1990 issue paper prepared by Ecology, entitled, “Regulating Household Hazardous Waste and Hazardous Waste Fixed Collection and Storage Facilities.” This paper states that HW produced by households and conditionally exempt small quantity generators are regulated as solid waste because it is not, by definition, regulated as hazardous waste. This distinction implies that any facility collecting or storing HW produced by households or conditionally exempt SQG’s is regulated by solid waste laws, including the Minimum Functional Standards for Solid Waste Handling (Chapter 173-304 & 350 WAC).

There are several important implications of this regulatory interpretation. The first is that co-location of solid and HW collection facilities are acceptable to Ecology.

A second important implication is that this policy assumes that collectors must be able to verify that only non-regulated HW is accepted at collection facilities or events. If state regulated dangerous or extremely hazardous waste is accepted, a facility is “subject to, and in violation of, the “Dangerous Waste Regulations.” Ecology does not define what level of verification is required. Likely, verification could include certification by the facility users that the waste originated in a household, or from a commercial generator that has exempt status and is not exceeding the quantity exclusion limits. Some SCEH and local enforcement capability may also be required.

Municipalities that collect and dispose of household HW wastes are exempt from federal and state hazardous waste management regulations under RCRA and Chapter 173-303 WAC, but this exemption is subject to various limitations. A municipality is exempt if all the wastes collected are exempt and no hazardous waste from a regulated generator is mixed with the exempt wastes. If these wastes are mixed, the entire mixture is regulated under both RCRA Subtitle ‘C’ and Chapter 173-303 WAC. Also, as mentioned above, if a municipality receives waste from a regulated generator, the municipality can become subject to federal and state hazardous waste regulations. Once these wastes are removed, the municipality may re-qualify for conditionally exempt status. It should also be stressed that exemption from regulations developed under RCRA does not negate a municipality’s financial liability under RCRA or the federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Although collection events for hazardous waste produced by households are not subject to federal and state hazardous waste regulations, Ecology recommends using the same controls and procedures contained in the dangerous waste regulations for the management of this type of program.

In addition to the Washington State Dangerous Waste Regulations, municipalities must, as stated above, also comply with CERCLA and the Superfund Amendment Reauthorization Act (SARA). CERCLA was originally promulgated in 1980, but was amended in 1986 by SARA. SARA does not contain an exclusion from liability for household HW or exclusion based on the amount of waste generated. Potential liability under SARA exists whether the wastes are collected as part of a community’s regular solid waste collection services and disposed of in a solid waste landfill or collected as part of a special collection program and taken to a hazardous waste landfill. The importance of this issue to a municipality considering operation of a collection facility or collection program is that the municipality will always retain “ownership” of the waste under SARA, no matter how it is handled, transported, or disposed.

Local regulation of HW in Skamania County is currently limited. In general, county agencies rely on state and federal regulations regarding hazardous waste management. The Skamania County code, Chapter 8.08 limits disposal of hazardous or potentially hazardous waste at disposal sites without approval of the health officer and the director. Regulated sources, quantities, and waste types are not specifically defined in the ordinance.

7.4.2 Federal Laws

Resource Conservation and Recovery Act (RCRA) – Established in 1976, RCRA provides a comprehensive framework for managing solid and hazardous waste so as to eliminate or minimize public health threats and environmental contamination. RCRA was modified by the Hazardous and Solid Waste Amendments (HSWA) in 1984. HSWA revised the minimum technical standards for the design and operation of solid waste facilities as a result of concerns about the disposal of unregulated quantities of hazardous waste at municipal landfills.

Universal Waste Rule - In 1995, the EPA adopted the UWR, 40 CFR Part 273, to allow generators of certain hazardous wastes to use alternative regulatory requirements for those

wastes in place of the more complex hazardous waste requirements. Wastes covered by the UWR (UWR) are typically generated in small quantities by numerous businesses. They include batteries, mercury-bearing thermostats and fluorescent lamps. UWR are intended to promote recycling as well as proper disposal, and they ease some of the regulatory requirements for storing, collecting, and transporting universal wastes.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) - CERCLA, more commonly known as the “Superfund” act, complements RCRA by providing for the cleanup of sites contaminated by hazardous waste.

Hazardous Materials Transportation Act and the Hazardous Materials Transportation Uniform Safety Act, which regulate the transportation of hazardous materials, including wastes.

Toxic Substances Control Act, which regulates the manufacture, distribution, use, processing and disposal of chemical substances and mixtures posing unreasonable risks of injury to human health or the environment.

Federal Insecticide, Fungicide and Rodenticide Act, which regulates the manufacture, use and application of pesticides.

Safe Drinking Water Act, which sets maximum contaminant levels for drinking water supplies, including surface and groundwater sources.

Clean Air Act, which regulates air pollutant emissions. A federal rule effective March 12, 1996 established standards of performance for new municipal solid waste landfills and emissions guidelines for existing landfills. Control of emissions of methane and other organic compounds is the focus of this rule.

Clean Water Act, which regulates discharges to waters of the state through: The National Pollutant discharge Elimination System, (a) permit program that regulates discharges of pollutants to navigable waters, and (b) pretreatment standards that regulate discharge to publicly-owned treatment facilities.

7.4.3 State Laws

The Solid Waste Management Act regulates solid waste handling and disposal. This law requires the development of a statewide solid waste management plan and local solid waste management plans. It also establishes minimum functional standards for solid waste handling and disposal and criteria for siting solid waste facilities. This statute establishes a waste management hierarchy similar to the HWMA, waste prevention and recycling are its highest priority management options and land disposal its last option.

The Hazardous Waste Management Act (HWMA) - The (HWMA), 70.105 RCW, regulates the transport, treatment, storage and disposal of hazardous waste. The statute requires a comprehensive statewide hazardous waste plan; local hazardous waste management plans;

dangerous waste regulations that address hazardous waste generation, handling and disposal; criteria for siting hazardous waste management facilities; and identification of local areas that meet siting criteria and zoning for hazardous waste management facilities.

Ecology has provided rules to implement the HWMA. The Dangerous Waste regulations, Chapter 173-303 WAC, address the designation of dangerous wastes and the requirements for generators, transporters, and facilities handling these wastes. Waste generators must identify hazardous wastes at the business site, properly store and label wastes, and ensure that wastes are handled by qualified transporters and are disposed at a permitted facility. Generators are responsible for their wastes until such point as the wastes are no longer hazardous. Failure to comply with requirements can result in civil and criminal penalties.

Criteria for siting hazardous waste management facilities: Locally designated areas that meet the siting criteria. These areas must be zoned or otherwise identified to allow siting of future hazardous waste management facilities.

The Washington State Department of Ecology has issued rules implementing the HWMA, Chapter 173-303 WAC. Dangerous Waste Regulations address the designation of dangerous wastes and requirements for generators, transporters and facilities handling or managing these wastes. The Dangerous Waste Regulations are amended periodically to improve the hazardous waste management system, streamline requirements and to incorporate changes to federal rules adopted under RCRA.

Similarly, changes to the definition of hazardous waste also affect the generators' regulatory status. For instance, waste antifreeze is no longer counted as a hazardous waste when best management practices, such as recycling, are used. Many generators have become exempt from hazardous waste regulations by reducing their generation of hazardous waste through pollution prevention planning and technical assistance.

The Model Toxics Control Act provides for the identification and cleanup of hazardous waste sites in Washington State. The Act assigns liability to certain parties for damages to the environment and human health, provides enforcement authority for the Department of Ecology and establishes penalties for failure to comply with Ecology's orders.

Local Laws

Most local jurisdictions and the County have other ordinances that refer to hazardous waste management through a variety of authorities, including solid waste management, sewer/septic, stormwater and surface water, fire and emergency response, land use and zoning, nuisance abatement and drinking water/groundwater.

Used Oil Recycling Act - The 1991 Used Oil Recycling Act, Chapter 70.95I RCW, required each local hazardous waste management plan to establish used oil collection sites based on local goals, enforce sign and container requirements, educate the public on used oil recycling, and create funding estimates for used oil collection. Local governments must also submit annual reports to Ecology describing the number of collection sites and amounts of used oil collected

from households. Requirements for transport, treatment, recycling and disposal of used oil are also specified in the Used Oil Recycling Act.

Electronic Product Recycling Act - In 2006, the Washington legislature passed the Electronic Product Recycling Act, RCW 70.95N, requiring a convenient, safe and environmentally sound system for collecting and transporting covered electronic products. Covered electronics include televisions, computers, computer monitors and portable or laptop computers. The statute mandated a system that encouraged the design of less toxic and more recyclable electronic products and that shared responsibility for the system among all stakeholders. Manufacturers must finance the collection, transportation and recycling system. Regulations set by Ecology in WAC 173-900 govern program implementation.

The Used Oil Recycling and Disposal Ordinance was adopted by the SWWHD in March, 1994. The ordinance complies with the state Used Oil Recycling Act requirement that local governments adopt regulations requiring motor oil retailers to post signs informing the public about local used oil recycling locations. The ordinance also requires motor oil retailers to make reusable oil recycling containers available for purchase.

The Used Oil Recycling and Disposal Ordinance also requires persons generating used motor oil or other lubricating oil through household activities in Skamania County to manage the waste product through appropriate methods. And, it provides for enforcement of the ordinance by the SCEHD.

Enforcement regulation No. 96-01, adopted through the SWWHD in 1996, applies to Hazardous waste enforcement activities and provides enhanced enforcement capabilities for staff.

Other Acts, etc.

State and federal regulations govern exposure to hazardous chemicals and require employees to be provided with hazardous substance training and information under worker “right-to-know” laws. This training is required through the **Federal Occupational Safety and Health Act** (OSHA) via the **Washington Industrial Safety and Health Act** (WISHA). These acts require proper labeling of hazardous materials and making information available to workers on the potential dangers associated with exposure to hazardous materials.

Workers handling hazardous waste, including those working at HHW collection sites, are required to undergo health and safety and hazard communication training. Hazardous waste transporters are also required by the U.S. Department of Transportation to take a hazardous materials course.

Local operators of solid waste and wastewater facilities are required to train their employees in worker “right-to-know” requirements, blood borne pathogens, hazardous materials awareness and asbestos awareness. Additional training may include hearing conservation, use of protective equipment, CPR and first aid.

Emergency Response.

Skamania will respond to abandoned hazardous wastes through a coordinated approach involving other agencies and the state spill response program. Response to an accidental discharge of hazardous materials is provided through cooperative effort by local fire districts, law enforcement agencies, local emergency coordinators, and others.

When a spill or other release of hazardous material is identified, local officials first contact the fire district in the afflicted jurisdiction. The fire district provides first response to assess the state of the emergency, cordon off the area (if necessary), identify responsible parties, and coordinate cleanup. Each fire district may be assisted in this task by local law enforcement agencies, local government officials, and/or the Skamania County Department of Emergency Service Coordinating Agency (ESCA). The ESCA provides management assistance to responding agencies for activities such as identifying responsible parties and coordinating with private enterprise for spill cleanup.

Skamania County agencies do not perform spill cleanup. The SWMD will notify the state as required once the spill is reported. If a responsible party can be identified, local fire districts will request that the responsible party provide spill management and cleanup. If the responsible party does not provide management and cleanup, local fire districts may contract with private enterprise for cleanup and bill the responsible party. If cost recovery is not obtained from the responsible party, county taxes or other available revenue resources are called on for payment of cleanup cost.

The county shall acquire adequate disposal sites and facilities or contract for the disposal of all solid waste (which includes hazardous wastes) generated and collected in Skamania County and the municipal corporations situated therein. Such disposal sites, facilities and contracts shall be consistent with the comprehensive plan, and all federal, state and local requirements.

7.4 Needs and Opportunities

The county government recognizes that in the larger organization of Hazardous waste there are two significant components. One is the **administrative** aspect of solid waste management and the other is the **infrastructure**, programs/facilities designed to support the existing/future operations. The administrative component has two key elements. The first element, cooperation is implemented whenever the County plans and administers programs with other local jurisdictions, regionally and with other agencies. The second element, leadership is when the county government accepts responsibility for its own actions by implementing the recommended programs.

7.4.1 Administrative Component

Cooperation:

The opportunities associated with administrative cooperation include Education, Enforcement, Ordinances and where duplication of efforts/expenditures can be eliminated. For example, in the previous Hazardous Waste Plan it was recommended that the Southwest Washington Health District serve as lead agency responsible for coordinating and overseeing implementation of all

elements of the plan except operations at permanent hazardous waste drop-off stations. The regional agency was selected as the lead to take advantage of the economic and administrative efficiencies. The professional expertise of the SWWHD staff allowed for programs to be conducted more efficiently to include annual household collection events, a household hazardous waste education program and a business technical assistance and education program. At the same time the County could develop educational and informational programs that target geographic areas, specific HW materials, generator and residential sectors or a combination of the three.

The Health District would also be responsible for enforcement activity and, would staff the County Solid Waste Advisory Committee representing the Hazardous Waste Regulatory Task Force and Coordinating Committee. The resulting Health District regulations or resolutions would be presented to the jurisdictions as recommended model language for adoption.

Within the County, cooperation is necessary as regulations become more complex and solutions are multi-departmental. For example, stormwater regulations impact the operations of small quantity generators. The technical assistance provided to the SQG for collection and storage of Hazardous waste by the SWMD may also reduce the risk of stormwater runoff contamination. Combined technical assistance visits will reduce duplicity across divisions and may reduce costs.

Leadership:

The opportunities associated with administrative leadership include closing the loop by buying recycled content products for use in county government, including city governments and local agencies through Interlocal agreements. The county can mandate toxic reduction for those county programs that generate HW (e.g. county district shops). The County should continue to support the oil recycling/energy recovery programs. Another example of administrative leadership is where Clark County and the City of Vancouver operate its fleet vehicles on re-refined oil. Collection day events can also be incorporated into the local fire departments training programs as spill responders or as hazardous waste clean-up personnel.

Infrastructure Component:

Used Motor Oil/Antifreeze, Fluorescent lights and Batteries

The existing Hazardous waste infrastructure includes the collection of used motor oil, antifreeze, Fluorescent lights and batteries at the three drop-off locations identified below:

- **Mt. Pleasant Drop Box Facility**
1111 Mt. Pleasant Road.
Phone: 837-3329
- **Stevenson Transfer Station**
1332 Ryan Allan Road
Phone: 427-3926
- **Underwood Drop Box Facility**
1402 Little Buck Creek Road
Phone: 493-3313

The pumping truck collects DIY used motor oil from these sites as well as collecting used motor oil from the County District Shops. This oil is consolidated into a 3300-gallon tank at the Stevenson Transfer Facility. When the tank is full, a sample is taken to be analyzed for contaminants. Once the sample has passed all analytical, then the contractor is called to recycle the used oil.

Collection Events:

The existing program that provides both households and businesses the opportunity to dispose of their Hazardous waste conveniently, economically and appropriately is the annual collection event.

Energy Recovery:

An environmental contractor recycles the county recovered oil collected from the sites.

Reuse:

The county previously recovered antifreeze collected from the sites and taken to the County District Shop #1 where it was recovered and reused. Current practice contracts with an environmental service that processes it into a reusable product.

Education:

Households/Small Quantity Generators

The potential consequences of improper management of HHW/SQG waste include poisoning and safety hazards; contamination of the environment through storm drains, septic system discharges, runoff, and other indiscriminate storage and disposal. Other improper management consequences include worker injury during collection at solid waste and wastewater facilities; damage to waste collection, transfer and disposal equipment and facilities; potential for causing permitted facilities to exceed discharge limitations; and contamination of waterways by waste passing through treatment systems.

There continues to be a need to inform residents and businesses of the public health and environmental consequences associated with indiscriminate storage and disposal of hazardous wastes. Education programs need to stress the importance of each person assuming responsibility for reducing the generation of waste, and for properly managing the wastes that are produced. Based on the assumptions above and compared to the annual disposal records there is an opportunity for improvement within the existing county programs.

More than 50 tons of household hazardous waste is unaccounted for per year. No information is available for SQG's waste volumes, but upwards of 3,000 to 7,000 gallons of used motor oil could be generated each year. More than a half-ton of waste oil has been identified in the solid waste stream. Over 800 gallons of DIY used motor oil is unaccounted for. Over 800 gallons of service station used motor oil cannot be accounted for. No information is available for waste antifreeze.

It is likely that not all waste generators are properly informed of hazardous waste rules and

regulations, how to effectively reduce waste generation, or how to properly manage all hazardous waste produced. Education and technical assistance should continue to be provided to improve awareness, and promote pollution prevention as well as improved management of hazardous materials and wastes.

Several successful programs have been implemented in the County. But to continue to reduce threats to public health and the environment opportunities to conveniently and properly dispose of hazardous waste must remain available. Skamania County should supplement private sector services by continuing to provide annual events for the collection of HHW and SQG wastes.

Efforts to increase participation by residents should continue. It is important to monitor the use of the HW collection events (and drop-off oil, antifreeze and vehicle batteries sites) by residents from all regions of the county to determine if any areas are under served. If use of the HW collection events by residents in any area is not reasonably representative of the area population, supplemental efforts – such as special targeted HHW collections may be implemented. Additional efforts may include enhanced publicity or educational efforts.

At the same time, opportunities to reduce waste management costs should be pursued. If SQG's were required to cover the cost of disposal, it would still be a cost-effective way for businesses to conveniently and properly dispose of hazardous waste produced in small quantities. Efforts to increase collection day event participation by businesses and institutions should continue if such services are not reasonably available through the private sector.

The County could develop information and education efforts to include:

- Programs that focus on geographic areas and specific sub-areas such as wellhead protection areas. SQG's within a small area could be contacted while a similar outreach effort is developed for households. A focused effort could be the development of a database that would allow the County to identify HW generation characteristics by geographical area.
- Programs that focus on specific HW materials or a specific target audience. Targeting educational programs by material also would allow the County to approach manufacturers' associations for technical and financial support. Priority could be placed on materials that pose particular disposal problems due to quantity, cost or toxicity.
- Specialized programs and educational materials that focus on generator sectors. All HW practices for each sector could be addressed at once. Generator sectors may include automotive service, treatment plants, district shops and others.

As in the past, the county should continue to use state provided camera-ready copy for brochures and information flyers, when available/applicable. Local educational materials designed by surrounding counties may have regional information readily adaptable for use in this county. Cooperative efforts regarding technical assistance to small quantity generators may include the private sector.

State law requires that local governments implement educational programs, that education is an important part of a successful Hazardous waste program. It is not an alternative program that is

weighted against another. However, there are several alternatives in how the public is reached. Examples of media include radio, television, newspaper articles or inserts, windshield flyers and door hangers, speaking engagements and county sponsored events such as a booth at the fair.

The county efforts should be concentrated into three areas: **Information** (e.g. announcing a collection event), **Education** (behavioral modification), and **Technical Assistance** (best management practices). Three audiences targeted include adults (home generators), businesses (small quantity generators) and school aged children, K-12 (the future generation). While not formally discussed separately in the alternatives section, the continuation of the existing, effective programs is necessary to maintain the recycling levels currently enjoyed and to pursue more stringent goals.

The county should be aware of innovations in educational, informational and promotional materials and should develop new programs (as needed) or augment existing HW programs based on this information.

Enforcement and Evaluation:

Emphasis should continue to be placed on bringing about improvements to SQG and HHW management practices through education, technical assistance and incentives. Compliance and enforcement actions should be pursued where significant threats to public health or the environment are present, and when other actions or remedies to bring about compliance were not successful. As necessary, actions may be referred to state and /or local agencies for enforcement support.

Some businesses may be reluctant to use Skamania County's HW services out of concerns that regulatory or enforcement approaches will be used as the primary tools to obtain compliance. Continuing the practice of providing technical assistance and education in a helpful manner should reduce this concern, and encourage businesses to participate in HW programs.

Reporting and evaluation are needed to identify baseline conditions, to assess performance and impacts of programs, to set priorities, and to refine program activities. Outcome based objectives should be defined in conjunction with project work plans, and should be coordinated with other impacted plans; and among county programs to optimize efficiency. The nature and level of evaluation that is cost-effective should be determined – ensuring that information necessary to monitor and improve HW programs is gathered, while maintaining the balance of funds for delivery of services.

There is limited information available to characterize hazardous materials/hazardous waste management practices, and the types and quantities of hazardous waste produced by residents, businesses and institutions. In addition, there are gaps in the information defining the number and types of certain HW generators, such as residential used motor oil “do-it-yourselfers.” This information may be obtained in part by Skamania County, but should be supplemented through research by Ecology and in conjunction with regional activities in neighboring counties.

Complete records should be kept to provide used antifreeze baseline information on generation

and management practices. To fully evaluate the County's Used Motor Oil Collection program, surveys and technical assistance efforts should continue to provide baseline and follow-up information on generation, sources and management practices.

Funding:

HW program's list of current funding sources can be found in section 7.5.5. Future funding for this program will come from the general fund at the request of the commission. Given the breadth and scope of the HW program, the existing waste products and the county's concerted effort to collect increased volumes, alternative or supplemental funding sources should be examined and pursued to ensure an adequate and reliable source of funding for HW programs.

7.5 Program Alternatives

HW programs have targeted broad HHW and SQG generator populations, supported by specific programs, such as fair booths and technical assistance. During the first few years of program implementation, HHW programs focused on disposal of hazardous waste in the solid waste stream. Throughout the state the focus has now shifted to address surface and ground water quality protection, and non-point source pollution prevention. Now that these broad programs have matured, additional effort will need to be made to further refine and target HW programs. For example, additional efforts could be focused on:

- Sensitive geographic areas, such as wellhead protection districts.
- Waste reduction efforts for items with high disposal costs or no recycling opportunities.
- HW materials with the largest waste stream impacts.
- Hazardous wastes that pose the largest threat to health and the environment.
- Cost Effective Recycling and Disposal.

The County has incurred significant costs for the recycling and/or disposal of wastes handled through existing HHW collection programs. Opportunities for alternative recycling and disposal will need to be considered as recycling technologies advance. New opportunities may be available for latex paints, solvents, household batteries and other materials. Portland Metro initiated a latex paint recycling program in 1992 and currently produces 18 color varieties and meets quality standards set by Green Seal™ and the Master Painters Institute. The County could enter into an intergovernmental agreement, allowing all household latex paint to be sent to the Metro facility. Once Metro's latex recycling costs are fixed and the product is standardized, the County should compare rates. As encouraged in the Metro program, some of the recycled paint may be returned to the County for re-distribution, free-of-charge, for use by local nonprofit groups and government agencies.

The State of Oregon passed industry sponsored paint product stewardship legislation in 2009 and implemented the program in 2010. Since the implementation of the program, the transportation and disposal costs incurred by local governments for paint management have went away. Similar legislation in Washington has failed in 2012 and 2013 but was passed in 2020. Passage of this type of legislation in Washington would save Skamania County transportation and disposal costs for the latex and oil based paints collected at the annual collection event totaling approximately \$5000. Additionally, the program would provide more convenient year round

collection opportunities for Skamania County residents and SQG's by utilizing paint stores as collection sites further reducing the burden on county resources to collect and manage this high volume waste stream. In 2011, the annual collection event collected a little over 13,000 pounds of latex and oil based paints. This is approximately 57% of the total volume collected at the event. The monies that could be saved by this program could then go to fund other county programs. The county should consider formally supporting this legislation in upcoming years through the adoption of a local resolution and/or providing support letters to local legislators. For current information regarding Paint Stewardship go to:

- Paint Stewardship: Paint Care Washington – Washington State Department of Ecology
- Chapter 70A.515 RCW: ARCHITECTUREAL PAINT STEWARDSHIP PROGRAM
- PaintCare webpage: Washington - PaintCare

7.5.1 Organizational Management: Administration/Leadership

Cooperation and Leadership:

Several local governments and neighboring agencies have cooperated to play a vital role in this Plan's development, and will continue to play such a role in the Plan's implementation. Many of the activities outlined in this Plan will be undertaken by both the Solid Waste Management Division and by the Environmental Health Department. While the role of the Health Department is identified for specific activities, it is the Plan's intent that the Health Department be involved in all activities with significant public health implications. Furthermore, although enforcement of Hazardous waste laws and regulations are not explicitly mentioned elsewhere in this plan, the plan considers such enforcement to be necessary. The Health Department is the agency that has and will continue to enforce these regulations.

The Cities of Portland and Vancouver, Metro and the I-5 corridor:

Recognized as a metropolis, it provides the County with alternatives currently unavailable in this rural area. The County should take advantage of the permitted facilities, regional outreach activities, and emerging technologies.

HW Reuse:

Many HW materials delivered for disposal can be reused. If the associated operational and liability issues are successfully addressed, HW reuse would increase, and disposal costs would be lowered, provided the reusable materials were made available at existing HW collection event sites, or in the future, at a permanent site or through a listing program. Hazardous waste material exchanges are well established in the Pacific Northwest. Exchange services publish periodic lists of wastes, or products, available or wanted. After a connection is made through the waste exchange service, wastes reshipped directly between generator and user. This approach avoids the liability of centrally storing wastes from various generators and the risk that the material will not be reused. The County could support a regional version in cooperation with the Metro area. Portland Metro offers a program called "Pass It On." Organizations such as local governments, public schools, nonprofit groups and thrift stores can request specific types of wastes or products, then recipients are contacted by Metro to arrange pick up when the item(s) become available.

Economic Incentives:

The costs of HW management will need to be better incorporated into product prices that are paid by households and businesses. If hazardous products are priced to include some or all of their associated HW costs, manufacturers will have a direct incentive to reduce product toxicity, and consumers will be encouraged to use less toxic alternatives. However, with the proximity of the Portland Metro area, economic incentives would have to be addressed on a regional basis.

Agency Coordination:

The original purpose of the joint county Hazardous Waste Agency Coordinating Committee was to coordinate and evaluate the implementation of the Hazardous Waste Program and to coordinate those activities with other local programs. Though initially headed by the SWWHD, Skamania County Public Works is now the lead agency. The County needs to take a stronger role regarding HW Program oversight and interagency coordination. The SWAC Committee is the forum now used to improve coordination of HW issues. While various local agencies and programs, including Fire, Buildings, Emergency Services, Solid Waste, Small Quantity Generator Technical Assistance, Pretreatment, Air Quality and Water Conservation often conduct site visits or facility inspections for various reasons, some attempt to coordinate these visits and share data among programs is necessary. Better coordination and information sharing among these agencies is highly recommended to save time and resources. Local Interagency Networking Cooperative (LINC) meetings are held in Clark County to coordinate between agencies business environmental assistance issues. Ecology provides field office staff specialists in toxic reduction and hazardous waste management. They are located in the City of Vancouver and offer support services to Skamania County.

Re-refined Oil Campaign:

The availability and use of re-refined oil needs to be increased throughout the county. An education campaign, targeting the automotive service industry, could be developed to promote environmentally sound business practices and consumer products that help reduce pollution and recycled products, such as re-refined oil and re-tread tires. Auto supply retailers should also be encouraged to offer re-refined motor oil. The opportunity to use re-refined motor oil in local government fleet vehicles should be investigated to insure cost effectiveness and that warranties are not affected.

7.5.2 Organizational Management: Infrastructure

Drop-Off Sites For Used Motor Oil, Antifreeze, Fluorescent lights and Batteries:

The successful, current County oil, antifreeze, fluorescent light and vehicle battery collection program will be maintained, and additional collection sites added when needed. The goal is to eliminate improper disposal of used oil and antifreeze, and the drop-off sites are a vital element of the Plan.

The SWWHD will continue to inspect and permit these sites in accordance with current and future federal, state and local regulations.

Collection Events:

The County will continue its events for collecting and disposing of household HW.

The budget does not include disposal costs associated with the collection of latex paints. Despite

its high cost, this program is successful and represents the only disposal method for household generated hazardous wastes.

If there is a need identified, as determined by survey during collection events, that shows areas of the county are under-served, the collection event system should be evaluated to determine adequate collection of HHW materials in the more distant locals.

7.5.3 Education: SQG/HHW

Information/Education:

Adult education should appear as a constant reminder to County residents, plus to the county's population that continues to grow. Programs need to be developed to inform these new residents about proper HW management, including source reduction, storage, recycling and disposal opportunities. When people move out of their homes, they often leave or throw out unwanted products, including household hazardous waste. Education materials on household hazardous waste management could be developed to specifically target those who are moving out of homes. Implementation could be in cooperation with real estate agencies. Education programs are vital to the success of HHW management and collection programs. Those currently being offered, including publications, portable displays and workshops and presentations, should continue to provide on-going and new information to the public. The County should provide informational and educational handouts, newsletters, brochures, and stickers, etc. as appropriate to meet this demand. Due to recent legislation regarding waste volumes generated, it is possible that the numbers of SQG's has increased. Because of a lack of information among small businesses about how to properly manage hazardous waste and about what types of waste are considered hazardous, industry specific education programs should continue.

HW Waste Reduction:

More educational opportunities are needed for teaching households, businesses and institutions about HW waste reduction. This education needs to address the reduction of quantities and toxicity of HW and promote the availability of non-hazardous alternatives and should include information on hazardous product labeling, label reading and interpretation. While the banning of the sale and distribution of products that endanger the natural and human environment at the county level is difficult due to interstate commerce, licensing the purchase and use of hazardous products is viable. Licensing has the advantage of preserving the ability to continue use of products for which safe, suitable and cost-effective alternatives do not exist, plus avoiding problems inherent in ban enforcement.

Chemical-Free Gardening:

Although garden and lawn chemicals comprise a comparatively small part of the total household hazardous waste stream, disposal costs for these wastes are very high. Improper use and disposal of these chemicals pose greater risks to human health and the environment than other components of the household hazardous waste stream. Therefore, additional programs are needed to support source reduction of gardening and lawn products and to encourage non-hazardous alternatives

Institutional HW Management:

Increased educational efforts are needed for public agencies and institutional facilities, including schools. Facilities maintenance shops, grounds maintenance, motor pools, automotive and mechanical educational programs and shop classes are all examples of institutional services or programs that generate HW. Educational efforts should encourage Hazardous waste and toxicity reduction; the use of alternative products; and the proper management of remaining wastes. Classroom presentations should be targeted by age group for message content.

Business Technical Assistance:

Disposal of hazardous waste in the solid waste stream may either mean that proper handling methods are not known, are inconvenient or are too costly. This demonstrates a need to continue education programs for small quantity generators aimed at proper hazardous waste handling methods. Business technical assistance programs should be continued, targeting specific geographic locations and business sectors, with additional attention given to the construction sector. Education could include information about new waste reduction and recycling technologies that are not being used by the targeted businesses. Avenues for information include brochures, workshops, on-site visits, newspaper articles and videos. Another alternative is information provided via Ecology's website where a SQG can find waste reduction information such as the Pollution Prevention Assistance services. The county should have a website specific to public works services. The website could list available educational materials, upcoming workshops and conferences, hazardous waste service providers, names and phone numbers of staff to contact for technical assistance and links to related web sites. Other benefits of a website are that it allows a business to obtain information without directly contacting a government regulator; it's accessible 24 hours a day; and it can be updated frequently. If updated waste generator profiles were available, enhanced educational programs for SQG's could be developed and the suitability of Hazardous Hazardous Waste disposal alternatives could be evaluated. If additional HW disposal alternatives are needed to increase diversion, additional or expanded facilities could be considered. A lack of participation in collection programs may mean that the general public doesn't know and/or understand the human health and environmental hazards that can result from the misuse and improper disposal of hazardous household products.

Increase Collection of Household Hazardous Waste:

With HHW collection program participation levels at 3% per household (Dept of Ecology 2011 Annual Solid Waste in WA Report – HW Chapter) there is still a need for education on proper disposal methods. It may also indicate that few county residents are aware that the County hosts hazardous waste collection events.

Additional Hazardous Hazardous Waste Materials:

Existing oil/antifreeze and vehicle battery collection sites could be enhanced to handle additional HHW materials, such as, oil filters from DIY oil changers and dry-cell household batteries (point of purchase exchange). The Stevenson Transfer Station site is near the largest populated area in the county, where it may eventually be necessary to operate a permanent, permitted HW facility capable of handling the spectrum of Hazardous wastes. Toxicity, percent of the waste stream and cost versus benefit will need to be considered for each potential HHW material considered for collection. As baseline data is accumulated and evaluated, it will become easier to evaluate

the need for a permanent facility.

Lighting products:

At least one company, Ecolights Northwest in Seattle, accepts a wide variety of lighting products, including fluorescent tubes, U-tubes, circular bulbs, HID lamps (metal halide, mercury vapor and sodium vapor), PCB-bearing lighting ballast, non-PCB-bearing lighting ballast, thermostats and thermometers. A list of fees for specific types and packing methods for lighting products is available. According to Ecolights Northwest, discarded lighting products are recognized as the second largest source of mercury contamination in the municipal solid waste stream and are probably the easiest to recover and eliminate. These materials are also collected at the annual HHW collection event at no charge to the customer.

Additionally, in 2010 the Washington Legislature passed the law for Mercury-Containing Lights - proper disposal (Chapter 70.275 RCW). This law establishes a producer-financed product stewardship program for the collection, transportation and recycling of mercury-containing lights. As this program gets implemented, it may reduce the burden on local resources to collect and manage this hard to handle waste stream.

Oil filters:

Many Treatment, Storage and/or Disposal facilities accept oil filters. Philip Services Corp. processes and recycles oil filters by first draining the oil, and then crushing them through a high-pressure compactor. If at an unattended drop-off location, collection of oil filters should be done so as to keep other materials out of the collection container. A system, such as a lined drum that allows for drainage of the filters may be feasible at drop-off locations.

7.5.4 Enforcement and Evaluation

Program Monitoring and Evaluation:

There is a need for improved data collection methods and ongoing program assessment activities to track program costs and results. Results could be measured comparing quantities recovered through HW collection events. Even more sophisticated tracking is attained through periodic waste composition studies -- either by the County, in cooperation with neighboring counties or in conjunction with other studies. Improved evaluation procedures will assist the county in determining which programs should be enhanced or replaced during the planning period. Relevant information will determine:

- Public awareness of HW alternatives and management options.
- Number of households and small quantity generators participating in the existing program.
- Amounts and types of HW generated.
- Numbers and types HW generators.
- Numbers and Types of disposal options available, including costs.

In addition to measuring quantities of waste accepted at annual collection events, the County could continue to conduct waste stream characterizations, including the hazardous waste component, segregated by households and businesses. By comparing the data over time, the

County would be able to evaluate whether education and collection programs are having an impact on the amount of Hazardous waste in the solid waste stream.

SQG Waste Profiles:

Previous attempts have been made to maintain a SQG database with the types and quantities of wastes and disposal methods for each generator. Lack of staff time and necessary information has made these attempts unsuccessful. A renewed effort is required to improve and update the county's SQG database for more effective program implementation and targeting. More complete information would enable the county to build better generator profiles and help to target Hazardous wastes that have the highest toxicity or are produced in the largest quantities.

Small Quantity Generator Hazardous Waste Collection:

The county needs to assess whether it should provide SQG hazardous waste collection opportunities beyond those presently offered, county collection events or by the private sector. If the need for a permanent facility is identified, and additional collection opportunities are needed, a method to pay for collections can be established. Considering the expense and the availability of other less expensive options, small quantity generators usually have little economic incentive to use the services of waste disposal companies. Often landfills, storm drains and public sewers become “free” and convenient disposal sites, regardless of how inappropriate and detrimental to the environment they are. A range of incentives that would encourage proper disposal of hazardous wastes by SQG's needs to be investigated. One option would be to better publicize the existing service provided by Philip Services Corporation. The County could develop compliance workshops, a business awards program, and/or a business directory. The workshops could explain the complex rules regarding hazardous materials and reinforce the benefits of retaining SQG status.

Self Audits:

The County could, in cooperation with neighboring agencies and local governments, develop and supply to businesses self-audit materials that would enable them to assess their HW management needs. This approach is a cost-effective way to reach generators who are interested in regulatory compliance and willing to voluntarily research and implement HW programs. Self-initiated programs should be rewarded. For example, the County could provide a tax credit to businesses upon proper disposal of hazardous materials.

Regulatory Fines:

The above monitoring and evaluation alternatives provide the information necessary for the county to conduct an effective education and technical assistance program. If however the willingness to voluntarily provide protection to human health or the environment is not evident, the County could assess regulatory fines that would further encourage compliance.

7.5.5 Funding

Long-term Funding:

The Solid Waste Division is a self-supporting enterprise fund and there is a need to develop long-term dedicated funding sources to support HW programs. There are no local funding

sources, besides solid wastes general funds, currently dedicated to managing Hazardous waste. In the past, funding has been available in limited amounts from the Department of Ecology for 75% of the program costs. The local match has come from the County's General Fund. The amount of grant funding is very limited and therefore general funds are used for this program. Addition funding sources need to be found to insure continued future collection efforts.

Point-of-Disposal Charges:

The County could develop, as needed, a program which requires disposal charges as a direct user fee at the HW collection events (fixed facilities, etc.). This approach shifts some or all of the HW management costs to generators. While in theory these fees might encourage waste reduction to avoid disposal charges, generators may redirect their HW into the municipal solid waste stream or to dispose of it illegally or improperly.

7.6 Recommendations

Skamania County and the Cities of North Bonneville and Stevenson have implemented many of the recommendations listed in the HW Management Plan. The Plan's recommendations address several key areas and include a recommendation for actions by the Department of Ecology. Each area was identified for its potential to meet the objectives of the Plan, as stepping-stones to fulfilling the goals of the Plan. Full implementation of the recommendations depends upon:

1. A County commitment to the success of each program.
2. A regional approach.
3. Adequate funding through local and state sources.

Should funding not be fully available to support these recommendations, specific activities will be reduced or eliminated.

It is highly recommended that prior to making changes to the program's current activities, the SWMD should develop a comprehensive set of data that would be used to provide the County with direction in implementing future programs and actions. A comprehensive data base would contain relevant information about both residential and small quantity generators within the County and would evaluate the following trends:

- Public awareness of HW alternatives and management options.
- Amounts and types of HW generated.
- Numbers and types of generators of HW.
- Numbers and types of disposal options available, including costs.
- Identify and study other indicators as deemed necessary.

7.6.1 Required Activities

State law (Chapter 70.105 RCW) requires that the County implement certain activities to meet the criteria of Local Hazardous Waste Plans. In order for the County to be in compliance with State law, these activities will continue to be implemented. These activities are: Managing generated HW (including an assessment of quantities, types, generators and fate of HW and collection of household hazardous waste and assistance to SQG's in managing their HW, with

continued enforcement and program implementation); Ongoing public involvement and public education (including potential hazards to health and environment; Proper methods of handling, reducing, recycling and disposal; an inventory of existing generators and hazardous waste management facilities).

Education leads the list of recommendations and is considered a priority in Skamania County. There are several reasons for this:

- It is a permanent County program and not a plan alternative-one that will continually remind residents of the proper waste management priorities.
- Children, from an early age, need to be taught to protect the environment and be aware of safer alternatives to more hazardous products.
- The immigration of new County residents.
- The potential for new industry generators, or for existing large quantity generators to reduce toxins or volumes to the extent that they become SQG's.
- The emergence of new laws, technologies or best management practices.

7.6.2 Current/Future Programs and Activities

Current:

The County should continue to provide the following current programs and activities:

- Annual mobile Hazardous waste collection events (households and small quantity generators).
- Permanent used motor oil collection sites.
- Permanent antifreeze collection sites.
- HW Information/Education (Material distribution; Workshops and Presentations; Awards; Fair Booth, etc.).

New Programs:

The County should re-emphasize the success of past programs, and/or initiate new programs and activities as:

- Regionalization: Education, Training, Compliance and Enforcement, and Meetings (e.g. Local Interagency Networking Cooperative, etc.).
- Technical Assistance Visits
- Develop relevant database (e.g. generators, type of waste generated, participation, volume, cost, areas served, etc.).
- Cooperative Compliance and Enforcement.
- Add vehicle batteries or other HW to be collected at used oil and antifreeze sites.
- Support statewide product specific collection programs (like the current E-Cycle and Mercury Lights Programs) when such program meet the needs of Skamania County residents and businesses.

Future Programs:

Sufficient data and analysis will provide the County with direction in implementing programs and actions such that:

- SQG Technical Assistance in cooperation with other County outreach programs, for example, non-point source pollution (storm water laws, etc.).
- HHW education could target specific waste reduction strategies, for example, chemical-free gardening.
- Regional solutions may include the use of neighboring county facilities as these options are sited in geographical proximity to Skamania County. Or, use the infrastructure developed and the professional expertise in the County to serve regional needs.

State Programs:

Skamania County recommends that Ecology continue to implement the following activities and programs:

- Grants.
- Technical Assistance.
- Education.

The County in cooperation with regional agencies and local governments will support, coordinate and participate in technical assistance/education with businesses to design workable programs that improve opportunities for proper recycling and disposal of Hazardous wastes.

These appropriate programs and actions may take the form of:

- Continuing to educate and inform the public about Hazardous waste issues.
- Creating appropriate economic incentives to promote reducing the usage of hazardous products and the generation of hazardous waste.
- Continuing to provide accessible locations to recycle, reuse or dispose of Hazardous waste.
- Using the knowledge gained by the comprehensive study to guide the County in undertaking new programs and activities.
- Current and new programs should continue to work to reach the objectives of the Plan and to achieve the goals.

It is also important to note that the activities shown, and the preferred alternatives, represent the County and its programs at this point in time. Different activities may be under taken, and different priorities assigned, so long as the new activities and priorities reflect an attempt to solve HW related problems outlined elsewhere in this Plan in a cost effective manner. Cost effectiveness will remain a prime criterion, and so long as the limited funds available are used for expenditures that return the greatest reduction in HW related problems, the County will make those expenditures.

CHAPTER 8 – WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION COST ASSESSMENT GUIDELINES

In the 1991 Plan, the Washington Utilities and Transportation Commission (WUTC) guidelines were adhered to and the WUTC questionnaire was completed (Appendix XIV). The general conditions presented in the 1991 Plan still remain in effect with the exception of changes contained in this Plan Update (Plan)

The WUTC in its Publication No. UTC-228-90-01 presents clear guidelines for recommended methodologies for preparation of cost assessment information for financial planning of solid waste systems.

The Publication has been reviewed relative to this Plan and it is believed that the plan is in compliance with the intent of the guidelines.

The County is not considering discounted rate during this plan period It will be revisited during the next plan update.

The Plan is not recommending any changes in the method of operation that will significantly affect the WUTC regulated collection companies serving Skamania County.

A number of optional operating scenarios are presented, all of which result in reducing operating costs of the Skamania County Solid Waste Department. The reduced costs will directly affect the cost of solid waste services to the ratepayers, in that the revenue required to operate the department was currently funded in 2022 as follows:

Tipping fees	\$ 986,881.77	68%
User fees	\$163702.18	11%
Recycle sales	\$107931.45	8%
Grants	\$155018.78	11%
Other	\$ 35,795.76	2%
Total	\$1449390.24	100.0%

It is intended that when/if any of the cost saving scenarios are affected that the cost savings will eliminate the County general funds required for the operation. Therefore, while the savings could have a favorable tax impact on the ratepayers, the cost of solid waste services will not be directly reduced. The result will establish a solid waste program fee structure closer to that of a true "user-pay" system.

CHAPTER 9 - RECOMMENDATIONS

All recommendations made in this Plan are included in this Chapter. Recommendations are referenced to the Chapters and Sub-Sections in which supporting materials for the recommendations are discussed.

It is intended that during the course of continuing the recommendations from the 2014 Plan and implementing recommendations from this Plan, county staff will continue to monitor these options that support the county's objectives and goals. To remain current, the 6-year implementation schedule and estimated 20-year long-term financial needs analysis must be revised periodically, at least every 5 years.

Chapter 1 - Introduction

Recommendation 1: It is recommended that this planning document be used to manage Skamania County's solid waste in accordance with Chapter 70.95 RCW solid waste management priorities, Chapter 350 WAC standards for solid waste facilities and solid waste disposal respectively; and Chapter 340-90-93 OAR, (State of Oregon) Solid Waste: General Provisions. This Plan will also comply with any revisions or additions to State law for both states, since wastes are generated in Washington and disposed of in Oregon.

Recommendation 2: This plan revision shall remain in current condition status by its relationship to the status of the Washington State Solid Waste Plan.

1.1 Local Governments Agreements

Recommendation 3: The concerns herein cited remain consistent with the interlocal agreements between Skamania County and the Cities of Stevenson and North Bonneville and reflect the authorization of the County to implement this Plan.

1.2 Goals and Objectives

Recommendation 4: The goals and objectives remain the same. The County will continue to follow the Plan's goals and objectives to include waste reduction, recycling, composting, education (coordinating efforts on local and regional levels) and in public/private partnerships. The County will use the LSWFA program to further insure that waste reduction and diversion goals are reached to the best of its ability.

Recommendation 5: The County will continue to monitor "best available technology" in all areas and reserves the right to initiate or pilot new programs that may enhance the State's goals and priorities while easing the County's cost burden.

1.3 Plan Relationship to Other Local Plans

Recommendation 6: The County will remain consistent with all plans in current condition status.

2.1 Waste Sources, Quantities, Trends and Recycling Rates

Recommendation 7: The County shall continue support of recycling efforts by all concerned individuals, the certificate haulers, and independent recycling organizations or buy-back businesses.

2.4 Inter/Intra County/State Transfer of Solid Waste

Recommendation 8: Continue to monitor the availability of sources to contract out the long hauling of materials.

Recommendation 9: Continue searching for improved or more economical waste disposal sites for contract disposal.

Recommendation 10: Continue to accept imported waste at County transfer stations.

Recommendation 11: Encourage the use of County facilities to eliminate the health and safety issues related to illegal dumping and burning.

Recommendation 12: Ensure that exported waste generated in the County is disposed of at permitted facilities to reduce County liability.

Recommendation 13: Foster a cooperative attitude between the County, Cities and the franchised haulers.

3 - SEPA Checklist

Recommendation 14: This 2025 Plan should tier under the 1991 Plan and SEPA document.

4 - Conducting Public Involvement and Education

Recommendation 15: Self-haul customers should continue to be targeted since the majority of household source separated materials generated in the County are self-hauled to the transfer stations.

Recommendation 16: Continue support of the franchise haulers in their waste reduction, recycling and educational pursuits.

Recommendation 17: The County and SWAC should continue to choose which elements to implement and when to implement; continue to use staff or contract out implementation; and to expand or decrease various elements of each program when necessary.

5.1 General Requirements - Solid Waste Handling

Recommendation 18: The County should take advantage of opportunities to improve

the system, remain flexible to new technologies and reduce costs.

5.2.1 and 5.2.2 Transfer Station and Drop Box Facilities

Recommendation 19: The Solid Waste Department should continue to receive a full spectrum of recyclable materials at the transfer station and Drop Box Facilities.

Recommendation 20: The Stevenson facility should be monitored as to the applicability of the use of the semi-mechanized sorting line for material received at the Stevenson transfer station and its need to sort the Mt. Pleasant and Underwood recyclable materials.

Recommendation 21: As contract Material Recovery Facilities (MRF's) continue to reduce sorting costs and are within economical transport distance to the markets, the county should continue to review these options. It may prove to be more cost-effective to sell all or some materials unsorted (commingled).

Recommendation 22: Consider whether the level of service attained by keeping the transfer station and Drop Box Facilities open is worth the cost of operation considering the low volumes received at the Underwood Drop Box Facility.

5.2.3 Franchise Collection

Recommendation 23: Provide the opportunity for the haulers to implement curbside collection of recyclable materials.

Recommendation 24: The County should consider formation of a collection district and/or a service level ordinance that includes curbside collection of recyclable materials.

5.4 Future Considerations

Recommendation 25: Provide the conditions that allow the County to operate at a reasonably high level of service by providing, as practical, each customer with individual choices.

Recommendation 26: The County should develop strategies by which waste collected by the two franchised haulers is deposited at the Skamania County Stevenson Transfer station.

Recommendation 27: The County should select its solid waste management practices based on improved technology, reasonable service levels, future needs and affordability.

5.5 Waste Recycling and Reduction

Recommendation 28: The County supports the goals as stated in Chapter 70.A.205 RCW but reserves the right to choose implementation strategies based on such factors as local waste characteristics, economics and market conditions.

5.5.1 Recycling

Recommendation 29: Continue to promote the system of source separated recycling programs.

Recommendation 30: Maintain the education programs and the household self-haul recycling program.

Recommendation 31: Develop and emphasize new programs related to commercial and industrial recycling and encourage the franchise haulers to do likewise.

5.5.2 Waste Reduction

Recommendation 33: Support waste reduction as the top priority and continue to support the waste reduction strategies developed in the 1991, 2001 and 2014 Plans.

5.5.3 Local Program Options

Recommendation 34: Continue to monitor the solid waste volumes as compared to the effectiveness of the reduction and recycling programs as described, and continue all local programs.

5.5.4 State and Federal Program Options

Recommendation 35: The County supports the state and federal programs to reduce costs and to expedite the transition of materials from the waste stream to useable commodities and to exclude recyclable materials from the definition of solid waste (hazardous waste).

Recommendation 36: The County supports state and federal product stewardship/take back initiatives.

5.6.1 Urban and Rural Designations to Establish Minimum Recycling Levels

Recommendation 37: Evaluate the rationale for designating the County "rural" when considering the formation of a collection and/or disposal district or service level ordinance.

5.6.2 Designation of Recyclable Materials

Recommendation 38: Continue to pilot the marketing of single stream and/or commingled recyclables and negotiate appropriate contracts for their sale.

5.7 Formation of Special Districts

Recommendation 39: Thoroughly evaluate the advantages and disadvantages of forming a special collection and/or disposal district.

5.8.4 Transfer Station Tipping Fees

Recommendation 40: The County prefers user fees that pay for services offered by the County.

Recommendation 41: The basic fees at the three County transfer stations should be reasonable.

Recommendation 42: At the current County tipping fees the County would benefit from receipt of all the MSW it can handle.

5.9 Enforcement

Recommendation 43: The County in conjunction with other agencies sharing enforcement responsibilities should determine the probable impacts to human health and the environment occurring due to the lack of control over approximately 60% of the estimated waste generated in the Cities and County.

5.10 Administration

Recommendation 44: Joint public/private partnerships should be encouraged and administered as part of this Plan's findings and strategies.

7.1.5 Target: HW Generators, Waste Streams

Recommendation 45: Continue educating the public and local businesses about safe alternatives and disposal options for their Hazardous waste.

7.1.8 Public Participation

Recommendation 45: Continue educating the public and local businesses about safe alternatives and disposal options for their Hazardous waste.

7.5.2 Drop-Off Sites For Used Oil and Antifreeze

Recommendation 45: Continue current program and start accepting vehicle batteries at the drop off sites.

7.5.2 Collection Events

Recommendation 45: Continue current program of annual HHW and SQG collection events that are the only proper disposal means for the residents.

7.5.3 Education: SQG/HHW

Recommendation 45: County should distribute an education brochure about proper HW management, including source reduction, storage, recycling and disposal opportunities on a yearly basis.

7.6.2 Support Statewide Product Stewardship Programs

Recommendation 45: Support statewide product specific collection programs (like the current E-Cycle and Mercury Lights Programs) when such program meet the needs of Skamania County residents and businesses.

CHAPTER 10 – TIMETABLE FOR THIS PLAN REVISION

10.1 Draft plan

A technical draft was completed on, and sent to Skamania County staff and SWAC for review and comment. The technical draft was reviewed and resent to County Staff and SWAC on It presented analyses and discussion of numerous operating scenarios including mandatory collection, privatization, and formation of special districts. The Preliminary Draft Plan was complete by and was distributed for review. The Preliminary Draft was sent to the Cities of North Bonneville and Stevenson (for review and adoption); Skamania County SWAC (for review and recommendation for adoption); the Skamania County Board of County Commissioners (for review and adoption); the Department of Ecology (for state distribution and review); The Skamania County Environmental Health Department; and a copy put on file with the Stevenson Library (for public comment). The Final Draft Plan includes resolutions of adoption.

10.2 Final Plan

Ecology will receive the preliminary draft plan in November 2014 and can take up to 120 days for review (February 2025). The routing of The Final Draft Plan will be similar to the distribution of the Preliminary Draft Plan and is planned to be issued September 2014. A request for Plan adoption will be included in the distribution of the Plan to the Cities of Stevenson and North Bonneville, and to the Board of County Commissioners. The Final Draft will include adoption documentation.

INTER-LOCAL AGREEMENT (RCW 39.34)

THIS AGREEMENT, made pursuant to the Inter-Local Cooperation Act of the State of Washington, between the CITIES OF STEVENSON and NORTH BONNEVILLE, and the COUNTY OF SKAMANIA, WITNESSETH:

1. Authority

RCW 70.95 and RCW 39.34 provide for the Cities and the County to enter into this Inter-Local Agreement. The Cities and the County have adopted their respective ordinances or resolutions authorizing their participation in this agreement.

2. Duration

This agreement shall remain in full force and effect for six (6) years from its inception unless revoked as provided elsewhere herein.

3. Purposes

Under the laws of the State of Washington each of the participants to this agreement have the responsibility to prepare a comprehensive solid waste management plan and a Hazardous waste plan. In the alternative, they are allowed to do so in concert with the County by designating the County as the responsible party to prepare a comprehensive solid waste management plan and Hazardous waste plan to be effective within the Cities, jurisdiction as well as within the jurisdiction of the County. The Cities and the County have elected to proceed in accordance with such alternative and it is the purpose of this agreement to accomplish said comprehensive planning.

4. Contents of Plan

The County agrees to cause a comprehensive solid waste plan and Hazardous waste plan to be prepared and to include in it the areas within the corporate limits of the Cities of Stevenson and North Bonneville. The plans shall include all of the elements specifically set out and required by RCW 70.95.090 and RCW 70A.300.

The Cities agree to authorize the County to prepare plans for the Cities' solid waste management and moderate waste management and to cooperate with the County, doing all things necessary or expedient that are within the authority of the Cities to do, to implement the plans, including deferring to the County any financial aid which is available from the State of Washington and the extension of any municipal facilities that the parties mutually agree is necessary for the operation of any services implemented as a result of said plan on such reasonable terms as are mutually agreed to at the time by the parties.

5. Termination

This agreement shall automatically terminate unless revoked, in writing, by the parties at the expiration of the contract period or, it may be terminated sooner in any manner now or hereafter

provided by state law.

6. Administration

The County shall be administrator of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date so signified.

Dated:

CITY OF STEVENSON

By

Mayor

Dated:

CITY OF NORTH BONNEVILLE

By

Mayor

ATTEST

Clerk of the City of Stevenson

Clerk of the City of North Bonneville

APPROVED AS TO FORM:

Skamania County Prosecuting Attorney
Inter-Local Agreement - Page 3 of 3

**DRAFT MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 18, 2025**

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

Attending:

Elected Officials: **Mayor Scott Anderson; Councilmembers Pat Rice, Chuck Oldfield, Lucy Lauser, Dave Cox.**

Councilmember Michael Johnson's absence was excused unanimously following a motion by **Councilmember Cox**, seconded by **Councilmember Lauser**.

City Staff: **Wesley Wootten, City Administrator; Jayne Borden, City Finance Director; Cody Rosander; Stevenson Public Works Director.**

Guests: None

Public participants: Mary Repar, Sam Kinestead, Michael Leckie (water billing issue)

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

2. PUBLIC COMMENTS:

Mary Repar spoke about the need for policies that encourage affordable housing and a new group called Save the Grange.

Sam Kinestead thanked the City's Road Department for the Iman Loop clean up and other work performed.

3. CHANGES TO THE AGENDA:

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

a) Water Leak Adjustment - The Council was asked to authorize an adjustment for Account No. 22290. The excess usage was a result of a malfunctioning faucet left on in the homeowner's garden which has been addressed. Council is asked to authorize waiving \$211.02 from the customer's bill due to the error.

b) Minutes of August 21st, 2025 Stevenson City Council meeting.

MOTION to approve consent agenda items a-b was made by **Councilmember Oldfield**, seconded by **Councilmember Lauser**.

Voting aye: **Councilmember Lauser, Cox, Rice, Oldfield**

Mayor Anderson introduced Jayne Borden, the new City Finance Director.

5. SHERIFF'S OFFICE REPORT:

a) Sheriff's Report - Councilmembers were directed to the report contained in the meeting packet by **Mayor Anderson**.

6. COUNCIL BUSINESS:

a) Budget Planning Calendar Presentation - **City Administrator Wooten** presented the proposed calendar and timeline for planning the 2026 Stevenson Budget, and invited feedback on the scheduled dates for council and public participation.

It was determined a special Council meeting for budgeting will be held on October 14th at 6:00 p.m.

b) Ord. 2025-1231 - City Engineering Standards - **Public Works Director Cody Rosander** presented and explained Ordinance 2025-1231 setting the engineering standards for the City of Stevenson public works construction projects.

MOTION to approve Ordinance 2025-1231 setting the engineering standards for the city Public Works Department was made by **Councilmember Pat Rice**, seconded by **Councilmember Dave Cox**.

Prior to the vote **Councilmember Oldfield** expressed appreciation of the work.

Voting aye: **Councilmember Lauser, Cox, Rice, Oldfield**

c) Special Water Leak Adjustment - City Council was asked to consider an excess water leak adjustment for Account #12910 in the amount of \$11,787.62 due to a line break at the customer's residence. This amount exceeds the maximum reimbursement limit of \$1,000.

Cody Rosander, Public Works Director provided a timeline of events and responses beginning February 1st, 2025 regarding the water usage in question. An additional complication was the water meter reading uploaded for the month of February was not detected for excessive water usage, so a full month passed before the high usage was noticed.

Further information was provided by the resident (Michael Leckie), including the residence has a 2,000-gallon holding tank on the system that also slowed detection of the water loss. Leckie also stated the amount they are requesting to be waived is reportedly higher than what is currently noted on the agenda.

MOTION to approve waiving the excess water usage bills and make the customer whole was made by **Councilmember Rice**, seconded by **Councilmember Oldfield**.

Prior to the vote it was noted the precise cost to be waived would be determined following a review to determine the exact amount.

Voting aye: **Councilmember Oldfield, Lauser, Cox, Rice**.

7. INFORMATION ITEMS:

a) Chamber of Commerce Report - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in the prior month.

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

8. CITY ADMINISTRATOR AND STAFF REPORTS:

Councilmembers were directed to review the reports from the City Administrator and staff contained in the meeting packets

9. VOUCHER APPROVAL:

MOTION to approve vouchers in the amount of _____ was made by **Councilmember Lucy Lauser**, seconded by **Councilmember Oldfield**.

Voting aye: **Councilmember Oldfield, Lauser, Cox.**

Voting nay: **Councilmember Rice.**

10. MAYOR AND COUNCIL REPORTS:

The City Council received an invitation from One Prevention Alliance in Stevenson.

11. ISSUES FOR THE NEXT MEETING:

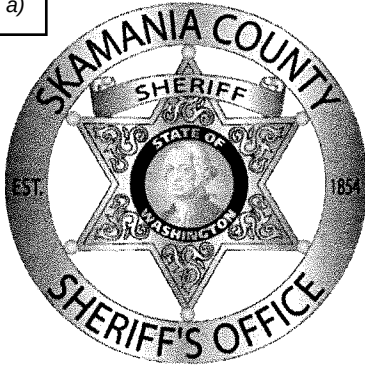
Housing will be discussed during the budget planning meetings.

12. ADDITIONAL PUBLIC COMMENT:

Michael Leckie commented on the arrangement the Council agreed to regarding the water billing amount in question to be waived, and who to contact if any potential disputes arise.

13. EXECUTIVE SESSION - NONE.

14. ADJOURNMENT - Mayor Anderson adjourned the meeting at 6:31 p.m.



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Steve Minnis
Chief of Corrections

Ondine Obias
Chief Civil Deputy

September 2025

Total 113

City of Stevenson

Calls/Patrol

Calls - 81

Medical - 32

Fire - 0

Service Hour

Hrs. – 421.25

OT- .50

Court Hrs. - 0

Milage – 1,606

10/01/25
06:24Skamania County Sheriff's Office
Incident Audit Report5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-05823	Mental Subject	MENT	21	Settled By Contact
25-05840	Found Property	LFPR	21	Investigation Complete
25-05843	Utility Problem	UTPB	21	Transferred to Other A
25-05850	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-05862	Medical	AMAS	21	Ambulance Service Prov
25-05871	Suspicious	SUSP	21	Investigation Complete
25-05872	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-05874	Sale/Man Other	INFO	21	Hazard Removed
25-05889	Information	INFO	21	INFORMATION
25-05906	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-05907	Agency Assist	FMIP	21	Settled By Contact
25-05919	Traffic Hazard	THAZ	21	Cleared Adlt Exception
25-05920	Juvenile Prob	JUVP	21	Cleared Juve Exception
25-05930	Fraud	FRAU	21	Active
25-05935	Medical	AMAS	21	Active
25-05945	Citizen Dispute	INFO	21	UNABLE TO LOCATE
25-05968	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-05970	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06005	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06025	Medical	AMAS	21	INFORMATION
25-06037	Threats	THRE	21	Settled By Contact
25-06042	Business Alarm	ABLA	21	Cleared Adlt Exception
25-06046	Medical	AMAS	21	Transferred to Other A
25-06050	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06056	Medical	AMAS	21	Active
25-06058	Business Alarm	ABLA	21	Unfounded
25-06060	Poss Marijuana	CSPM	21	Cleared Juve Exception
25-06066	Domestic Viol	DOMV	21	Cleared Adlt Exception
25-06068	Trespassing	TRES	21	Investigation Complete
25-06080	Missing Person	MPER	21	Investigation Complete
25-06081	Information	INFO	21	INFORMATION
25-06083	Runaway Juvnile	JRUN	21	Settled By Contact
25-06087	Smoke, other		21	Transferred to Other A
25-06105	Medical	AMAS	21	Transferred to Other A
25-06106	Medical	AMAS	21	Transferred to Other A
25-06119	Trespassing	TRES	21	Cleared Adlt Exception
25-06120	Utility Problem	UTPB	21	Transferred to Other A
25-06152	Medical	AMAS	21	Transferred to Other A
25-06162	Medical	AMAS	21	Transferred to Other A
25-06163	Assault IV	ASIM	21	Unfounded
25-06168	Traffic Stop	TOFF	21	Investigation Complete
25-06169	Traffic Stop	TOFF	21	Investigation Complete
25-06172	Trespassing	TRES	21	Settled By Contact
25-06174	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06175	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06176	Alcohol Offense	AOFF	21	Settled By Contact
25-06180	Medical	AMAS	21	Transferred to Other A
25-06188	Mental Subject	MENT	21	Cleared Adlt Exception
25-06194	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-06203	Medical	AMAS	21	Transferred to Other A
25-06212	Medical	AMAS	21	INFORMATION
25-06213	Citizen Dispute	CDIS	21	INFORMATION
25-06218	Medical	AMAS	21	INFORMATION
25-06221	Unsecure Premis	UNSP	21	Investigation Complete
25-06226	Medical	AMAS	21	Transferred to Other A

10/01/25
06:24

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-06232	Medical	AMAS	21	INFORMATION
25-06235	Fraud	FRAU	21	Active
25-06242	Medical	AMAS	21	Transferred to Other A
25-06246	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06247	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-06251	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06258	Medical	AMAS	21	Transferred to Other A
25-06269	Utility Problem	UTPB	21	Transferred to Other A
25-06276	Medical	AMAS	21	Transferred to Other A
25-06285	Medical	AMAS	21	Transferred to Other A
25-06292	Theft Prop Oth	TPOT	21	Cleared Adlt Exception
25-06298	Medical	AMAS	21	Transferred to Other A
25-06307	Medical	AMAS	21	Transferred to Other A
25-06308	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06315	Incomplete 911	IN91	21	Investigation Complete
25-06316	Medical	AMAS	21	Transferred to Other A
25-06317	Traffic Stop	TOFF	21	Investigation Complete
25-06326	Juvenile Prob	JUVP	21	Investigation Complete
25-06328	Medical	AMAS	21	Transferred to Other A
25-06329	Juvenile Prob	JUVP	21	Investigation Complete
25-06337	Trespassing	TRES	21	Cleared Adlt Exception
25-06342	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06349	Traffic Stop		21	CLEARED DRIVER WARNING
25-06368	Abandon Vehicle	ABVR	21	Investigation Complete
25-06378	Medical	INFO	21	Transferred to Other A
25-06380	Traffic Stop		21	CLEARED DRIVER WARNING
25-06381	Traffic Stop		21	CLEARED DRIVER WARNING
25-06383	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06388	Medical	INFO	21	Transferred to Other A
25-06391	Viscious Animal	ANPR	21	UNABLE TO LOCATE
25-06398	Found Property	LFPR	21	Investigation Complete
25-06399	Medical	AMAS	21	Transferred to Other A
25-06404	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06416	Medical	AMAS	21	Transferred to Other A
25-06435	Information	MPER	21	INFORMATION
25-06443	Harrassment.	HARR	21	Active
25-06445	Medical	AMAS	21	Transferred to Other A
25-06463	Information	INFO	21	Investigation Complete
25-06467	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06468	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06469	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06471	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06475	Traffic Hazard	THAZ	21	Cleared Adlt Exception
25-06479	Abandon Vehicle	ABVR	21	Active
25-06480	PI Collision	TAPI	21	Cleared Adlt Exception
25-06484	Medical	AMAS	21	Transferred to Other A
25-06498	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-06521	Barking Dog	INFO	21	INFORMATION
25-06525	Traffic Stop	TOFF	21	Cleared Adult Arrest
25-06526	Medical	INFO	21	Transferred to Other A
25-06533	Welfare Check	WELF	21	Cleared Adlt Exception
25-06537	Suspicious	SUSP	21	Cleared Adlt Exception
25-06541	Traffic Stop		21	CLEARED DRIVER WARNING
25-06546	Medical	INFO	21	Transferred to Other A
25-06553	Trespassing	TRES	21	Investigation Complete

10/01/25
06:24

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 3

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-06557	Lost Property	LFPR	21	INFORMATION
25-06558	Medical	AMAS	21	Transferred to Other A
25-06559	Animal Other	ANPR	21	Investigation Complete

Total Incidents: 113

Report includes:

All dates reported between `00:00:00 09/01/25` and `00:00:00 09/30/25`
All agencies matching `SCSO`
All nature of incidents
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

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

10/01/25
06:25

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-05862	Medical	AMAS	21	Ambulance Service Prov
25-05935	Medical	AMAS	21	Active
25-06025	Medical	AMAS	21	INFORMATION
25-06046	Medical	AMAS	21	Transferred to Other A
25-06056	Medical	AMAS	21	Active
25-06105	Medical	AMAS	21	Transferred to Other A
25-06106	Medical	AMAS	21	Transferred to Other A
25-06152	Medical	AMAS	21	Transferred to Other A
25-06162	Medical	AMAS	21	Transferred to Other A
25-06180	Medical	AMAS	21	Transferred to Other A
25-06203	Medical	AMAS	21	Transferred to Other A
25-06212	Medical	AMAS	21	INFORMATION
25-06218	Medical	AMAS	21	INFORMATION
25-06226	Medical	AMAS	21	Transferred to Other A
25-06232	Medical	AMAS	21	INFORMATION
25-06242	Medical	AMAS	21	Transferred to Other A
25-06258	Medical	AMAS	21	Transferred to Other A
25-06276	Medical	AMAS	21	Transferred to Other A
25-06285	Medical	AMAS	21	Transferred to Other A
25-06298	Medical	AMAS	21	Transferred to Other A
25-06307	Medical	AMAS	21	Transferred to Other A
25-06316	Medical	AMAS	21	Transferred to Other A
25-06328	Medical	AMAS	21	Transferred to Other A
25-06378	Medical	INFO	21	Transferred to Other A
25-06388	Medical	INFO	21	Transferred to Other A
25-06399	Medical	AMAS	21	Transferred to Other A
25-06416	Medical	AMAS	21	Transferred to Other A
25-06445	Medical	AMAS	21	Transferred to Other A
25-06484	Medical	AMAS	21	Transferred to Other A
25-06526	Medical	INFO	21	Transferred to Other A
25-06546	Medical	INFO	21	Transferred to Other A
25-06558	Medical	AMAS	21	Transferred to Other A

Total Incidents: 32

Report includes:

All dates reported between `00:00:00 09/01/25` and `00:00:00 09/30/25`
 All agencies matching `SCSO`
 All nature of incidents matching `Medical`
 All offenses observed
 All offenses reported
 All offense codes
 All dispositions
 All responsible officers
 All locations matching `21`

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

10/01/25
06:26

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Total Incidents: 0

Report includes:

All dates reported between `00:00:00 09/01/25` and `00:00:00 09/30/25`
All agencies matching `SCSO`
All nature of incidents matching `Fire Other`
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rptoWJThy-rplwiar.r1_3 ***

September 2025		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Totals
Mileage																								
County	724	77		925	580		0	977	1675	1135	1952	2835	2435	1937	646	367	2625	1240	0					19930
Stevenson	34	0		115	168		0	0	76	190	177	75	108	170	185	9	140	159	0					1606
N. Bonneville	35	0		80	116		0	0	49	65	145	75	37	48	43	7	56	133	0					889
USFS	0	0		15	325		0	20	0	0	0	0	0	0	0	0	0	39	0					399
Title 3	0	0		0	0		0	0	0	0	0	0	0	0	0	0	0	0	0					0
PP&L	0	0		160	1231		0	0	130	0	0	0	55	160	0	0	561	87	0					2384
TOT 1/L	793	77		1285	2420		0	987	1930	1390	2274	2785	2635	2315	674	383	3382	1658	0					25208
Hourly Report																								
Vacation	0.00	70.00		10.25	30.75		0.00	0.00	0.00	32.25	0.00	30.75	0.00	0.00	10.25	10.25	0.00	0.00	0.00					194.50
Sick Leave	0.00	20.00		0.00	0.00		184.50	1.00	1.00	0.00	10.25	0.00	0.00	0.00	0.00	0.00	102.50	0.00	0.00	164.50				503.75
Training	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00				5.00	
Administration	0.00	80.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				80.00	
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					0.00
K 9	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
County	179.75	0.00		50.00	14.25		0.00	148.75	77.50	41.00	70.50	108.75	55.25	72.25	69.00	13.00	38.00	65.25	0.00					1003.25
Stevenson	0.00	0.00		37.75	32.25		0.00	0.00	53.50	44.75	36.00	15.00	29.50	21.00	43.75	8.00	60.25	39.50	0.00					421.25
Slew Court	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
N. Bonneville	2.25	0.00		17.75	11.75		0.00	0.00	17.00	9.50	20.00	15.00	14.25	8.00	10.25	3.75	25.50	28.25	0.00					183.25
N. Bonn Court	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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					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					0.00
USFS	0.00	0.00		3.00	10.75		0.00	4.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					26.25
George Scenic	0.00	0.00		14.00	6.00		0.00	0.00	18.00	0.00	22.00	0.00	23.00	15.00	0.00	9.75	15.00	0.00	0.00					122.75
PP&L	0.00	0.00		10.00	76.00		0.00	0.00	16.50	0.00	0.00	0.00	12.00	19.00	0.00	0.00	30.75	4.00	0.00					168.25
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					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					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					0.00
County Traffic Enforce	0.00	0.00		11.00	0.00		0.00	0.00	1.00	27.25	25.75	15.00	19.75	7.50	20.50	6.50	15.00	9.75	0.00					161.75
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					0.00
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					0.00
SAR Missions	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00		0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
	0.0																							

2025 Overall													Totals
	January	February	March	April	May	June	July	August	September	October	November	December	
Mileage													
County	19661	17865	19562	19319	22071	19469	22150	21642	19830	0	0	0	182189
Stevenson	1537	1389	1559	1562	1829	1613	1449	1672	1606	0	0	0	14226
N. Bonneville	824	773	895	629	817	776	765	777	889	0	0	0	7147
USFS	388	265	777	690	868	756	959	440	399	0	0	0	5517
Title 3	6	115	25	0	153	0	371	113	0	0	0	0	783
Other	0	0	0	0	471	1826	1676	1864	2364	0	0	0	8241
TOTAL	22726	20417	22838	22200	26229	24442	27370	26728	25206	0	0	0	218158
Hourly Report													
Vacation	196.75	0.00	41.00	51.25	123.75	246.00	225.50	194.25	194.50	0.00	0.00	0.00	1273.00
Sick Leave	55.25	58.75	53.25	327.75	268.00	194.00	203.25	196.75	503.75	0.00	0.00	0.00	1800.75
Training	60.50	38.00	56.00	152.50	18.50	45.25	23.50	0.00	5.00	0.00	0.00	0.00	400.25
Administration	201.00	163.25	164.00	180.00	174.00	173.00	164.00	162.00	80.00	0.00	0.00	0.00	1481.25
Patrol/Investigations													
Schools/Com Svc	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Mill A Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County	1214.65	1062.00	1226.25	1072.50	1147.75	1245.00	1001.00	1200.25	1003.25	0.00	0.00	0.00	10177.65
Stevenson	432.25	436.75	484.50	440.75	468.00	380.50	453.50	451.50	421.25	0.00	0.00	0.00	3979.00
Slev Court	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
N. Bonneville	180.25	185.00	212.75	150.50	194.00	171.75	193.75	218.00	183.25	0.00	0.00	0.00	1693.25
N. Bonn Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
Superior Court	0.00	0.00	0.00	0.00	3.00	23.75	1.00	0.00	0.00	0.00	0.00	0.00	27.75
USFS	24.50	18.50	71.50	74.75	59.25	42.25	128.75	39.75	26.25	0.00	0.00	0.00	486.50
George Seatic	93.50	100.75	133.25	114.25	139.50	87.00	136.00	155.75	122.75	0.00	0.00	0.00	1082.75
PR&L	0.00	0.00	0.50	0.00	57.75	131.00	112.00	168.25	168.25	0.00	0.00	0.00	637.75
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
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
Bowl	0.00	0.00	0.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00
County Traffic Enforce.	164.25	148.25	176.25	164.25	183.00	119.00	185.25	199.00	161.75	0.00	0.00	0.00	1511.00
SAR County	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00
Title 3													
Emergency Response	0.00	0.50	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	6.50
SAR Missions	0.50	20.25	7.25	7.00	13.00	5.25	15.50	20.25	0.00	0.00	0.00	0.00	89.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EXHIBIT A - SCOPE OF WORK DRAFT**CITY OF STEVENSON
LONG-TERM WATER SOURCE SUPPLY, PHASE 1B
AUGUST 2025**

Proposed Scope of Work

The City of Stevenson (City) owns and operates the City's public water system. The water system is primarily supplied by surface water from three sources which receive treatment at the City's Water Treatment plant (WTP). In addition to the surface water sources, the City owns a groundwater well known as Hegewald Well, which is used as a backup supply during peak demand periods.

Reliability of the largest existing surface water source, Rock Creek, has diminished over time to a point where the City is concerned about meeting demands during peak periods. Recent investigations into the Rock Creek and Hegewald Well water sources has prompted the City to revisit their long-term strategy for meeting buildout capacity of the community.

Grayling Engineers (Grayling) has developed this scope of services to analyze long-term water supply alternatives for the City's public water system. The purpose of this analysis is to further refine and investigate supply options with the goal of narrowing the final selection to one preferred alternative.

The project is divided into two phases:

- **Phase 1A - Identification and Evaluation of Water Supply Alternatives.** The goal of this phase is to identify long-term water supply strategies for the City. The long-term strategy will evaluate alternatives that utilize existing surface water, existing groundwater, and (potentially) new surface water or groundwater sources. This work was completed in August 2025.
- **Phase 1B - Feasibility Assessment of Chosen Alternative.** The goal of this phase is to assess the feasibility of the preferred long-term alternative selected as part of Phase 1A. This includes a condition assessment of the WTP for surface water sources and contracting services from a hydrogeologist to identify new groundwater source locations and further evaluate existing groundwater sources. A life cycle cost analysis will be incorporated as a tie-breaker. An evaluation of the impact on the City's water rights will be included in this phase. This work is included in this scope of work.

- **Phase 2 - Pre-Design / Funding Acquisition.** The goal of this phase is to develop a pre-design of the preferred alternative chosen as part of Phase 1A and 1B of this project. Included with this work will be development of a cost estimate to support future funding strategies. Services may also be provided for assistance with funding acquisition. Work under this phase will be performed under a separate task order.

Task 1 - Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to two (2) representatives of Grayling will attend a kick-off meeting with the City. The meeting will be scheduled following contract execution and will be held virtually. Grayling will prepare a meeting agenda and summary.

Subtask 1.3 - Coordination with Outside Agencies

This task includes correspondence and coordination with the Washington Department of Ecology (WDOE), Washington Department of Health (WDOH), Washington Department of Fish and Wildlife (WDFW), and the United States Army Corp of Engineers (USACE).

Specific tasks that require coordination with these agencies include, but are not limited to, in-water work and fish protection associated with the Rock Creek upgrades, and water right acquisition and change of source analysis for groundwater development.

Assumptions

- Up to three (3) virtual meetings will be attended by two Grayling representatives.
- The City will attend scheduled meetings.

Subtask 1.4 - Internal Team Meetings

Regular internal team meetings are crucial for fostering strong communication and collaboration throughout all project phases. These meetings enable the project manager to effectively monitor progress, address design challenges, and proactively identify potential risks that could impact the project's timeline, overall schedule, and budget.

Deliverables

- None

Task 2 - Surface Water Condition Assessment

Grayling has developed this task to perform a detailed facility condition assessment of the City's WTP and other assets within the surface water system. The purpose of condition assessment is to identify the maintenance required to keep the system operating at peak performance and to determine the necessary upgrades to meet future water demands. Information obtained during this assessment will be used to develop a life-cycle cost estimate.

Subtask 2.1 Condition Assessment Planning

Before the commencement of any field work or desktop analysis, Grayling will meet with City staff to begin to inventory the assets, identify any issues, and gain a better understanding of WTP operation, raw water transmission main condition and condition of all existing surface water source intakes. Once the relevant information has been compiled, Grayling will review and provide a brief technical memorandum to describe the facility components that will be evaluated, evaluation methods, and proposed schedule.

Assumptions

- Two (2) in-person meetings will be required. Two (2) Grayling representatives will attend both meetings. [CITY, CONFIRM FORMAT FOR MEETINGS]
- The City will provide the information necessary to complete the assessments.

Deliverables

- Data request list for the City.
- Draft Condition Assessment Planning Memorandum for City review and comment.
- Final Condition Assessment Planning Memorandum.

Subtask 2.2 On Site WTP Condition Assessment

Grayling will conduct a detailed on-site condition assessment of the WTP. Grayling will contract with an electrical engineer to assess power and control equipment as described in Task 5. The assessment team will visually inspect each asset to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Two (2) Grayling representatives will conduct the on-site assessment.
- A WTP operator will be present for the entirety of the on-site assessment.
- Coring of the filter media beds will not be performed.

Deliverables

- None

Subtask 2.3 Intake and Transmission Main Condition Assessment

Grayling will complete a condition assessment of the raw water intakes and transmission mains for the three surface water sources. The three sources to be assessed are LaBong Creek, Cedar Springs, and Rock Creek. The assessment team will visually inspect each intake to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Grayling will document the condition of the raw water intakes during a site visit.
- The site visit will take place at the same time as the WTP onsite assessment.
- City staff will provide access to the intakes.
- Assessment of the transmission mains will be a desktop analysis following guidelines from AWWA Manual M77.

Deliverables

- None

Subtask 2.4 Condition Assessment Memorandum

Following the completion of the assessments, Grayling will analyze the findings and develop a report summarizing the results. The report will:

- evaluate asset condition and remaining life,
- estimate renewal and replacement costs.

Assumptions

- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the Draft Report.
- The report will not evaluate performance of the existing WTP.

Deliverables

- Draft Condition Assessment Memorandum for City review and comment.
- Final Condition Assessment Memorandum.

Task 3 - Design Concept Development

Subtask 3.1 Surface Water Upgrades

The objective of this task is to develop a preliminary concept for upgrades at the raw water sources and WTP to meet existing and buildout demands for the water system. The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.

Assumptions

- Water rights are sufficient for the necessary upgrades.
- Coordination with outside agencies regarding intake design criteria will occur prior to the start of this task.
- Two (2) representatives from Grayling will attend an on-site meeting with the City to discuss design criteria for the Rock Creek upgrades.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft site plan and narrative.

Deliverables

- Draft site plan and brief narrative of preliminary concept for City review and comment.
- Final site plan and brief narrative of preliminary concept for City review and comment.

Subtask 3.2 Groundwater Development

Grayling will work with Aspect Consulting to develop a preliminary concept to develop groundwater at the locations identified in the Long Term Water Source Study completed in August 2025. Preliminary design will include:

- Test well requirements
- Infrastructure needs to develop new groundwater sources
- Treatment requirements, including estimated sizing

The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.

Assumptions

- Groundwater concepts will address the projected buildout demand as identified in Phase 1A.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft plan and narrative.

Deliverables

- Draft site plan and brief narrative of preliminary concept for City review and comment.
- Final site plan and brief narrative of preliminary concept for City review and comment.

Task 4 - Feasibility Analysis

Subtask 4.1 Life-Cycle Cost Estimate

Findings from the above tasks will be used to develop two separate life-cycle cost estimates, one for continued use of surface water sources, and one for the development of groundwater sources.

Assumptions

- The life-cycle cost estimate will include initial capital investment, O&M over the lifetime of the asset, replacement costs, and end-of-life costs.
- The discount rate will be agreed upon prior to development of the estimate.
-

Deliverables

- Life-cycle cost estimate in PDF and excel formats.

Subtask 4.2 - Summary Report

Grayling will summarize findings and prepare a Report that will be used by the City as a decision document. This document will summarize the above activities, with the goal of narrowing to one (1) preferred system configuration.

Recommendations will be made for the next steps to be taken toward establishment of this new water supply strategy. Documentation will also include a discussion of potential external changes that could impact the findings of the analysis over time, such as changing development and growth patterns, new treatment technologies, changes in regulatory requirements, as well as redundancy and resiliency in the face of climate change.

It is anticipated that as part of this task a summary of findings that includes recommendations and next steps will be presented to the City Council. This presentation can be made prior to or after the completion of the final report.

Deliverables

- Preliminary Draft Report for City review.
- Final Draft Report for City review.
- Final Report.
- Presentation to City Council.

Task 5 - Subconsultant Services

The purpose of this task is to provide additional professional services to assist Grayling with completing the project.

Subtask 5.1 - WTP Condition Assessment, Electrical Engineering (Coffman)

Coffman Engineers will provide electrical engineering services to assist in the completion of the WTP condition assessment. Assistance will be provided within the work performed for Subtasks 2.1 - 2.3.

Assumptions

- One (1) representative from Coffman will attend the on-site condition assessment.

Subtask 5.2 - Groundwater Development (Aspect Consulting)

Aspect Consulting will provide hydrogeologic, water right related, and cost estimating services related to groundwater development. Assistance to be provided within the work performed for Subtasks 1.3, and 3.2-3.3.

Assumptions

- One (1) representative from Aspect will attend coordination meetings with outside agencies under Subtask 1.3.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$XX,XXX**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in September of 2025 and be substantially completed within 6 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones. [CITY, LET'S DISCUSS THE SCHEDULE]



City of Stevenson

Wesley Wootten, City Administrator

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

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

To: City Council

From: Wesley Wootten, City Administrator

Date: October 16, 2025

Subject: 2025 Utility Billing Audit – Findings and Request for Waiver of Overbilling

Executive Summary

Following the discovery of several billing irregularities in prior years, the City conducted a comprehensive audit of all active and recently established utility accounts. The purpose of this audit was to identify and correct discrepancies resulting from inconsistent internal practices, staff turnover, and policy gaps related to the timing of sewer and water service billing.

The audit identified a small number of accounts that had been billed incorrectly—specifically, accounts where sewer service charges began at the time of installation rather than at the time of occupancy. This inconsistency led to overbilling in some cases. The total identified overbilling amount is **\$8,550.27**. All relevant policies have since been reviewed and clarified to prevent future recurrence. Billing now begins at the time of inspection/occupancy in accordance with Council direction.

Audit Findings

The following accounts were determined to have been overbilled for sewer or water service due to the policy inconsistency described above:

Account	Date Identified	Customer Name	Reason for Adjustment	Amount
22790	5/27/2025	Bain, Robert	Sewer back billing	\$1,294.25
22230	5/27/2025	Jones, Christopher & Mindy	Sewer back billing	\$1,294.25
25705	5/27/2025	Kadrmass, Lisa	Sewer back billing	\$538.06
25827	5/27/2025	Johnson, Brett	Sewer and water back billing	\$1,651.85
25828	5/27/2025	Johnson, Brett	Sewer and water back billing	\$1,651.85
25736	5/27/2025	May, Rick	Sewer back billing	\$413.67
25829	6/4/2025	Fersch, Rubert	Sewer back billing	\$1,706.34
Total				\$8,550.27

Action Requested

City Council is asked to **waive the overbilled amounts totaling \$8,550.27** for the accounts listed above. This action would formalize the City's acknowledgment of the billing error and ensure affected customers are made whole. The administrative corrections have already been completed within the utility billing system, pending Council authorization for the waiver.

Recommendation

Staff recommends that the City Council approve the waiver of overbilled utility charges identified in the audit and affirm the corrected billing policy for future consistency.

EXHIBIT A - SCOPE OF WORK**CITY OF STEVENSON
LONG-TERM WATER SOURCE SUPPLY, PHASE 1B
SEPTEMBER 2025**

Proposed Scope of Work

The City of Stevenson (City) owns and operates the City's public water system. The water system is primarily supplied by surface water from three sources which receive treatment at the City's Water Treatment plant (WTP). In addition to the surface water sources, the City owns a groundwater well known as Hegewald Well, which is used as a backup supply during peak demand periods.

Reliability of the largest existing surface water source, Rock Creek, has diminished over time to a point where the City is concerned about meeting demands during peak periods. Recent investigations into the Rock Creek and Hegewald Well water sources has prompted the City to revisit their long-term strategy for meeting buildout capacity of the community.

Grayling Engineers (Grayling) has developed this scope of services to analyze long-term water supply alternatives for the City's public water system. The purpose of this analysis is to further refine and investigate supply options with the goal of narrowing the final selection to one preferred alternative.

The project is divided into two phases:

- **Phase 1A - Identification and Evaluation of Water Supply Alternatives.** The goal of this phase was to identify long-term water supply strategies for the City. The long-term strategy evaluated alternatives that utilize existing surface water, existing groundwater, and new surface water and groundwater sources. This work was completed in August 2025.
- **Phase 1B - Detailed Assessment of Chosen Alternative.** The goal of this phase is to conduct a detailed assessment of the two preferred long-term alternatives selected as part of Phase 1A. This includes a condition assessment of the WTP to determine what work needs to be done to continue using that facility for surface water sources throughout the planning horizon and contracting services from a hydrogeologist to design a preliminary concept for the development of groundwater wells at the location identified in Phase 1A. A life cycle cost analysis will be incorporated to assist with selecting which of

the preferred alternatives should be taken forward to pre-design. This is the work encompassed by this scope of work.

- **Phase 2 - Pre-Design / Funding Acquisition.** The goal of this phase will be to develop a pre-design of the preferred alternative chosen in Phase 1A and 1B of this project. Services may also be provided for assistance with funding acquisition. Work under this phase will be performed under a separate task order.

Task 1 - Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to two (2) representatives of Grayling will attend a kick-off meeting with the City. The meeting will be scheduled following contract execution and will be held virtually. Grayling will prepare a meeting agenda and summary.

Subtask 1.3 - Coordination with Outside Agencies

This task includes correspondence and coordination with the Washington Department of Ecology (WDOE), Washington Department of Health (WDOH), Washington Department of Fish and Wildlife (WDFW), and the United States Army Corp of Engineers (USACE).

Specific tasks that require coordination with these agencies include, but are not limited to, in-water work and fish protection associated with the Rock Creek upgrades, and water right acquisition and change of source analysis for groundwater development.

Assumptions

- Up to three (3) virtual meetings will be attended by two Grayling representatives.
- The City will attend scheduled meetings.

Subtask 1.4 - Internal Team Meetings

Regular internal team meetings are crucial for fostering strong communication and collaboration throughout all project phases. These meetings enable the project manager to effectively monitor progress, address design challenges, and proactively identify potential risks that could impact the project's timeline, overall schedule, and budget.

Deliverables

- None

Task 2 - Surface Water Facilities Condition Assessment

Grayling has developed this task to perform a detailed facility condition assessment of the City's WTP and other assets within the surface water system. The purpose of condition assessment is to identify the maintenance required to keep the system operating at peak performance and to determine the necessary upgrades to meet future water demands. Information obtained during this assessment will be incorporated into a life-cycle cost estimate.

Subtask 2.1 - Condition Assessment Planning

Before the commencement of any field work or desktop analysis, Grayling will meet with City staff to begin to inventory the assets, identify any issues, and gain a better understanding of WTP operation, raw water transmission main condition and the condition of all existing surface water source intakes. Once the relevant information has been compiled, Grayling will review and provide a brief technical memorandum to describe the facility components that will be evaluated, evaluation methods, and proposed schedule.

Assumptions

- One (1) in-person and one (1) virtual meeting will be required. Three (3) Grayling representatives will attend both meetings.
- The City will provide the information necessary to complete the assessments, including operation and maintenance manuals as needed for major system components.

Deliverables

- Data request list for the City.
- Draft Condition Assessment Planning Memorandum for City review and comment, including a detailed list, presented in tabular form, of all major system components noting the manufacturer, model, performance criteria, date of installation and anticipated service life.
- Final Condition Assessment Planning Memorandum.

Subtask 2.2 - On Site WTP Condition Assessment

Grayling will conduct a detailed on-site condition assessment of the WTP. Grayling will contract with an electrical engineer to assess power and control equipment as described in Task 5. The assessment team will have reviewed operation and maintenance information and other relevant technical data prior to the site visit. During the visit, they will visually inspect each asset and discuss with WTP operators any concerns or issues that the operators or team members have with specific components to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Two (2) Grayling representatives will conduct the on-site assessment.
- A WTP operator with detailed knowledge of the operation and functioning of the system components will be present for the entirety of the on-site assessment.
- Coring of the filter media beds will not be performed. Media assessment will be conducted only as a desktop study under this scope of work.

Deliverables

- Updated list, presented in tabular form, of all major system components developed under Task 2.1, noting the condition of the components as assessed in the field and identifying a date for anticipated replacement, which will become inputs into the life cycle cost analysis.

Subtask 2.3 - Intake and Transmission Main Condition Assessment

Grayling will complete a condition assessment of the raw water intakes and transmission mains for the three surface water sources. The three sources to be assessed are LaBong Creek, Cedar Springs, and Rock Creek. The assessment team will visually inspect each intake to identify all maintenance, repair, and replacement recommendations.

Assumptions

- Grayling will document the condition of the raw water intakes during a site visit.
- The site visit will take place at the same time as the WTP onsite assessment.
- City will provide access to the intakes and a WTP operator with detailed knowledge of the operation and functioning of the intake components.
- Assessment of the transmission mains will be a desktop analysis following guidelines from AWWA Manual M77.

Deliverables

- An updated list of system components, similar to that provided for the WTP.

Subtask 2.4 - Condition Assessment Memorandum

Following the completion of the assessments, Grayling will analyze the findings and develop a report summarizing the results. The report will:

- evaluate asset condition and remaining life,
- estimate renewal and replacement costs.

Assumptions

- Three (3) representatives from Grayling will attend a review meeting with the City following submission of the Draft Report.
- The report will not evaluate the performance of the existing WTP, other than to summarize observations from the WTP operators and any conclusions, observations or recommendations the team may develop based on the desktop study of documents provided.

Deliverables

- Draft Condition Assessment Memorandum for City review and comment.
- Final Condition Assessment Memorandum.

Task 3 - Design Concept Development

Subtask 3.1 - Surface Water Upgrades

The objective of this task is to develop a preliminary concept for upgrades at the raw water sources and WTP to meet existing and buildout demands for the water system. The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.

Assumptions

- Water rights are sufficient for the necessary upgrades.
- Coordination with outside agencies regarding intake design criteria will occur prior to the start of this task.
- Professional surveys of the sites will not be obtained.
- Two (2) representatives from Grayling will attend a virtual meeting with the City to discuss design criteria for the Rock Creek upgrades.
- Two (2) representatives from Grayling will attend a virtual review meeting with the City following submission of the draft site plans and narrative.

Deliverables

- Draft site plans and brief narrative of preliminary concepts for City review and comment.
- Final site plans and brief narrative of preliminary concepts for City review and comment.

Subtask 3.2 - Groundwater Development

Grayling will work with Aspect Consulting to develop a preliminary concept to develop groundwater at the locations identified in the Long Term Water Source Study completed in August 2025. Preliminary design will include:

- Test well requirements
- Infrastructure needs to develop new groundwater sources
- Treatment requirements, including estimated sizing

The preliminary concept will be used to develop a life-cycle cost estimate as part of Task 4.

Assumptions

- Groundwater concepts will address the projected buildout demand as identified in Phase 1A.
- Professional surveys of the sites will not be obtained.
- Two (2) representatives from Grayling will attend a review meeting with the City following submission of the draft plans and narrative.

Deliverables

- Draft site plans and brief narrative of preliminary concepts for City review and comment.
- Final site plan and brief narrative of preliminary concepts for City review and comment.

Task 4 - Cost Analysis and Reporting

Subtask 4.1 - Life-Cycle Cost Estimate

Findings from the above tasks will be used to develop two separate life-cycle cost estimates, one for continued use of surface water sources, and one for the development of groundwater sources.

Assumptions

- The life-cycle cost estimate will include initial capital investment, O&M over the lifetime of the asset, replacement costs, and end-of-life costs.
- The discount rate will be agreed upon prior to development of the estimate.

Deliverables

- Life-cycle cost estimate in PDF and excel formats.

Subtask 4.2 - Summary Report

Grayling will summarize findings and prepare a report that will be used by the City as a decision document. This document will summarize the above activities, with the goal of selecting one (1) preferred system configuration.

Recommendations will be made for the next steps to be taken toward establishment of this new water supply strategy. Documentation will also include a discussion of potential external changes that could impact the findings of the analysis over time, such as changing development and growth patterns, new treatment technologies, changes in regulatory requirements, as well as redundancy and resiliency in the face of climate change.

It is anticipated that as part of this task a summary of findings that includes recommendations and next steps will be presented to the City Council. This presentation can be made prior to or after the completion of the final report.

Assumptions

- Two (2) representatives from Grayling will attend a virtual review meeting with the City following submission of the draft plans and narrative.
- Two (2) representatives from Grayling will present findings to the City Council in-person.

Deliverables

- Draft Report for City review.
- Final Report.
- Presentation to City Council.

Task 5 - Subconsultant Services

The purpose of this task is to provide additional professional services to assist Grayling with completing the project.

Subtask 5.1 - WTP Condition Assessment, Electrical Engineering (Coffman)

Coffman Engineers will provide electrical engineering services to assist in the completion of the surface water sources condition assessment and preliminary concept design for upgrades to surface water sources and the WTP , and development of groundwater sources.

Assumptions

- On-site work will be limited to visual observations and excludes any destructive work (i.e., cutting or patching) or opening of energized electrical cabinets. Coffman will not move personal property, equipment, walls, ceilings or like materials which may impede access

or limit visibility. Areas that are concealed or inaccessible are excluded from the assessment.

- This scope is not intended to create full as-builts, but only to verify general system configuration. No new drawings will be created.

Subtask 5.2 - Groundwater Development (Aspect Consulting)

Aspect Consulting will provide hydrogeologic, water right related, and cost estimating services related to groundwater development.

Assumptions

- Meeting support with outside agencies will be provided on an as needed basis for up to three virtual meetings by one Aspect representative.
- Aspect will attend internal team meetings as requested by Grayling.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$166,941**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in October of 2025 and be substantially completed within 12 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

Contract Execution	October 2025
Surface Water Facilities Condition Assessment	January 2026
Design Concept Development	March 2026
Cost Analysis & Reporting	April 2026

b)

**EXHIBIT B - FEE ESTIMATE
CITY OF STEVENSON
STEVENSON LTWS PHASE 1B
SEPTEMBER 2025**

Task	Description	Engineer, Grade VIII	Engineer, Grade VII	Engineer, Grade VI	Engineer, Grade V	Engineer, Grade IV	Engineer, Grade III	Engineer, Grade II	Engineer, Grade I	Senior Scientist	PM / CM	Senior CAD / GIS Technician	CAD / GIS Technician	DO	Total Hours	Labor Cost	Expenses		Subconsultants	Total
		\$262	\$240	\$217	\$200	\$184	\$166	\$149	\$133	\$217	\$217	\$146	\$133	\$153			Mileage	Printing		
1	Project Management	40	0	0	0	0	46	0	0	0	44	0	0	0	130	\$ 27,664	\$ -	\$ -	\$ -	\$ 27,664
1.1	Project Management and Administration	16					16				44				76	\$ 16,396				\$ 16,396
1.2	Kick-off Meeting	2					6								8	\$ 1,520				\$ 1,520
1.3	Coordination with Outside Agencies	4					12								16	\$ 3,040				\$ 3,040
1.4	Internal Team Meetings	18					12								30	\$ 6,708				\$ 6,708
2	Surface Water Condition Assessment	78	0	0	0	0	64	56	0	0	0	0	0	0	198	\$ 39,404	\$ 252	\$ -	\$ -	\$ 39,656
2.1	Condition Assessment Planning	28					32	32							92	\$ 17,416	\$ 126			\$ 17,542
2.2	On-Site WTP Condition Assessment	4					4								8	\$ 1,712	\$ 126			\$ 1,838
2.3	Intake and Transmission Main Condition Assessment	4					4								8	\$ 1,712				\$ 1,712
2.4	Condition Assessment Memorandum	42					24	24							90	\$ 18,564				\$ 18,564
3	Design Concept Development	52	0	0	0	0	78	0	0	0	0	0	66	0	196	\$ 35,350	\$ -	\$ -	\$ -	\$ 35,350
3.1	Surface Water Upgrades	36					50						54		140	\$ 24,914				\$ 24,914
3.2	Groundwater Development	16					28						12		56	\$ 10,436				\$ 10,436
4	Feasibility Analysis	40	0	0	0	0	48	0	0	0	0	0	0	0	88	\$ 18,448	\$ 63	\$ -	\$ -	\$ 18,511
4.1	Life-Cycle Cost Estimate	24					20								44	\$ 9,608				\$ 9,608
4.2	Summary Report	16					28								44	\$ 8,840	\$ 63			\$ 8,903
5	Subconsultant Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 45,760	\$ 45,760
5.1	Electrical Engineering Services (Coffman Engineers)														0	\$ -			\$ 27,610	\$ 27,610
5.2	Hydrogeological Services (Aspect Consulting)														0	\$ -			\$ 18,150	\$ 18,150
	Total	210	0	0	0	0	236	56	0	0	44	0	66	0	612	\$ 120,866	\$ 315	\$ -	\$ 45,760	\$ 166,941



600 Hatheway Road, Suite 203, Vancouver, WA 98661
360.347.6399

October, 2025

Mr. Wesley Wootten
City Administrator
City of Stevenson
7121 E. Loop Road
Stevenson, WA 98648

Re: Cascade Avenue Utility Improvements; Change in Project Cost (OCTOBER 2025)

Dear Wesley,

Grayling Engineers has reviewed the bid schedule and associated quantities for the Cascade Avenue Utility Improvements project. The original pre-tax contract amount was for \$778,456, as awarded to Swofford Excavating. However, during the course of the work, it was discovered that the number of water service connections was undercounted in the original bid schedule. As a result, the contract price has increased by \$24,600 to account for the additional work, bringing the total revised contract amount to \$803,056. Please let us know if you have any questions regarding this change or if we can be of further assistance.

Sincerely,

Krista Busby, EIT
Design Engineer

**CITY OF STEVENSON
RESOLUTION NO. 2025-460
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that needs updates to ensure the City can recruit and retain knowledgeable and capable staff and practicably implement adopted policies; and

WHEREAS, the City Council finds the adoption of this resolution to be in the best interest of the City and all city employees.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described and revised in Exhibit A and Exhibit B, attached hereto and incorporated by reference, for the benefit of the City, its employees and managers.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this ____ day of _____, 2025.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Exhibit A



City of Stevenson
Personnel Policy

Revised October 16, 2025~~April 17, 2025~~



City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

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

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

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

I have read and understand the statements above.

Employee Signature

Date

Return one signed copy of this form to payroll.



City of Stevenson Personnel Policy

CHAPTER 1: PURPOSE AND SCOPE

1.1 INTRODUCTION

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

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

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

1.2 INTENT OF POLICIES

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

1.3 SCOPE OF POLICIES

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



City of Stevenson Personnel Policy

1.4 CHANGING OF POLICIES

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

1.5 DEFINITIONS

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

Memo: PERS 2

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

PERS 3

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



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

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

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

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

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



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CHAPTER 2: GENERAL POLICIES & PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

2.2 DISABILITY DISCRIMINATION PROHIBITED

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

2.3 LIFE THREATENING/COMMUNICABLE DISEASES

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

2.4 ANTI-HARASSMENT POLICY

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

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



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2.5 SEXUAL HARASSMENT PROHIBITED

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

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

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

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

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

2.6 DISCRIMINATION COMPLAINT PROCEDURE

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

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

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



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

2.7 EMPLOYEE RECORDS

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

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

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

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

2.8 EMPLOYMENT REFERENCES

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



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CHAPTER 3: RECRUITING & HIRING

3.1 RECRUITING

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

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

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

3.2 HIRING

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

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

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

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

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



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

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

3.3 TEMPORARY EMPLOYEES

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

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

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

3.4 TRIAL PERIOD

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

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

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



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

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

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

The City will consider a member of a current employee's immediate family for employment if the applicant possesses all the qualifications for employment. However, an immediate family member may not be employed, if the employment would place one of the family members in a position:

- (1) Of authority or practical power to supervise, appoint, remove, influence salary or compensation decisions, or discipline the other;
- (2) To handle confidential material that creates improper or inappropriate access to that material by the other;
- (3) Of responsibility for auditing the work of the other; or
- (4) That might lead to potential appearance of favoritism, conflict among the parties, or conflict between the interest of one or both parties and the best interests of the City.

Change in Circumstances: If two employees become immediate family and, if in the City's judgment, any of the potential conflicts noted above exist or reasonably could exist, only one of the employees will be permitted to remain employed by the City, unless appropriate action can be taken to reduce or eliminate the potential conflict, as determined by the City Administrator. The decision as to which employee will remain with the City must be made by the two employees within 30 calendar days of the date they become immediate family. If no decision is made during this time, the City reserves the right to terminate either employee.

For the purposes of this section:

- (1) "Immediate family" includes the employee's spouse, domestic partner, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, sibling-in-law, and any other member of the employee's household.
- (2) "Employee" also includes co-workers paid by an entity other than the City and volunteers.



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3.6 PROMOTIONS

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

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

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

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

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



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CHAPTER 4: HOURS & ATTENDANCE

4.1 WORKING HOURS

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

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

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

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

4.2 HOURS OF WORK AND OVERTIME

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

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

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

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



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

4.3 COMPENSATORY TIME

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

Employees may use compensatory time after getting approval from the employee's department head. The use of comp time may be denied if such time used would disrupt City operations.

4.4 ATTENDANCE

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

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

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

4.5 UNUSUAL CONDITIONS

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

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



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

4.6 BREAKS AND MEAL PERIODS

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

4.7 CALL BACK

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

4.8 PAYROLL RECORDS

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



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CHAPTER 5: COMPENSATION

5.1 SALARY CLASSIFICATION AND GRADES

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

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

5.2 EMPLOYEE PAY RATES

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

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

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

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



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5.3 CERTIFICATION PAY

An incentive plan is established to provide a means for rewarding employees who assume additional certification beyond what is considered a normal part of their position. The plan shall further provide a means for rewarding such exemplary professional development of direct value to the City, as determined by the Mayor or City Administrator. Such reward shall be granted through a salary adjustment of 2% for each certification, up to a maximum of 6%. The adjustment shall start beginning in the pay period following the City's receipt of certification and is conditioned on the following:

- Certifications will be reviewed on an annual basis.
- It is the responsibility of the employee to maintain and renew their certification.
- Any employee receiving a less than satisfactory Performance Review will not be awarded new certification pay until a satisfactory Performance Review is given.

Examples of certifications include:

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

An additional certification pay of 15% will be provided for a Professional Engineer. The maximum reward available to such an employee is 21%.

The percent increases established herein shall be arithmetic based on the City's adopted Compensation Plan; percentages do not compound.

5.4 OUT OF CLASS PAY

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



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salary beginning rate of pay for the higher-level position or 2) ten percent above the Employee's regular base of pay.

If such an employee is also receiving certification pay, the percent increases shall be arithmetic based on the City's adopted Compensation Plan; percentages do not compound.

5.5 ON CALL PAY

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

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

5.6 PAYDAYS AND PAY PERIODS

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

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

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

5.7 DEDUCTIONS

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



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5.8 TRAVEL AND TRANSPORTATION REGULATIONS

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

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

General:

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

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

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

Lodging: The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual expense basis for lodging and other travel expenses, as evidenced by a receipt, up to a specified maximum. Generally, the maximum for reimbursement for lodging expenses (before tax) shall not exceed the maximum allowable as stated in Schedule A or Schedule B of the State of Washington Policies, Travel and Transportation Regulations and Procedures Issued by the Office of Financial Management (as updated). The single



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rate should be clearly indicated on all receipts. If the employee is accompanied by another, it will be the employee's responsibility to pay the additional charges for the second person.

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

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

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

5.9 COMPENSATION UPON TERMINATION

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

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



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CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

6.1 TRAINING

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

6.2 PERFORMANCE EVALUATIONS

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



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CHAPTER 7: BENEFITS POLICY

7.1 RETIREMENT BENEFITS

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

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

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

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

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

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

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

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

7.3 HEALTH INSURANCE BENEFITS

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



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

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

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

Temporary employees will normally not be eligible for insurance coverage.

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

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

7.4 CONTINUATION OF INSURANCE COVERAGE

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

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

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



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7.5 UNEMPLOYMENT COMPENSATION

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

7.6 FIRE/EMERGENCY CALLS

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

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

7.7 BOOT ALLOWANCE

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

7.8 EMPLOYEE RECOGNITION

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

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



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7.9 Hepatitis B Vaccination (Optional)

Employees whose duties require them to work at the wastewater treatment plant may choose to be vaccinated against Hepatitis B. The City will bear the cost of such vaccination.



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CHAPTER 8: LEAVES

8.1 VACATION LEAVE

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

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

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

Employee Vacation Accruals are calculated yearly as of Jan 1st and are based on the complete number of years employed (i.e. Jan 1 – December 31).

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

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

8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue



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sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.

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

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

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

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

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

8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include



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time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.

8.4 JURY AND WITNESS LEAVE

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

8.5 ADMINISTRATIVE LEAVE

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

8.6 MILITARY LEAVE

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

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

8.7 FAMILY LEAVE

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



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Family Leave Eligibility: The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

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

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

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

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

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

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



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If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance. You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

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

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

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

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

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

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

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



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your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.

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

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

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

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

8.8 BEREAVEMENT LEAVE

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

8.9 SHARED LEAVE PROGRAM

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

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days of accrued leave. In no event shall a leave transfer result in the donor employee reducing their vacation or sick leave balance to less than ten days. Transfer of leave will be in increments of one day of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all their accumulated vacation and sick leave.



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- While an employee is using shared leave, they will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.



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8.10 HOLIDAYS

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

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

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

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

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

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

8.11 RELIGIOUS HOLIDAYS

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

8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

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



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

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



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CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

9.1 GENERAL CODE OF CONDUCT

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

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

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

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

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

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

9.3 CODE OF CONDUCT

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

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

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



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9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

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

9.5 POLITICAL ACTIVITIES

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

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

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

9.6 NO SMOKING POLICY

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

9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

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



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

9.8 USE OF CITY VEHICLES AND EQUIPMENT

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

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

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

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

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

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



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9.10 CONTACT WITH THE NEWS MEDIA

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

9.11 DRIVER'S LICENSE REQUIREMENTS

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

9.12 SOLICITATIONS

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

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



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9.13 SAFETY

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

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

9.14 DRUG-FREE WORKPLACE

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

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

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with their physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify their supervisor of the physician's opinion.
- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.



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

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

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

9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

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

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

DEFINITIONS

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

Safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL:
 - (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
 - (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
 - (3) Is designed to transport 16 or more passengers, including the driver; or



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(4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

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

SCOPE

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

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

PROHIBITED BEHAVIOR

All employees are prohibited from behavior which is outlined in the City of Stevenson's Drug Free Workplace Policies and Procedures. Federal regulation (Title 49, CFR subtitle B, Chapter III, part 382 subpart B) prescribes prohibited behavior for employees subject to those regulations. Prohibited behavior includes:



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

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

PRESCRIPTION DRUG USE

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the immediate supervisor. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.



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

PROCEDURES

- All employees who are required to have a valid Commercial Driver's License (CDL) must be tested for the presence of controlled substances and alcohol as a condition of employment in accordance with these regulations and randomly on an ongoing basis.
- All employees may be subject to testing prior to employment in permanent full-time positions, for reasonable suspicion, and prior to return after failing a test or upon the completion of substance abuse treatment.
- All City employees who have a permanent, full-time status may be subject to testing following an on-duty incident or accident if there is reasonable suspicion of impairment.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test (as defined by 49 CFR Part 40) will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional (SAP) in accordance with 49 CFR Part 40, Part 382 and RCW 46.25, et.al. **A violation of this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.**
- Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of the employee's



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next regularly scheduled duty period, but not less than 24 hours following administration of the test.

- The City may request that a specific employee submit to a search of their person or possessions if the City has probable cause that the employee has any drugs and/or alcohol concealed in a particular place on City property.
- A medical Review Officer (MRO) shall be utilized to review and interpret positive test results. The MRO must examine alternate medical explanations for any confirmed positive test result. This action may include conducting a medical interview with the addicted employee, review of the employee's medical history and review of any other relevant biomedical factors. The MRO must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
- The City recognizes that a flexible approach will be necessary in handling violations of this policy. As a result, the measures taken in response to a particular violation will depend on a number of factors including the nature of the violation, the risks to health and safety created by the violation, the employee's willingness to take steps toward rehabilitation and the employee's length of service and employment record. **All employees should be aware that any violation, by any employee, may result in termination of employment.**
- Employees who violate this policy may be subject to progressive discipline. Normally, a first offense will result in requirement that the employee successfully complete a course of rehabilitation if such course is suggested by a counselor. An employee may be suspended during such rehabilitation depending on the facts of each case. Upon completion of a course of rehabilitation following a first offense, the employee will sign an agreement (form attached), agreeing to submit to random testing at the City's expense and on City time during the six calendar months following the employees return to work. During this period, failure to submit to the appropriate drug screen test will result in immediate termination. However, if there are mitigating circumstances and the employee has 2 yrs. of service with the City and a work record which is otherwise good, a second rehabilitation may be attempted. A third violation will result in immediate termination. See Appendix A-1 for agreement.
- Related records will be maintained by the employer as prescribed in the City's Records Retention Guidelines and file.

CIRCUMSTANCES FOR TESTING

Pre-Employment Testing

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

If a covered employee has not performed a safety-sensitive function for 30 or more consecutive calendar days and has not been in the random testing pool during that time,



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the employee must take and pass a pre-employment test before they can return to a safety-sensitive function.

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

FMCSA Drug Testing Exceptions

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

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

Reasonable Suspicion Testing

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

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

Post-Accident Testing

DOT FMCSA Procedures

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

Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a



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human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

Non-fatal Accidents

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

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

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

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

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

Random Testing

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

Testing rates will meet or exceed the minimum annual percentage rate set each year by DOT FMCSA. The current year testing rates can be viewed online at <http://www.transportation.gov/odapc/random-testing-rates>. If a given driver is subject to random testing under the rules of more than one DOT agency, the driver will be subject to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.



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

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

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

Return to Duty Testing

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

Follow-up Testing

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

Testing Procedures

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

Dilute Urine Specimen

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

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

Split Specimen Test



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

Test Refusals

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

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

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

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

DOT-FMCSA CLEARINGHOUSE



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

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

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver's record. A driver must also be registered to electronically view the information in the driver's own Clearinghouse record.

Any covered employee refusing to provide consent (See Appendix A-13) for the company to conduct a limited query of the Clearinghouse will be prohibited from performing safety-sensitive functions, including driving a commercial motor vehicle (CMV), as required by FMCSA drug and alcohol program regulations.

TRAINING

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

CONFIDENTIALITY

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

VOLUNTARY SELF-REFERRAL



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

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

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



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CHAPTER 10: DISCIPLINE & TERMINATIONS

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

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

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



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

10.2 POSSIBLE DISCIPLINARY ACTIONS

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

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

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

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

10.3 PRE-TERMINATION HEARING

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



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

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

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

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

10.4 LAYOFF

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

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

10.5 RESIGNATION OR RETIREMENT

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



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CHAPTER 11: COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

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

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

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

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

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

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

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



City of Stevenson Personnel Policy

Appendix # A-1

CONFIDENTIAL ***CONFIDENTIAL*****CONFIDENTIAL**

MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

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

Signed: _____ Date: _____



City of Stevenson Personnel Policy

Appendix # A-2

SUPERVISOR GUIDES

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

Oral Warnings

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

Written Reprimand

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

Suspension

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

Demotion

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

Terminations

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



City of Stevenson Personnel Policy

Appendix # A-3

SEPARATION AGREEMENT (a)

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

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

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

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

SEPARATION AGREEMENT (b)

This separation agreement ("Separation Agreement") by and between the City of Stevenson and _____
 _____ ("Employee").

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

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



City of Stevenson Personnel Policy

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

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

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

Appendix # A-4:

CELL PHONE POLICY

PURPOSE

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

DEFINITIONS

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

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

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

POLICY

This policy shall apply to all City employees.

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



City of Stevenson Personnel Policy

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

PROCEDURE

1. Determination of Cell Phone Eligibility

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

2. Determination of Phone or Plan

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

3. Use of Cell Phone

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



City of Stevenson Personnel Policy

c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.

d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."

e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:

- Commercial use other than City business.
- Harassment of any member of the public, any governmental employee or any vendor.
- Making or receiving any calls of a sexually explicit nature.
- Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
- Subjects of political nature.
- Misrepresentations or release of information of a confidential nature.
- Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

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

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

- A. Phone only
- B. Phone with data

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



City of Stevenson Personnel Policy

Special Responsibilities for Managerial Staff

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

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



City of Stevenson Personnel Policy

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

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

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

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

Employee Name (Signature)

Employee Name (Please Print)

Department

Date



City of Stevenson Personnel Policy

Appendix # A-5

City of Stevenson
Ordinance No. 879

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

Recitals

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

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

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



City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
 - 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
 - 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
 - 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
 - a. Specifies the alleged retaliatory action; and
 - b. Specifies the relief requested.
 - 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
 - 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
 - 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
PO Box 42488, 4224 Sixth SE
Row Six, Bldg. 1
Lacey, WA 98504-2488
206-459-6353
 - 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



City of Stevenson Personnel Policy

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

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

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson



City of Stevenson Personnel Policy

Appendix # A-6

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

LOCAL

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

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

SKAMANIA COUNTY

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

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

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

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

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

STATE OR REGIONAL AGENCIES

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

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

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

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

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

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



City of Stevenson Personnel Policy

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

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

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

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

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

FEDERAL AGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

Environmental Protection Agency
Criminal Investigations
1200 Sixth Avenue
Seattle, WA



City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



City of Stevenson Personnel Policy

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

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



City of Stevenson Personnel Policy

Appendix # A-7

Travel Reimbursement Request

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

Name: _____
Event: _____
Location: _____
Dates: _____

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

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

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

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



City of Stevenson Personnel Policy

Appendix # A-8

CITY ADMINISTRATOR

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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



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- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

Grant Writing Experience
Master's degree in a related field

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

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

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

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS DIRECTOR

POSITION: Public Works Director
REPORTS TO: City Administrator
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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



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JOB CONDITIONS

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.

Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.

Computer literate with general knowledge of public works software applications.

Familiarity with government budgeting, regulatory environment and report preparation.

Supervisory skills, including evaluation, discipline and discharge.

Valid state issued Driver's License.

PREFERRED QUALIFICATIONS:

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

Commercial Driver's License (CDL)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

Flagger Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator in Training (WWTPOIT)

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)



City of Stevenson Personnel Policy

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

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

Signature

Date



City of Stevenson Personnel Policy

COMMUNITY DEVELOPMENT DIRECTOR/CITY PLANNER

POSITION: ~~Community Development Director~~ City Planner
REPORTS TO: City Administrator
EFFECTIVE DATE: ~~June 21, 2018~~ October 16, 2025
FLSA STATUS: Exempt

SUMMARY:

Reporting to the City Administrator, the City Planner performs professional planning work to guide the City's land use, development, and community growth. The position is responsible for interpreting and enforcing the Comprehensive Plan, zoning and subdivision codes, Critical Areas Ordinance, Shoreline Master Program, and other state-mandated land use acts. The Planner also coordinates permitting, ensures compliance with state and local law, and leads long-range planning efforts for housing, economic development, and sustainability.

ESSENTIAL JOB DUTIES:

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

- Provide technical and professional advice to applicants, property owners, developers, and the public.
- Review and process land use applications including site plans, subdivisions, variances, rezones, conditional use permits, and annexations.
- Administer land use regulations under the Comprehensive Plan, zoning code, Critical Areas Ordinance, shoreline regulations, SEPA, and GMA.
- Prepare public notices, staff reports, exhibits, and recommendations for the Planning Commission, Hearing Examiner, and City Council.
- Coordinate permitting and review processes with City departments, Skamania County, state and federal agencies, and tribal governments.
- Support the development and periodic update of the Comprehensive Plan, zoning ordinances, shoreline program, and housing policies.
- Lead or assist with long-range planning initiatives on affordable housing, ADUs, economic development, transportation, and hazard mitigation.
- Engage the public through inclusive and hybrid outreach methods including in-person, online, and written communication.
- Maintain records, permit tracking systems, GIS data, and ensure compliance with state records retention requirements.
- Support and pursue grant opportunities for planning and development projects.
- Serve as staff liaison to the Planning Commission and other advisory bodies.
- Assist with zoning enforcement and nuisance code compliance.



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ABILITY TO:

- Strong knowledge of urban and rural planning principles, zoning law, and Washington State statutes (GMA, SMA, SEPA).
- Familiarity with environmental science concepts related to land use and hazard mitigation.
- Proficiency in GIS, digital permitting systems, and Microsoft Office 365.
- Ability to prepare clear, accurate, and concise reports, maps, and recommendations.
- Strong written, verbal, and public presentation skills.
- Ability to manage multiple projects and deadlines with attention to detail.
- Skill in building and maintaining positive relationships with elected officials, staff, agencies, and community members.
- Commitment to equity, inclusion, and transparency in planning processes.

SUPERVISORY RESPONSIBILITIES:

May occasionally provide oversight of consultants, interns, or project-based staff.

JOB CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

- Bachelor's degree in urban or regional planning, geography, environmental studies, or a related field.
- At least three years of progressively responsible planning experience (municipal/public sector preferred).
- Valid driver's license.
- Excellent organizational, analytical, and communication skills.

PREFERRED QUALIFICATIONS:

- Master's degree in Planning, Public Administration, or a related field.
- American Institute of Certified Planners (AICP) certification.
- Experience with Washington State planning frameworks (GMA, SEPA, SMA).
- Experience with housing policy, climate resiliency, or economic development planning.



City of Stevenson Personnel Policy

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

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

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

Signature

Date

SUMMARY:



City of Stevenson Personnel Policy

DEPUTY CLERK/TREASURERFINANCE DIRECTOR

POSITION: ~~Deputy Clerk/Treasurer~~ Finance Director
REPORTS TO: City Administrator
EFFECTIVE DATE: ~~June 15, 2023~~ July 2, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience
College graduate



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POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification
Notary Public Designation

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

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

Signature

Date



City of Stevenson Personnel Policy

UTILITIES CLERK

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

Prior Government Accounting Experience
College graduate



City of Stevenson Personnel Policy

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

Notary Public Designation

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

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

Signature

Date



City of Stevenson Personnel Policy

PLANNING AND PUBLIC WORKS ASSISTANT PERMIT & RECORDS MANAGER

POSITION: Permit & Records Manager
REPORTS TO: City Administrator
EFFECTIVE DATE: June 15, 2023
FLSA STATUS: Non-Exempt

SUMMARY:

The Permit & Records Manager oversees all aspects of the City's permitting and records functions. This position manages permit intake, review, approval, and tracking; serves as the primary customer liaison for all permits and land use applications; ensures compliance with municipal code and state law; and oversees public records requests and retention. The role requires strong customer service skills, technical knowledge of permitting and land use, and the ability to coordinate across multiple departments and external agencies to ensure efficient, consistent, and transparent processes.

ESSENTIAL JOB DUTIES:

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

Permitting & Land Use

- Manage intake, routing, processing, and issuance of all City permits (building, mechanical, plumbing, right-of-way, grading, business license, and other municipal permits).
- Review permit applications for completeness and compliance with Stevenson Municipal Code and zoning ordinances.
- Approve and issue minor land use permits, right-of-way permits, and other low-impact permits as authorized by the City Administrator or Department Head.
- Coordinate with contracted building officials, inspectors, and plan reviewers to ensure timely review and approval.
- Calculate and collect permit fees, ensuring accuracy in accounting and proper processing of revenues.
- Provide applicants, developers, and contractors with clear guidance on permitting requirements, timelines, and review processes.
- Prepare and issue public notices, agendas, and reports for permitting-related hearings and decisions.
- Maintain an organized digital and physical permitting database and ensure timely updates for staff and the public.

Customer Liaison & Public Engagement

- Serve as the primary point of contact for all permitting and application inquiries from the public, contractors, and developers.



City of Stevenson Personnel Policy

- Track application progress and provide regular status updates to applicants and staff.
- Resolve conflicts and answer questions related to permitting, zoning, building, utilities, and land use processes.
- Provide relocation, zoning, and development information to businesses, residents, and prospective developers.
- Foster a customer service culture that emphasizes responsiveness, clarity, and transparency.

Records & Compliance

- Act as the City's Public Records Officer, managing intake, tracking, and fulfillment of requests under the Public Records Act.
- Maintain city records in compliance with Washington State Archives retention schedules.
- Ensure confidentiality and security of sensitive information.
- Develop and update standard operating procedures for permitting and records functions.

Administrative & Interdepartmental Support

- Prepare meeting agendas, staff reports, and minutes for the Planning Commission, Board of Adjustment, and Board of Appeals; provide backup support for City Council as needed.
- Assist with grant management, project administration, and contract compliance as assigned.
- Monitor compliance with applicable state/federal wage, procurement, and administrative laws.
- Support the City Administrator, Public Works Director, and Senior Policy Advisor with permitting-related research, reporting, and analysis.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Conduct in-depth policy analysis and present complex information in accessible ways.
- Work independently with minimal direction.
- Prioritize multiple projects, manage deadlines, and adapt to changing needs.
- Demonstrate excellent problem-solving and follow-through skills.
- Maintain confidentiality and exercise discretion in sensitive matters.
- Establish and maintain cooperative and effective working relationships with elected officials, staff, and external partners.
- Exhibit proficiency in Microsoft Office Suite and policy research tools.

SUPERVISORY RESPONSIBILITIES:

May occasionally provide oversight of consultants, interns, or project-based staff.

JOB CONDITIONS:



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

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

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- At least two (2) years of experience in permitting, planning, records management, or related administrative support.
- Strong customer service skills with experience working directly with the public
- Ability to communicate clearly and professionally, both orally and in writing.
- Ability to manage multiple tasks and deadlines with attention to detail.

PREFERRED QUALIFICATIONS:

- Associate's or Bachelor's degree in public administration, planning, records management, or a related field.
- Three (3) or more years of progressively responsible experience in municipal permitting, planning, or public records management.
- Knowledge of Washington State Public Records Act, retention requirements, and open government laws.
- Knowledge of municipal land use, zoning, and building permit processes.
- Prior government experience in customer-facing permitting or planning roles.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

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

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

Signature _____

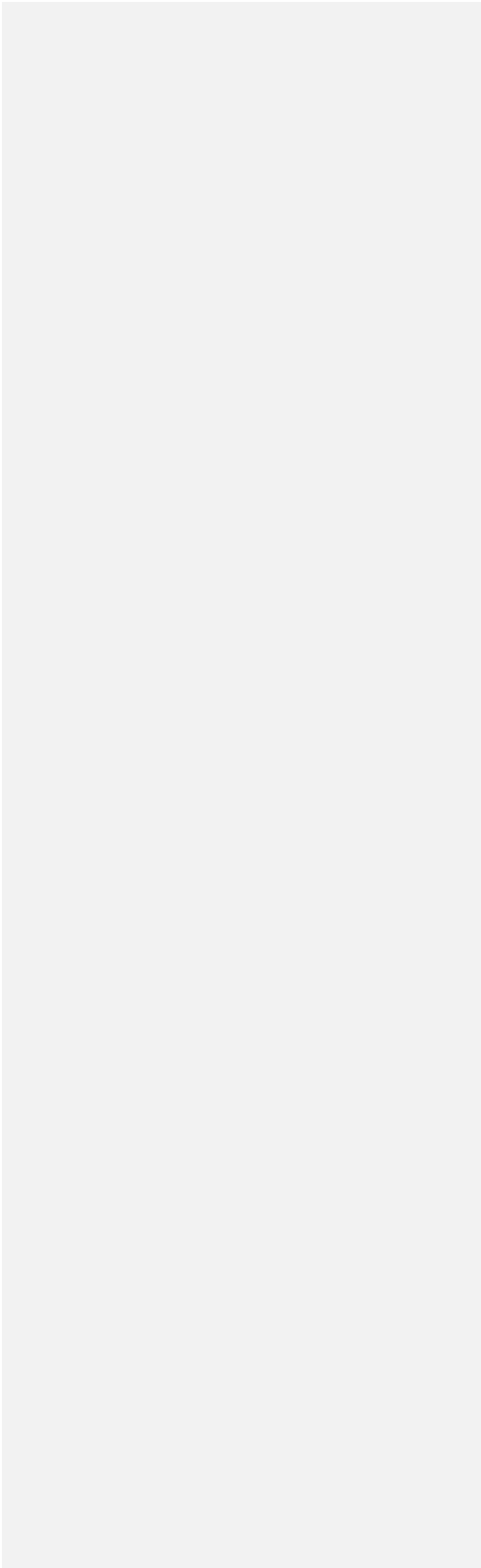
Date _____

SUMMARY: _____

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City of Stevenson Personnel Policy





City of Stevenson Personnel Policy

PUBLIC WORKS FIELD SUPERVISOR

POSITION: Public Works Field Supervisor
REPORTS TO: Public Works Director
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

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

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

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



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MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.
 Must live within a thirty-minute response time of the city.
 Must be able to work independently and have work experience in general maintenance, trade areas.
 Valid state issued Driver's License.
 Must be highly skilled in heavy equipment operation and maintenance.
 Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification
 First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

Commercial Driver's License (CDL)
 Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
 Water Distribution Manager I (WDM I)
 Cross Connection Control Specialist (CCCS)
 Water Plant Operator I (WTPO I)
 Wastewater Treatment Plant Operator I (WTPO I)
 A/C Pipe Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPOII)

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

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

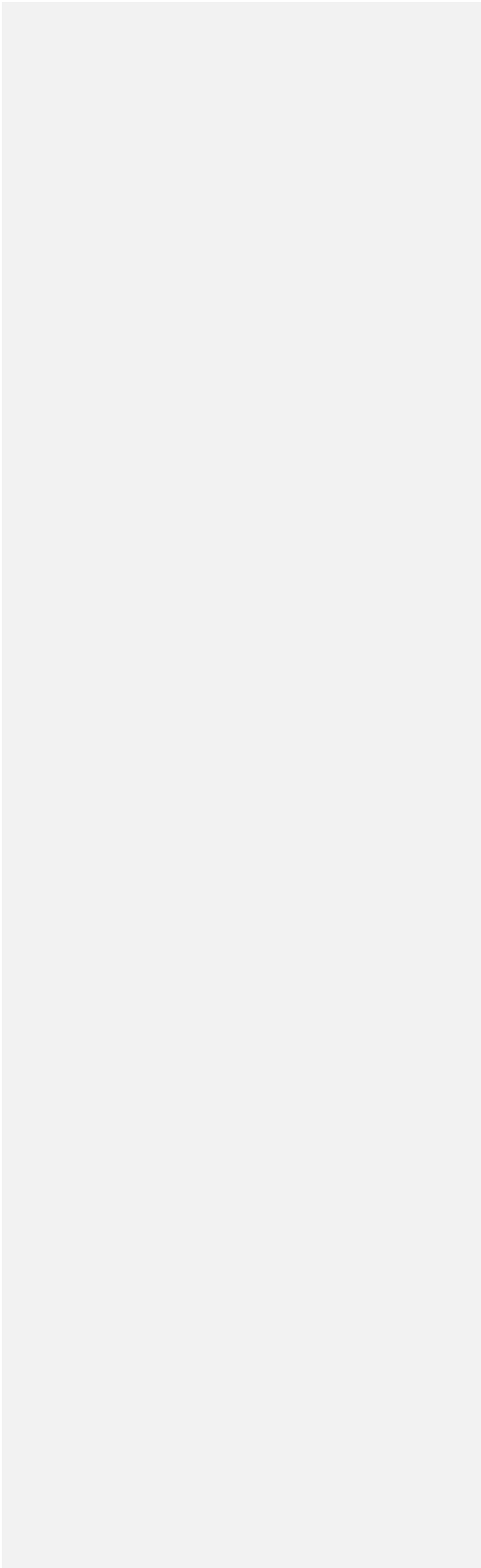
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City of Stevenson Personnel Policy

Signature

Date





City of Stevenson Personnel Policy

UTILITIES MAINTENANCE WORKER

POSITION: Utilities Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.



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Must live within a thirty-minute response time of the city.
 Must be able to work independently.
 Valid state issued Driver's License

PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
 Plumbing Skills.
 Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
 Carpentry Skills.
 Experience in Welding.
 Diesel and Gas equipment repair.
 Basic Mechanical Skills.
 Experience in Road Construction and Repair.
 Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification
 First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

Commercial Driver's License (CDL)
 Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
 Water Distribution Manager I (WDM I)
 Cross Connection Control Specialist (CCCS)
 Water Plant Operator I (WTPO I)
 Wastewater Treatment Plant Operator I (WWTPO I)
 A/C Pipe Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

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

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

 Signature

 Date



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FACILITIES MAINTENANCE WORKER

POSITION: Facilities Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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

ABILITY TO:

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



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SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.
Must be able to work independently.
Valid state issued Driver's License.

PREFERRED QUALIFICATIONS:

Experience in small power equipment operation (lawn mowers, weed eaters, saws, etc).
Basic Mechanical Skills.
Knowledge of Grounds Maintenance.
Good oral and written communication skills are necessary to work with the public.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification
First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

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

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

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

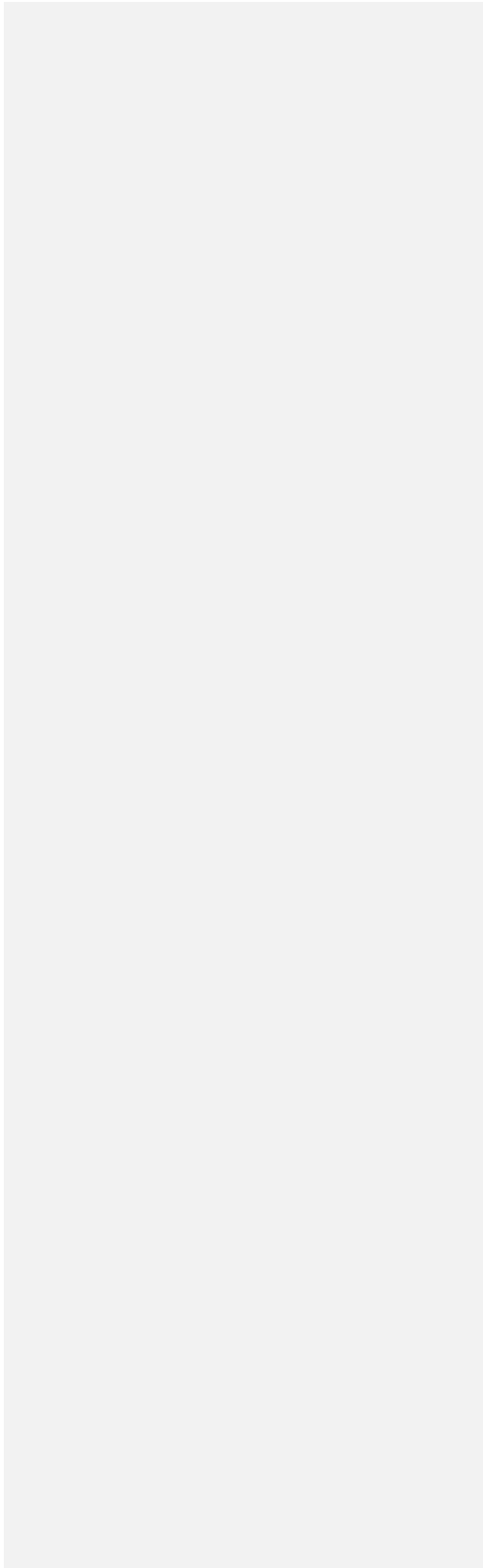
Signature

Date

d)



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WASTEWATER TREATMENT PLANT OPERATOR I

POSITION: Wastewater Treatment Plant Operator I
REPORTS TO: Wastewater Treatment Plant Operator II (or III if the position is filled)
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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

ABILITY TO:



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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Valid state issued Driver's License.

PREFERRED QUALIFICATIONS:



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Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
 Plumbing Skills.
 Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
 Carpentry Skills.
 Experience in Welding.
 Diesel and Gas equipment repair.
 Basic Mechanical Skills.
 Knowledge of Grounds Maintenance.
 Commercial Driver's License (CDL)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:

Flagger Certification
 First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
 Water Plant Operator I (WTPO I)
 Water Distribution Manager I (WDM I)
 Wastewater Treatment Plant Operator I (WWTPO I)
 Cross Connection Control Specialist (CCCS)

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

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

Signature

Date



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WASTEWATER TREATMENT PLANT OPERATOR II

POSITION: Wastewater Treatment Plant Operator II
REPORTS TO: Public Works Director (or Wastewater Treatment Plant Operator III if the position is filled)
EFFECTIVE DATE: April 17, 2025
FLSA STATUS: Non-Exempt

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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



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

ABILITY TO:

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



City of Stevenson Personnel Policy

SUPERVISORY RESPONSIBILITIES:

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

JOB CONDITIONS:

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

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

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

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

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Valid state issued Driver's License.
- Wastewater Treatment Plant Operator II (WWTPO II)

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Wastewater Treatment Plant Operator III (WWTPO III)
- Commercial Driver's License (CDL)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 6 MONTHS OF EMPLOYMENT:



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Flagger Certification
First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 24 MONTHS OF EMPLOYMENT:

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

Water Plant Operator I (WTPO I)

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

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

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

Signature

Date



City of Stevenson Personnel Policy

MINUTE TAKER

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

SUMMARY:

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

ESSENTIAL JOB DUTIES:

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

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

ABILITY TO:

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

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies



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

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

Signature

Date



City of Stevenson Personnel Policy

FIRE CHIEF

POSITION: Fire Chief
REPORTS TO: City Administrator
EFFECTIVE DATE: January 1, 2025
FLSA STATUS: Volunteer/Non-Exempt

SUMMARY:

The position is responsible for the organization and direction of the Stevenson Fire Department. This includes all volunteer fire department actions and personnel in response to official emergency calls as training allows, ensuring life safety, environmental preservation, and property conservation. The position needs management and supervisory experience. The Fire Chief is in command of the Fire Department as outlined in SMC 2.24 Volunteer Fire Department.

ESSENTIAL JOB DUTIES:

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

- Plan, organize, direct and control the activities, operations, and personnel of the Stevenson Fire Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's fire department facilities and equipment including execution of both short and long-range programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the fire department.
- Oversee the selection, training, professional development and certification programs for all department personnel.
- Ensure that appropriate policies and procedures are in place and ensure personnel compliance to department policies and procedures.
- Work with other agencies to develop, implement, and enhance appropriate policies, procedures, and programs for the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on fire department activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the fire department including assisting the finance department with budgeting for the fire department.
- Provide a departmental status report at all City Council meetings, represent the City on other committees as assigned, and attend ceremonial occasions or other organizational meetings as necessary.
- Direct the research and compilation of all required reports relative to the operation of the fire department.
- Ensure that the City's fire department meets all regulatory requirements.



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- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects or activities.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Serve with the Public Works Director, Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Assist with the control of public nuisances.
- Respond to public inquiries related to fire department issues.
- Assist with grant writing.
- Maintain and secure appropriate fire department records.
- Knowledge and application of modern public relations principles and practices.
- Knowledge and application of modern theories, principles, practices, methods, and equipment of modern firefighting.
- Knowledge and application of fire hazards, fire prevention techniques and building construction.

ABILITY TO:

- Analyze and problem solve problems relating to Fire Department functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate personnel performing various fire department activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing with a diverse range of people.
- Respond professionally when confronted verbally and physically.
- Establish and maintain effective working relationships.
- Work courteously and tactfully with customers and personnel.
- Confidently make informed decisions and/or recommendations regarding all fire department functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Interview people and gather information on circumstances surrounding an incident, which may include medical history.
- Prepare incident and inspection reports, either by hand or computer, using proper detailed descriptions and appropriate grammar.
- Exercise independent judgment and/or independent action regularly and under emergency conditions.
- Maintain various health and safety standards and regulations.
- Perform moderately, strenuous physical tasks and occasionally work under extreme physical and environmental conditions.



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- Read, analyze and interpret financial reports, legal documents, engineering reports, and blueprints.
- Identify hazardous materials codes by color.
- Respond to an alarm, wake, and transition from a sound sleep to full activity and exertion within a matter of minutes.
- Take command of scenes with little to no information given.
- Make decisions using all available information available at the time the decision is made.
- Maintain high standards of professionalism as an example for other department personnel.
- Hear and orally respond to verbal orders, calls for assistance, and radio communications.
- Hear, identify, and appropriately respond to various sounds in an environment of substantial background noises, such as sounds produced by structural collapses, back-drafts, breaking glass, fire, other firefighters, sirens, traffic, and victims.
- Shout orders, warnings, and responses when necessary.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising all fire department personnel, either directly or through subordinate Captains and other positions; provide direction and guidance, make approvals and recommendations as needed; maintain and promote team-centered participatory management practices.

JOB CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings but often in vehicles and outdoor settings as well. Outdoor work is required in the supervision of employees who are training and in responding to incidents in all weather conditions, including temperature extremes, during all hours of the day and night. Work is often performed in emergency and stressful conditions. Work may be conducted near machinery and moving parts, and in high or precarious places.

The noise level is generally that expected in a typical office/shop environment but may involve exposure to alarms, sirens, and other loud noises. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards including smoke, noxious odors, fumes, chemicals, and explosives may be encountered while visiting other locations or responding to emergencies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employee must occasionally perform work under extreme physical and environmental conditions and must lift and/or move up to 100 pounds.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- 5 or more years of progressively responsible experience in a fire department-related position and demonstrated management responsibilities.
- Good knowledge of state and federal laws and procedures relating to fire departments and emergency management.
- Advanced knowledge of the Fire/Med Radio system
- Computer literate with general knowledge of Microsoft Office and/or Google Docs software applications.
- Experience with social media management
- Must have a valid state issued Driver's License.
- Knowledge of the use of fire records and their application for fire prevention and fire protection administration.
- Knowledge of the various functions and dynamics of modern Fire Department operations.

PREFERRED QUALIFICATIONS:

- Supervisory and management skills, including mentoring, training, evaluating, disciplining and discharge.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Instructor I Certification
- Red Card (Wildland)
- Fire Officer Certification



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Public Information Officer (PIO) Training

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification

National Incident Management System Certifications:

IS-700

IS-800

ICS-100

ICS-200

ICS-300

ICS-400

HAZMAT Awareness

HAZMAT Operations

HAZMAT On Scene Incident Commander

Emergency Vehicle Incident Prevention Program (EVIP)

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

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

Signature

Date



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Appendix # A-9

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

Section 1 - Purpose

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

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

Section 2 - Affected Parties

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

Section 3 - References

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

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

Section 4 – Definitions

Terms used for the purposes of this policy --

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



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

Section 5 - Policies

- 5.1 City Business Purposes
Use of City computers, network resources (whether LAN, WAN, Internet or Electronic Mail) and voice mail systems, shall be used for City business purposes only, as is the case with all forms of City equipment and resources, except as provided below.
- 5.1.1 Personal Use of City Computer Equipment
Personal use of City computer equipment may be allowed under the following conditions:
- The use is small scale and only done during the employees break time or before or after normal business hours of the employee's department or as an alternate means of contact with family members for scheduling changes and other needs typically allowed under the telephone policy.
- The employee has made a detailed and specific request and received prior approval through their supervisor and Department Head/Elected Official for the specific use.
- The use will have no impact on other departments, employees, or the public and will not cause network congestion and/or misuse of system resources.
- All provisions of this policy regarding inappropriate message content (Section 5.3.4 & 5.4.4), solicitations (Section 5.5), advertising (Section 5.6), campaigning (Section 5.7), public records, and other applicable policies will govern the personal use of City equipment by an employee. Employee shall abide by all policies of appropriate behavior and usage discussed in this policy.
- Expenses that would be charged to any member of the public which are incurred due to the use, will be paid to the City. These may include:
- Photocopy Machines - same rate charged to the public.
- Computers - Reimburse the City for any supplies used (i.e. diskettes, paper for printing) at the rate the department would charge to the public.
- Facsimiles Machine - Reimburse for pages sent at same rate charged to public. Employees MAY NOT use FAX machines to send messages to a long distance telephone number unless the call is



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

5.2 Computer Viruses

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

5.3 Electronic Mail (Email)

5.3.1 Disclosure

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

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

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

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

5.3.3 Retention of Electronic Mail (Email)

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

5.3.4 Inappropriate Electronic Mail (Email) Message Content

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

5.4 Voice Mail (If Applicable)

5.4.1 Disclosure

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



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

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

5.4.2 Requests for Copies of Voice Mail Information

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

5.4.3 Retention of Voice Mail Messages

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

5.4.4 Inappropriate Voice Mail Message Content

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

5.5 Solicitations

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

5.6 Advertising

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

5.7 Campaigning

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

5.8 Personal Security



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

5.9 Limitations on Entry into the City Computer Network

5.9.1 Access to Internet and/or Email Services

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

5.9.2 Access to Information on the City's Computer Network

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

5.9.3 Access to Information on Personal Computer Hard Drives

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

5.9.4 Data Sharing By and Between Employees

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

5.9.5 Access Levels

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

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

5.10 World Wide Web

5.10.1 Internet Access

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

5.10.1.1 Internet Access Audit Logs

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

5.10.2 News Groups

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

5.11 Copyrights, Trademarks, Patents and Authorship

5.11.1 Conservative and Cautious Approach to Copyrights, etc.



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

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

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

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

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

5.11.2 Trademarks, Patents and Authorship

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

5.12 Public Meetings Regulations Open

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

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

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

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

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

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

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

5.13.2 Other Data

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

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



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

Section 6 - Procedures:

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

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

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

6.1.1 Access Limitation or Revocation

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

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

6.1.2 Disciplinary Action

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

Section 7 - Responsibilities:

7.1 Compliance with City Policies

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



City of Stevenson Personnel Policy

Internet Policy Waiver Form & Authorization to Use

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

I understand and agree to follow this policy which includes:

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

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

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

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

Signed: _____

Date: _____



City of Stevenson Personnel Policy

Appendix # A-10

CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

1) Retail Gasoline Credit Cards

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

1 All Other Credit Cards

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



City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

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



City of Stevenson Personnel Policy

Appendix # A-11

Reasonable Suspicion Documentation Form

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

APPEARANCE

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

BEHAVIOR

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

PERSONAL

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

SPEECH

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

PERFORMANCE INDICATORS

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

PHYSICAL

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

INTERPERSONAL

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

BODY ODORS

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

AWARENESS

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

Other observed actions or behavior: _____

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

Supervisor Signature _____

Date _____



City of Stevenson Personnel Policy

Appendix # A-12

Post-Accident Checklist

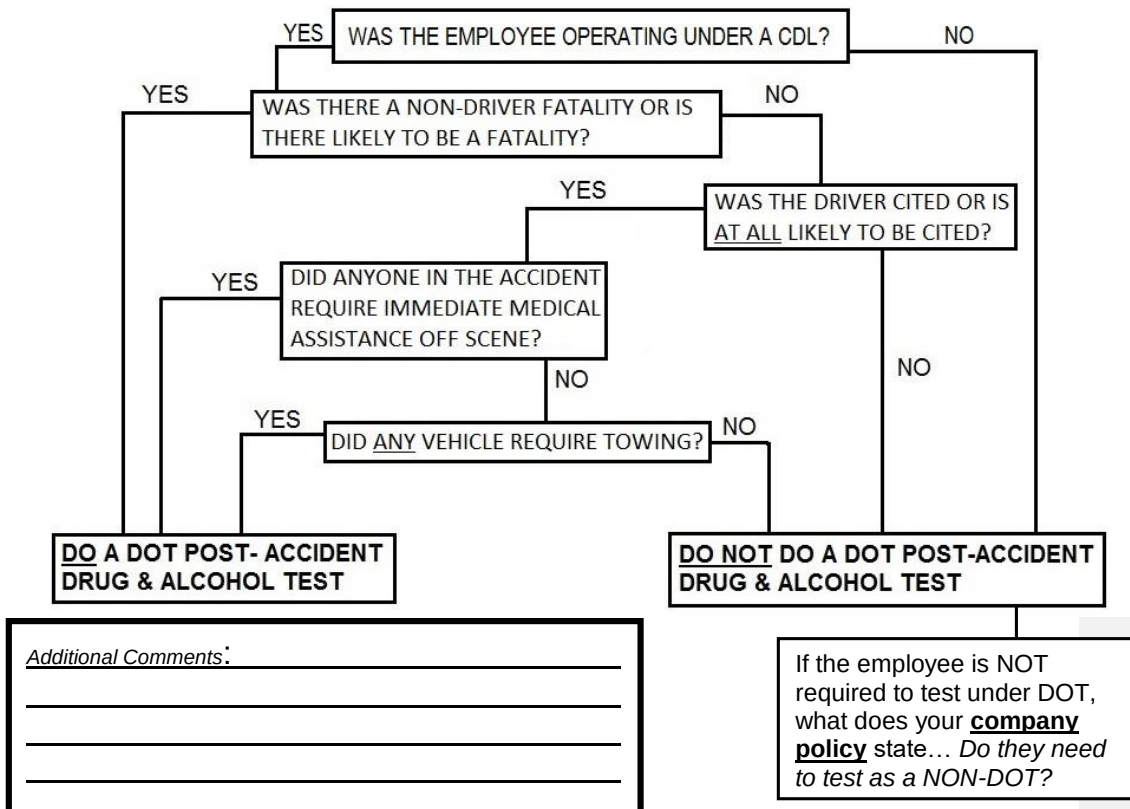
Employee Name: _____

Date/Time Accident Occurred: _____

Documenting Personnel: _____

Is the employee required to test under DOT?

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



DOT REGULATION TIME LIMITS:

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

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

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



City of Stevenson Personnel Policy

Appendix # A-13

Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

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

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

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

Employee Signature

Date



City of Stevenson Personnel Policy

Appendix # A-14

Driver Evaluation Matrix

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

ONCE ADR IS RECEIVED:

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

THINGS TO KEEP IN MIND:

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

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



City of Stevenson Personnel Policy

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

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

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

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

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

Major Violations include:

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

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

Exhibit B

City of Stevenson Salary Schedule 2025 Salary Schedule

Position	1	2	3	4	5	6	7	8
City Administrator	113,522	118,063	122,786	127,697	132,805	138,117	143,642	149,388
Public Works Director	91,153	94,799	98,591	102,535	106,636	110,901	115,337	119,950
Finance Director	89,000	92,500	96,100	99,800	103,600	107,600	111,700	115,900
City Planner	78,187	80,532	82,948	85,437	88,000	90,640	93,359	96,160
Permit & Records Manager	78,187	80,532	82,948	85,437	88,000	90,640	93,359	96,160
WWTPO II	65,355	67,969	70,688	73,516	76,457	79,515	82,696	86,004
UMW/WWTPO I/Utilities Clerk/Planning & PW Assistant	61,237	63,686	66,233	68,882	71,637	74,502	77,482	80,581
Entry Level UMW/Certified Facilities Worker	50,042	52,044	54,126	56,291	58,543	60,885	63,320	65,853
Facilities Maintenance Worker	39,582	41,166	42,813	44,526	46,307	48,159	50,085	52,088
Facilities & Grounds Maintenance Worker (Hourly)	20	20.8	21.63	22.49	23.39	24.33	25.3	26.31
Minute Taker (Hourly)	22.89	23.81	24.76	25.75	26.78	27.85	28.96	30.12
Temporary Assistant II (office or field) (Hourly)	19.03	19.79	20.58	21.4	22.26	23.15	24.08	25.04
Temporary Assistant I (office or field) (Hourly) Standby	16.66	17.33	18.02	18.74	19.49	20.27	21.08	21.92
Pay (Hourly)	4.31							

Fire Chief Update

October 16, 2025

Ray Broughton, Fire Chief

Hello Stevenson Councilmembers,

Our Administrative Staff, Superintendent of EMS Ann Lueders, and myself have been working hard to get the Rural District ready to take over Fire Operations for 2026. I would say our work is 90% completed and here is what we have been working on.

1. New Interlocal Agreement – Working with our Legal on final draft.
 - a. The Fire District taking over operations for the City
 - b. Once completed we will present it to council and the fire commissioners to review.
2. Administrative Work – What we have been doing to prepare Skamania Fire District 2 for operating on its own.
 - a. Fire Department Financials
 - i. Independent Banking
 - ii. A/R and A/P flowing all through the Fire District
 - b. Personal Policy – Which includes the entire departments functions

We hope to have it to you for your review before the end of the month.

Ray Broughton

Chief Stevenson Fire/SCFD2



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: October 14, 2025, 2025
SUBJECT: Vacation Rental Homes – Policies and Tools – Review Status

Background

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 April 2025, the City Council received a request from members of the public to revise this program. The request voiced concern over the impact of vacation rentals on the nature and character of the City's residential neighborhoods and suggested adding greater restrictions and new enforcement mechanisms.

The City Council referred the policy review and analysis to the Planning Commission. In May 2025, the Planning Commission initiated the review and established its public involvement expectations. Those expectations involved an unbiased solicitation of public feedback via a listening session. The listening session was held in August 2025. While sparsely attended, the listening session involved diverse perspectives and thoughtful conversation between Planning Commissioners and the interested public.

The Planning Commission accepted the attendance as appropriate for the initial stage of the policy development and anticipates more involvement as draft policies and regulations are developed. In August 2025, the Planning Commission requested staff to collect data regarding raw numbers and trends in vacation rental licensing under the current program. In addition, an ad hoc subcommittee of 2 Planning Commissioners met with City staff to develop initial recommendations for consideration. This was followed by a second meeting of 2 Planning Commissioners and staff to further refine the recommendations and discuss further public involvement. This report discusses the Planning Commission's findings regarding the current vacation rental program, possible changes to the program, and plans for engaging the public to develop a formal proposal for consideration the City Council.

Current Vacation Rental Licensing Program

In establishing the current vacation rental licensing program, the City recognized that rental of dwellings for a period 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 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 reasonably timely manner and should maintain a complaint log.
- Vacation rentals are subject to city inspection to ensure to determine conformance with the Vacation Rental Fire Safety Checklist. It is the owner's responsibility to compliance with the fire safety checklist and remains 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 of the current vacation rental ordinance 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.

The current vacation rental ordinance effectively allows a commercial tourist lodging in residential zones provided certain conditions are satisfied. It does not limit the number, density, or location of vacation rental units. It does not limit the number of vacation rental units owned or operated by an individual or business. Moreover, owners and operators of vacation rentals do not need to be resident 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 constantly changing short-term tenants and vacancy periods could adversely affect the character and livability neighborhoods.

In 2025, there were 9 fully and 14 partially licensed vacation rentals in the city. 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.

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 unique burden on city staff to conduct inspections and ensure compliance with ordinance's requirements. This demand on staff time and resources may also contribute to the lack of full compliance with the ordinance.

One 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 consideration of the following updates and revisions:

- A **numerical cap** on the total number of units that can be granted licenses, based on consideration of the current number and the objective of keeping total below about 5% or a fixed number of total housing units in the city. If the cap is reached, new license application would be placed on a **waiting list** and approved on a first come, first served basis when a license becomes available.
- New and subsequent licensees must have their **primary residence** in the City of Stevenson.
- Existing **non-resident owners** would be grandfathered if registered within 90 days of the effective date of the revised ordinance and maintain a valid license.
- **Two units** per resident, one being with within the home of a resident or an associated Auxiliary Dwelling Unit (ADU) and the second being a separate residence.
- **Annual licenses** are non-transferable.
- Licenses specify **occupancy limits**.
- **Fire and building safety inspections** are the responsibility of the owner, not the city. The owner utilizes clearly specified inspection standards and requirements and a list of locally available inspectors.
- Ongoing **owner management requirements** to include prompt response to complaints, notice to adjacent property owners, and tenant use and behavior requirements. The owner must maintain **liability insurance** which expressly covers the use of the dwelling unit as a vacation rental.
- **Enforcement measures**, including fines and license revocation.

Next Steps

If the City Council concurs, the Planning Commissions proposes reaching out to city residents to discuss the possible updates and revisions to the vacation rental ordinance. The goal of this outreach is to obtain broader public input on the need for and scope of a vacation rental program and ordinance. This outreach could include a public workshop, a mailing to residential home owners, postings on the city website and Facebook page, and publication in the newspaper.

Using the public feedback, the Planning Commission would work with the city staff and attorney to propose specific ordinance language for City Council consideration.

JAN 1ST 2024 - DEC 31ST 2024



Destination Summary

for Skamania WA

Powered by **DATAFY**

Destination Summary

for Skamania WA

Visitor Volume Estimates

for Jan 1, 2024 - Dec 31, 2024
% ↑/↓ vs 1/01/23 - 12/31/23

TOTAL TRIPS

363,664 Trips

↓ 19.7%

VISITOR DAYS

893,518 Days

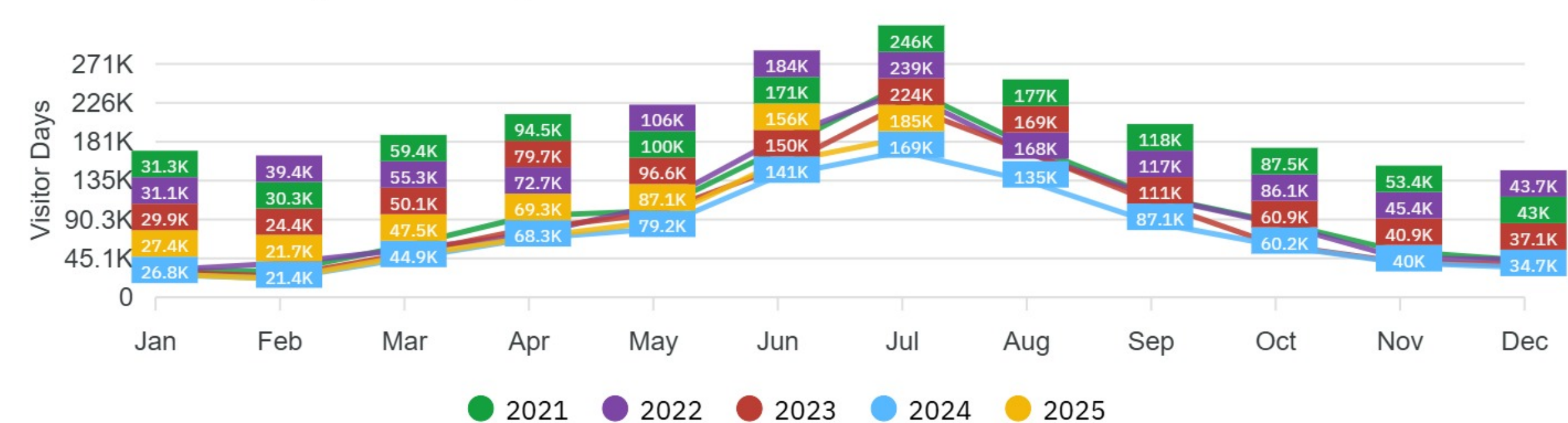
↓ 9.6%

AVERAGE LENGTH OF STAY

2.5 Days

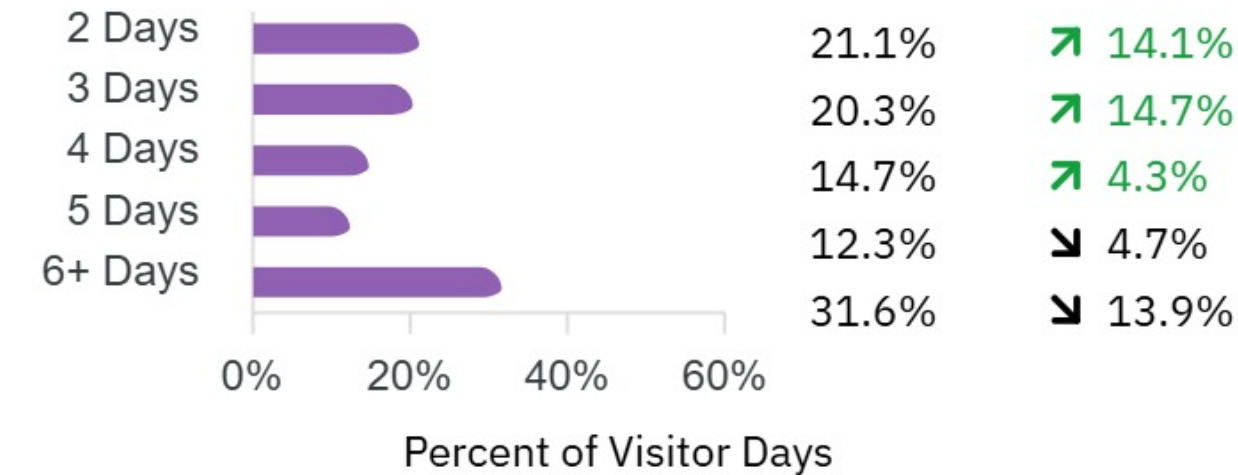
↑ 0.3 Days

Annual Volume by Visitor Days*



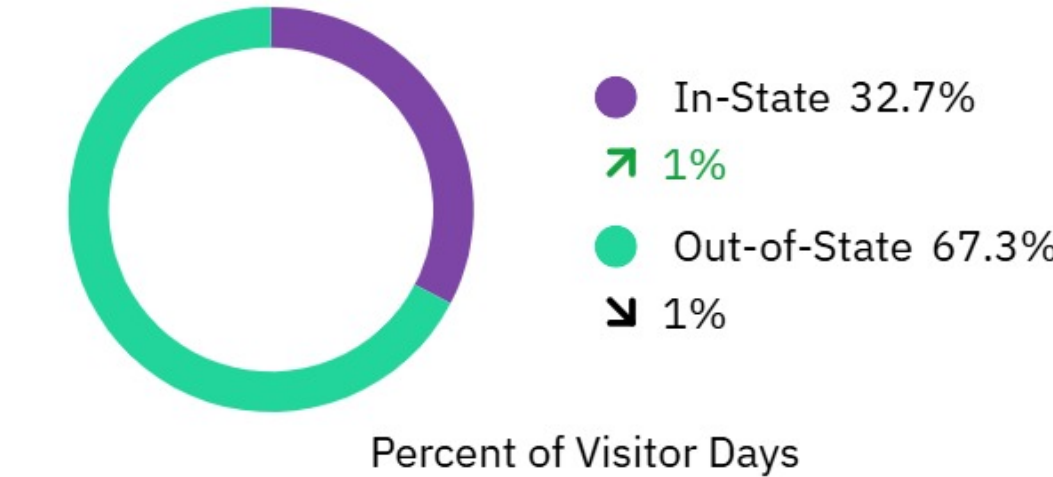
Overnight Visitation % Share**

for Jan 1, 2024 - Dec 31, 2024
% ↑/↓ vs 1/01/23 - 12/31/23



In-State vs Out-of-State % Share

for Jan 1, 2024 - Dec 31, 2024
% ↑/↓ vs 1/01/23 - 12/31/23



Destination Summary

for Skamania WA

Top DMAs

for 1/01/24 - 12/31/24 %↑/↓1/01/23 - 12/31/23

DMA	Share of Visitor Days	Total Visitor Days	% Change in Visitor Days
Seattle-Tacor	16.9%	178,127	↘ 8.05%
Portland- OR	11.5%	121,052	↘ 5.72%
Yakima-Pasc	6.5%	68,234	↘ 0.67%
Spokane	4%	42,052	↘ 3.77%
Los Angeles	3.3%	35,226	↘ 17.4%
Phoenix -Pre	2.4%	25,828	— —
San Francisco	2.4%	25,036	↗ 9.21%
Eugene	2.2%	22,934	↗ 2.38%

Top Spending by Destination

for 1/01/24 - 12/31/24 %↑/↓1/01/23 - 12/31/23

DMA	% Spend Share	Change in Share of Spend
Seattle-Taco	47.3%	— 5.79%
Portland- OR	9.08%	+ 0.45%
Los Angeles	3.54%	+ 0.68%
Yakima-Pasc	3.36%	— 0.28%
Spokane	3.14%	+ 0.62%
San Francisc	1.83%	+ 0.32%
Dallas-Ft. Wc	1.57%	+ 0.5%
Phoenix -Pre	1.54%	+ 0.76%

Top Clusters

for 1/01/24 - 12/31/24 %↑/↓1/01/23 - 12/31/23

Cluster	Share of Visitor Days	% Change in Visitor Days
Dining	60.1%	— 16.9%
Lodging	33.7%	— 22.6%
Golf	19.9%	— 15%
Hiking	12.5%	+ 1.34%
Mount St Helens	12%	+ 13.3%
Breweries & Distil	8.8%	— 17.3%
Wind & Water Spc	7.5%	— 4.9%
Arts & Culture	7.1%	+ 24.7%

Key Definitions

Share of Trips - Measures the presence of a particular market by the percentage of which it makes up the destination's total trips. For example: If your destination had a total of 80 trips, and 20 of those visitors came from New York, New York would have a 25% share of trips.

Trip Length - Measures how long, in consecutive days, the visitor spent in the destination.

Locals vs Visitors - Gives an estimate of the number of visitors vs. locals within a given POI or cluster of POIs. Locals are typically measured as those coming from 0 - 50 miles the POI; those seen as coming from outside this radius are considered visitors. This radius is customizable and set by the user.

Percent Change - This tracks the percentage difference (either increase or decrease) between two values. In here, you'll typically see it being used on metrics like Percent Change of Trips and Percentage Change of Visitor Days. For example: if your destination saw an increase from 100 trips to 125 trips, your percent change in trips would be a 25% increase.

Geolocation Market - Estimates of visitors based on unique device counts within the filter parameters set by the user.

Overnight Visitation Percent Share - An estimate of the number of visitors in the destination for longer than 24 hours, broken up into 2, 3, 4, 5, and 6+ day percentage share. For example, a single visitor that was tracked in the destination for 3 days presumably spent 2 evenings overnight.

Share of Spend - Share of Spend is a percent share estimate specific to spend. To calculate, the total number of spend is added together. Then each individual spend metric (such as the spend for individual markets) is divided by the total spend value to provide a percentage that can easily be compared against other similar values.

Key Definitions Continued

Visitor Days - An estimate of the number of daily visitors to a given POI or cluster of POIs. The daily estimate can be calculated based on whichever date range is selected by the users.

Trips - The number of distinct trips by a visitor to a destination or POI. We calculate this using a combination of observation patterns and distance traveled. For example, if a visitor comes in-market Thursday - Sunday, it only counts as one trip. If they return later in the month, that is counted as a second trip.

The Datafy dashboard is active and dynamic. Additional action items may be identified during the review of this report. If appropriate and requested, a revised report will be generated to reflect historical updates. Datafy Models use multiple sources of data to produce a composite estimate. Areas geofenced capture a sample size of devices and are statistically modeled to estimate visitor volumes.

c) 2025 Third Qtr Report



Chamber Staff:

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



Tourism Promotion

- * Added monthly blogs to websites
- * Sent out monthly tourism newsletters
- * Updated featured events on website
- * Offered discounted digital co-op ads for fall
- * Co-op commercial with Skamania Lodge/Visit Stevenson
- * Sent list of events to Skamania Lodge for winter guide
- * Hosted influencers & sponsored fall influencer summit
- * Placed print and digital ads
- * Finished new map with distances to Points of Interest
- * Launched new Christmas in the Gorge webpage
- * Continue working with committee to plan America's 250th
- * Sent Datafy reports (quarterly) and Occupancy reports(monthly) to tourism members



VISITOR STATS

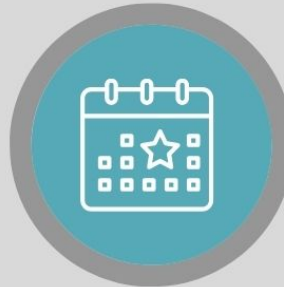
- * Walk-in visitors: 776
- * Phone calls: 182
- * Emails: 14
- * Business referrals: 9,416
- * Visitor packets: 8
- * Relocation packets: 2
- * Overnight stays: 174
- * Large Quantity Brochures: 1,075



COMMUNICATION

1

- *"Under Currents" newsletter has 1,620 recipients
- *Tourism Newsletter has 376 recipients
- *Chamber Facebook page has 3,091 followers
- *Chamber Website had 28,335 pageviews this quarter
- *Visit Stevenson Facebook page has 4,824 followers
- *Visit Stevenson Website had 82,653 pageviews this quarter



EVENTS

2

- * 3 Ribbon Cutting events
- * Monthly Chamber Happy Hour events
- * Working on revamping Christmas in the Gorge
- * Attended Washington Chamber of Commerce Executives Annual Conference



MEMBERSHIP & BENEFITS

3

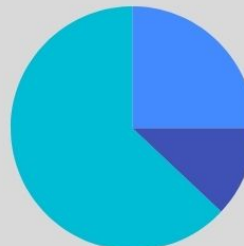
- * Sent out Q3 membership survey
- * New banner ad opportunity on Chamber website
- * Added new Economic Data webpage
- * Created new Google for for newsletter submissions
- * Visited 13 members
- * Called 12 members
- * Visited 3 non-members



GOVERNMENT AFFAIRS

4

- * Sent out 3rd Quarter GA Newsletter
- * Hosted Advocacy Luncheon on Workforce Development
- * Distributed information on implementing new WA State taxes
- * Sent out information on new federal tax guide for small businesses



5

295 MEMBERS

33 INDIVIDUAL
27 NON-PROFIT
235 BUSINESS

100+ EMPLOYEES = 3
51-99 EMPLOYEES = 2
21-50 EMPLOYEES = 6
11-20 EMPLOYEES = 9
6-10 EMPLOYEES = 24
1-5 EMPLOYEES = 58
OWNER OPERATED = 133

2025 BUDGET POSITION

d) y Of Stevenson

Time: 12:00:24 Date: 10/15/2025

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001 General Expense Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,483,296.15	1,833,742.71	(350,446.56)	0.0%
102 Unemployment Reserve	33,414.00	33,414.00	0.00	0.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	0.0%
308 Beginning Balances	1,567,845.28	1,918,291.84	(350,446.56)	0.0%
000	0.00	950.70	(950.70)	0.0%
311 Property Tax	577,882.16	286,262.23	291,619.93	50.5%
313 Sales Tax	430,000.00	322,058.50	107,941.50	25.1%
316 Utility Tax	32,000.00	47,937.61	(15,937.61)	0.0%
317 Other Tax	16,000.00	23,239.01	(7,239.01)	0.0%
310 Taxes	1,055,882.16	680,448.05	375,434.11	35.6%
321 Licenses	2,900.00	5,386.67	(2,486.67)	0.0%
322 Permits	0.00	4,445.60	(4,445.60)	0.0%
320 Licenses & Permits	2,900.00	9,832.27	(6,932.27)	0.0%
000	0.00	10,000.00	(10,000.00)	0.0%
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	15,727.23	3,287.32	17.3%
337 Interlocal Loan Repayments	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	30,014.55	25,727.23	4,287.32	14.3%
341 Admin, Printing & Probation Fees	312,600.85	5,408.59	307,192.26	98.3%
345 Planning	4,500.00	7,874.12	(3,374.12)	0.0%
376 Parks	0.00	0.00	0.00	100.0%
340 Charges For Goods & Services	317,100.85	13,282.71	303,818.14	95.8%
350 Fines & Penalties	12,700.00	6,046.73	6,653.27	52.4%
000	0.00	5,280.00	(5,280.00)	0.0%
100 General Interest Income	5,500.00	41,136.92	(35,636.92)	0.0%
376 Parks	2,500.00	2,700.00	(200.00)	0.0%
360 Interest & Other Earnings	8,000.00	49,116.92	(41,116.92)	0.0%
380 Non Revenues	40,000.00	92,896.53	(52,896.53)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
Fund Revenues:	3,034,442.84	2,795,642.28	238,800.56	7.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	12,281.64	24,718.36	66.8%
512 Judicial	78,510.00	47,236.79	31,273.21	39.8%
513 Executive	161,042.39	63,644.54	97,397.85	60.5%
514 Financial, Recording & Elections	155,493.85	104,128.48	51,365.37	33.0%
515 Legal Services	16,750.00	26,809.25	(10,059.25)	0.0%
517 Employee Benefit Programs	10,525.00	25.00	10,500.00	99.8%
518 Centralized Services	136,982.50	138,074.14	(1,091.64)	0.0%
521 Law Enforcement	350,400.00	284,061.01	66,338.99	18.9%
524 Protective Inspections	2,000.00	3,000.00	(1,000.00)	0.0%
528 Dispatch Services	6,000.00	3,243.96	2,756.04	45.8%

2025 BUDGET POSITION

d) y Of Stevenson

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001 General Expense Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
553 Conservation				
553 Conservation	521.00	520.30	0.70	0.1%
000	0.00	69,166.76	(69,166.76)	0.0%
550 Development Review	40,000.00	69,159.28	(29,159.28)	0.0%
560 Planning	322,419.69	73,885.19	248,534.50	77.1%
570 Economic Development	28,085.00	15,226.00	12,859.00	45.8%
558 Planning & Community Devel	390,504.69	227,437.23	163,067.46	41.8%
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	152.02	(2.02)	0.0%
573 Cultural & Community Activities	1,500.00	351.35	1,148.65	76.6%
576 Park Facilities	72,546.60	38,973.51	33,573.09	46.3%
580 Non Expenditures	0.00	(28.78)	28.78	100.0%
597 Interfund Transfers	486,809.00	486,809.00	0.00	0.0%
100 Unreserved	1,069,158.87	0.00	1,069,158.87	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	1,153,708.00	0.00	1,153,708.00	100.0%
Fund Expenditures:	3,080,443.03	1,436,719.44	1,643,723.59	53.4%
Fund Excess/(Deficit):	(46,000.19)	1,358,922.84		

2025 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	344,042.65	354,785.42	(10,742.77)	0.0%
360 Interest & Other Earnings	0.00	7,626.08	(7,626.08)	0.0%
Fund Revenues:	344,042.65	362,411.50	(18,368.85)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	344,042.65	0.00	344,042.65	100.0%
Fund Expenditures:	344,042.65	0.00	344,042.65	100.0%
Fund Excess/(Deficit):	0.00	362,411.50		

2025 BUDGET POSITION

d) y Of Stevenson

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020 General Fire Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,927,519.12	1,989,737.01	(62,217.89)	0.0%
330 Intergovernmental Revenues	0.00	1,701.07	(1,701.07)	0.0%
340 Charges For Goods & Services	0.00	12,743.14	(12,743.14)	0.0%
360 Interest & Other Earnings	0.00	42,309.34	(42,309.34)	0.0%
397 Interfund Transfers	411,809.00	411,809.00	0.00	0.0%
Fund Revenues:	2,339,328.12	2,458,299.56	(118,971.44)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
202 Fire Department	210,058.13	115,147.47	94,910.66	45.2%
203 Fire District 2	64,940.00	39,234.46	25,705.54	39.6%
522 Fire Control	274,998.13	154,381.93	120,616.20	43.9%
999 Ending Balance	2,064,329.99	0.00	2,064,329.99	100.0%
Fund Expenditures:	2,339,328.12	154,381.93	2,184,946.19	93.4%
Fund Excess/(Deficit):	0.00	2,303,917.63		

2025 BUDGET POSITION

City Of Stevenson

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030 ARPA

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

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	
597 Interfund Transfers	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		

2025 BUDGET POSITION

d) y Of Stevenson

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100 Street Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	81,427.56	3,822.61	77,604.95	95.3%
313 Sales Tax	400,000.00	234,843.50	165,156.50	41.3%
316 Utility Tax	70,000.00	73,125.15	(3,125.15)	0.0%
310 Taxes	470,000.00	307,968.65	162,031.35	34.5%
320 Licenses & Permits	600.00	20,565.00	(19,965.00)	0.0%
330 Grants	100,000.00	140,642.00	(40,642.00)	0.0%
336 State Entitlements, Impact Payments & Taxe	42,643.80	24,641.35	18,002.45	42.2%
330 Intergovernmental Revenues	142,643.80	165,283.35	(22,639.55)	0.0%
360 Interest & Other Earnings	0.00	691.15	(691.15)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
397 Interfund Transfers	75,000.00	75,000.00	0.00	0.0%
Fund Revenues:	769,671.36	573,330.76	196,340.60	25.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	410,416.81	230,385.36	180,031.45	43.9%
543 Stormwater	34,411.50	23,248.08	11,163.42	32.4%
545 Lights, Signs, Paths, Landscaping	40,357.50	41,464.49	(1,106.99)	0.0%
546 Snow Removal	36,154.85	6,230.03	29,924.82	82.8%
542 Streets - Maintenance	521,340.66	301,327.96	220,012.70	42.2%
543 Streets Admin & Overhead	114,161.97	115,351.75	(1,189.78)	0.0%
544 Road & Street Operations	5,000.00	19,669.91	(14,669.91)	0.0%
566 Substance Abuse	0.00	118.54	(118.54)	0.0%
594 Capital Expenditures	0.00	1,960.43	(1,960.43)	0.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%
999 Ending Balance	79,168.73	0.00	79,168.73	100.0%
Fund Expenditures:	719,671.36	438,428.59	281,242.77	39.1%
Fund Excess/(Deficit):	50,000.00	134,902.17		

2025 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,051,484.99	1,441,464.87	(389,979.88)	0.0%
310 Taxes	487,190.00	350,701.73	136,488.27	28.0%
360 Interest & Other Earnings	0.00	30,482.71	(30,482.71)	0.0%
Fund Revenues:	1,538,674.99	1,822,649.31	(283,974.32)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	595,992.56	391,099.82	204,892.74	34.4%
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	963,639.99	0.00	963,639.99	100.0%
Fund Expenditures:	1,559,632.55	391,099.82	1,168,532.73	74.9%
Fund Excess/(Deficit):	(20,957.56)	1,431,549.49		

2025 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	22,455.62	22,250.75	204.87	0.9%
310 Taxes	5,000.00	2,027.50	2,972.50	59.5%
360 Interest & Other Earnings	0.00	370.83	(370.83)	0.0%
Fund Revenues:	27,455.62	24,649.08	2,806.54	10.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	27,455.62	0.00	27,455.62	100.0%
Fund Expenditures:	27,455.62	0.00	27,455.62	100.0%
Fund Excess/(Deficit):	0.00	24,649.08		

2025 BUDGET POSITION

City Of Stevenson

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107 HEALing SCARS Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,246.39	10,436.64	(190.25)	0.0%
360 Interest & Other Earnings	0.00	179.37	(179.37)	0.0%
Fund Revenues:	10,246.39	10,616.01	(369.62)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,246.39	0.00	10,246.39	100.0%
Fund Expenditures:	10,246.39	0.00	10,246.39	100.0%
Fund Excess/(Deficit):	0.00	10,616.01		

2025 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	248,809.70	286,406.26	(37,596.56)	0.0%
310 Taxes	20,000.00	25,122.58	(5,122.58)	0.0%
360 Interest & Other Earnings	0.00	6,734.11	(6,734.11)	0.0%
Fund Revenues:	268,809.70	318,262.95	(49,453.25)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	100.0%
999 Ending Balance	268,809.70	0.00	268,809.70	100.0%
Fund Expenditures:	268,809.70	0.00	268,809.70	100.0%
Fund Excess/(Deficit):	0.00	318,262.95		

2025 BUDGET POSITION

City Of Stevenson

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311 First Street		01/01/2025 To: 12/31/2025			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(385,304.60)	385,304.60	100.0%	
330 Intergovernmental Revenues	0.00	190,128.11	(190,128.11)	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	100.0%	
Fund Revenues:	0.00	(195,176.49)	195,176.49	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	83,295.57	(83,295.57)	0.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	83,295.57	(83,295.57)	0.0%	
Fund Excess/(Deficit):	0.00	(278,472.06)			

2025 BUDGET POSITION

City Of Stevenson

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312 Columbia Ave		01/01/2025 To: 12/31/2025			
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			

2025 BUDGET POSITION

City Of Stevenson

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313 Park Plaza Fund

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

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		

2025 BUDGET POSITION

City Of Stevenson

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314 Lasher Street Improv. Fund		01/01/2025 To: 12/31/2025			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(37,749.84)	37,749.84	100.0%	
330 Intergovernmental Revenues	450,000.00	74,297.14	375,702.86	83.5%	
397 Interfund Transfers	0.00	0.00	0.00	100.0%	
Fund Revenues:	450,000.00	36,547.30	413,452.70	91.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	450,000.00	155,592.44	294,407.56	65.4%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	450,000.00	155,592.44	294,407.56	65.4%	
Fund Excess/(Deficit):	0.00	(119,045.14)			

2025 BUDGET POSITION

d) y Of Stevenson

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400 Water/Sewer Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	272,548.92	1,349,208.86	(1,076,659.94)	0.0%
401 Water	394,220.75	658,938.04	(264,717.29)	0.0%
402 Sewer	153,567.18	258,604.92	(105,037.74)	0.0%
308 Beginning Balances	820,336.85	2,266,751.82	(1,446,414.97)	0.0%
343 Water	0.00	1,307.24	(1,307.24)	0.0%
344 Sewer	0.00	1,734.01	(1,734.01)	0.0%
320 Licenses & Permits	0.00	3,041.25	(3,041.25)	0.0%
343 Water	1,102,437.54	769,885.80	332,551.74	30.2%
344 Sewer	1,785,582.00	1,390,268.74	395,313.26	22.1%
340 Charges For Goods & Services	2,888,019.54	2,160,154.54	727,865.00	25.2%
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	76,982.02	(30,308.02)	0.0%
344 Sewer	56,532.00	71,796.06	(15,264.06)	0.0%
400 Water/Sewer	4,000.00	6,881.71	(2,881.71)	0.0%
360 Interest & Other Earnings	107,206.00	155,659.79	(48,453.79)	0.0%
380 Non Revenues	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	3,815,562.39	4,585,607.40	(770,045.01)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	932,555.09	698,186.30	234,368.79	25.1%
535 Sewer	1,097,315.62	725,658.09	371,657.53	33.9%
534 Water	60,621.80	60,137.08	484.72	0.8%
535 Sewer	485,691.70	41,154.60	444,537.10	91.5%
591 Debt Service	546,313.50	101,291.68	445,021.82	81.5%
534 Water	289,478.74	41,175.13	248,303.61	85.8%
535 Sewer	0.00	0.00	0.00	100.0%
594 Capital Expenditures	289,478.74	41,175.13	248,303.61	85.8%
534 Water	0.00	0.00	0.00	100.0%
535 Sewer	319,963.50	319,963.50	0.00	0.0%
597 Interfund Transfers	319,963.50	319,963.50	0.00	0.0%
400 Water/Sewer	257,642.01	0.00	257,642.01	100.0%
401 Water	162,194.75	0.00	162,194.75	100.0%
402 Sewer	210,099.18	0.00	210,099.18	100.0%
999 Ending Balance	629,935.94	0.00	629,935.94	100.0%
Fund Expenditures:	3,815,562.39	1,886,274.70	1,929,287.69	50.6%

2025 BUDGET POSITION

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400 Water/Sewer Fund

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

Fund Excess/(Deficit):	0.00	2,699,332.70

2025 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	108,895.00	108,895.00	0.00	0.0%
397 Interfund Transfers	21,779.00	21,779.00	0.00	0.0%
Fund Revenues:	130,674.00	130,674.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	130,674.00	0.00	130,674.00	100.0%
Fund Expenditures:	130,674.00	0.00	130,674.00	100.0%
Fund Excess/(Deficit):	0.00	130,674.00		

2025 BUDGET POSITION

d) y Of Stevenson

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408 Wastewater Debt Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	61,191.00	61,191.00	0.00	0.0%
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	61,191.00		

2025 BUDGET POSITION

d) y Of Stevenson

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410 Wastewater System Upgrades

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(1,355,653.10)	1,355,653.10	100.0%
330 Intergovernmental Revenues	130,000.00	443,098.91	(313,098.91)	0.0%
390 Other Financing Sources	0.00	305,623.13	(305,623.13)	0.0%
397 Interfund Transfers	298,184.50	298,184.50	0.00	0.0%
Fund Revenues:	428,184.50	(308,746.56)	736,931.06	172.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	19,601.18	(19,601.18)	0.0%
594 Capital Expenditures	428,184.50	577,836.56	(149,652.06)	0.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	428,184.50	597,437.74	(169,253.24)	0.0%
Fund Excess/(Deficit):	0.00	(906,184.30)		

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415 Cascade Avenue Utility Improvements

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(49,000.30)	49,000.30	100.0%
330 Intergovernmental Revenues	335,700.00	0.00	335,700.00	100.0%
390 Other Financing Sources	1,737,617.00	63,006.48	1,674,610.52	96.4%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	2,073,317.00	14,006.18	2,059,310.82	99.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,073,317.00	96,512.41	1,976,804.59	95.3%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	2,073,317.00	96,512.41	1,976,804.59	95.3%
Fund Excess/(Deficit):	0.00	(82,506.23)		

2025 BUDGET POSITION

City Of Stevenson

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420 Cascade Avenue Mitigation Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	19,550.00	19,550.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	19,550.00	19,550.00	0.00	0.0%
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	19,550.00		

2025 BUDGET POSITION

d) y Of Stevenson

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500 Equipment Service Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	25,043.07	102,321.15	(77,278.08)	0.0%
340 Charges For Goods & Services	254,100.00	157,083.79	97,016.21	38.2%
360 Interest & Other Earnings	0.00	9.81	(9.81)	0.0%
390 Other Financing Sources	0.00	598.50	(598.50)	0.0%
Fund Revenues:	279,143.07	260,013.25	19,129.82	6.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	176,854.05	126,972.99	49,881.06	28.2%
591 Debt Service	58,187.19	47,619.06	10,568.13	18.2%
594 Capital Expenditures	22,000.00	1,455.24	20,544.76	93.4%
999 Ending Balance	22,101.83	0.00	22,101.83	100.0%
Fund Expenditures:	279,143.07	176,047.29	103,095.78	36.9%
Fund Excess/(Deficit):	0.00	83,965.96		

2025 BUDGET POSITION

d) y Of Stevenson

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630 Stevenson Municipal Court		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	100.0%
380 Non Revenues	0.00	2,371.18	(2,371.18)	0.0%
Fund Revenues:	0.00	2,371.18	(2,371.18)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	2,365.91	(2,365.91)	0.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	2,365.91	(2,365.91)	0.0%
Fund Excess/(Deficit):	0.00	5.27		

2025 BUDGET POSITION TOTALS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	3,034,442.84	2,795,642.28	7.9%	3,080,443.03	1,436,719.44	53%
010 General Reserve Fund	344,042.65	362,411.50	0.0%	344,042.65	0.00	100%
020 General Fire Fund	2,339,328.12	2,458,299.56	0.0%	2,339,328.12	154,381.93	93%
030 ARPA	0.00	0.00	100.0%	0.00	0.00	100%
100 Street Fund	769,671.36	573,330.76	25.5%	719,671.36	438,428.59	39%
103 Tourism Promo & Develop Fund	1,538,674.99	1,822,649.31	0.0%	1,559,632.55	391,099.82	75%
105 Affordable Housing Fund	27,455.62	24,649.08	10.2%	27,455.62	0.00	100%
107 HEALing SCARS Fund	10,246.39	10,616.01	0.0%	10,246.39	0.00	100%
300 Capital Improvement Fund	268,809.70	318,262.95	0.0%	268,809.70	0.00	100%
311 First Street	0.00	-195,176.49	100.0%	0.00	83,295.57	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	450,000.00	36,547.30	91.9%	450,000.00	155,592.44	65%
400 Water/Sewer Fund	3,815,562.39	4,585,607.40	0.0%	3,815,562.39	1,886,274.70	51%
406 Wastewater Short Lived Asset Res.	130,674.00	130,674.00	0.0%	130,674.00	0.00	100%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	0.0%	61,191.00	0.00	100%
410 Wastewater System Upgrades	428,184.50	-308,746.56	172.1%	428,184.50	597,437.74	0%
415 Cascade Avenue Utility Improvem	2,073,317.00	14,006.18	99.3%	2,073,317.00	96,512.41	95%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	0.0%	19,550.00	0.00	100%
500 Equipment Service Fund	279,143.07	260,013.25	6.9%	279,143.07	176,047.29	37%
630 Stevenson Municipal Court	0.00	2,371.18	0.0%	0.00	2,365.91	0%
	15,590,293.63	12,971,898.71	16.8%	15,607,251.38	5,418,155.84	65.3%

BARS_TaxYear	BARS_Fund	BARS_Department	BARS_SubDepartment	BARS_BAS	BARS_EL
2025	030	308	000	308	31
2025	103	308	000	308	31
2025	105	308	000	308	31
2025	300	308	000	308	31
2025	406	308	000	308	31
2025	408	308	000	308	31
2025	630	308	000	308	31
2025	103	308	000	308	31
2025	300	308	000	308	31
2025	001	308	104	308	31
2025	107	308	000	308	41
2025	020	308	000	308	51
2025	010	308	000	308	51
2025	020	308	000	308	51
2025	100	308	000	308	51
2025	400	308	400	308	51
2025	410	308	000	308	51
2025	420	308	000	308	51
2025	500	308	000	308	51
2025	001	308	102	308	51
2025	100	308	000	308	51
2025	400	308	401	308	51
2025	400	308	402	308	51
2025	001	308	100	308	91
2025	311	308	000	308	91
2025	312	308	000	308	91
2025	313	308	000	308	91
2025	314	308	000	308	91
2025	415	308	000	308	91
2025	001	310	311	311	10
2025	001	310	313	313	11
2025	100	310	313	313	11
2025	105	310	000	313	27
2025	103	310	000	313	31
2025	001	310	313	313	71
2025	100	310	316	316	42
2025	001	310	316	316	43
2025	001	310	316	316	45
2025	001	310	316	316	46
2025	001	310	316	316	47
2025	001	310	317	317	20
2025	001	310	317	317	21
2025	001	310	000	317	60
2025	300	310	000	318	34
2025	001	320	321	321	99
2025	001	320	321	321	99
2025	001	320	321	321	99

2025	001	320	322	322	10
2025	100	320	322	322	10
2025	400	320	343	322	10
2025	400	320	344	322	10
2025	001	380	000	322	10
2025	100	320	322	322	40
2025	410	330	000	331	11
2025	410	330	000	331	35
2025	410	330	000	331	66
2025	030	330	330	332	92
2025	311	330	000	333	20
2025	001	330	000	334	00
2025	001	330	330	334	02
2025	312	330	000	334	03
2025	314	330	000	334	03
2025	100	330	330	334	03
2025	311	330	000	334	03
2025	313	330	000	334	04
2025	020	330	000	334	06
2025	415	330	000	334	06
2025	001	330	335	335	00
2025	100	330	336	336	00
2025	100	330	336	336	00
2025	001	330	336	336	06
2025	001	330	336	336	06
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2025	100	330	336	336	06
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2025	001	330	337	337	40
2025	001	340	341	341	43
2025	001	340	341	341	81
2025	001	340	376	341	93
2025	020	340	342	342	21
2025	001	340	341	342	33
2025	400	340	343	343	40
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2025	400	340	344	343	50
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2025	400	340	344	343	51

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2025	001	340	345	345	83
2025	500	340	000	348	00
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2025	400	350	344	359	50
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2025	107	360	000	361	11
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2025	400	360	400	361	11
2025	500	360	000	361	11
2025	001	360	100	361	40
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2025	500	360	000	362	10
2025	001	360	000	367	00
2025	020	360	000	367	10
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2025	400	360	343	369	10
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2025	400	380	000	386	00
2025	630	380	000	386	90
2025	630	380	000	386	90
2025	410	390	000	391	20
2025	500	390	000	391	50
2025	410	390	000	391	90
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2025	100	390	101	395	20
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2025	400	397	000	397	00
2025	100	397	000	397	01
2025	020	397	000	397	02
2025	314	397	000	397	03
2025	410	397	000	397	05
2025	410	397	000	397	05
2025	406	397	000	397	10
2025	408	397	000	397	10
2025	415	397	000	397	10
2025	420	397	000	397	10
2025	415	397	000	397	10
2025	313	397	000	397	76
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2025	103	999	000	508	31
2025	105	999	000	508	31
2025	300	999	000	508	31
2025	406	999	000	508	31
2025	408	999	000	508	31
2025	630	999	000	508	31
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2025	415	999	000	508	91
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2025	020	522	203	522	50
2025	020	522	202	522	60
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2025	400	535	000	535	40
2025	400	535	000	535	51
2025	400	535	000	535	51

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2025	100	542	546	542	66
2025	100	542	546	542	66
2025	100	542	546	542	66
2025	100	542	542	542	67
2025	100	543	000	543	10
2025	100	543	000	543	10
2025	100	543	000	543	31
2025	100	543	000	543	31
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2025	500	548	000	548	65
2025	001	553	000	553	70
2025	001	558	560	558	50
2025	001	558	000	558	50
2025	001	558	560	558	50
2025	001	558	000	558	50
2025	001	558	000	558	50
2025	001	558	000	558	50
2025	001	558	000	558	50
2025	001	558	560	558	60
2025	001	558	560	558	60
2025	001	558	560	558	60
2025	001	558	560	558	60
2025	001	558	560	558	60
2025	001	558	560	558	60
2025	001	558	560	558	60

d)

[illegible]

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01	0103	30831010103
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BARS_Title	BARS_Month1YTD	BARS_Month2YTD
ARPA-Beginning Balance		
Tourism Reserved C&I - Capital	100,000.00	
Affordable Housing-Beg Balance	22,250.75	
Cap Imp Reserved Begin C&I	275,149.61	
WWSLAR Beginning Cash	108,895.00	
WW Debt Reserve Beg. Balance	61,191.00	
Stevenson Municipal Court-Beg Balance		
Tourism Reserved C&I - Rev. Shortfall	1,341,464.87	
Cap Imp Res Begin C&I Waterfront Imp	11,256.65	
Reserved Cash - Custodial	51,135.13	
HEALing SCARS-Beg. Balance	10,436.64	
Fire Unreserved-Beginning Cash		
General Reserve-Beginning Cash	354,785.42	
Fire Res-Beginning Cash	1,989,737.01	
ST Unreserved Begin CA & Invest	3,822.61	
WS Unreserved Begin CA & Invest	1,349,208.86	
WW Sys Upgrades Beg Cash & Invest.	-1,355,653.10	
Cascade Ave Mitigation-Beginning Balance	19,550.00	
ES Unreserved Begin CA & Invest	102,321.15	
Reserved Cash - Unemployment	33,414.00	
ST Unreserved Begin C&I Snow Reserve		
WS Res Begin C&I System Dev Water	658,938.04	
WS Res Begin C&I System Dev Sewer	258,604.92	
Unreserved Cash & Investments	1,833,742.71	
First St-Res Beg Cash	-385,304.60	
Columbia Ave Beginning Balance		
Park Plaza-Estimated Beginning Balance		
Lasher-Estimated Beginning Balance	-37,749.84	
Cascade Ave. Utility Improv. Estimated Beginning Balance	-49,000.30	
General Property Tax		
Sales Tax	29,998.47	26,890.33
Additional .5% Sales Tax	26,955.62	25,232.33
Affordable And Supportive Housing Sales And Use Tax	466.82	110.53
Stadium (Motel/Hotel) Tax	42,041.14	31,440.69
Local Criminal Justice Tax	2,272.26	2,378.95
PUD Excise Tax	17,226.35	5,945.83
Natural Gas Utility Tax	28,427.62	
Garbage Utility Tax	2,723.27	
Cable TV Utility Tax		916.67
Telephone Utility Tax	2,675.91	393.69
Leasehold Tax	1,090.31	6,633.06
Rock Cove ALF In-Lieu Tax		
TBD Vehicle Fees Received		
Real Estate Excise Tax	5,576.97	793.03
Business Licenses	279.16	267.50
Peddlers & Solicitors Permit		
Vacation Rental Licenses		800.00

d)

Building Permits		
Streets-Public Works Permit Review	48.00	16.00
WA-Public Works Permit Review	51.00	17.00
WW-Public Works Permit Review	51.00	17.00
Building Permit Fees-County Pass Through	366.96	2,380.27
Street ROW Applications & Permits		200.00
EDA Grant-WW Coll. Sys. Upgrades		
USDA Grant Proceeds-WW Coll. Sys. Upgrades		
EPA Grant-WWTP Construction		
DOC-ARPA Distribution		
First St.-TA Grant	53,486.89	91,938.43
Growth Management Grant - PUG		
RCO Parks Planning Grant		
Columbia Ave-DOE IPG		
Lasher-WSDOT Grant	37,630.14	
TIB Chipseal Grant		
Fist St-TIB Grant		
Park Plaza - DOC Grant		
Grant Reimbursements - EMS/Trauma Care		
Cascade Improv-PWB Grant Proceeds		
PUD Privilege Tax (in Lieu)		
Multimodal Transportation - Cities		
Street Fuel Tax-MVFT	2,181.04	2,026.46
Criminal Justice - Low Population	250.00	
Criminal Justice - Contracted Services	911.67	
Criminal Justice - Special Programs	543.93	
Marijuana Excise Tax		
DUI/Other Crim Justice Assist	33.71	
Liquor Excise Tax	2,538.79	
Liquor Profit Tax		
Private Harvest Tax		
Pool District Loan Repayment-Principal		
General Admin Services		
Printing/Photocopy Services		
Port of Cascade Locks-Facilities Maint		
Fire District II Fire Control		12,743.14
Active Probation Fee	570.00	181.00
Water Sales	61,631.57	73,405.77
Turn on Fees		99.25
Disconnect/Nonpayment Fee	-320.00	-130.00
Water Construction Hookup		
Hydrant Rental - External		
Hydrant Rental-Internal (fire)		
Installation Water		
Sewer Service Income	123,281.01	127,878.95
BOD Surcharge	5,691.51	2,592.37
Downspout-Sump Pump Discharge		
Installation Sewer		

Sewer Service-Other		
Planning Fees	2,500.00	
Equipment Rental-Internal	20,894.70	25,873.20
Traffic Infractions/Parking	22.78	22.79
Non-Traffic Infractions		
DUI Fines	3.02	4.91
Criminal Traffic Fines	2.28	52.39
Criminal Non-Traffic Fines	8.87	143.57
Court Cost Recoupments	9.54	285.78
FOG Violation Fees		
Interest Income/General Fund	4,194.15	6,150.66
Fire Unreserved-Interest		
General Res-Interest	923.75	1,465.05
Fire Res-Interest	5,179.01	7,346.79
Interest Income - Streets	84.05	120.63
Interest Income/Tourism	3,745.20	5,134.39
Affordable Housing Interest	44.09	81.57
HEALing SCARS Interest	20.68	48.23
Interest on Investments-Cap Imp	843.21	927.43
Interest on Investments - W/S	855.73	771.81
Interest Income/ES		
Sales Tax Interest	163.96	155.01
Park Rentals		
Equipment Rental-External		
Contributions to Shoreline Public Access In-Lieu		
Fire Donations		
HS-Contributions and Donations		
Water Capital Contributions		5,840.59
Sewer Capital Contributions		
Sale of Scrap Streets		
Sale of Scrap Equip Service		
Water-Sale of Scrap/Junk		
Sewer Miscellaneous Income		
WWTP - Stellar Jay Damages Received		
Cashier's Overages/Shortages		
Miscellaneous Income		714.09
Other Miscellaneous/NSF Fee Recovery		
Customer Deposits		
Agency Deposit - Court Remittances	27.87	171.34
Agency Deposit - CVC	0.64	4.22
USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades		
Equipment Lease		
DOE Construction Loan	61,197.55	
Cascade Improv-PWB Loan Proceeds		
Sales of Capital Assets (Timber)		
Sale of Fixed Assets	598.50	
Insurance/Private Claims Reimbursement		
Transfer In From General Fund		

d)

First St-Transfer In From Streets
First St-Transfer In From CIP
TBD Transfer in to Water
TBD Transfer in to Sewer
Transfer In From CIP
Fire Res-Transfer In From General Fund
Lasher-Transfer in from CIP
Transfer In from ARPA Fund
Transfer In from Water/Sewer Fund
WWSLA-Transfers In
WW Debt Res-Transfers In
Cascade Improv - Transfer from WS Fund
Transfer In from Water/Sewer Fund
Cascade Improv - Water Transfer from WS Fund
Park Plaza-Transfers In from TAC
ARPA-Ending Balance
Tourism-Cap. Facility Reserve
Affordable Housing-Ending Balance
Cap. Imp.-Ending Cash
WWSLAR-Ending Cash
WW Debt Reserve-Ending Balance
Stevenson Municipal Court-Ending Bal
Tourism-Ending Cash
Cap. Imp.-Waterfront Imp Res
CE-Custodial
HEALing SCARS-Ending Balance
Fire Unreserved-Ending Cash
General Res-Ending Cash
Fire Res-Ending Cash
Streets-Unreserved Ending Cash
WS-Ending Cash
WW Cap-Ending Cash
Cascade Ave Mitigation-Enging Balance
ES-Ending Cash
CE-Unemployment Reserve
Streets-Snow Reserve
WS-Water Reserve
WS-WW Reserve
CE-Unreserved Ending Cash
First St-Ending Balance
Columbia Ave Ending Balance
Park Plaza-Ending Balance
Lasher-Ending Balance
Cascade Ave. Utility Improv. Estimated Ending Balance
Ordinance Codification
Legislative Publishing
Council Salary
Council Benefits

600.00

1,200.00

229.52

d)

Travel/Lodging Council		
Tuition Council		
Court Clerk Salary	876.85	277.33
Court Clerk Benefits		135.30
Court Supplies		
Jury Management/Courtroom Use		
Interpreter Fees		
Municipal Court Contract	1,663.00	1,667.00
Sheriff Warrant Service Charge		
Mayor Salary	600.00	900.00
City Administrator Salary	4,519.48	4,024.87
Mayor Benefits		183.60
City Administrator Benefits		3,084.96
Travel/Lodging Mayor/Administrator		
Tuition Mayor/Administrator		
Budgeting/Accounting Salary	13,214.98	5,032.25
Budgeting/Accounting Benefits		2,844.06
EBPP Fees General Fund		534.75
Finance-Contractual Services		
Audit Fee		
Travel Financial/Records		
Clerk Bond Premiums	104.00	
Training/Tuition - Financial/Records		
Dues & Membership - Financial	1,790.00	
Fiduciary Fees/VISA	494.48	473.14
Miscellaneous Charges		
Minutes - Recording Fee Sal	195.78	165.66
Minutes - Recording Fee Ben		40.32
Elections		
Voter Registration Services		
Prosecuting Attorney County Contract		3,000.00
Advisory Board Services		1,765.00
Travel - Legal		
Training & Tuition - Legal		
Indigent Defense		686.66
Unemployment Claims		
Old Age Survivor Insurance		
Staff Wellness		
DNR Fire Control Assessment		
Building Repair Salary	237.68	39.03
Building Repair Benefits		144.93
Household Supplies/Repairs	3.88	9.70
Building Repair Supplies		
Custodial Services		11.89
Contractual Services	667.68	14,927.36
HR-Advertisement		
Eq Svc Internal-Bldg Repair	123.64	31.48
Insurance - Liability	31,348.82	

d)

Heat & Lights		835.35
City Hall Water/Sewer		854.28
Building Repair Services		6.45
Office Supplies	-41.73	65.99
General Gov. Contractual Services	15,820.86	865.38
Central Services Telephone		529.54
Miscellaneous - Postage		
Building Permit Fees-County Pass Through Exp		306.96
Dues And Membership - General Govt		25.00
Police Services	25,675.00	25,675.00
CR Jus #4 Basic Law Enforcemnt		911.67
CR Jus #1 Drug/Alcohol ED		543.93
Fire Chief - Salary	1,000.00	1,000.00
Administrative Support - Salaries	94.18	30.31
Fire Chief - Benefits		229.50
Administrative Support - Benefits		42.79
Fire Contract Volunteer Reimb		
Firefighter Benefits		
Firefighter Pension/Disability		
Fire Supplies	13,019.85	10,368.58
Fire Supplies FD II	5,579.94	4,423.01
Fire Truck Fuel	57.75	
Fire Truck Fuel FDII		
Fire-Contractual Services		
Fire Telephone	81.60	66.36
Fire Truck Insurance	2,713.62	
Fire Hydrant Repair/Supplies		
Dues & Memb./Sub. City Fire		
Dues & Membership/Subscriptions FD II		
Fire Support Salary	322.49	131.58
Fire Support Benefits		195.11
Fire Prevention Supplies City		
Fire Prevention Supplies FDII		
Fire Investigations		
Eq Svc Internal - Fire Support	148.36	47.21
Travel - Fire Department		
Travel-FD II		
Fire Department Training		
Fire Training FD II		
Fire Hall Heat And Lights		1,534.95
Fire Hall Water-Sewer		2,188.51
Water on Demand For Hydrants-Internal		
Fire Hall Repair		
Fire Dist II-Fire Hall Repair		
Fire Equipment Repair		
Fire Equipment Repair FDII		
Probation And Parole Services		181.00
Jail Services		

Protective Inspections/Code Enforcement-Software Services		1,000.00
Code Enfocement - Contractual Servcies		
Dispatch Fees - City		
Radio Contract		
WA-Administrative Salary	4,917.84	4,099.68
WA-Administrative Benefits		4,593.08
General Admin Fee		
WA-Audit Fee		
WA-Op. Permit(DOH)/Other Fees		1,534.55
WA-Dues & Membership/Filing Fees	409.05	7.61
WA-Admin Planning Water - Consulting		7,809.08
WA-Travel		
WA-Training		
WA-Small Tools/Minor Equipment	16.19	11,051.95
WA-Repair-Contracted Labor		
WA-Customer Services Salary	9,855.14	2,710.87
WA-Customer Services Benefits		1,479.51
WA-Office Supplies And Postage	327.49	143.04
WA-Computer Services/Repair	3,647.46	4,800.00
WA-EBPP Fees	248.02	236.64
WA-Operating Supplies	2,642.60	5,899.18
WA-Testing		610.25
WA-Services		
WA-Telephone		
WA-Telemetry/Meter Services		
WA-Eq Svc Internal - Water	6,787.69	9,332.61
WA-Insurance	54,640.99	
WA-Electricity		3,579.00
WA-Prof Services - General		
WA-Operations Plant Salary	5,491.56	6,337.65
WA-Operations Plant Benefits		6,507.94
WA-Chemicals Plant		
WA-Consultant Services - Plant		
WA-Operations T & D Salary	7,763.17	7,922.71
WA-Operations T & D Benefits		8,342.17
WA-Taxes		3,093.85
WW-Administrative Salary	6,585.03	6,182.91
WW-Administrative Benefits		6,403.35
WW-General Admin Fee		
WW-Audit Fee		
WW-Permit Fees/DOE		
WW-Advertising		
WW-Dues & Membership/filing Fees	106.00	7.60
WW-Admin Planning Sewer - Consulting		227.50
WW-Travel		
WW-Training		
WW-Maintenance Supplies		
WW-Repair (Contract Serv) T&D		3,510.44

d)

WW-Solids Hauling & Disposal		3,631.18
WW-Plant Services		
WW-Customer Service Salary	9,855.14	2,710.87
WW-Customer Service Benefits		1,479.51
WW-Office Supplies & Postage	327.49	190.68
WW-Computer Services/Repair	3,043.81	5,600.00
WW-EBPP Fees Sewer	257.66	236.65
WW-Operating Supplies		248.24
Sewer Operations Testing		50.50
Sewer Operations-Services		
Sewer Telephone	249.92	477.39
WW-Eq Svc Internal - Sewer	8,506.24	9,253.92
Sewer Insurance	44,162.28	
WW-Operations Coll. Salary	3,359.13	1,711.00
WW-Operations Coll. Benefits		2,279.31
WW-Coll Electricity		489.85
WW-Coll. Water		
WWTP-Operations Salary	15,018.75	15,209.59
WWTP-Operations Benefits		13,255.97
WW-Electricity		150.99
WW-Plant Water		11,827.29
WW Sampling Salary	44.46	
WW Sampling Benefits		19.49
WW Sampling Supplies		
WW Sampling Professional Services		
WW Industrial Pretreatment Services		
WW Sampling Equipment Rental		
Sewer Taxes		3,287.20
Road Maintenance - Salaries	4,106.43	5,508.85
Road Maintenance - Benefits		5,357.35
Supplies-Roadway		261.75
Chip Sealing and Overlay Supplies		
Streets Admin Fees-Internal		
Street Services-Roadway		
Telephone		
Eq Svc Internal - Road Maintenance	1,941.11	3,603.99
Contracted Labor-Roadway		
Chip Sealing and Overlay Services		
Environmental Permits-Roadway		
Storm Drain Maint - Salaries	1,707.75	1,483.17
Storm Drain Maint - Benefits		1,777.88
Storm Drain Maint - Supplies		
Storm Drain - Consultant Svc		
Eq Svc Internal - Storm Drain Maint	890.19	975.75
Dewatering Electricity Chesser		
Storm Drain Maint - Contrlabor		
Path Maintenance-Contract Svcs		
Electricity - Street Lights		2,456.77

d)

Street Landscaping Water		803.68
Repair/maintenance - ST Lights		
Traffic Devices-Signs	-2,800.00	1,056.44
Road Striping		
Snow Removal - Salary	246.51	1,905.88
Snow Removal - Benefits		1,322.83
Snow Removal - Supplies		
Snow Removal-Services		
Eq Svc Internal - Snow Removal	148.36	1,369.20
Litter Clean-Up		362.29
Street Administration Salaries	5,518.73	6,107.59
Streets Administration Benefits		5,956.31
Streets Services Salaries	668.70	184.39
Streets Services Benefits		100.32
Computer Services-Street General	209.64	3,200.00
Contracted Services-Street General		35.00
Audit Fee		
Travel - Streets		
Insurance	17,751.80	
Training - Streets		
Misc/Recording Fees/Dues-Street General		
#14 ST Planning Professional Services		
Maintenance Salary	3,599.94	4,788.33
Maintenance Benefits		4,683.53
Medical Physicals-Required		
Tires		
Gas and Oil		1,896.55
Supplies		2,766.85
General Gov. Admin		
Insurance	14,172.49	
Heat & Lights		3,124.39
Repairs/Supplies Contracted	28.44	2,901.54
Training		
Air Pollution Authority		
Current Planning Salary		
Development Review Salary	2,049.16	3,455.86
Current Planning Benefits		
Development Review Benefits		2,525.88
Development Review Consulting Services		
Development Review Software		
Development Review Publication		
Planning Salary	2,810.90	1,366.87
Planning Recorder - Salaries		112.95
Planning Commission Salaries		225.00
Planning Benefits		1,880.81
Planning Recorder - Benefits		17.28
Planning Commission Benefits		34.44
Planning Supplies		

Planning & Professional Assist		
Planning Publication		
Travel - Planning/Prof Assistance		
Training & Tuition - Planning		
Dues & Membership - Planning		
Planning Filing Fees/Misc		
Economic Development Salaries		302.61
Economic Development Benefits		121.47
EDC Assessment		
MCEDD Services		
Farmers Market Support		
Food Bank Support		
Substance Abuse/Liquor Excise		50.78
Substance Abuse/Liquor Profits		
Consultant Services, Chamber		200.00
SBA Consultant Services		17,438.13
Chamber Events		
County - Fair & Bluegrass Festival		
County - Bluegrass Festival		
County-Fireworks		
General Admin Fees		
County - Blues & Brews		
Promotion Salaries	312.77	60.52
Promotion Field Salaries	558.24	250.21
Promotion Benefits		57.73
Promotion Field Benefits		441.66
Promotion Supplies		
CRGIC Consultant Services		
X-Fest Event		
Dog Mountain Shuttle		
Gorge Outrigger Races		
BOTG Kiteboarding Festival		
County - Fairgrounds Operations		
Main St Program Coordinator (SDA)		
Stevenson Waterfront Music Festival		
SC Fair Board-GorgeGrass		
CGTA Services		
Computer Services	316.20	
Audit Fee		
Gorge Olympic Windsurfing Cup		
Gorge Downwind Champs		
OPA-Waterfront Festival		
Stevenson Area Live Music		
Mushroom Festival		
Port of Skamania - Waterfront Weed Removal		
Port of Skamania - Waterfront Bathrooms		
Port of Skamania - Waterfront Irrigation		
Gorgeous Ink Tattoo Convention		

TAC - Professional Services		
TAC-Publishing		
Eq Svc Internal - Promotion Field	321.46	188.86
Hosting of Meetings/Events		39.98
Park Maintenance Salary	324.57	327.86
Parks Admin Salary		427.55
Park Maintenance Benefits		401.50
Parks Admin Benefits		234.20
Parks Supplies		
Mailing & Postage		
Eq Svc Internal - Parks	197.82	251.81
Parks Electricity		90.97
Parks Water		401.84
Parks - Contracted		
Agency Disbursement - Court Remit	27.87	171.34
Agency Disbursement - CVC	0.64	4.22
Payroll Clearing	-28,018.19	41,304.06
WA-SMART Meter Lease-Principal		
Base Res PWTF Loan Principal		
Sewer Outfall - USDA RDA Principal		
WWTP Design-DOE Principal		
WW Coll. Sys.-USDA RD Principal		
WWTP Const-DOE Principal		
Loan Principal		
WA-SMART Meter Lease-Interest		
Base Reservoir PWTF Loan Interest		
Sewer Outfall - USDA RDA Interest		
WWTP Design-DOE Interest		
WW Coll. Sys.-USDA RD Interest		
WWTP Const-DOE Interest		
USDA-Interim Interest & Issuance Costs		
Loan Interest		
City Hall Improvements		
Office Furniture/Equipment		
Computer Equipment		
Water Connections - Salary	3,259.23	1,173.97
Water Connections - Benefits		2,403.72
Water Plant Improvements-Suppl		
Eq Rental - Water Connections	1,829.83	818.37
Water Plant Improvements-Contracted		501.21
WA-Fixed Assets To Capitalize		
WWTP-Equipment		28,558.39
WWTP-Lab Equipment		
WW-Line Extensions Contracted		
Coll. Sys. Upgrades Consultant Svs		
Coll. Sys. Upgrades Construction Svs		
Collection Sys. Upgrades-PUD		
Collection Sys. Upgrades-Add-Ons		

d)

WWTP-Consultant Services		1,752.11
WWTP-Construction Services	180.77	23,155.50
WWTP Upgrades-PUD		
WWTP-Deferred Maintenance		
Cascade Ave. Utility Improv.-Consultant Services		14,121.11
Cascade Ave Improv.-Construction Services		
WW Upgrades-Permitting		
WW - Fixed Assets to Capitalize		
Public Works Shop		
WWTP - Stellar Jay Damages		
Public Works Lower Shop		
Equipment Purchase		809.04
Columbia Ave-Consultant Services		
Park Plaza-Design Consultant		
Lasher-Consultant Engineer		
Lasher-Construction		
Chamber Office Display Remodel		
Courthouse Park Plaza (SDA-City)		
First St-Construction		29,320.60
First St-Engineering Svc		
Lakeview Road Paving		1,960.43
Wayfinding Signs-Tourism		
TBD Transfer Out to Water		
TBD Transfer Out to Sewer		
Transfers-Out - Fire Reserve		
Transfers-Out - To 100 Street Fund		
Transfer Out to Streets		
Transfer Out to 410 WW Sys. Upgrades		
Transfer Out To 406 WW Short Lived Assets		
WWater Transfer Out to 415 Cascade Ave		
Transfer out to 420-Cascade Ave Mitigation		
Water Transfer Out to 415 Cascade Ave		
Transfers-Out - To 311 First Street		
Transfer Out to 314 Lasher		
Transfer Out To 311 First St		
ARPA-Transfer to 410 WW Upgrades		
Transfers-Out - to 313 Park Plaza		

d)

BARS_Month3YTD BARS_Month4YTD BARS_Month5YTD BARS_Month6YTD BARS_Month7YTD

		232,980.85	39,835.79	6,791.30
45,284.86	60,519.42	25,847.36	30,316.65	40,890.64
20,460.10	22,576.08	25,847.36	30,316.65	40,890.63
				712.65
18,563.42	30,842.14	35,911.20	50,028.48	65,230.83
2,090.72	1,918.81	2,298.05	2,156.48	3,220.92
7,067.20	7,276.38	13,133.74		10,850.13
	2,868.56			3,418.10
615.38	979.39	1,495.67	576.06	1,678.10
1,225.89	5,875.02	1,299.91	43.69	
3,118.50	556.88	1,525.84	2,041.88	6,364.68
237.50	359.17	300.84	210.00	259.17
400.00	220.00	220.00	620.00	800.00

	50.00		3,864.60	
116.00	198.00	80.00	196.00	347.33
217.00	126.00	85.00	202.00	351.33
517.00	126.00	85.00	202.00	551.34
22,475.43	6,152.28	1,911.97	8,378.00	17,318.91
350.00	100.00		17,583.00	300.00
			70,600.00	
372,498.91				
	16,820.44			22,574.46
				10,000.00
			36,667.00	
	1,701.07			
503.27			503.26	
1,479.17	1,199.42	1,277.46	4,780.53	1,459.25
	250.00			250.00
	911.52		-8.66	971.38
	543.82		-5.16	579.51
1,494.57			1,315.95	
	33.71		-3.97	46.59
	2,708.03		-648.40	3,002.58
2,963.49			2,963.49	
3.28			1.93	
1,177.59	1,040.00	350.00	1,278.00	402.00
53,052.74	69,503.19	78,399.35	74,093.61	82,638.10
	22.00	50.00		
50.00	20.00	80.00	50.00	10.00
		200.00		
5,128.37				7,908.10
134,730.02	132,706.14	154,174.35	144,759.58	132,950.65
2,072.94	4,672.01	10,131.61	8,765.80	4,220.83

150.00	950.00	150.00	950.00	400.00
22,443.26	14,997.59	22,107.29	21,529.05	29,238.70
8.25	141.07	61.89	81.59	47.73
8.71	6.04	11.24		3.77
368.80	148.59	63.56		65.65
	26.61	169.94	33.16	45.60
1,031.49	536.16	188.38	408.07	111.15
5,640.60	2,603.73	2,575.12	431.81	4,210.05
1,310.63	505.66	492.27	479.21	928.63
6,811.58	3,434.01	3,348.16	3,259.33	5,210.39
111.41	58.54	53.39	51.98	84.56
4,815.40	2,585.11	2,542.29	2,474.84	3,768.73
69.77	16.95	15.59	15.17	44.27
38.89	1.38	0.55	0.53	20.71
942.75	728.65	727.45	708.16	849.56
851.95	991.29	853.16	830.53	862.97
	9.81			
144.21	119.77	154.30	141.00	175.12
			900.00	600.00
			5,280.00	
16,446.00			12,334.00	28,790.00
20,049.00			11,607.00	27,200.00
222.42		395.21		5,631.79
341.92	330.37	190.97	69.60	140.90
18.74	7.16	6.52	3.08	3.70
			175,449.13	
				68,976.45
63,006.48				
75,000.00				

d)

411,809.00

298,184.50

21,779.00

84.50
1,200.00
91.80

888.27
1,200.00
91.80

450.00
34.44

996.00
1,350.00
103.28

195.90
1,200.00
91.80

234.88	219.36	439.28	229.36	309.08
23.03	16.78	33.61	17.55	28.72
1,179.00				
1,667.00	1,667.00	1,667.00	1,667.00	1,667.00
300.00	600.00	600.00	600.00	600.00
4,608.10	4,974.70	6,380.84	5,127.74	4,646.38
22.95	45.90	45.90	45.90	45.90
1,551.58	1,976.12	1,266.98	1,538.75	1,693.55
	122.07			
39.90				
4,061.64	5,256.93	6,848.83	5,448.12	6,415.20
670.13	794.85	668.35	767.12	1,084.20
511.05	486.54	46.76	49.87	46.66
			4,300.00	
1,075.00			200.00	727.72
	100.00			
458.02	338.67	327.03	327.37	540.99
195.78	188.25	195.78	165.66	210.84
19.83	14.40	14.98	12.67	20.91
1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	1,240.00	3,260.00		
		1,279.68		2,275.00
	50.00			
540.00	2,800.00		1,560.00	
	25.00			
70.50				
439.12	40.42	59.54	157.20	
276.05	17.08	31.06	57.74	22.02
26.48	294.34	7.76	68.00	80.96
3,833.14	10,386.83	2,365.00	163.64	
9,276.69	51.70	2,855.34	51.70	215.44
				50.00
256.29	442.58	257.81	240.85	590.98

453.68	361.25	265.20	239.15	245.10
		214.48	183.32	183.32
	96.39			
310.28	2,792.59	373.30	110.93	345.50
844.59	4,282.38	882.34	1,300.89	6,808.12
264.77	643.58	75.00	604.78	75.00
73.00	350.00			
2,580.27	10,161.43	14,161.14	1,478.40	12,292.60
	370.00			
25,675.00	25,675.00	25,675.00	25,675.00	25,675.00
		911.52		-8.66
		543.82		-5.16
1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
106.34	213.09	32.24		132.16
76.50	76.50	76.50	76.50	76.50
35.48	69.28	7.73	2.94	44.63
9,481.96	5,166.09	31,789.27	3,362.18	2,258.06
3,840.14	2,776.56	13,576.42	1,438.99	938.21
	108.72	99.42	339.43	384.84
	188.09	503.97		436.33
335.48		325.00	10.00	10.00
241.13	118.68	81.60	147.82	81.60
571.25				
416.25				
2.26	80.92	265.05	19.62	23.10
12.95	26.50	81.78	-423.25	27.24
70.00				
		145.02	133.80	14.77
262.50				
112.50				
655.78	477.77	240.88	177.48	162.64
		532.93	464.91	464.91
	710.17	2,053.80		1,579.90
	304.36	880.20		677.10
350.00	4,040.00	1,350.00	2,250.00	1,337.00
65.00			1,430.00	4,745.00

				2,000.00
3,243.96				
3,875.52	3,484.23	5,711.06	6,234.89	3,844.34
1,918.81	1,611.81	2,237.45	2,511.66	2,560.88
2,205.00				
3.51	101.70	-73.03	25.27	
6,435.50	16,376.02	17,638.28	12,349.65	6,642.45
		3.00	6.00	
				87.00
4,732.22				1,291.32
	753.90			
2,459.29	3,800.22	4,535.42	3,518.60	4,303.91
259.27	451.62	350.96	373.98	575.48
409.79	137.08	137.41	138.69	138.91
1,527.03	1,533.71	1,540.47	2,342.25	3,505.91
331.77	221.23	437.26	595.98	480.14
1,899.32	4,160.17	606.44	5,549.70	1,939.57
1,720.83	335.25	610.50	885.50	713.25
			1,507.80	8,216.21
438.28	277.58	277.58	670.48	273.62
				3,065.57
5,796.93	4,194.51	7,718.21	7,894.43	11,317.26
2,758.73	2,579.95	2,327.07	2,017.73	1,989.42
			6,866.17	
6,357.96	6,047.90	4,642.70	5,349.65	6,448.62
3,810.24	2,935.10	2,136.94	1,966.73	4,575.85
		2,763.88		3,038.10
4,388.47	6,133.23	3,836.10	5,472.64	6,351.00
2,760.00	2,934.04	1,696.50	3,488.82	4,364.14
3,796.51	3,062.73	3,496.77	3,946.62	3,722.02
7,738.18	7,697.29	8,308.50	10,114.85	6,314.42
3,674.28	3,344.27	4,279.84	3,193.34	4,199.91
		1,446.37		
128.51	101.70	-73.04	25.26	
140.00	1,987.91	3,395.25	15,595.52	4,149.16
212.00		106.00	106.00	
4,811.92	630.53	35.42	273.09	753.47
4,241.55				

678.01	592.97	10,929.34	13,962.14	413.94
2,459.29	3,800.22	4,535.42	3,518.60	4,303.91
259.27	451.62	350.96	373.98	575.48
704.17	358.30	137.41	138.69	146.00
908.95	908.95	916.95	1,394.20	2,309.48
331.76	6.67	437.24	595.97	480.14
125.93	615.86	187.90	2,911.38	2,265.73
1,302.00	2,003.34	1,512.00		2,859.03
	548.70	926.00	2,348.80	
747.75	346.65	366.30	830.91	281.61
11,764.71	6,206.25	6,864.22	5,753.57	8,347.58
2,345.23	4,761.00	1,334.68	712.19	2,017.50
1,272.65	1,712.86	436.79	-458.70	1,064.32
21,728.52	14,589.26	11,786.51	9,977.83	10,345.45
10,162.36	5,822.42	3,230.77	4,631.25	6,170.07
2,007.21	1,927.21	1,813.61	1,320.74	1,407.45
		47.94	42.40	42.40
	7.58	194.75	126.81	65.93
0.62	3.31	71.69	47.71	54.21
	21.30			
		64.45	26.76	59.10
3,325.40	3,837.64	3,501.44	4,187.76	3,912.99
5,056.50	8,474.77	5,339.40	5,646.99	5,896.91
3,088.91	4,349.31	2,356.01	3,436.95	4,438.70
562.99	1,132.29	2,812.89	1,788.20	1,870.84
533.97			198.42	
2,794.73	2,222.98	4,286.11	3,599.33	6,805.84
1,299.25	1,243.23	1,233.60	960.70	894.18
912.20	661.97	581.95	102.79	749.57
756.65	301.76	1,111.81	735.92	738.72
2,927.41	2,786.05	2,737.52	2,477.28	2,441.63

		191.76	169.60	169.60
1,316.63				
	13,975.86		968.23	
44.64				
78.65				
		402.83	655.64	206.84
1,028.70	592.97	508.48		413.94
4,419.32	4,946.61	6,556.37	6,446.50	3,601.82
2,290.90	2,391.48	2,773.34	2,330.46	2,438.45
167.07	256.25	308.22	248.11	301.54
17.59	30.33	23.89	25.18	38.81
218.15	218.15	220.07	334.61	526.78
3,500.00	1,217.92	3,360.26	8,727.31	2,753.12
	90.00	-90.00	157.62	156.00
			19,669.91	
2,197.91	2,217.99	3,506.64	2,949.59	3,394.71
1,487.95	1,094.06	1,620.37	1,670.25	2,642.32
	150.00	150.00		100.00
	63.00			64.58
2,862.40	1,764.02	1,797.49	1,943.72	2,180.15
1,303.09	784.18	607.05	1,992.53	889.74
670.52	556.24	442.76	1,045.49	385.48
94.61	56.88	377.11	1,104.61	445.12
		194.13	200.00	
520.30				
		1,062.50	1,062.50	1,062.50
4,052.86	5,551.85	5,578.99	4,853.93	7,159.37
		188.97	281.82	362.22
1,904.29	2,407.54	2,053.83	2,220.53	3,618.37
	105.00	2,025.00		
				2,000.00
1,299.12	2,624.99	4,073.67	7,990.05	5,394.47
82.83	120.48	143.07		
225.00	225.00	150.00		
564.35	1,174.08	1,337.11	2,487.56	2,945.23
7.05	9.22	10.94		2.30
17.22	17.22	11.48		

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	218.40			
			0.80	909.50
283.55	334.85	64.58		297.31
94.55	108.87	15.49	5.88	99.72
			13,690.00	
		54.16		-12.97
	59.27			59.27
	19,666.66	9,833.33	9,833.33	9,833.33
	15,252.14	5,657.16	5,876.55	11,920.55
	30.41	212.50	212.50	212.50
316.91	2,661.25	96.33	812.57	167.63
1.05	9.89	37.80	56.37	72.59
201.56	1,367.61	50.82	357.25	268.17
			677.69	93.44
2,246.53	20,581.55		11,668.22	3,530.90
				21,250.00
183.79	109.94	183.39	278.83	387.67
			2,261.98	1,180.00

195.26	1,025.99	64.45	561.98	132.97
		23.98		
1,402.54	1,716.96	1,643.79	1,817.48	1,929.78
461.75	280.38	1,279.93	570.00	710.16
825.37	833.73	786.46	2,156.64	1,522.62
204.40	126.82	327.28	260.72	312.56
			1,002.31	551.64
878.69	603.52	1,192.38	1,097.19	1,832.04
		95.88	84.80	84.80
341.92	330.37	190.97	69.60	140.90
18.74	7.16	6.52	3.08	3.08
-1,032.04	1,824.09	-6,504.47	-2,200.83	9,138.46
15,900.23				23,273.40
	17,649.50		13,309.64	
			36,147.24	
2,176.52				706.56
	7,140.10		3,025.36	
19,601.18			11,471.82	
0.08	1.80	0.39	1,707.45	142.83
122.26	0.92	0.15	2,162.02	288.79
			829.58	118.20
31,421.47	16,518.44	52,480.15		
169.99				
7,755.50	528.73		40,327.92	469.73
115,102.33				

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92,722.60	45,573.52 14,917.46	7,885.00	16,279.35	37,212.31
10,804.00	17,953.50	11,873.30	20,537.58	2,018.60
646.20				
15,042.33	9,717.52		21,395.66	31,993.30
635.00	9,432.43	6,698.40	25,462.64 11,488.76	211.81
411,809.00 75,000.00				
298,184.50 21,779.00				

d)

BARS_Month8YTD BARS_Month9YTD BARS_Month10YTD BARS_Month11YTD

3,925.60	2,728.69	
42,564.73		
42,564.73		
737.50		
76,643.83		
3,409.85		
	5,438.97	6,186.55
567.26	595.32	6.61
5,982.29	1,088.84	
950.70		
1,573.38	3,571.42	
413.33		

d)

		531.00
164.67	16.00	
167.66	17.00	73.25
167.67	17.00	
1,552.85	29,950.16	2,409.70
350.00	400.00	100.00

5,307.89

140,642.00

3,304.51

2.45

130.00	150.00	130.00
97,324.95	102,996.99	55,975.63
52.07	57.93	
80.00	30.00	92.00

1,476.84	489.28	5,418.06
150,226.86	149,380.97	80,641.36
9,114.40	8,152.92	4,124.46

d)

1,100.00	200.00	1,474.12
103.79	26.60	598.39
15.59	8.21	22.04
11.73	347.52	185.88
8.87	17.74	
59.54	388.12	129.33
6,408.85		
1,520.88		
7,720.07		
126.59		
5,416.75		
83.42		
48.40		
1,006.90		
864.27		
241.94		
600.00	600.00	
1,237.43		12,334.00
4,005.06		8,910.00
25.00		
228.41	434.72	
118.02	334.70	579.42
2.46	7.11	12.44

d)

122.30	58.80	687.62
600.00	750.00	44.10
45.92	-34.41	

290.46	276.91	
22.22	6.08	
1,667.00	1,667.00	1,667.00
600.00	600.00	
5,017.98	4,502.52	
45.90	-22.95	
1,219.03	776.81	
		259.08
500.00		
6,455.87	12,149.88	
814.83	3,038.98	311.02
49.19	53.93	
	495.00	2,050.00
	5,257.98	3,519.23
		286.90
	160.00	200.00
135.00		100.00
838.56	316.22	
		43.08
120.48	233.43	
9.22	10.11	
1,500.00	1,500.00	1,500.00
3,370.00	7,960.00	5,145.00
		464.57
	3,878.33	1,490.00
607.21	598.48	
334.30	364.86	
9.70	7.76	5.84
	34.55	
265.58	537.43	410.84

d)

699.70	10.82	402.89
182.15	182.15	182.15
5.25		59.75
893.82	1,737.72	267.89
3,425.48	945.27	992.31
681.22	897.12	783.49
6.00		
17,318.91	1,552.85	9,306.72
600.00		
25,675.00	25,675.00	25,675.00
971.38		
579.51		
1,000.00	1,000.00	
76.50		
	-1.79	
4,118.56	1,961.06	1,396.80
1,511.19	92.94	595.29
195.06	54.35	
486.75	172.84	283.38
10.00	410.00	10.00
266.54	140.12	116.23
61.93		
20.43	-7.39	
737.57	466.70	639.70
130.00	5,530.00	1,000.00
		455.00

3,787.80	4,717.10	
1,747.08	2,118.98	
	3,273.27	9,319.70
3,930.00		
7.61	13.21	13.90
5,899.00	8,155.41	2,490.00
106.00		
	1,179.66	13,825.57
6,740.08	10,457.15	
4,223.89	4,145.26	
422.38	267.79	
148.60	160.68	
1,650.77	1,665.61	1,786.21
490.72	255.20	
2,144.31	4,972.23	10,395.44
1,172.50	1,043.00	332.00
553.31	158.05	555.01
	2,937.00	
4,774.84	38.88	2,666.22
	1,202.50	
6,102.94	6,170.43	
3,072.23	3,094.81	
2,142.32	2,189.44	464.72
6,665.97	5,507.20	
3,175.88	2,267.48	
4,798.26	4,945.99	
4,372.51	5,209.45	
2,027.14	2,517.52	
	3,273.28	4,840.68
3,806.00		
7.60	13.20	13.90
3,906.75	8,747.12	4,343.90
106.00	100.00	
26.95	32.66	1,174.46
5,955.60		

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14,346.08	9,483.17	11,702.55
4,223.89	4,145.26	
422.38	267.79	
301.13	998.09	261.90
982.60	991.43	1,063.22
490.71	255.19	
16,543.55	1,932.59	8,044.24
1,554.93	1,386.00	1,512.00
778.17	409.28	795.72
1,778.69	2,206.79	
738.99	928.80	
13,020.72	14,163.54	
5,945.58	6,453.67	
3,047.92	41.23	909.12
42.20	68.41	
21.56	74.34	
3,972.17	4,131.31	
5,632.84	7,151.97	
2,878.35	3,647.60	
1,150.72	984.53	1,367.46
18,452.00	33,519.42	50.00
136.74		201.04
6,344.04	47.49	47,995.26
1,039.48	1,744.09	
495.25	850.22	
4,877.04	82.46	2,522.03

d)

82.46	82.46	82.46
	2,057.12	
	-151.35	
447.00		
4,293.86	4,237.59	
1,940.64	2,587.34	
295.96	290.53	
28.44	17.94	
235.82	237.94	255.17
		195.81
4,122.60	4,619.60	
2,187.38	2,375.21	
	421.95	421.95
689.56		1,185.64
2,857.78	2,024.86	2,550.81
1,660.34	3,111.10	1,002.65
		1,069.20
767.68	21.64	1,815.71
4,984.32	736.88	127.38
250.00		5,000.00
1,062.50	1,062.50	
6,782.80	4,344.48	
246.08	259.31	
2,701.77	837.06	
5,802.69	16,468.69	
105.42	143.07	
225.00	225.00	
2,134.04	2,784.72	
8.07	4.47	
17.22		

d)

		195.00
	300.00	331.51
677.66	294.55	
207.06	30.04	
1,536.00		
60.05		
15,271.93	20,224.28	17,064.33
		20,000.00
		13,000.00
		17,000.00
212.50	212.50	
33.17	93.34	
49.22	47.25	
23.44	36.57	
	2,057.12	19.40
	7,399.48	
10,000.00		
		5,000.00
	3,000.00	
21,250.00		21,250.00
	6,000.00	
		20,000.00
196.53	198.29	212.65
	208.70	
	2,620.00	1,640.00
		5,000.00

195.90	91.49	
2,669.51	1,902.42	
546.74	691.85	
1,381.94	1,196.68	
166.91	217.04	
70.18	530.07	12.05

82.46	82.46	82.46
90.00		
118.02	334.70	579.42
2.46	2.46	12.44
-1,171.34	-17,299.02	3,930.50
	16,125.32	

30.00

1,955.05

1,205.37	
676.31	-60.20

7,521.97	16,470.88

16,637.46

d)

		2,701.33
	3,033.49	22,453.01
4,924.40	14,279.92	
33,599.00		43,844.63
		45.93

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BARS_Month12YTD	v.Total YTD	v.Total Budget
	100,000.00	100,000.00
	22,250.75	22,455.62
	275,149.61	237,553.05
	108,895.00	108,895.00
	61,191.00	61,191.00
	1,341,464.87	951,484.99
	11,256.65	11,256.65
	51,135.13	51,135.13
	10,436.64	10,246.39
	354,785.42	344,042.65
	1,989,737.01	1,927,519.12
	3,822.61	71,427.56
	1,349,208.86	272,548.92
	-1,355,653.10	
	19,550.00	19,550.00
	102,321.15	25,043.07
	33,414.00	33,414.00
		10,000.00
	658,938.04	394,220.75
	258,604.92	153,567.18
	1,833,742.71	1,483,296.15
	-385,304.60	
	-37,749.84	
	-49,000.30	
	286,262.23	577,882.16
	302,312.46	400,000.00
	234,843.50	400,000.00
	2,027.50	5,000.00
	350,701.73	487,190.00
	19,746.04	30,000.00
	73,125.15	70,000.00
	28,427.62	13,500.00
	9,009.93	7,500.00
	916.67	3,000.00
	9,583.39	8,000.00
	23,239.01	16,000.00
	950.70	
	25,122.58	20,000.00
	2,326.67	1,400.00
	3,060.00	1,500.00

4,445.60	
1,182.00	
1,307.24	
1,734.01	
92,896.53	40,000.00
19,383.00	600.00
	130,000.00
70,600.00	
372,498.91	
190,128.11	
10,000.00	
74,297.14	450,000.00
140,642.00	100,000.00
1,701.07	
	335,700.00
	11,000.00
1,006.53	2,019.30
17,707.84	28,906.20
750.00	1,000.00
2,785.91	2,500.00
1,662.10	2,226.00
2,810.52	2,858.15
110.04	
7,601.00	10,430.40
5,926.98	11,718.30
7.66	
	305,600.85
12,743.14	
5,408.59	7,000.00
749,021.90	1,085,337.54
281.25	1,500.00
-38.00	1,000.00
200.00	600.00
	4,000.00
20,420.65	10,000.00
1,330,729.89	1,785,282.00
59,538.85	
	300.00

7,874.12	4,500.00
157,083.79	254,100.00
1,114.88	5,000.00
	100.00
83.53	1,000.00
1,246.40	1,000.00
454.36	600.00
3,147.56	5,000.00
32,214.97	5,000.00
7,626.08	
42,309.34	
691.15	
30,482.71	
370.83	
179.37	
6,734.11	
6,881.71	4,000.00
9.81	
1,295.31	200.00
2,700.00	2,500.00
5,280.00	
76,982.02	46,674.00
71,771.06	56,532.00
25.00	
7,626.64	300.00
2,305.11	
66.07	
175,449.13	
130,174.00	
63,006.48	1,737,617.00
598.50	
75,000.00	75,000.00

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411,809.00	411,809.00

298,184.50	298,184.50
21,779.00	21,779.00

100,000.00
27,455.62
257,553.05
130,674.00
61,191.00

863,639.99
11,256.65
51,135.13
10,246.39

344,042.65
2,064,329.99
69,168.73
257,642.01

19,550.00
22,101.83
33,414.00
10,000.00
162,194.75
210,099.18
1,069,158.87

687.62	2,500.00
2,389.87	3,500.00
8,550.00	24,000.00
654.15	1,500.00

	500.00
	5,000.00
3,153.51	5,400.00
283.29	2,160.00
1,179.00	1,200.00
	500.00
16,666.00	20,000.00
	250.00
5,400.00	7,200.00
43,802.61	119,389.73
413.10	625.00
13,107.78	30,827.66
381.15	2,000.00
539.90	1,000.00
64,883.70	85,658.96
10,993.54	27,255.12
1,778.75	600.00
6,845.00	12,400.00
8,777.21	7,000.00
286.90	3,500.00
104.00	200.00
2,362.72	3,000.00
2,125.00	1,200.00
4,114.48	4,000.00
43.08	500.00
1,671.66	2,920.20
142.44	259.57
	1,000.00
	6,000.00
15,000.00	16,000.00
22,740.00	15,000.00
3,554.68	1,000.00
514.57	750.00
10,954.99	33,000.00
	10,000.00
25.00	25.00
	500.00
70.50	
2,178.68	6,615.00
1,248.04	3,307.50
514.42	1,000.00
	3,000.00
16,795.05	1,000.00
29,259.76	28,700.00
50.00	1,000.00
1,943.63	1,000.00
31,348.82	26,560.00

3,513.14	4,500.00
1,981.85	3,000.00
167.84	
6,856.29	10,000.00
36,167.62	39,800.00
4,554.50	4,000.00
429.00	500.00
69,159.28	40,000.00
995.00	3,000.00
256,750.00	308,100.00
2,785.91	2,700.00
1,662.10	1,600.00
9,000.00	13,200.00
608.32	
688.50	1,070.00
201.06	
	16,000.00
	1,000.00
	2,500.00
82,922.41	25,000.00
34,772.69	20,000.00
1,239.57	1,030.00
2,071.36	3,090.00
1,110.48	20,000.00
1,341.68	1,400.00
2,713.62	2,545.00
	1,000.00
571.25	350.00
416.25	150.00
906.95	5,250.00
-66.63	2,625.00
	700.00
	300.00
70.00	1,000.00
489.16	2,500.00
	500.00
262.50	4,200.00
112.50	1,800.00
5,093.47	6,000.00
3,651.26	5,788.13
	4,000.00
	84,000.00
	36,000.00
4,343.87	8,400.00
1,861.66	3,600.00
16,168.00	25,000.00
6,695.00	13,000.00

3,000.00	2,000.00
	2,500.00
3,243.96	3,500.00
40,672.46	56,167.23
19,299.75	22,466.89
2,205.00	104,964.64
12,592.97	6,556.36
5,464.55	5,627.54
508.83	2,185.45
83,795.39	10,000.00
9.00	3,246.35
193.00	10,300.00
32,096.91	7,300.00
17,951.13	39,768.00
39,552.60	57,310.24
4,180.99	18,421.15
1,741.69	4,425.54
23,999.42	31,305.82
3,296.96	4,278.18
40,208.96	38,245.45
7,423.08	5,463.64
9,724.01	18,358.72
3,203.91	4,415.45
6,002.57	6,180.00
53,041.64	70,274.53
54,640.99	49,098.97
22,731.84	28,840.00
8,068.67	20,600.00
52,949.41	87,422.40
28,099.84	43,711.20
10,598.46	11,255.09
54,040.49	74,933.49
29,029.03	37,466.74
30,862.75	51,966.02
62,523.14	83,018.40
29,639.65	34,955.81
	118,096.27
8,113.96	8,741.82
5,252.37	2,731.82
330.73	1,092.73
42,493.11	10,000.00
	2,060.00
630.00	8,240.00
7,738.50	4,027.27
13,707.59	

65,739.38	97,308.00
39,552.60	57,310.24
4,180.99	18,421.15
3,563.86	4,429.00
18,119.59	22,268.14
3,091.99	4,278.18
32,875.42	21,109.00
12,179.80	22,947.27
3,823.50	11,724.00
5,283.70	5,026.54
56,696.49	80,072.72
44,162.28	40,810.16
20,226.21	44,901.53
7,975.02	16,615.82
489.85	5,463.64
	491.73
125,840.17	174,199.78
55,672.09	92,302.54
12,625.48	28,410.90
11,960.03	32,278.90
550.14	
292.93	
21.30	
150.31	
30,155.91	43,982.26
52,814.66	84,118.70
29,553.18	29,215.99
11,931.67	15,000.00
52,021.42	36,750.00
	60,374.12
	17,010.00
1,070.17	200.00
25,254.09	54,285.00
54,386.79	101,143.00
11,605.45	13,230.00
6,131.83	7,717.50
	500.00
5,510.80	10,500.00
	1,764.00
	700.00
23,308.19	22,050.00

1,582.02	3,307.50
1,316.63	3,000.00
15,257.65	12,000.00
	8,820.00
2,197.03	21,631.05
1,250.13	9,613.80
	500.00
2,782.87	4,410.00
3,353.38	3,500.00
46,128.39	57,528.45
22,708.92	22,951.30
2,720.77	6,008.63
282.50	1,802.59
5,656.33	2,331.00
19,593.61	3,500.00
	3,000.00
	550.00
17,751.80	14,990.00
195.81	500.00
313.62	1,000.00
19,669.91	5,000.00
31,397.31	43,584.45
17,761.07	19,856.34
1,243.90	1,060.00
2,002.78	4,500.00
19,877.78	28,550.00
14,117.53	15,000.00
1,069.20	14,908.26
14,172.49	12,875.00
8,829.91	6,270.00
10,856.89	25,000.00
5,644.13	5,250.00
520.30	521.00
5,312.50	82,687.50
43,829.30	
1,338.40	35,831.25
18,269.27	
2,130.00	
2,000.00	
47,831.45	63,393.75
707.82	1,800.00
1,275.00	4,500.00
15,307.90	28,527.19
59.33	180.00
97.58	500.00
	200.00

	100,000.00
218.40	1,000.00
	1,500.00
	1,500.00
195.00	600.00
1,541.81	200.00
2,255.11	
683.08	
13,690.00	26,485.00
1,536.00	1,600.00
	10,000.00
	10,000.00
152.02	150.00
118.54	
101,927.19	118,000.00
56,144.53	84,000.00
	5,000.00
20,000.00	20,000.00
13,000.00	13,000.00
	7,257.56
17,000.00	17,000.00
1,466.20	5,000.00
4,989.65	3,300.00
331.90	1,000.00
2,747.08	1,700.00
2,847.65	
45,426.68	93,000.00
	1,000.00
10,000.00	10,000.00
5,000.00	5,000.00
3,000.00	3,000.00
	20,000.00
63,750.00	85,000.00
6,000.00	6,000.00
20,000.00	20,000.00
	5,000.00
2,067.29	
208.70	2,000.00
	5,000.00
	10,000.00
	700.00
7,701.98	9,035.00
	11,000.00
	15,000.00
	5,000.00
	10,000.00
5,000.00	5,000.00

2,490.97	
351.35	1,500.00
13,734.91	29,767.50
4,968.36	
9,104.94	15,479.10
1,849.93	
2,166.25	5,000.00
6,053.45	20,000.00
90.97	500.00
914.70	1,800.00
90.00	
2,305.11	
60.80	
-28.78	
32,025.55	32,025.44
23,273.40	23,273.39
30,959.14	26,802.15
	30,678.05
30.00	20,000.00
	300,000.00
36,147.24	36,147.24
4,131.57	5,090.24
706.56	232.73
10,165.46	5,867.85
	18,901.15
	8,521.00
	74,921.50
19,601.18	
11,471.82	22,039.95
7,491.12	5,728.86
5,593.97	2,864.43
3,595.98	2,185.45
24,494.06	251,700.00
	27,000.00
128,978.45	144,184.50
169.99	
65,719.34	
115,102.33	142,500.00

d)

204,126.22	30,000.00
63,740.23	100,000.00
	11,500.00
96,512.41	2,073,317.00

1,455.24	22,000.00

155,592.44	50,000.00
	400,000.00

62,162.57
21,133.00
1,960.43

411,809.00	411,809.00
75,000.00	75,000.00

298,184.50	298,184.50
21,779.00	21,779.00

BARS_TaxYear	BARS_Fund	BARS_Program	BARS_Department	BARS_BAS	BARS_EL	BARS_OB
2025	030	000	308	308	31	00
2025	103	000	308	308	31	00
2025	105	000	308	308	31	00
2025	300	000	308	308	31	00
2025	406	000	308	308	31	00
2025	408	000	308	308	31	00
2025	630	000	308	308	31	00
2025	103	000	308	308	31	01
2025	300	000	308	308	31	01
2025	001	000	308	308	31	02
2025	107	000	308	308	41	00
2025	020	000	308	308	51	00
2025	010	000	308	308	51	00
2025	020	000	308	308	51	00
2025	100	000	308	308	51	00
2025	400	000	308	308	51	00
2025	410	000	308	308	51	00
2025	420	000	308	308	51	00
2025	500	000	308	308	51	00
2025	001	000	308	308	51	01
2025	100	000	308	308	51	01
2025	400	000	308	308	51	01
2025	400	000	308	308	51	02
2025	001	000	308	308	91	00
2025	311	000	308	308	91	00
2025	312	000	308	308	91	00
2025	313	000	308	308	91	00
2025	314	000	308	308	91	00
2025	415	000	308	308	91	00
2025	001	000	310	311	10	00
2025	001	000	310	313	11	00
2025	100	000	310	313	11	00
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2025	103	000	310	313	31	00
2025	001	000	310	313	71	00
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2025	001	000	310	316	43	00
2025	001	000	310	316	45	00
2025	001	000	310	316	46	00
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2025	001	000	320	321	99	01
2025	001	000	320	321	99	02
2025	001	000	320	321	99	03

2025	001	000	320	322	10	00
2025	100	000	320	322	10	00
2025	400	000	320	322	10	00
2025	400	000	320	322	10	00
2025	001	000	380	322	10	00
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2025	410	000	330	331	35	00
2025	410	000	330	331	66	00
2025	030	000	330	332	92	10
2025	311	000	330	333	20	20
2025	001	000	330	334	00	00
2025	001	000	330	334	02	70
2025	312	000	330	334	03	10
2025	314	000	330	334	03	60
2025	100	000	330	334	03	80
2025	311	000	330	334	03	80
2025	313	000	330	334	04	20
2025	020	000	330	334	06	90
2025	415	000	330	334	06	90
2025	001	000	330	335	00	91
2025	100	000	330	336	00	71
2025	100	000	330	336	00	87
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2025	001	000	330	336	06	25
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2025	001	000	330	336	06	42
2025	001	000	330	336	06	51
2025	001	000	330	336	06	94
2025	100	000	330	336	06	95
2025	001	000	330	337	40	00
2025	001	000	330	337	40	00
2025	001	000	340	341	43	00
2025	001	000	340	341	81	00
2025	001	000	340	341	93	00
2025	020	000	340	342	21	00
2025	001	000	340	342	33	05
2025	400	000	340	343	40	00
2025	400	000	340	343	40	18
2025	400	000	340	343	40	19
2025	400	000	340	343	40	20
2025	400	000	340	343	40	21
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2025	400	000	340	343	41	00
2025	400	000	340	343	50	00
2025	400	000	340	343	50	01
2025	400	000	340	343	50	02
2025	400	000	340	343	51	00

2025	400	000	340	343	51	00
2025	001	000	340	345	83	00
2025	500	000	340	348	00	00
2025	001	000	350	353	10	00
2025	001	000	350	353	70	00
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2025	001	000	360	361	40	00
2025	001	000	360	362	00	00
2025	500	000	360	362	10	03
2025	001	000	360	367	00	00
2025	020	000	360	367	10	00
2025	107	000	360	367	27	00
2025	400	000	360	367	40	00
2025	400	000	360	367	50	00
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2025	500	000	360	369	10	00
2025	400	000	360	369	10	01
2025	400	000	360	369	10	02
2025	400	000	360	369	40	00
2025	400	000	360	369	81	00
2025	001	000	360	369	91	00
2025	400	000	360	369	91	00
2025	400	000	380	386	00	00
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2025	415	000	390	391	90	00
2025	001	000	390	395	10	00
2025	500	000	390	395	10	00
2025	100	000	390	395	20	00
2025	100	000	397	397	00	00

2025	311	000	397	397	00	00
2025	311	000	397	397	00	00
2025	400	000	397	397	00	00
2025	400	000	397	397	00	00
2025	100	000	397	397	01	00
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2025	103	000	999	508	31	01
2025	300	000	999	508	31	01
2025	001	000	999	508	31	02
2025	107	000	999	508	41	00
2025	020	000	999	508	51	00
2025	010	000	999	508	51	00
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2025	100	000	999	508	51	00
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2025	100	000	999	508	51	01
2025	400	000	999	508	51	01
2025	400	000	999	508	51	02
2025	001	000	999	508	91	00
2025	311	000	999	508	91	00
2025	312	000	999	508	91	00
2025	313	000	999	508	91	00
2025	314	000	999	508	91	00
2025	415	000	999	508	91	00
2025	001	000	511	511	30	41
2025	001	000	511	511	30	44
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2025	001	000	511	511	60	20

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2025	001	000	513	513	10	20
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2025	001	000	514	514	20	41
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2025	001	000	514	514	20	41
2025	001	000	514	514	20	43
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2025	001	000	514	514	41	41
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2025	001	000	515	515	41	41
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[illegible]

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0000	31371000000	313 71 00 0000	313	000
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0001	32210000001 322 10 00 0001	322	000
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0000	35370000000	353 70 00 0000	100	000
0000	35520000000	355 20 00 0000	100	000
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0000	35737000000	357 37 00 0000	100	000
0000	35950000000	359 50 00 0000	344	000
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BARSAccountSchedule16Code	BARS_Title
	ARPA-Beginning Balance
	Tourism Reserved C&I - Capital
	Affordable Housing-Beg Balance
	Cap Imp Reserved Begin C&I
	WWSLAR Beginning Cash
	WW Debt Reserve Beg. Balance
	Stevenson Municipal Court-Beg Balance
	Tourism Reserved C&I - Rev. Shortfall
	Cap Imp Res Begin C&I Waterfront Imp
	Reserved Cash - Custodial
	HEALing SCARS-Beg. Balance
	Fire Unreserved-Beginning Cash
	General Reserve-Beginning Cash
	Fire Res-Beginning Cash
	ST Unreserved Begin CA & Invest
	WS Unreserved Begin CA & Invest
	WW Sys Upgrades Beg Cash & Invest.
	Cascade Ave Mitigation-Beginning Balance
	ES Unreserved Begin CA & Invest
	Reserved Cash - Unemployment
	ST Unreserved Begin C&I Snow Reserve
	WS Res Begin C&I System Dev Water
	WS Res Begin C&I System Dev Sewer
	Unreserved Cash & Investments
	First St-Res Beg Cash
	Columbia Ave Beginning Balance
	Park Plaza-Estimated Beginning Balance
	Lasher-Estimated Beginning Balance
	Cascade Ave. Utility Improv. Estimated Beginning Balance
	General Property Tax
	Sales Tax
	Additional .5% Sales Tax
	Affordable And Supportive Housing Sales And Use Tax
	Stadium (Motel/Hotel) Tax
	Local Criminal Justice Tax
	PUD Excise Tax
	Natural Gas Utility Tax
	Garbage Utility Tax
	Cable TV Utility Tax
	Telephone Utility Tax
	Leasehold Tax
	Rock Cove ALF In-Lieu Tax
	TBD Vehicle Fees Received
	Real Estate Excise Tax
	Business Licenses
	Peddlers & Solicitors Permit
	Vacation Rental Licenses

Building Permits
 Streets-Public Works Permit Review
 WA-Public Works Permit Review
 WW-Public Works Permit Review
 Building Permit Fees-County Pass Through
 Street ROW Applications & Permits
 EDA Grant-WW Coll. Sys. Upgrades
 USDA Grant Proceeds-WW Coll. Sys. Upgrades
 EPA Grant-WWTP Construction
 DOC-ARPA Distribution
 First St.-TA Grant
 Growth Management Grant - PUG
 RCO Parks Planning Grant
 Columbia Ave-DOE IPG
 Lasher-WSDOT Grant
 TIB Chipseal Grant
 Fist St-TIB Grant
 Park Plaza - DOC Grant
 Grant Reimbursements - EMS/Trauma Care
 Cascade Improv-PWB Grant Proceeds
 PUD Privilege Tax (in Lieu)
 Multimodal Transportation - Cities
 Street Fuel Tax-MVFT
 Criminal Justice - Low Population
 Criminal Justice - Contracted Services
 Criminal Justice - Special Programs
 Marijuana Excise Tax
 DUI/Other Crim Justice Assist
 Liquor Excise Tax
 Liquor Profit Tax
 Private Harvest Tax
 Pool District Loan Repayment-Principal
 General Admin Services
 Printing/Photocopy Services
 Port of Cascade Locks-Facilities Maint
 Fire District II Fire Control
 Active Probation Fee
 Water Sales
 Turn on Fees
 Disconnect/Nonpayment Fee
 Water Construction Hookup
 Hydrant Rental - External
 Hydrant Rental-Internal (fire)
 Installation Water
 Sewer Service Income
 BOD Surcharge
 Downspout-Sump Pump Discharge
 Installation Sewer

Sewer Service-Other
 Planning Fees
 Equipment Rental-Internal
 Traffic Infractions/Parking
 Non-Traffic Infractions
 DUI Fines
 Criminal Traffic Fines
 Criminal Non-Traffic Fines
 Court Cost Recoupments
 FOG Violation Fees
 Interest Income/General Fund
 Fire Unreserved-Interest
 General Res-Interest
 Fire Res-Interest
 Interest Income - Streets
 Interest Income/Tourism
 Affordable Housing Interest
 HEALing SCARS Interest
 Interest on Investments-Cap Imp
 Interest on Investments - W/S
 Interest Income/ES
 Sales Tax Interest
 Park Rentals
 Equipment Rental-External
 Contributions to Shoreline Public Access In-Lieu
 Fire Donations
 HS-Contributions and Donations
 Water Capital Contributions
 Sewer Capital Contributions
 Sale of Scrap Streets
 Sale of Scrap Equip Service
 Water-Sale of Scrap/Junk
 Sewer Miscellaneous Income
 WWTP - Stellar Jay Damages Received
 Cashier's Overages/Shortages
 Miscellaneous Income
 Other Miscellaneous/NSF Fee Recovery
 Customer Deposits
 Agency Deposit - Court Remittances
 Agency Deposit - CVC
 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades
 Equipment Lease
 DOE Construction Loan
 Cascade Improv-PWB Loan Proceeds
 Sales of Capital Assets (Timber)
 Sale of Fixed Assets
 Insurance/Private Claims Reimbursement
 Transfer In From General Fund

2020 USDA

First St-Transfer In From Streets
 First St-Transfer In From CIP
 TBD Transfer in to Water
 TBD Transfer in to Sewer
 Transfer In From CIP
 Fire Res-Transfer In From General Fund
 Lasher-Transfer in from CIP
 Transfer In from ARPA Fund
 Transfer In from Water/Sewer Fund
 WWSLA-Transfers In
 WW Debt Res-Transfers In
 Cascade Improv - Transfer from WS Fund
 Transfer In from Water/Sewer Fund
 Cascade Improv - Water Transfer from WS Fund
 Park Plaza-Transfers In from TAC
 ARPA-Ending Balance
 Tourism-Cap. Facility Reserve
 Affordable Housing-Ending Balance
 Cap. Imp.-Ending Cash
 WWSLAR-Ending Cash
 WW Debt Reserve-Ending Balance
 Stevenson Municipal Court-Ending Bal
 Tourism-Ending Cash
 Cap. Imp.-Waterfront Imp Res
 CE-Custodial
 HEALing SCARS-Ending Balance
 Fire Unreserved-Ending Cash
 General Res-Ending Cash
 Fire Res-Ending Cash
 Streets-Unreserved Ending Cash
 WS-Ending Cash
 WW Cap-Ending Cash
 Cascade Ave Mitigation-Enging Balance
 ES-Ending Cash
 CE-Unemployment Reserve
 Streets-Snow Reserve
 WS-Water Reserve
 WS-WW Reserve
 CE-Unreserved Ending Cash
 First St-Ending Balance
 Columbia Ave Ending Balance
 Park Plaza-Ending Balance
 Lasher-Ending Balance
 Cascade Ave. Utility Improv. Estimated Ending Balance
 Ordinance Codification
 Legislative Publishing
 Council Salary
 Council Benefits

Travel/Lodging Council
 Tuition Council
 Court Clerk Salary
 Court Clerk Benefits
 Court Supplies
 Jury Management/Courtroom Use
 Interpreter Fees
 Municipal Court Contract
 Sheriff Warrant Service Charge
 Mayor Salary
 City Administrator Salary
 Mayor Benefits
 City Administrator Benefits
 Travel/Lodging Mayor/Administrator
 Tuition Mayor/Administrator
 Budgeting/Accounting Salary
 Budgeting/Accounting Benefits
 EBPP Fees General Fund
 Finance-Contractual Services
 Audit Fee
 Travel Financial/Records
 Clerk Bond Premiums
 Training/Tuition - Financial/Records
 Dues & Membership - Financial
 Fiduciary Fees/VISA
 Miscellaneous Charges
 Minutes - Recording Fee Sal
 Minutes - Recording Fee Ben
 Elections
 Voter Registration Services
 Prosecuting Attorney County Contract
 Advisory Board Services
 Travel - Legal
 Training & Tuition - Legal
 Indigent Defense
 Unemployment Claims
 Old Age Survivor Insurance
 Staff Wellness
 DNR Fire Control Assessment
 Building Repair Salary
 Building Repair Benefits
 Household Supplies/Repairs
 Building Repair Supplies
 Custodial Services
 Contractual Services
 HR-Advertisement
 Eq Svc Internal-Bldg Repair
 Insurance - Liability

Heat & Lights
 City Hall Water/Sewer
 Building Repair Services
 Office Supplies
 General Gov. Contractual Services
 Central Services Telephone
 Miscellaneous - Postage
 Building Permit Fees-County Pass Through Exp
 Dues And Membership - General Govt
 Police Services
 CR Jus #4 Basic Law Enforcemnt
 CR Jus #1 Drug/Alcohol ED
 Fire Chief - Salary
 Administrative Support - Salaries
 Fire Chief - Benefits
 Administrative Support - Benefits
 Fire Contract Volunteer Reimb
 Firefighter Benefits
 Firefighter Pension/Disability
 Fire Supplies
 Fire Supplies FD II
 Fire Truck Fuel
 Fire Truck Fuel FDII
 Fire-Contractual Services
 Fire Telephone
 Fire Truck Insurance
 Fire Hydrant Repair/Supplies
 Dues & Memb./Sub. City Fire
 Dues & Membership/Subscriptions FD II
 Fire Support Salary
 Fire Support Benefits
 Fire Prevention Supplies City
 Fire Prevention Supplies FDII
 Fire Investigations
 Eq Svc Internal - Fire Support
 Travel - Fire Department
 Travel-FD II
 Fire Department Training
 Fire Training FD II
 Fire Hall Heat And Lights
 Fire Hall Water-Sewer
 Water on Demand For Hydrants-Internal
 Fire Hall Repair
 Fire Dist II-Fire Hall Repair
 Fire Equipment Repair
 Fire Equipment Repair FDII
 Probation And Parole Services
 Jail Services

Protective Inspections/Code Enforcement-Software Services
 Code Enfocement - Contractual Servcies
 Dispatch Fees - City
 Radio Contract
 WA-Administrative Salary
 WA-Administrative Benefits
 General Admin Fee
 WA-Audit Fee
 WA-Op. Permit(DOH)/Other Fees
 WA-Dues & Membership/Filing Fees
 WA-Admin Planning Water - Consulting
 WA-Travel
 WA-Training
 WA-Small Tools/Minor Equipment
 WA-Repair-Contracted Labor
 WA-Customer Services Salary
 WA-Customer Services Benefits
 WA-Office Supplies And Postage
 WA-Computer Services/Repair
 WA-EBPP Fees
 WA-Operating Supplies
 WA-Testing
 WA-Services
 WA-Telephone
 WA-Telemetry/Meter Services
 WA-Eq Svc Internal - Water
 WA-Insurance
 WA-Electricity
 WA-Prof Services - General
 WA-Operations Plant Salary
 WA-Operations Plant Benefits
 WA-Chemicals Plant
 WA-Consultant Services - Plant
 WA-Operations T & D Salary
 WA-Operations T & D Benefits
 WA-Taxes
 WW-Administrative Salary
 WW-Administrative Benefits
 WW-General Admin Fee
 WW-Audit Fee
 WW-Permit Fees/DOE
 WW-Advertising
 WW-Dues & Membership/filing Fees
 WW-Admin Planning Sewer - Consulting
 WW-Travel
 WW-Training
 WW-Maintenance Supplies
 WW-Repair (Contract Serv) T&D

WW-Solids Hauling & Disposal
 WW-Plant Services
 WW-Customer Service Salary
 WW-Customer Service Benefits
 WW-Office Supplies & Postage
 WW-Computer Services/Repair
 WW-EBPP Fees Sewer
 WW-Operating Supplies
 Sewer Operations Testing
 Sewer Operations-Services
 Sewer Telephone
 WW-Eq Svc Internal - Sewer
 Sewer Insurance
 WW-Operations Coll. Salary
 WW-Operations Coll. Benefits
 WW-Coll Electricity
 WW-Coll. Water
 WWTP-Operations Salary
 WWTP-Operations Benefits
 WW-Electricity
 WW-Plant Water
 WW Sampling Salary
 WW Sampling Benefits
 WW Sampling Supplies
 WW Sampling Professional Services
 WW Industrial Pretreatment Services
 WW Sampling Equipment Rental
 Sewer Taxes
 Road Maintenance - Salaries
 Road Maintenance - Benefits
 Supplies-Roadway
 Chip Sealing and Overlay Supplies
 Streets Admin Fees-Internal
 Street Services-Roadway
 Telephone
 Eq Svc Internal - Road Maintenance
 Contracted Labor-Roadway
 Chip Sealing and Overlay Services
 Environmental Permits-Roadway
 Storm Drain Maint - Salaries
 Storm Drain Maint - Benefits
 Storm Drain Maint - Supplies
 Storm Drain - Consultant Svc
 Eq Svc Internal - Storm Drain Maint
 Dewatering Electricity Chesser
 Storm Drain Maint - Contrlabor
 Path Maintenance-Contract Svcs
 Electricity - Street Lights

2024 CHIP SEAL

Street Landscaping Water
 Repair/maintenance - ST Lights
 Traffic Devices-Signs
 Road Striping
 Snow Removal - Salary
 Snow Removal - Benefits
 Snow Removal - Supplies
 Snow Removal-Services
 Eq Svc Internal - Snow Removal
 Litter Clean-Up
 Street Administration Salaries
 Streets Administration Benefits
 Streets Services Salaries
 Streets Services Benefits
 Computer Services-Street General
 Contracted Services-Street General
 Audit Fee
 Travel - Streets
 Insurance
 Training - Streets
 Misc/Recording Fees/Dues-Street General
 #14 ST Planning Professional Services
 Maintenance Salary
 Maintenance Benefits
 Medical Physicals-Required
 Tires
 Gas and Oil
 Supplies
 General Gov. Admin
 Insurance
 Heat & Lights
 Repairs/Supplies Contracted
 Training
 Air Pollution Authority
 Current Planning Salary
 Development Review Salary
 Current Planning Benefits
 Development Review Benefits
 Development Review Consulting Services
 Development Review Software
 Development Review Publication
 Planning Salary
 Planning Recorder - Salaries
 Planning Commission Salaries
 Planning Benefits
 Planning Recorder - Benefits
 Planning Commission Benefits
 Planning Supplies

Planning & Professional Assist
 Planning Publication
 Travel - Planning/Prof Assistance
 Training & Tuition - Planning
 Dues & Membership - Planning
 Planning Filing Fees/Misc
 Economic Development Salaries
 Economic Development Benefits
 EDC Assessment
 MCEDD Services
 Farmers Market Support
 Food Bank Support
 Substance Abuse/Liquor Excise
 Substance Abuse/Liquor Profits
 Consultant Services, Chamber
 SBA Consultant Services
 Chamber Events
 County - Fair & Bluegrass Festival
 County - Bluegrass Festival
 County-Fireworks
 General Admin Fees
 County - Blues & Brews
 Promotion Salaries
 Promotion Field Salaries
 Promotion Benefits
 Promotion Field Benefits
 Promotion Supplies
 CRGIC Consultant Services
 X-Fest Event
 Dog Mountain Shuttle
 Gorge Outrigger Races
 BOTG Kiteboarding Festival
 County - Fairgrounds Operations
 Main St Program Coordinator (SDA)
 Stevenson Waterfront Music Festival
 SC Fair Board-GorgeGrass
 CGTA Services
 Computer Services
 Audit Fee
 Gorge Olympic Windsurfing Cup
 Gorge Downwind Champs
 OPA-Waterfront Festival
 Stevenson Area Live Music
 Mushroom Festival
 Port of Skamania - Waterfront Weed Removal
 Port of Skamania - Waterfront Bathrooms
 Port of Skamania - Waterfront Irrigation
 Gorgeous Ink Tattoo Convention

TAC - Professional Services
 TAC-Publishing
 Eq Svc Internal - Promotion Field
 Hosting of Meetings/Events
 Park Maintenance Salary
 Parks Admin Salary
 Park Maintenance Benefits
 Parks Admin Benefits
 Parks Supplies
 Mailing & Postage
 Eq Svc Internal - Parks
 Parks Electricity
 Parks Water
 Parks - Contracted
 Agency Disbursement - Court Remit
 Agency Disbursement - CVC
 Payroll Clearing
 WA-SMART Meter Lease-Principal
 Base Res PWTF Loan Principal
 Sewer Outfall - USDA RDA Principal
 WWTP Design-DOE Principal
 WW Coll. Sys.-USDA RD Principal
 WWTP Const-DOE Principal
 Loan Principal
 WA-SMART Meter Lease-Interest
 Base Reservoir PWTF Loan Interest
 Sewer Outfall - USDA RDA Interest
 WWTP Design-DOE Interest
 WW Coll. Sys.-USDA RD Interest
 WWTP Const-DOE Interest
 USDA-Interim Interest & Issuance Costs
 Loan Interest
 City Hall Improvements
 Office Furniture/Equipment
 Computer Equipment
 Water Connections - Salary
 Water Connections - Benefits
 Water Plant Improvements-Suppl
 Eq Rental - Water Connections
 Water Plant Improvements-Contracted
 WA-Fixed Assets To Capitalize
 WWTP-Equipment
 WWTP-Lab Equipment
 WW-Line Extensions Contracted
 Coll. Sys. Upgrades Consultant Svs
 Coll. Sys. Upgrades Construction Svs
 Collection Sys. Upgrades-PUD
 Collection Sys. Upgrades-Add-Ons

2021 EDA

2021 EDA

2024 LASHER
2024 LASHER

WWTP-Consultant Services
 WWTP-Construction Services
 WWTP Upgrades-PUD
 WWTP-Deferred Maintenance
 Cascade Ave. Utility Improv.-Consultant Services
 Cascade Ave Improv.-Construction Services
 WW Upgrades-Permitting
 WW - Fixed Assets to Capitalize
 Public Works Shop
 WWTP - Stellar Jay Damages
 Public Works Lower Shop
 Equipment Purchase
 Columbia Ave-Consultant Services
 Park Plaza-Design Consultant
 Lasher-Consultant Engineer
 Lasher-Construction
 Chamber Office Display Remodel
 Courthouse Park Plaza (SDA-City)
 First St-Construction
 First St-Engineering Svc
 Lakeview Road Paving
 Wayfinding Signs-Tourism
 TBD Transfer Out to Water
 TBD Transfer Out to Sewer
 Transfers-Out - Fire Reserve
 Transfers-Out - To 100 Street Fund
 Transfer Out to Streets
 Transfer Out to 410 WW Sys. Upgrades
 Transfer Out To 406 WW Short Lived Assets
 WWater Transfer Out to 415 Cascade Ave
 Transfer out to 420-Cascade Ave Mitigation
 Water Transfer Out to 415 Cascade Ave
 Transfers-Out - To 311 First Street
 Transfer Out to 314 Lasher
 Transfer Out To 311 First St
 ARPA-Transfer to 410 WW Upgrades
 Transfers-Out - to 313 Park Plaza

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BARS_Month1YTD BARS_Month2YTD BARS_Month3YTD BARS_Month4YTD BARS_Month5YTD

100,000.00				
22,250.75				
275,149.61				
108,895.00				
61,191.00				
1,341,464.87				
11,256.65				
51,135.13				
10,436.64				
354,785.42				
1,989,737.01				
3,822.61				
1,349,208.86				
-1,355,653.10				
19,550.00				
102,321.15				
33,414.00				
658,938.04				
258,604.92				
1,833,742.71				
-385,304.60				
-37,749.84				
-49,000.30				
				232,980.85
29,998.47	26,890.33	45,284.86	60,519.42	25,847.36
26,955.62	25,232.33	20,460.10	22,576.08	25,847.36
466.82	110.53			
42,041.14	31,440.69	18,563.42	30,842.14	35,911.20
2,272.26	2,378.95	2,090.72	1,918.81	2,298.05
17,226.35	5,945.83	7,067.20	7,276.38	13,133.74
28,427.62				
2,723.27			2,868.56	
	916.67			
2,675.91	393.69	615.38	979.39	1,495.67
1,090.31	6,633.06	1,225.89	5,875.02	1,299.91
5,576.97	793.03	3,118.50	556.88	1,525.84
279.16	267.50	237.50	359.17	300.84
	800.00	400.00	220.00	220.00

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			50.00	
48.00	16.00	116.00	198.00	80.00
51.00	17.00	217.00	126.00	85.00
51.00	17.00	517.00	126.00	85.00
366.96	2,380.27	22,475.43	6,152.28	1,911.97
	200.00	350.00	100.00	
		372,498.91		
53,486.89	91,938.43		16,820.44	
37,630.14				
			1,701.07	
		503.27		
2,181.04	2,026.46	1,479.17	1,199.42	1,277.46
250.00			250.00	
911.67			911.52	
543.93			543.82	
		1,494.57		
33.71			33.71	
2,538.79			2,708.03	
		2,963.49		
		3.28		
	12,743.14			
570.00	181.00	1,177.59	1,040.00	350.00
61,631.57	73,405.77	53,052.74	69,503.19	78,399.35
	99.25		22.00	50.00
-320.00	-130.00	50.00	20.00	80.00
				200.00
		5,128.37		
123,281.01	127,878.95	134,730.02	132,706.14	154,174.35
5,691.51	2,592.37	2,072.94	4,672.01	10,131.61

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447

d)

411,809.00

298,184.50

21,779.00

600.00

1,200.00
229.52

84.50
1,200.00
91.80

888.27
1,200.00
91.80

450.00
34.44

876.85	277.33	234.88	219.36	439.28
	135.30	23.03	16.78	33.61
		1,179.00		
1,663.00	1,667.00	1,667.00	1,667.00	1,667.00
600.00	900.00	300.00	600.00	600.00
4,519.48	4,024.87	4,608.10	4,974.70	6,380.84
	183.60	22.95	45.90	45.90
	3,084.96	1,551.58	1,976.12	1,266.98
			122.07	
		39.90		
13,214.98	5,032.25	4,061.64	5,256.93	6,848.83
	2,844.06	670.13	794.85	668.35
	534.75	511.05	486.54	46.76
104.00				
		1,075.00		
1,790.00			100.00	
494.48	473.14	458.02	338.67	327.03
195.78	165.66	195.78	188.25	195.78
	40.32	19.83	14.40	14.98
	3,000.00	1,500.00	1,500.00	1,500.00
	1,765.00		1,240.00	3,260.00
				1,279.68
			50.00	
	686.66	540.00	2,800.00	
			25.00	
		70.50		
237.68	39.03	439.12	40.42	59.54
	144.93	276.05	17.08	31.06
3.88	9.70	26.48	294.34	7.76
	11.89	3,833.14	10,386.83	2,365.00
667.68	14,927.36	9,276.69	51.70	2,855.34
123.64	31.48	256.29	442.58	257.81
31,348.82				

	835.35	453.68	361.25	265.20
	854.28			214.48
	6.45		96.39	
-41.73	65.99	310.28	2,792.59	373.30
15,820.86	865.38	844.59	4,282.38	882.34
	529.54	264.77	643.58	75.00
		73.00	350.00	
	306.96	2,580.27	10,161.43	14,161.14
	25.00		370.00	
25,675.00	25,675.00	25,675.00	25,675.00	25,675.00
	911.67			911.52
	543.93			543.82
1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
94.18	30.31	106.34	213.09	32.24
	229.50	76.50	76.50	76.50
	42.79	35.48	69.28	7.73
13,019.85	10,368.58	9,481.96	5,166.09	31,789.27
5,579.94	4,423.01	3,840.14	2,776.56	13,576.42
57.75			108.72	99.42
			188.09	503.97
		335.48		325.00
81.60	66.36	241.13	118.68	81.60
2,713.62				
		571.25		
		416.25		
322.49	131.58	2.26	80.92	265.05
	195.11	12.95	26.50	81.78
		70.00		
148.36	47.21			145.02
		262.50		
		112.50		
	1,534.95	655.78	477.77	240.88
	2,188.51			532.93
			710.17	2,053.80
			304.36	880.20
	181.00	350.00	4,040.00	1,350.00
		65.00		

	1,000.00			
		3,243.96		
4,917.84	4,099.68	3,875.52	3,484.23	5,711.06
	4,593.08	1,918.81	1,611.81	2,237.45
		2,205.00		
	1,534.55			
409.05	7.61	3.51	101.70	-73.03
	7,809.08	6,435.50	16,376.02	17,638.28
				3.00
16.19	11,051.95	4,732.22		
			753.90	
9,855.14	2,710.87	2,459.29	3,800.22	4,535.42
	1,479.51	259.27	451.62	350.96
327.49	143.04	409.79	137.08	137.41
3,647.46	4,800.00	1,527.03	1,533.71	1,540.47
248.02	236.64	331.77	221.23	437.26
2,642.60	5,899.18	1,899.32	4,160.17	606.44
	610.25	1,720.83	335.25	610.50
		438.28	277.58	277.58
6,787.69	9,332.61	5,796.93	4,194.51	7,718.21
54,640.99				
	3,579.00	2,758.73	2,579.95	2,327.07
5,491.56	6,337.65	6,357.96	6,047.90	4,642.70
	6,507.94	3,810.24	2,935.10	2,136.94
				2,763.88
7,763.17	7,922.71	4,388.47	6,133.23	3,836.10
	8,342.17	2,760.00	2,934.04	1,696.50
	3,093.85	3,796.51	3,062.73	3,496.77
6,585.03	6,182.91	7,738.18	7,697.29	8,308.50
	6,403.35	3,674.28	3,344.27	4,279.84
				1,446.37
106.00	7.60	128.51	101.70	-73.04
	227.50	140.00	1,987.91	3,395.25
		212.00		106.00
		4,811.92	630.53	35.42
	3,510.44	4,241.55		

	3,631.18	678.01	592.97	10,929.34
9,855.14	2,710.87	2,459.29	3,800.22	4,535.42
	1,479.51	259.27	451.62	350.96
327.49	190.68	704.17	358.30	137.41
3,043.81	5,600.00	908.95	908.95	916.95
257.66	236.65	331.76	6.67	437.24
	248.24	125.93	615.86	187.90
	50.50	1,302.00	2,003.34	1,512.00
			548.70	926.00
249.92	477.39	747.75	346.65	366.30
8,506.24	9,253.92	11,764.71	6,206.25	6,864.22
44,162.28				
3,359.13	1,711.00	2,345.23	4,761.00	1,334.68
	2,279.31	1,272.65	1,712.86	436.79
	489.85			
15,018.75	15,209.59	21,728.52	14,589.26	11,786.51
	13,255.97	10,162.36	5,822.42	3,230.77
	150.99	2,007.21	1,927.21	1,813.61
	11,827.29			47.94
44.46			7.58	194.75
	19.49	0.62	3.31	71.69
			21.30	
				64.45
	3,287.20	3,325.40	3,837.64	3,501.44
4,106.43	5,508.85	5,056.50	8,474.77	5,339.40
	5,357.35	3,088.91	4,349.31	2,356.01
	261.75	562.99	1,132.29	2,812.89
		533.97		
1,941.11	3,603.99	2,794.73	2,222.98	4,286.11
1,707.75	1,483.17	1,299.25	1,243.23	1,233.60
	1,777.88	912.20	661.97	581.95
890.19	975.75	756.65	301.76	1,111.81
	2,456.77	2,927.41	2,786.05	2,737.52

	803.68			191.76
		1,316.63		
-2,800.00	1,056.44		13,975.86	
246.51	1,905.88	44.64		
	1,322.83	78.65		
148.36	1,369.20			402.83
	362.29	1,028.70	592.97	508.48
5,518.73	6,107.59	4,419.32	4,946.61	6,556.37
	5,956.31	2,290.90	2,391.48	2,773.34
668.70	184.39	167.07	256.25	308.22
	100.32	17.59	30.33	23.89
209.64	3,200.00	218.15	218.15	220.07
	35.00	3,500.00	1,217.92	3,360.26
17,751.80				
			90.00	-90.00
3,599.94	4,788.33	2,197.91	2,217.99	3,506.64
	4,683.53	1,487.95	1,094.06	1,620.37
			150.00	150.00
			63.00	
	1,896.55	2,862.40	1,764.02	1,797.49
	2,766.85	1,303.09	784.18	607.05
14,172.49				
	3,124.39	670.52	556.24	442.76
28.44	2,901.54	94.61	56.88	377.11
				194.13
		520.30		
				1,062.50
2,049.16	3,455.86	4,052.86	5,551.85	5,578.99
				188.97
	2,525.88	1,904.29	2,407.54	2,053.83
			105.00	2,025.00
2,810.90	1,366.87	1,299.12	2,624.99	4,073.67
	112.95	82.83	120.48	143.07
	225.00	225.00	225.00	150.00
	1,880.81	564.35	1,174.08	1,337.11
	17.28	7.05	9.22	10.94
	34.44	17.22	17.22	11.48

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218.40

302.61
121.47

283.55
94.55

334.85
108.87

64.58
15.49

50.78

200.00
17,438.13

59.27

19,666.66
15,252.14

54.16

9,833.33
5,657.16

312.77
558.24

60.52
250.21
57.73
441.66

316.91
1.05
201.56

30.41
2,661.25
9.89
1,367.61

212.50
96.33
37.80
50.82

2,246.53

20,581.55

316.20

183.79

109.94

183.39

321.46	188.86	195.26	1,025.99	64.45
	39.98			23.98
324.57	327.86	1,402.54	1,716.96	1,643.79
	427.55	461.75	280.38	1,279.93
	401.50	825.37	833.73	786.46
	234.20	204.40	126.82	327.28
197.82	251.81	878.69	603.52	1,192.38
	90.97			
	401.84			95.88
27.87	171.34	341.92	330.37	190.97
0.64	4.22	18.74	7.16	6.52
-28,018.19	41,304.06	-1,032.04	1,824.09	-6,504.47
		15,900.23		
			17,649.50	
		2,176.52		
			7,140.10	
		19,601.18		
3,259.23	1,173.97	0.08	1.80	0.39
	2,403.72	122.26	0.92	0.15
1,829.83	818.37			
	501.21			
	28,558.39	31,421.47	16,518.44	52,480.15
		169.99		
		7,755.50	528.73	
		115,102.33		

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180.77	1,752.11 23,155.50	92,722.60	45,573.52 14,917.46	7,885.00
	14,121.11	10,804.00	17,953.50	11,873.30
	809.04	646.20		
		15,042.33	9,717.52	
	29,320.60 1,960.43	635.00	9,432.43	6,698.40
		411,809.00 75,000.00		
		298,184.50 21,779.00		

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BARS_Month6YTD BARS_Month7YTD BARS_Month8YTD BARS_Month9YTD BARS_Month10YTD

39,835.79	6,791.30	3,925.60	2,728.69	
30,316.65	40,890.64	42,564.73		
30,316.65	40,890.63	42,564.73		
	712.65	737.50		
50,028.48	65,230.83	76,643.83		
2,156.48	3,220.92	3,409.85		
	10,850.13		5,438.97	6,186.55
	3,418.10			
576.06	1,678.10	567.26	595.32	6.61
43.69		5,982.29	1,088.84	
		950.70		
2,041.88	6,364.68	1,573.38	3,571.42	
210.00	259.17	413.33		
620.00	800.00			

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3,864.60				531.00
196.00	347.33	164.67	16.00	
202.00	351.33	167.66	17.00	73.25
202.00	551.34	167.67	17.00	
8,378.00	17,318.91	1,552.85	29,950.16	2,409.70
17,583.00	300.00	350.00	400.00	100.00
70,600.00				
	22,574.46			5,307.89
	10,000.00			
36,667.00				
				140,642.00
503.26				
4,780.53	1,459.25	3,304.51		
	250.00			
-8.66	971.38			
-5.16	579.51			
1,315.95				
-3.97	46.59			
-648.40	3,002.58			
2,963.49				
1.93			2.45	
1,278.00	402.00	130.00	150.00	130.00
74,093.61	82,638.10	97,324.95	102,996.99	55,975.63
		52.07	57.93	
50.00	10.00	80.00	30.00	92.00
	7,908.10	1,476.84	489.28	5,418.06
144,759.58	132,950.65	150,226.86	149,380.97	80,641.36
8,765.80	4,220.83	9,114.40	8,152.92	4,124.46

950.00	400.00	1,100.00	200.00	1,474.12
21,529.05	29,238.70			
81.59	47.73	103.79	26.60	598.39
	3.77	15.59	8.21	22.04
	65.65	11.73	347.52	185.88
33.16	45.60	8.87	17.74	
408.07	111.15	59.54	388.12	129.33
431.81	4,210.05	6,408.85		
479.21	928.63	1,520.88		
3,259.33	5,210.39	7,720.07		
51.98	84.56	126.59		
2,474.84	3,768.73	5,416.75		
15.17	44.27	83.42		
0.53	20.71	48.40		
708.16	849.56	1,006.90		
830.53	862.97	864.27		
141.00	175.12	241.94		
900.00	600.00	600.00	600.00	
5,280.00				
12,334.00	28,790.00	1,237.43		12,334.00
11,607.00	27,200.00	4,005.06		8,910.00
		25.00		
	5,631.79	228.41	434.72	
69.60	140.90	118.02	334.70	579.42
3.08	3.70	2.46	7.11	12.44
175,449.13				
	68,976.45			

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996.00	195.90	122.30	58.80	687.62
1,350.00	1,200.00	600.00	750.00	44.10
103.28	91.80	45.92	-34.41	

229.36	309.08	290.46	276.91	
17.55	28.72	22.22	6.08	
1,667.00	1,667.00	1,667.00	1,667.00	1,667.00
600.00	600.00	600.00	600.00	
5,127.74	4,646.38	5,017.98	4,502.52	
45.90	45.90	45.90	-22.95	
1,538.75	1,693.55	1,219.03	776.81	
				259.08
		500.00		
5,448.12	6,415.20	6,455.87	12,149.88	
767.12	1,084.20	814.83	3,038.98	311.02
49.87	46.66	49.19	53.93	
4,300.00			495.00	2,050.00
			5,257.98	3,519.23
				286.90
200.00	727.72		160.00	200.00
		135.00		100.00
327.37	540.99	838.56	316.22	
				43.08
165.66	210.84	120.48	233.43	
12.67	20.91	9.22	10.11	
1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
		3,370.00	7,960.00	5,145.00
	2,275.00			
				464.57
1,560.00			3,878.33	1,490.00
157.20		607.21	598.48	
57.74	22.02	334.30	364.86	
68.00	80.96	9.70	7.76	5.84
163.64			34.55	
51.70	215.44	265.58	537.43	410.84
	50.00			
240.85	590.98			

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239.15	245.10	699.70	10.82	402.89
183.32	183.32	182.15	182.15	182.15
		5.25		59.75
110.93	345.50	893.82	1,737.72	267.89
1,300.89	6,808.12	3,425.48	945.27	992.31
604.78	75.00	681.22	897.12	783.49
		6.00		
1,478.40	12,292.60	17,318.91	1,552.85	9,306.72
		600.00		
25,675.00	25,675.00	25,675.00	25,675.00	25,675.00
	-8.66	971.38		
	-5.16	579.51		
1,000.00	1,000.00	1,000.00	1,000.00	
	132.16			
76.50	76.50	76.50		
2.94	44.63		-1.79	
3,362.18	2,258.06	4,118.56	1,961.06	1,396.80
1,438.99	938.21	1,511.19	92.94	595.29
339.43	384.84	195.06	54.35	
	436.33	486.75	172.84	283.38
10.00	10.00	10.00	410.00	10.00
147.82	81.60	266.54	140.12	116.23
19.62	23.10	61.93		
-423.25	27.24	20.43	-7.39	
133.80	14.77			
177.48	162.64	737.57	466.70	639.70
464.91	464.91			
	1,579.90			
	677.10			
2,250.00	1,337.00	130.00	5,530.00	1,000.00
1,430.00	4,745.00			455.00

	2,000.00			
6,234.89	3,844.34	3,787.80	4,717.10	
2,511.66	2,560.88	1,747.08	2,118.98	
			3,273.27	9,319.70
		3,930.00		
25.27		7.61	13.21	13.90
12,349.65	6,642.45	5,899.00	8,155.41	2,490.00
6.00				
	87.00	106.00		
	1,291.32		1,179.66	13,825.57
		6,740.08	10,457.15	
3,518.60	4,303.91	4,223.89	4,145.26	
373.98	575.48	422.38	267.79	
138.69	138.91	148.60	160.68	
2,342.25	3,505.91	1,650.77	1,665.61	1,786.21
595.98	480.14	490.72	255.20	
5,549.70	1,939.57	2,144.31	4,972.23	10,395.44
885.50	713.25	1,172.50	1,043.00	332.00
1,507.80	8,216.21			
670.48	273.62	553.31	158.05	555.01
	3,065.57		2,937.00	
7,894.43	11,317.26			
2,017.73	1,989.42	4,774.84	38.88	2,666.22
6,866.17			1,202.50	
5,349.65	6,448.62	6,102.94	6,170.43	
1,966.73	4,575.85	3,072.23	3,094.81	
	3,038.10	2,142.32	2,189.44	464.72
5,472.64	6,351.00	6,665.97	5,507.20	
3,488.82	4,364.14	3,175.88	2,267.48	
3,946.62	3,722.02	4,798.26	4,945.99	
10,114.85	6,314.42	4,372.51	5,209.45	
3,193.34	4,199.91	2,027.14	2,517.52	
			3,273.28	4,840.68
		3,806.00		
25.26		7.60	13.20	13.90
15,595.52	4,149.16	3,906.75	8,747.12	4,343.90
106.00		106.00	100.00	
273.09	753.47	26.95	32.66	1,174.46
		5,955.60		

13,962.14	413.94	14,346.08	9,483.17	11,702.55
3,518.60	4,303.91	4,223.89	4,145.26	
373.98	575.48	422.38	267.79	
138.69	146.00	301.13	998.09	261.90
1,394.20	2,309.48	982.60	991.43	1,063.22
595.97	480.14	490.71	255.19	
2,911.38	2,265.73	16,543.55	1,932.59	8,044.24
	2,859.03	1,554.93	1,386.00	1,512.00
2,348.80				
830.91	281.61	778.17	409.28	795.72
5,753.57	8,347.58			
712.19	2,017.50	1,778.69	2,206.79	
-458.70	1,064.32	738.99	928.80	
9,977.83	10,345.45	13,020.72	14,163.54	
4,631.25	6,170.07	5,945.58	6,453.67	
1,320.74	1,407.45	3,047.92	41.23	909.12
42.40	42.40			
126.81	65.93	42.20	68.41	
47.71	54.21	21.56	74.34	
26.76	59.10			
4,187.76	3,912.99	3,972.17	4,131.31	
5,646.99	5,896.91	5,632.84	7,151.97	
3,436.95	4,438.70	2,878.35	3,647.60	
1,788.20	1,870.84	1,150.72	984.53	1,367.46
		18,452.00	33,519.42	50.00
198.42		136.74		201.04
3,599.33	6,805.84			
		6,344.04	47.49	47,995.26
960.70	894.18	1,039.48	1,744.09	
102.79	749.57	495.25	850.22	
735.92	738.72			
2,477.28	2,441.63	4,877.04	82.46	2,522.03

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169.60	169.60	82.46	82.46	82.46
968.23			2,057.12	
			-151.35	
655.64	206.84			
	413.94	447.00		
6,446.50	3,601.82	4,293.86	4,237.59	
2,330.46	2,438.45	1,940.64	2,587.34	
248.11	301.54	295.96	290.53	
25.18	38.81	28.44	17.94	
334.61	526.78	235.82	237.94	255.17
8,727.31	2,753.12			
				195.81
157.62	156.00			
19,669.91				
2,949.59	3,394.71	4,122.60	4,619.60	
1,670.25	2,642.32	2,187.38	2,375.21	
	100.00		421.95	421.95
	64.58	689.56		1,185.64
1,943.72	2,180.15	2,857.78	2,024.86	2,550.81
1,992.53	889.74	1,660.34	3,111.10	1,002.65
				1,069.20
1,045.49	385.48	767.68	21.64	1,815.71
1,104.61	445.12	4,984.32	736.88	127.38
200.00		250.00		5,000.00
1,062.50	1,062.50	1,062.50	1,062.50	
4,853.93	7,159.37	6,782.80	4,344.48	
281.82	362.22	246.08	259.31	
2,220.53	3,618.37	2,701.77	837.06	
	2,000.00			
7,990.05	5,394.47	5,802.69	16,468.69	
		105.42	143.07	
		225.00	225.00	
2,487.56	2,945.23	2,134.04	2,784.72	
	2.30	8.07	4.47	
		17.22		

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				195.00
0.80	909.50		300.00	331.51
	297.31	677.66	294.55	
5.88	99.72	207.06	30.04	
13,690.00				
		1,536.00		
	-12.97	60.05		
	59.27			
9,833.33	9,833.33	15,271.93	20,224.28	17,064.33
5,876.55	11,920.55			
				20,000.00
				13,000.00
				17,000.00
212.50	212.50	212.50	212.50	
812.57	167.63	33.17	93.34	
56.37	72.59	49.22	47.25	
357.25	268.17	23.44	36.57	
677.69	93.44		2,057.12	19.40
11,668.22	3,530.90		7,399.48	
		10,000.00		
				5,000.00
			3,000.00	
	21,250.00	21,250.00		21,250.00
			6,000.00	
				20,000.00
278.83	387.67	196.53	198.29	212.65
			208.70	
2,261.98	1,180.00		2,620.00	1,640.00

5,000.00

561.98	132.97			
		195.90	91.49	
1,817.48	1,929.78	2,669.51	1,902.42	
570.00	710.16	546.74	691.85	
2,156.64	1,522.62	1,381.94	1,196.68	
260.72	312.56	166.91	217.04	
1,002.31	551.64	70.18	530.07	12.05
1,097.19	1,832.04			
84.80	84.80	82.46	82.46	82.46
		90.00		
69.60	140.90	118.02	334.70	579.42
3.08	3.08	2.46	2.46	12.44
-2,200.83	9,138.46	-1,171.34	-17,299.02	3,930.50
			16,125.32	
	23,273.40			
13,309.64				
			30.00	
36,147.24				
			1,955.05	
	706.56			
3,025.36				
11,471.82				
1,707.45	142.83	1,205.37		
2,162.02	288.79	676.31	-60.20	
829.58	118.20			
		7,521.97	16,470.88	
40,327.92	469.73	16,637.46		

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16,279.35	37,212.31		3,033.49	2,701.33 22,453.01
20,537.58	2,018.60	4,924.40	14,279.92	
21,395.66	31,993.30	33,599.00		43,844.63
25,462.64				45.93
11,488.76	211.81			

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BARS_Month11YTD	BARS_Month12YTD	v.Total YTD	BARS_Month1Budget
		100,000.00	100,000.00
		22,250.75	22,455.62
		275,149.61	237,553.05
		108,895.00	108,895.00
		61,191.00	61,191.00
		1,341,464.87	951,484.99
		11,256.65	11,256.65
		51,135.13	51,135.13
		10,436.64	10,246.39
		354,785.42	344,042.65
		1,989,737.01	1,927,519.12
		3,822.61	71,427.56
		1,349,208.86	272,548.92
		-1,355,653.10	
		19,550.00	19,550.00
		102,321.15	25,043.07
		33,414.00	33,414.00
			10,000.00
		658,938.04	394,220.75
		258,604.92	153,567.18
		1,833,742.71	1,483,296.15
		-385,304.60	
		-37,749.84	
		-49,000.30	
		286,262.23	577,882.16
		302,312.46	400,000.00
		234,843.50	400,000.00
		2,027.50	5,000.00
		350,701.73	487,190.00
		19,746.04	30,000.00
		73,125.15	70,000.00
		28,427.62	13,500.00
		9,009.93	7,500.00
		916.67	3,000.00
		9,583.39	8,000.00
		23,239.01	16,000.00
		950.70	
		25,122.58	20,000.00
		2,326.67	1,400.00
		3,060.00	1,500.00

4,445.60	
1,182.00	
1,307.24	
1,734.01	
92,896.53	40,000.00
19,383.00	600.00
	130,000.00
70,600.00	
372,498.91	
190,128.11	
10,000.00	
74,297.14	450,000.00
140,642.00	100,000.00
1,701.07	
	335,700.00
	11,000.00
1,006.53	2,019.30
17,707.84	28,906.20
750.00	1,000.00
2,785.91	2,500.00
1,662.10	2,226.00
2,810.52	2,858.15
110.04	
7,601.00	10,430.40
5,926.98	11,718.30
7.66	
	305,600.85
12,743.14	
5,408.59	7,000.00
749,021.90	1,085,337.54
281.25	1,500.00
-38.00	1,000.00
200.00	600.00
	4,000.00
20,420.65	10,000.00
1,330,729.89	1,785,282.00
59,538.85	
	300.00

7,874.12	4,500.00
157,083.79	254,100.00
1,114.88	5,000.00
	100.00
83.53	1,000.00
1,246.40	1,000.00
454.36	600.00
3,147.56	5,000.00
32,214.97	5,000.00
7,626.08	
42,309.34	
691.15	
30,482.71	
370.83	
179.37	
6,734.11	
6,881.71	4,000.00
9.81	
1,295.31	200.00
2,700.00	2,500.00
5,280.00	
76,982.02	46,674.00
71,771.06	56,532.00
25.00	
7,626.64	300.00
2,305.11	
66.07	
175,449.13	
130,174.00	
63,006.48	1,737,617.00
598.50	
75,000.00	75,000.00

411,809.00	411,809.00

298,184.50	298,184.50
21,779.00	21,779.00

100,000.00
27,455.62
257,553.05
130,674.00
61,191.00

863,639.99
11,256.65
51,135.13
10,246.39

344,042.65
2,064,329.99
69,168.73
257,642.01

19,550.00
22,101.83
33,414.00
10,000.00
162,194.75
210,099.18
1,069,158.87

687.62	2,500.00
2,389.87	3,500.00
8,550.00	24,000.00
654.15	1,500.00

	500.00
	5,000.00
3,153.51	5,400.00
283.29	2,160.00
1,179.00	1,200.00
	500.00
16,666.00	20,000.00
	250.00
5,400.00	7,200.00
43,802.61	119,389.73
413.10	625.00
13,107.78	30,827.66
381.15	2,000.00
539.90	1,000.00
64,883.70	85,658.96
10,993.54	27,255.12
1,778.75	600.00
6,845.00	12,400.00
8,777.21	7,000.00
286.90	3,500.00
104.00	200.00
2,362.72	3,000.00
2,125.00	1,200.00
4,114.48	4,000.00
43.08	500.00
1,671.66	2,920.20
142.44	259.57
	1,000.00
	6,000.00
15,000.00	16,000.00
22,740.00	15,000.00
3,554.68	1,000.00
514.57	750.00
10,954.99	33,000.00
	10,000.00
25.00	25.00
	500.00
70.50	
2,178.68	6,615.00
1,248.04	3,307.50
514.42	1,000.00
	3,000.00
16,795.05	1,000.00
29,259.76	28,700.00
50.00	1,000.00
1,943.63	1,000.00
31,348.82	26,560.00

3,513.14	4,500.00
1,981.85	3,000.00
167.84	
6,856.29	10,000.00
36,167.62	39,800.00
4,554.50	4,000.00
429.00	500.00
69,159.28	40,000.00
995.00	3,000.00
256,750.00	308,100.00
2,785.91	2,700.00
1,662.10	1,600.00
9,000.00	13,200.00
608.32	
688.50	1,070.00
201.06	
	16,000.00
	1,000.00
	2,500.00
82,922.41	25,000.00
34,772.69	20,000.00
1,239.57	1,030.00
2,071.36	3,090.00
1,110.48	20,000.00
1,341.68	1,400.00
2,713.62	2,545.00
	1,000.00
571.25	350.00
416.25	150.00
906.95	5,250.00
-66.63	2,625.00
	700.00
	300.00
70.00	1,000.00
489.16	2,500.00
	500.00
262.50	4,200.00
112.50	1,800.00
5,093.47	6,000.00
3,651.26	5,788.13
	4,000.00
	84,000.00
	36,000.00
4,343.87	8,400.00
1,861.66	3,600.00
16,168.00	25,000.00
6,695.00	13,000.00

3,000.00	2,000.00
	2,500.00
3,243.96	3,500.00
40,672.46	56,167.23
19,299.75	22,466.89
2,205.00	104,964.64
12,592.97	6,556.36
5,464.55	5,627.54
508.83	2,185.45
83,795.39	10,000.00
9.00	3,246.35
193.00	10,300.00
32,096.91	7,300.00
17,951.13	39,768.00
39,552.60	57,310.24
4,180.99	18,421.15
1,741.69	4,425.54
23,999.42	31,305.82
3,296.96	4,278.18
40,208.96	38,245.45
7,423.08	5,463.64
9,724.01	18,358.72
3,203.91	4,415.45
6,002.57	6,180.00
53,041.64	70,274.53
54,640.99	49,098.97
22,731.84	28,840.00
8,068.67	20,600.00
52,949.41	87,422.40
28,099.84	43,711.20
10,598.46	11,255.09
54,040.49	74,933.49
29,029.03	37,466.74
30,862.75	51,966.02
62,523.14	83,018.40
29,639.65	34,955.81
	118,096.27
8,113.96	8,741.82
5,252.37	2,731.82
330.73	1,092.73
42,493.11	10,000.00
	2,060.00
630.00	8,240.00
7,738.50	4,027.27
13,707.59	

65,739.38	97,308.00
39,552.60	57,310.24
4,180.99	18,421.15
3,563.86	4,429.00
18,119.59	22,268.14
3,091.99	4,278.18
32,875.42	21,109.00
12,179.80	22,947.27
3,823.50	11,724.00
5,283.70	5,026.54
56,696.49	80,072.72
44,162.28	40,810.16
20,226.21	44,901.53
7,975.02	16,615.82
489.85	5,463.64
	491.73
125,840.17	174,199.78
55,672.09	92,302.54
12,625.48	28,410.90
11,960.03	32,278.90
550.14	
292.93	
21.30	
150.31	
30,155.91	43,982.26
52,814.66	84,118.70
29,553.18	29,215.99
11,931.67	15,000.00
52,021.42	36,750.00
	60,374.12
	17,010.00
1,070.17	200.00
25,254.09	54,285.00
54,386.79	101,143.00
11,605.45	13,230.00
6,131.83	7,717.50
	500.00
5,510.80	10,500.00
	1,764.00
	700.00
23,308.19	22,050.00

1,582.02	3,307.50
1,316.63	3,000.00
15,257.65	12,000.00
	8,820.00
2,197.03	21,631.05
1,250.13	9,613.80
	500.00
2,782.87	4,410.00
3,353.38	3,500.00
46,128.39	57,528.45
22,708.92	22,951.30
2,720.77	6,008.63
282.50	1,802.59
5,656.33	2,331.00
19,593.61	3,500.00
	3,000.00
	550.00
17,751.80	14,990.00
195.81	500.00
313.62	1,000.00
19,669.91	5,000.00
31,397.31	43,584.45
17,761.07	19,856.34
1,243.90	1,060.00
2,002.78	4,500.00
19,877.78	28,550.00
14,117.53	15,000.00
1,069.20	14,908.26
14,172.49	12,875.00
8,829.91	6,270.00
10,856.89	25,000.00
5,644.13	5,250.00
520.30	521.00
5,312.50	82,687.50
43,829.30	
1,338.40	35,831.25
18,269.27	
2,130.00	
2,000.00	
47,831.45	63,393.75
707.82	1,800.00
1,275.00	4,500.00
15,307.90	28,527.19
59.33	180.00
97.58	500.00
	200.00

	100,000.00
218.40	1,000.00
	1,500.00
	1,500.00
195.00	600.00
1,541.81	200.00
2,255.11	
683.08	
13,690.00	26,485.00
1,536.00	1,600.00
	10,000.00
	10,000.00
152.02	150.00
118.54	
101,927.19	118,000.00
56,144.53	84,000.00
	5,000.00
20,000.00	20,000.00
13,000.00	13,000.00
	7,257.56
17,000.00	17,000.00
1,466.20	5,000.00
4,989.65	3,300.00
331.90	1,000.00
2,747.08	1,700.00
2,847.65	
45,426.68	93,000.00
	1,000.00
10,000.00	10,000.00
5,000.00	5,000.00
3,000.00	3,000.00
	20,000.00
63,750.00	85,000.00
6,000.00	6,000.00
20,000.00	20,000.00
	5,000.00
2,067.29	
208.70	2,000.00
	5,000.00
	10,000.00
	700.00
7,701.98	9,035.00
	11,000.00
	15,000.00
	5,000.00
	10,000.00
5,000.00	5,000.00

2,490.97	
351.35	1,500.00
13,734.91	29,767.50
4,968.36	
9,104.94	15,479.10
1,849.93	
2,166.25	5,000.00
6,053.45	20,000.00
90.97	500.00
914.70	1,800.00
90.00	
2,305.11	
60.80	
-28.78	
32,025.55	32,025.44
23,273.40	23,273.39
30,959.14	26,802.15
	30,678.05
30.00	20,000.00
	300,000.00
36,147.24	36,147.24
4,131.57	5,090.24
706.56	232.73
10,165.46	5,867.85
	18,901.15
	8,521.00
	74,921.50
19,601.18	
11,471.82	22,039.95
7,491.12	5,728.86
5,593.97	2,864.43
3,595.98	2,185.45
24,494.06	251,700.00
	27,000.00
128,978.45	144,184.50
169.99	
65,719.34	
115,102.33	142,500.00

d)

204,126.22	30,000.00
63,740.23	100,000.00
	11,500.00
96,512.41	2,073,317.00

1,455.24	22,000.00

155,592.44	50,000.00
	400,000.00

62,162.57
21,133.00
1,960.43

411,809.00	411,809.00
75,000.00	75,000.00

298,184.50	298,184.50
21,779.00	21,779.00

d)

BARS_Month2Budget BARS_Month3Budget BARS_Month4Budget BARS_Month5Budget

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BARS_Month6Budget

BARS_Month7Budget

BARS_Month8Budget

BARS_Month9Budget

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d)

d)

BARS_Month10Budget	BARS_Month11Budget	BARS_Month12Budget	v.Total Budget
			100,000.00
			22,455.62
			237,553.05
			108,895.00
			61,191.00
			951,484.99
			11,256.65
			51,135.13
			10,246.39
			344,042.65
			1,927,519.12
			71,427.56
			272,548.92
			19,550.00
			25,043.07
			33,414.00
			10,000.00
			394,220.75
			153,567.18
			1,483,296.15
			577,882.16
			400,000.00
			400,000.00
			5,000.00
			487,190.00
			30,000.00
			70,000.00
			13,500.00
			7,500.00
			3,000.00
			8,000.00
			16,000.00
			20,000.00
			1,400.00
			1,500.00

d)

40,000.00
600.00
130,000.00

450,000.00
100,000.00

335,700.00
11,000.00
2,019.30
28,906.20
1,000.00
2,500.00
2,226.00
2,858.15

10,430.40
11,718.30

305,600.85

7,000.00
1,085,337.54
1,500.00
1,000.00

600.00
4,000.00
10,000.00
1,785,282.00

300.00

d)

4,500.00
254,100.00
5,000.00
100.00
1,000.00
1,000.00
600.00
5,000.00

5,000.00

4,000.00

200.00
2,500.00

46,674.00
56,532.00

300.00

1,737,617.00

75,000.00

d)

411,809.00

298,184.50

21,779.00

100,000.00

27,455.62

257,553.05

130,674.00

61,191.00

863,639.99

11,256.65

51,135.13

10,246.39

344,042.65

2,064,329.99

69,168.73

257,642.01

19,550.00

22,101.83

33,414.00

10,000.00

162,194.75

210,099.18

1,069,158.87

2,500.00

3,500.00

24,000.00

1,500.00

d)

500.00
5,000.00
5,400.00
2,160.00

1,200.00
500.00
20,000.00
250.00
7,200.00
119,389.73
625.00
30,827.66
2,000.00
1,000.00
85,658.96
27,255.12
600.00
12,400.00
7,000.00
3,500.00
200.00
3,000.00
1,200.00
4,000.00
500.00
2,920.20
259.57
1,000.00
6,000.00
16,000.00
15,000.00
1,000.00
750.00
33,000.00
10,000.00
25.00
500.00

6,615.00
3,307.50
1,000.00
3,000.00
1,000.00
28,700.00
1,000.00
1,000.00
26,560.00

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4,500.00
3,000.00

10,000.00
39,800.00
4,000.00
500.00
40,000.00
3,000.00
308,100.00
2,700.00
1,600.00
13,200.00

1,070.00

16,000.00
1,000.00
2,500.00
25,000.00
20,000.00
1,030.00
3,090.00
20,000.00
1,400.00
2,545.00
1,000.00
350.00
150.00
5,250.00
2,625.00
700.00
300.00
1,000.00
2,500.00
500.00

4,200.00
1,800.00
6,000.00
5,788.13
4,000.00
84,000.00
36,000.00
8,400.00
3,600.00
25,000.00
13,000.00

2,000.00

2,500.00

3,500.00

56,167.23

22,466.89

104,964.64

6,556.36

5,627.54

2,185.45

10,000.00

3,246.35

10,300.00

7,300.00

39,768.00

57,310.24

18,421.15

4,425.54

31,305.82

4,278.18

38,245.45

5,463.64

18,358.72

4,415.45

6,180.00

70,274.53

49,098.97

28,840.00

20,600.00

87,422.40

43,711.20

11,255.09

74,933.49

37,466.74

51,966.02

83,018.40

34,955.81

118,096.27

8,741.82

2,731.82

1,092.73

10,000.00

2,060.00

8,240.00

4,027.27

97,308.00

57,310.24

18,421.15

4,429.00

22,268.14

4,278.18

21,109.00

22,947.27

11,724.00

5,026.54

80,072.72

40,810.16

44,901.53

16,615.82

5,463.64

491.73

174,199.78

92,302.54

28,410.90

32,278.90

43,982.26

84,118.70

29,215.99

15,000.00

36,750.00

60,374.12

17,010.00

200.00

54,285.00

101,143.00

13,230.00

7,717.50

500.00

10,500.00

1,764.00

700.00

22,050.00

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3,307.50
3,000.00
12,000.00
8,820.00
21,631.05
9,613.80
500.00

4,410.00
3,500.00
57,528.45
22,951.30
6,008.63
1,802.59
2,331.00
3,500.00
3,000.00
550.00
14,990.00
500.00
1,000.00
5,000.00
43,584.45
19,856.34
1,060.00
4,500.00
28,550.00
15,000.00
14,908.26
12,875.00
6,270.00
25,000.00
5,250.00
521.00
82,687.50

35,831.25

63,393.75
1,800.00
4,500.00
28,527.19
180.00
500.00
200.00

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100,000.00
1,000.00
1,500.00
1,500.00
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200.00

26,485.00
1,600.00
10,000.00
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150.00

118,000.00
84,000.00
5,000.00
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13,000.00
7,257.56
17,000.00
5,000.00
3,300.00
1,000.00
1,700.00

93,000.00
1,000.00
10,000.00
5,000.00
3,000.00
20,000.00
85,000.00
6,000.00
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2,000.00
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10,000.00
700.00
9,035.00
11,000.00
15,000.00
5,000.00
10,000.00
5,000.00

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1,500.00
29,767.50

15,479.10

5,000.00

20,000.00
500.00
1,800.00

32,025.44
23,273.39
26,802.15
30,678.05
20,000.00
300,000.00
36,147.24
5,090.24
232.73
5,867.85
18,901.15
8,521.00
74,921.50

22,039.95

5,728.86
2,864.43

2,185.45
251,700.00
27,000.00
144,184.50

142,500.00

d)

30,000.00
100,000.00

11,500.00

2,073,317.00

22,000.00

50,000.00
400,000.00

411,809.00
75,000.00

298,184.50
21,779.00

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FundName	ProgramDescription	DepartmentDesc
ARPA		Beginning Balances
Tourism Promo & Develop Fund		Beginning Balances
Affordable Housing Fund		Beginning Balances
Capital Improvement Fund		Beginning Balances
Wastewater Short Lived Asset Res. Fund		Beginning Balances
Wastewater Debt Reserve Fund		Beginning Balances
Stevenson Municipal Court		Beginning Balances
Tourism Promo & Develop Fund		Beginning Balances
Capital Improvement Fund		Beginning Balances
General Expense Fund		Beginning Balances
HEALing SCARS Fund		Beginning Balances
General Fire Fund		Beginning Balances
General Reserve Fund		Beginning Balances
General Fire Fund		Beginning Balances
Street Fund		Beginning Balances
Water/Sewer Fund		Beginning Balances
Wastewater System Upgrades		Beginning Balances
Cascade Avenue Mitigation Fund		Beginning Balances
Equipment Service Fund		Beginning Balances
General Expense Fund		Beginning Balances
Street Fund		Beginning Balances
Water/Sewer Fund		Beginning Balances
Water/Sewer Fund		Beginning Balances
General Expense Fund		Beginning Balances
First Street		Beginning Balances
Columbia Ave		Beginning Balances
Park Plaza Fund		Beginning Balances
Lasher Street Improv. Fund		Beginning Balances
Cascade Avenue Utility Improvements		Beginning Balances
General Expense Fund		Taxes
General Expense Fund		Taxes
Street Fund		Taxes
Affordable Housing Fund		Taxes
Tourism Promo & Develop Fund		Taxes
General Expense Fund		Taxes
Street Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
General Expense Fund		Taxes
Capital Improvement Fund		Taxes
General Expense Fund		Licenses & Permits
General Expense Fund		Licenses & Permits
General Expense Fund		Licenses & Permits

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Water/Sewer Fund
General Expense Fund
Equipment Service Fund
General Expense Fund
General Expense Fund
General Expense Fund
General Expense Fund
General Expense Fund
General Expense Fund
Water/Sewer Fund
General Expense Fund
General Fire Fund
General Reserve Fund
General Fire Fund
Street Fund
Tourism Promo & Develop Fund
Affordable Housing Fund
HEALing SCARS Fund
Capital Improvement Fund
Water/Sewer Fund
Equipment Service Fund
General Expense Fund
General Expense Fund
Equipment Service Fund
General Expense Fund
General Fire Fund
HEALing SCARS Fund
Water/Sewer Fund
Water/Sewer Fund
Street Fund
Equipment Service Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
General Expense Fund
Water/Sewer Fund
Water/Sewer Fund
Stevenson Municipal Court
Stevenson Municipal Court
Wastewater System Upgrades
Equipment Service Fund
Wastewater System Upgrades
Cascade Avenue Utility Improvements
General Expense Fund
Equipment Service Fund
Street Fund
Street Fund

[illegible]

First Street	Interfund Transfers
First Street	Interfund Transfers
Water/Sewer Fund	Interfund Transfers
Water/Sewer Fund	Interfund Transfers
Street Fund	Interfund Transfers
General Fire Fund	Interfund Transfers
Lasher Street Improv. Fund	Interfund Transfers
Wastewater System Upgrades	Interfund Transfers
Wastewater System Upgrades	Interfund Transfers
Wastewater Short Lived Asset Res. Fund	Interfund Transfers
Wastewater Debt Reserve Fund	Interfund Transfers
Cascade Avenue Utility Improvements	Interfund Transfers
Cascade Avenue Mitigation Fund	Interfund Transfers
Cascade Avenue Utility Improvements	Interfund Transfers
Park Plaza Fund	Interfund Transfers
ARPA	Ending Balance
Tourism Promo & Develop Fund	Ending Balance
Affordable Housing Fund	Ending Balance
Capital Improvement Fund	Ending Balance
Wastewater Short Lived Asset Res. Fund	Ending Balance
Wastewater Debt Reserve Fund	Ending Balance
Stevenson Municipal Court	Ending Balance
Tourism Promo & Develop Fund	Ending Balance
Capital Improvement Fund	Ending Balance
General Expense Fund	Ending Balance
HEALing SCARS Fund	Ending Balance
General Fire Fund	Ending Balance
General Reserve Fund	Ending Balance
General Fire Fund	Ending Balance
Street Fund	Ending Balance
Water/Sewer Fund	Ending Balance
Wastewater System Upgrades	Ending Balance
Cascade Avenue Mitigation Fund	Ending Balance
Equipment Service Fund	Ending Balance
General Expense Fund	Ending Balance
Street Fund	Ending Balance
Water/Sewer Fund	Ending Balance
Water/Sewer Fund	Ending Balance
General Expense Fund	Ending Balance
First Street	Ending Balance
Columbia Ave	Ending Balance
Park Plaza Fund	Ending Balance
Lasher Street Improv. Fund	Ending Balance
Cascade Avenue Utility Improvements	Ending Balance
General Expense Fund	Legislative
General Expense Fund	Legislative
General Expense Fund	Legislative
General Expense Fund	Legislative

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Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
Street Fund	Streets - Maintenance
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Street Fund	Streets - Maintenance
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Streets Admin & Overhead
Street Fund	Road & Street Operations
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
Equipment Service Fund	Public Works - Centralized Services
General Expense Fund	Conservation
General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel
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General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel
General Expense Fund	Planning & Community Devel

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Tourism Promo & Develop Fund
Tourism Promo & Develop Fund
Tourism Promo & Develop Fund
General Expense Fund
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General Expense Fund
Park Plaza Fund
General Expense Fund
General Expense Fund
General Expense Fund
General Expense Fund
Stevenson Municipal Court
Stevenson Municipal Court
General Expense Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
Water/Sewer Fund
Equipment Service Fund
Water/Sewer Fund
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Water/Sewer Fund
Water/Sewer Fund
Wastewater System Upgrades
Equipment Service Fund
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Water/Sewer Fund
Wastewater System Upgrades
Wastewater System Upgrades
Water/Sewer Fund
Wastewater System Upgrades
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Wastewater System Upgrades

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Wastewater System Upgrades
 Wastewater System Upgrades
 Wastewater System Upgrades
 Wastewater System Upgrades
 Cascade Avenue Utility Improvements
 Cascade Avenue Utility Improvements
 Wastewater System Upgrades
 Water/Sewer Fund
 Equipment Service Fund
 Water/Sewer Fund
 Equipment Service Fund
 Equipment Service Fund
 Columbia Ave
 Park Plaza Fund
 Lasher Street Improv. Fund
 Lasher Street Improv. Fund
 Tourism Promo & Develop Fund
 Tourism Promo & Develop Fund
 First Street
 First Street
 Street Fund
 Tourism Promo & Develop Fund
 General Expense Fund
 General Expense Fund
 General Expense Fund
 General Expense Fund
 Capital Improvement Fund
 Water/Sewer Fund
 Water/Sewer Fund
 Water/Sewer Fund
 Water/Sewer Fund
 Water/Sewer Fund
 Capital Improvement Fund
 Capital Improvement Fund
 Street Fund
 ARPA
 Tourism Promo & Develop Fund

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d)

SubDeptDesc

SourceCodesDescription

BARS_1099Type

Custodial Reserve

Water/Sewer

Unemployment Reserve

Water

Sewer

Unreserved

Property Tax

Sales Tax

Sales Tax

Sales Tax

Utility Tax

Utility Tax

Utility Tax

Utility Tax

Utility Tax

Other Tax

Other Tax

Licenses

Licenses

Licenses

d)

Permits

Permits

Water

Sewer

Permits

Grants

Grants

Grants

State Shared

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

State Entitlements, Impact Payments & Taxes

Interlocal Loan Repayments

Admin, Printing & Probation Fees

Admin, Printing & Probation Fees

Parks

Fire District 2

Admin, Printing & Probation Fees

Water

Water

Water

Water

Water

Water

Water

Sewer

Sewer

Sewer

Sewer

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Sewer
Planning

General Fines & Penalties
General Fines & Penalties
General Fines & Penalties
General Fines & Penalties
General Fines & Penalties
General Fines & Penalties
Sewer
General Interest Income

Streets
Tourism

Water/Sewer

General Interest Income
Parks

Water
Sewer
Streets

Water
Sewer

Water/Sewer
General Interest Income
Water/Sewer

Streets

d)

Custodial Reserve

Water/Sewer

Unemployment Reserve

Water
Sewer
Unreserved

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Development Review

NEC

Fire Department
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BARS_1099Box OffsetBARS_BAS_EL_OB_LA BARS_ProposedBudget BARS_ProposalText

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BARS_AcctBudgetNotes

d)

Project complete in 2025

Amount applied for 2025 projects

Estimate from rate study

Estimate from rate study

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d)

Used \$18,000 additional expected in Property Tax to increase this line item, as these costs have increased subst:

d)

Additional probation costs-to be negotiated.

d)

Sample taps - \$3k

Reservoir cleaning - \$8kNorth bay level control - \$1000Effluent pump rebuild - \$800Meter inspections - \$900PR\

d)

New lab supplies

d)

Citiworks Only

d)

DNR Undergrounding Grant, Critical Areas Ordinance Update

d)

WTP painting - \$150kTransfer switch at WTP - \$15.2kFilter media replacement - \$20kfence repair - \$500Generat
Chlorine analyzer - \$10kNew tapping machine - \$5kInfluent flowmeters - \$12k
Project complete in 2025

Retainage

d)

Project pushed to 2025
Project pushed to 2025

Digestor Stairs

BARS_AliasBAS	BARS_AliasEL	BARS_AliasOB	BARS_AliasLA	BARS_Sch45BAS	BARS_Sch45EL
308	31	00	0030	308	31
308	31	00	0103	308	31
308	31	00	0105	308	31
308	31	00	0300	308	31
308	31	00	0406	308	31
308	31	00	0408	308	31
308	31	00	0630	308	31
308	31	01	0103	308	31
308	31	01	0300	308	31
308	31	02	0001	308	31
308	41	00	0107	308	41
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308	51	00	0020	308	51
308	51	00	0100	308	51
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313	11	00	0100	313	11
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321	99	02	0000	321	99
321	99	03	0000	321	99

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334	03	60	0314	334	03
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597	18	00	0311	597	18
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597	35	00	0030	597	35
597	76	00	0313	597	76

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BARS_Sch45OB	BARS_CountyCode	BARS_Approved	BARS_Pending	v.Remaining
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42	47.63
51	-110.04
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40		-118.54
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40		10,000.00
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30		15,206.05
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DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, September 8, 2025
6:00 PM

MEMBERS PRESENT: **Planning Commission Chair Jeff Breckel; Commissioner Auguste Zettler, Commissioner Anne Keesee.**

STAFF PRESENT: **Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen**

PUBLIC PRESENT: Mary Repar

GUESTS: Cheryl Carrington

Planning Commission Chair Jeff Breckel called the meeting to order at 6:09 p.m. A quorum was in attendance.

A. Preliminary Matters

1. **Public Comment Expectations** At the request of **PC Chair Breckel, Community Development Director Shumaker** shared the following information: He noted the Planning Commission provides an inclusive meeting. Commenters must raise their hand and be acknowledged by the Chair. Speakers must provide their name for recording in the minutes. Individual comments may be cut off after 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date. For remote participants, the tools to use are *6 to mute/unmute & *9 to raise hand.
2. **Public Comment Period:** Mary Repar spoke about a upcoming events, the high curbs along certain streets in Stevenson, recent articles provided by **Ben Shumaker**, and the need for more work addressing affordable housing.
3. **Approval of Minutes:** Prior to the action **Commissioner Keesee** requested information on the Planning Commission's new short-term rental housing/vacation rental sub-committee be sent to her.
 August 11th, 2025 Planning Commission meeting minutes were approved unanimously following a motion

by **Commissioner Zettler** seconded by **Commissioner Keese**. There were no changes or corrections.

B. New Business

4. Zoning Interpretation:

Contemplating Public, Private or Parochial Schools in the PR/Public Use & Recreation District

The Stevenson Planning Commission was asked to interpret the Zoning Code based on the applicant's request in Attachment 1 to open and operate a private school for children in grades K-2 at a local county owned site. In conducting this interpretation, the Planning Commission is constrained by the process and standards of SMC 17.12.020.

The Planning Commission's interpretation can-

- a) prohibit;
- b) allow staff review/approval as an accessory use; or
- c) allow Planning Commission review/approval via a conditional use permit.

A staff memo addressed Public, Private or Parochial School as an unlisted use in the PR Public Use & Recreation District. The Planning Commission was asked to evaluate this proposal based on its understanding of a) whether the Public, Private or Parochial School use is consistent with the purpose of the PR District and; b) whether the use is expressly permitted in less restrictive districts.

A draft interpretation was attached based on the assumption that the Public, Private or Parochial School use could be conditionally allowed in the PR District. A second draft interpretation was provided if the Planning Commission believes it can be allowed as an Accessory Use to instant principal uses in the district. Approval standards are in place.

Ben Shumaker, Community Development Director, noted the information in the staff report explained the options before the Commission.

A detailed discussion took place. A number of points were raised on protecting the use of public recreational spaces. **Commissioner Zettler** suggested any approval should ensure no new structures are to be built or installed at the site. **Shumaker** provided additional restrictions are in place due to the site being in close proximity to water body edges.

Prior to the motion it was determined a fourth finding would be added regarding the appropriate use of an

existing building which would not interfere or detract from public use.

Findings

Based on the discussion, the following findings were made:

- 1) The Professional Services use is consistent with the purpose of the PR Public Use & Recreation District.
- 2) The Public, Private or Parochial School use is expressly allowed in a less restrictive district than the PR District.
- 3) The Public, Private or Parochial School use is not customarily incidental to permitted instant principal uses in the PR District.
- 4) This is an appropriate use of an existing building that will not interfere or detract from public use.

MOTION to amend Planning Commission Interpretation Public Use & Recreation District—Public, Private or Parochial School (ZON2025-01A) to state this interpretation is considered a conditional use to adaptively reuse an existing structure without detracting or interfering with public use was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

Voting aye: **Commissioners Breckel, Keesee, Zettler**.

5. Zoning Interpretation

Contemplating Personal Services uses in the R1 Single-Family Residential District.

The Stevenson Planning Commission was asked to interpret the Zoning Code based on the applicant's request in Attachment 1 to operate a sauna business on her property.

In conducting this interpretation, the Planning Commission is constrained by the process and standards of SMC 17.12.020. The Planning Commission's interpretation can-

- a) prohibit;
- b) allow staff review/approval as an accessory use; or
- c) allow Planning Commission review/approval via a conditional use permit.

The memo analyzed the request in 2 ways. More conservatively, it dealt with "Day Spa" as an unlisted use in the Zoning Code generally. More permissively, it dealt

with Personal Services as an unlisted use in the R1 Single-Family Residential District.

Shumaker provided background information on the request. There are two different categories of personal services under current codes. There is no zoning amendment required through this process, but this interpretation and the one prior on private schools will be noted for review when the next round of zoning amendments comes before the Planning Commission.

Following a discussion on the proposal details, it was determined the use of a dedicated structure in a Single Family Residential zone for business purposes was not in keeping with the intent of that particular zoning criteria.

Shumaker noted changes to Planning Commission Interpretation Single-family Residential District—Personal Services (Day Spa) (ZON2025-02A). The changes included removing #'s 2,3, and 4 from the Findings, and amending Finding #1 to read personal service use is inconsistent with the purpose of the R1C residential district and no further analysis is necessary. In the R1 single-family residential district, the personal services use does not satisfy the criteria of SMC 17.12.020. As a result, the use is prohibited in the district.

MOTION to adopt Planning Commission Interpretation A as amended was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

Voting aye: **Commissioners Breckel, Keesee, Zettler**.

C. Old Business

6. Vacation Rental Strategy:

Commissioners reviewed and discussed the ad hoc sub-committee report on potential policies and tools to employ related to vacation rental homes. It was determined by the sub-committee the licensing of short-term rental properties was outside of the land use zoning tasks the Planning Commission is responsible for.

The following recommendations for action were made by the sub-committee:

- Planning Commission to recommend Policy Intents and Regulatory Tools to City Council
- City Council to review and accept or alter Planning Commission recommendations

- Staff to develop code language based on City Council direction
- Planning Commission review and recommendation of code language
- City Council action on Planning Commission recommendations

Gaining broader public input on the issue was seen as critical to finding solutions to the short-term rental questions and concerns being raised by some community members.

D. Discussion

6. Thought of the Month:

-Housing - The Abundance Movement:
<https://www.smartgrowthamerica.org/knowledge-hub/news/smart-growth-the-abundance-we-need/>

7. Staff & Commission Reports

Community Development Director Shumaker provided updates on paving projects along Railroad, Seymour and Ash Alley, and re-striping along Russell Avenue.

E. Adjournment

Following a motion by **Commissioner Zettler**, seconded by **Commissioner Keesee**, **Planning Commission Chair Breckel** declared the meeting adjourned 7:40 p.m.

Minutes prepared by Johanna Roe

October 16th, 2025, City Council meeting

Since I will not be present for the meeting, I wanted to take a moment to highlight a couple of agenda items from the Public Works Department.

Long Term Water Supply 1B

The method the City uses to pull water from Rock Creek is starting to fail, we can maintain during the winter months when we are using La Bong creek as our primary water source and demand is lower. However, during the dry summer month the city relies on Rock Creek to supply the City with Water. As you know we currently pull water out of Rock Creek and pump it to the City Water Treatment Plant for treatment. The intake in Rock Creek is failing, every year we lose a little more flow coming into the plant, and the Water Treatment Plant runs a little longer. Eventually this will catch up to us, the Water Treatment Plant can only run 24/7 for so long before it fails to maintain the reservoirs with water or eventually has significant breakdowns from the constant running. Below you will find a chart indicating the average flows, hours ran and number of days the plant ran 20+ hours for the month of August, traditionally our warmest month. The amount of water the plant produces fluxes from year to year, there are always variables at play, the amount of water the plant produces is usually between 340000gpd-440000gpd. What I find most noteworthy here is that average hours the plant ran for the month of August is trending upwards, additionally the number of days the plant is being ran for those 20+ hours is also increasing.

WTP Flows and Hours for August			
Year	Average flow	Average hours ran	Days of 20 hours or more runtime
2025	380000 GPD	19.8	18
2020	347000 GPD	15.7	2
2015	396000 GPD	18	11
2010	404000 GPD	16	1

Grayling completed LTWS 1A as well as Rock Creek inspections this last summer, they had substantial findings in regard of both the intake and the long-term water situation of Stevenson. Everything they found was used towards a scoring system by Grayling, of

which the City input their thoughts into. The two top options, one favoring surface water and the other favoring ground water, came out to be nearly neck and neck. The first would be re-doing Rock Creek intake and pump station, and major overhauls to the Water Treatment Plant. The second would be for the city to switch to groundwater as its source of water, it would include the drilling of new wells and a new treatment facility.

To further evaluate the two options and for Grayling to make a recommendation to council, more information will be needed. Grayling will be at the meeting to discuss what information they will be after in phase 1B, what their deliverables will be and finally what the end of the LTWS would look like.

From the Public Works standpoint, it is important for this project to move forward, currently we are risking Stevenson water supply failing and we need a path to move forward with. This study will be the best tool and provide the best available knowledge for the Council to decide on the next steps forward.

Cascade Street Improvements

Due to a miscalculation the total cost for the Cascade project was off, during the transferring of materials off the design sheet and inputting into the bid tabulation multiple water services were missing. Therefor causing an incorrect total cost of the project, the cost difference would be \$24,600. We are asking for a price adjustment to reflect the additional funds needed to supply these parts, this would take the cost of the project from the former voted on price of \$778,456 to \$803,056 pretax amount. The \$803,056 puts us spot on of engineering estimate of \$803,000 (pre-taxed).

Description	Quantity	Unit Price	Total Price
1" Diam. Near Side	2	\$2,800	\$5,600
1" Diam. Far Side	6	\$2,500	\$15,000
2" Diam. Near Side	1	\$3,900	\$3,900
		Total	\$24,500

The correct quantities are as follows:

Description	Quantity	Unit Price	Total Price
1" Diam. Near Side	8	\$2,800	\$22,400
1" Diam. Far Side	6	\$2,500	\$15,000
2" Diam. Near Side	2	\$3,900	\$7,800
1.5" Diam. Near Side	1	*\$3,900	\$3,900
		Total	\$49,100

Skamania County Transfer Station Ordinance – Adoption of SWGWMP

Skamania County Solid Waste and Recycling Division Supervisor has requested we present the Council with a resolution adopting their hazardous waste management plan. This plan is to be updated every 5 years by the Department of Ecology and requires a resolution to be passed by both the City of Stevenson and the City of North Bonneville.

Both the City of Stevenson and North Bonneville are involved in the plan revision process through the Solid Waste Advisory Committee (SWAC). The 2025 plans update includes minor changes such as:

1. Updated RCW's
2. Grammatical changes
3. Minor operational details

a)

The Department of Ecology requires either the city to provide a specific management plan for household waste, or it allows for piggybacking off the county's plan. The interlocal agreement we have with the County allows us to be able to piggyback.

City Administrator Report

September 18, 2025

Wesley Wootten, City Administrator

Finance

The budget planning process for 2026 continues. The initial budget draft was presented to Council and the public at a special meeting on October 14.

The City is wrapping up its annual audits (Single, Financial, Accountability) with the State Auditor's Office. All audits are likely to be completed by the end of October.

Public Works

The work on Cascade Ave is underway to replace sewer, water, and storm lines. Construction has had to adjust to partial work at night due to traffic restrictions. So far, the project work is on schedule to be completed next month.

Grayling Engineering has presented a scope of work for part 1B of the Long-Term Water Supply study that they have been conducting. This second phase will include determining the most efficient and effective method of water supply for the City to take on as we deal with the failing infrastructure at Rock Creek. Council will be asked to approve the second phase of the study tonight.

Planning

Following the resignation of the Community Development Director and the Planning and Public Works Assistant, the Planning Department is currently in a transition period as Council and staff determine the best path forward. Land use permitting is currently being processed by the Skamania County Planning Department.

We are finishing up the hiring process for the new Permit & Records Manager position. There was significant interest in the role, and we received 20 applications. The final round of interviews will start next week, and we hope to have a candidate selected and start in the role as quickly as possible.

Additionally, a revised role of City Planner has been proposed to replace the Community Development director position. Council is asked to vote on the revised Personnel Policy with this and the Permit & Records Manager role included.

Looking Ahead – Key Dates & Upcoming Items

October 28, 2025, 6 pm – Special City Council Meeting & First Public Hearing for the 2026 budget

November – Work on Cascade Ave. to finish

November 5, 2025, 1pm – First Tourism Advisory Committee (TAC) Meeting

November 12, 2025, 1 pm - Second Tourism Advisory Committee (TAC) Meeting

November 20, 2025, 6 pm – November City Council Meeting & Second Public Hearing for the 2026 budget