

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**July 17, 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/>

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

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

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

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

- a) **Fire Department Report** - Fire Chief, Ray Broughton will provide an update to Council on work of the Fire Department.
- b) **Cascade Avenue Utility Improvements Bid Approval** - Public Works Director, Cody Rosander presents a bid recommendation on the contract for SW Cascade Utility Improvements project. The Council is requested to approve the bid amount for \$778,456.00 (pre-tax amount) be awarded to Swofford Excavating LLC.
- c) **Utility Back Billing Discussion** - In the "Council Business" section, item D has been changed to only include discussion regarding utility back-billing.

**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 Adjustment** - The Council is asked to authorize an adjustment for the account at Account No. 10040. The leak was a result of a faulty crimp on a garden hose, which has since been replaced. Council is asked to authorize waiving \$562.12 from the customer's bill due to the leak.

- b) **Minutes** of June 18, 2025.

MOTION: To approve consent agenda items a-b.

## 5. SHERIFF'S OFFICE REPORT:

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

## 10. COUNCIL BUSINESS:

- a) **Sewer Ordinance and Fee Schedule Update**- Community Development Director Ben Shumaker presents updates to the draft sewer ordinance. Attachments address the Council's requests from the June workshop.

Potential Motions:

"I move to approve an ordinance of the City of Stevenson, Washington relating to sewer service, providing for severability and an effective date, as presented."

"I move to approve a resolution of the City Council of the City of Stevenson, Washington adopting a comprehensive fee schedule, as presented."

- b) **Ordinance 2025-1229 TBD Revenue Fund** - City Administrator Wootten presents 2025-1229, an ordinance to authorize a budget transfer of funds from the General Fund to the Water/Sewer Fund.
- c) **Resolution 2025-454 Capital and Transportation Improvement Program** - Community Development Director Ben Shumaker and Public Works Director Cody Rosander present the Capital and Transportation Improvement Program Update for council approval.
- d) **Discussion Regarding Utility Back-Billing** - Discussion regarding utility back-billing for unbilled usage due to historical policy clarification issues between utility installation and occupancy certification.

## 11. INFORMATION ITEMS:

- a) **Chamber of Commerce Report** - The report presented describes 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 are presented for council review.
- c) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

**12. CITY ADMINISTRATOR AND STAFF REPORTS:**

- a) Ben Shumaker, Community Development Director
- b) Cody Rosander, Public Works Director
- c) Wesley Wootten, City Administrator

**14. MAYOR AND COUNCIL REPORTS:**

**14. MAYOR AND COUNCIL REPORTS:**

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

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

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## **Staff Report**

### **Cascade Ave Improvement Project**

**Cody Rosander, Public Works Director**

The City of Stevenson has been working with Grayling engineering on our Cascade Ave Improvement Project. This project consists of many improvements to our waterfront utilities such as the following:

- Approximately 1300 feet of HDPE water line will be replacing the old, outdated, undersized and hazardous asbestos concrete line. Pipe bursting will be utilized to limit damage to the road and save cost.
- Installation of a new Fire Hydrant, installation of stub outs to vacant lots for future growth which will also minimize potential damage to the roads in the future.
- 350 feet of pressured sewer line off Kanaka Creek Lift Station, 950 feet of gravity sewer line. This will also upsize the line from the existing 8" concrete to 12" PVC
- Relocating streetlights out of the sidewalk and pedestrian travel, relocation would be back of the sidewalk.

The work would be set to start September 2025 and be completed in November. This time frame allows the dry weather season to be utilized and provides less of an impact on the Port and the usage of the waterfront.

The city was able to secure funding for this project via Public Works Board Grant and financing. The grant portion of the funding is \$335,700 and funding potential is up to \$1,902,300. The financing portion of this is a 1.38% interest rate over a 20-year term.

The project has a total cost of \$897,739.55 which is split between the construction company and engineering service.

The project went out to Bid in late May, and Bids were due in late June. The city received 5 closed bids, and Grayling completed a review of the bid documents and supplemental post-bids submittals. During the review Swafford Excavating came out to be the lowest, responsive and responsible bidder. Grayling has recommended awarding the contract to Swafford Excavating.

This project replaces both sewer and water lines that are currently undersized and made of hazardous materials. The project serves a low risk to our infrastructure and community. Additionally, it opens growth opportunities within the Port area as well as addresses the need to up the size of the sewer line as addressed in the sewer plan.



The recommendation from Public Works would be to move forward with awarding the contract to Swafford and beginning construction in September.



600 Hatheway Road, Suite 203, Vancouver, WA 98661  
360.347.6399

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July 12, 2025

Cody Rosander  
Public Works Director  
Stevenson Public Works  
7121 E Loop Rd,  
Stevenson, WA 98648

Re: Bid Results, SW Cascade Avenue Utility Improvements

Dear Cody,

Bids for the above-referenced project were opened and read aloud on June 24th, 2025. Five contractors submitted bids for the project. The lowest base bid was submitted by Swofford Excavating in the pre-tax amount of \$745,206.00. The pre-tax amount for bid additive A is \$33,250.00 for a total pre-tax bid amount of \$778,456.00. See the attached bid tabulation for additional details.

A review of the Swofford Excavating bid documents and supplemental post-bid submittals concluded they are the lowest, responsive and responsible bidder. Therefore, we recommend the contract be awarded to Swofford Excavating .

The information contained herein and in the attached documentation is provided to you for reference and use in your decision to award the Contract. Thank you for the opportunity to assist the City of Stevenson with this process, we look forward to the successful completion of the project.

Sincerely,

**Kyle Thompson**

Digitally signed by Kyle Thompson  
DN: C=US,  
E=kyle.thompson@graylineng.com,  
O="Grayling Engineers, PLLC", CN=Kyle  
Thompson  
Date: 2025.07.12 14:28:38-07'00'

Kyle Thompson  
Civil Engineer

Attachments: Bid Tabulation  
Swofford Excavating Responsive Summary  
Swofford Excavating Post-Bid Submittal

# BID TABULATION

Bid Tabulation



Project:	SW Cascade Avenue Utility Improvements		
Project number:	2408A		
By:	Danica Flood	Date:	7/8/2025
Checked:	Kyle Thompson, PE	Date:	7/12/2025

Base Bid

Item	Description	Quantity	Unit	Engineer's Estimate		Swofford Excavating		IBC		NW Construction		Crestline		Ajax	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	MINOR CHANGE	1	FA	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	MOBILIZATION	1	LS	\$35,289.75	\$35,289.75	\$60,000.00	\$60,000.00	\$50,000.00	\$50,000.00	\$131,000.00	\$131,000.00	\$98,500.00	\$98,500.00	\$115,000.00	\$115,000.00
3	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	\$45,000.00	\$45,000.00	\$20,000.00	\$20,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$55,000.00	\$55,000.00	\$68,000.00	\$68,000.00
4	AS-BUILT DRAWINGS (MINIMUM \$500 BID)	1	LS	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
5	SPCC PLAN	1	LS	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$500.00	\$500.00	\$500.00	\$500.00
6	HMA CI. 1/2" PG 64-22	155	TON	\$300.00	\$46,500.00	\$200.00	\$31,000.00	\$220.00	\$34,100.00	\$230.00	\$35,650.00	\$331.00	\$51,305.00	\$300.00	\$46,500.00
7	2 IN. DEPTH TEMPORARY TRENCH RESTORATION	541	SY	\$50.00	\$27,050.00	\$135.00	\$73,035.00	\$39.00	\$21,099.00	\$50.00	\$27,050.00	\$62.00	\$33,542.00	\$30.00	\$16,230.00
8	SOLID WALL PVC STORM SEWER PIPE 8 IN. DIAM.	82	LF	\$160.00	\$13,120.00	\$80.00	\$6,560.00	\$125.00	\$10,250.00	\$107.00	\$8,774.00	\$86.00	\$7,052.00	\$118.00	\$9,676.00
9	48 IN. DIAM. CONCRETE SANITARY SEWER MANHOLES	3	EA	\$8,000.00	\$24,000.00	\$5,600.00	\$16,800.00	\$5,500.00	\$16,500.00	\$7,500.00	\$22,500.00	\$6,000.00	\$18,000.00	\$6,200.00	\$18,600.00
10	CONCRETE MANHOLES, SANITARY SEWER SADDLE	1	EA	\$10,500.00	\$10,500.00	\$5,600.00	\$5,600.00	\$7,000.00	\$7,000.00	\$9,500.00	\$9,500.00	\$6,200.00	\$6,200.00	\$9,300.00	\$9,300.00
11	TRANSITION MANHOLE	1	EA	\$12,000.00	\$12,000.00	\$6,000.00	\$6,000.00	\$6,200.00	\$6,200.00	\$19,000.00	\$19,000.00	\$18,000.00	\$18,000.00	\$13,100.00	\$13,100.00
12	ABANDON EXISTING MANHOLES	2	EA	\$2,500.00	\$5,000.00	\$5,500.00	\$11,000.00	\$4,500.00	\$9,000.00	\$3,000.00	\$6,000.00	\$750.00	\$1,500.00	\$1,550.00	\$3,100.00
13	ABANDON EXISTING SANITARY SEWER PIPE	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$3,500.00	\$3,500.00	\$1,850.00	\$1,850.00
14	CATCH BASIN	1	EA	\$5,000.00	\$5,000.00	\$4,900.00	\$4,900.00	\$2,500.00	\$2,500.00	\$2,250.00	\$2,250.00	\$2,800.00	\$2,800.00	\$4,175.00	\$4,175.00
15	TRENCH SAFETY SYSTEM (MINIMUM BID \$1/LF)	973	LF	\$5.00	\$4,865.00	\$3.00	\$2,919.00	\$5.00	\$4,865.00	\$2.00	\$1,946.00	\$1.00	\$973.00	\$6.00	\$5,838.00
16	REMOVAL AND REPLACEMENT OF UNSUITABLE	10	CY	\$100.00	\$1,000.00	\$50.00	\$500.00	\$162.00	\$1,620.00	\$300.00	\$3,000.00	\$92.00	\$920.00	\$100.00	\$1,000.00
17	CONNECTION TO EXISTING WATER MAIN	3	EA	\$2,500.00	\$7,500.00	\$7,250.00	\$21,750.00	\$1,100.00	\$3,300.00	\$1,500.00	\$4,500.00	\$5,400.00	\$16,200.00	\$2,800.00	\$8,400.00
18	CUT, PLUG, AND ABANDON WATER MAIN	1	LS	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,850.00	\$1,850.00	\$6,500.00	\$6,500.00
19	8 IN. DIAM. DI SMALL FITTING WITH JOINT	4	EA	\$430.00	\$1,720.00	\$1,930.00	\$7,720.00	\$850.00	\$3,400.00	\$900.00	\$3,600.00	\$825.00	\$3,300.00	\$1,650.00	\$6,600.00
20	8 IN. DIAM. DI LARGE FITTING WITH JOINT	2	EA	\$680.00	\$1,360.00	\$2,500.00	\$5,000.00	\$1,000.00	\$2,000.00	\$1,575.00	\$3,150.00	\$1,100.00	\$2,200.00	\$2,600.00	\$5,200.00
21	8 IN. DIAM. DR11 HDPE WATER MAIN	210	LF	\$155.00	\$32,550.00	\$115.00	\$24,150.00	\$145.00	\$30,450.00	\$105.00	\$22,050.00	\$106.00	\$22,260.00	\$175.00	\$36,750.00
22	8 IN. DIAM. DR11 HDPE PIPE BURSTING	1224	LF	\$100.00	\$122,400.00	\$70.00	\$85,680.00	\$145.00	\$177,480.00	\$75.00	\$91,800.00	\$102.00	\$124,848.00	\$175.00	\$214,200.00
23	ASBESTOS CEMENT PIPE REMOVAL	1	LS	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$13,000.00	\$13,000.00	\$7,500.00	\$7,500.00	\$1,300.00	\$1,300.00	\$7,700.00	\$7,700.00
24	8 IN. GATE VALVE	8	EA	\$3,500.00	\$28,000.00	\$4,500.00	\$36,000.00	\$1,200.00	\$9,600.00	\$2,500.00	\$20,000.00	\$2,800.00	\$22,400.00	\$3,400.00	\$27,200.00
25	FIRE SUPPRESSION CXN ASSEMBLY	2	EA	\$3,000.00	\$6,000.00	\$7,900.00	\$15,800.00	\$3,200.00	\$6,400.00	\$7,000.00	\$14,000.00	\$5,500.00	\$11,000.00	\$8,750.00	\$17,500.00
26	HYDRANT ASSEMBLY	4	EA	\$7,500.00	\$30,000.00	\$12,900.00	\$51,600.00	\$13,000.00	\$52,000.00	\$12,000.00	\$48,000.00	\$10,400.00	\$41,600.00	\$11,250.00	\$45,000.00
27	WATER SERVICE CONNECTION 1 IN. DIAM., NEAR SIDE	2	EA	\$2,500.00	\$5,000.00	\$2,800.00	\$5,600.00	\$3,500.00	\$7,000.00	\$2,500.00	\$5,000.00	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00
28	WATER SERVICE CONNECTION 1 IN. DIAM., FAR SIDE	6	EA	\$3,500.00	\$21,000.00	\$2,500.00	\$15,000.00	\$3,500.00	\$21,000.00	\$3,500.00	\$21,000.00	\$4,875.00	\$29,250.00	\$4,000.00	\$24,000.00
29	WATER SERVICE CONNECTION 2 IN. DIAM., NEAR SIDE	1	EA	\$3,000.00	\$3,000.00	\$3,900.00	\$3,900.00	\$4,000.00	\$4,000.00	\$9,000.00	\$9,000.00	\$6,200.00	\$6,200.00	\$8,700.00	\$8,700.00
30	SAMPLING STATION	1	EA	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$5,650.00	\$5,650.00	\$7,000.00	\$7,000.00
31	12 IN. DIAM. SDR 35 PVC SEWER MAIN	973	LF	\$110.00	\$107,030.00	\$119.00	\$115,787.00	\$138.00	\$134,274.00	\$112.00	\$108,976.00	\$121.00	\$117,733.00	\$168.00	\$163,464.00
32	6 IN. DIAM. C900 PVC SEWER FORCE MAIN	35	LF	\$90.00	\$3,150.00	\$200.00	\$7,000.00	\$110.00	\$3,850.00	\$245.00	\$8,575.00	\$133.00	\$4,655.00	\$154.00	\$5,390.00
33	6 IN DIAM. C900 PVC SMALL FITTING WITH JOINT	4	EA	\$500.00	\$2,000.00	\$1,300.00	\$5,200.00	\$750.00	\$3,000.00	\$275.00	\$1,100.00	\$550.00	\$2,200.00	\$1,350.00	\$5,400.00
34	SEWER SERVICE CONNECTION, SOUTH SIDE	7	EA	\$5,000.00	\$35,000.00	\$3,190.00	\$22,330.00	\$4,000.00	\$28,000.00	\$6,000.00	\$42,000.00	\$6,500.00	\$45,500.00	\$6,200.00	\$43,400.00
35	EROSION CONTROL AND WATER POLLUTION	1	LS	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$6,200.00	\$6,200.00
36	ROADSIDE RESTORATION	1	LS	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00
37	CEMENT CONCRETE TRAFFIC CURB	260	LF	\$100.00	\$26,000.00	\$40.00	\$10,400.00	\$85.00	\$22,100.00	\$72.00	\$18,720.00	\$99.00	\$25,740.00	\$88.00	\$22,880.00
38	CEMENT CONCRETE SIDEWALK	133	SY	\$350.00	\$46,550.00	\$75.00	\$9,975.00	\$170.00	\$22,610.00	\$239.00	\$31,787.00	\$216.00	\$28,728.00	\$185.00	\$24,605.00
39	STAMPED DECORATIVE CONCRETE	20	SY	\$656.00	\$13,120.00	\$170.00	\$3,400.00	\$1,200.00	\$24,000.00	\$1,330.00	\$26,600.00	\$1,275.00	\$25,500.00	\$1,350.00	\$27,000.00
Subtotal					\$764,204.75		\$745,206.00		\$786,098.00		\$802,278.00		\$858,906.00		\$1,056,458.00
Sales Tax @ 7.70%					\$58,843.77		\$57,380.86		\$60,529.55		\$61,775.41		\$66,135.76		\$81,347.27
Total					\$823,048.52		\$802,586.86		\$846,627.55		\$864,053.41		\$925,041.76		\$1,137,805.27

**Bid Additive A**

Item	Description	Quantity	Unit	Engineer's Estimate		Swofford Excavating		IBC		NW Construction		Crestline		Ajax	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	LIGHT POLE RELOCATION	5	EA	\$5,000.00	\$25,000.00	\$6,500.00	\$32,500.00	\$13,000.00	\$65,000.00	\$11,500.00	\$57,500.00	\$11,000.00	\$55,000.00	\$6,000.00	\$30,000.00
2	CEMENT CONCRETE SIDEWALK	10	SY	\$350.00	\$3,500.00	\$75.00	\$750.00	\$175.00	\$1,750.00	\$290.00	\$2,900.00	\$218.00	\$2,180.00	\$185.00	\$1,850.00
Subtotal					\$28,500.00	\$33,250.00		\$66,750.00		\$60,400.00		\$57,180.00		\$31,850.00	
Sales Tax @ 7.70%					\$2,194.50	\$2,560.25		\$5,139.75		\$4,650.80		\$4,402.86		\$2,452.45	
Total					\$30,694.50	\$35,810.25		\$71,889.75		\$65,050.80		\$61,582.86		\$34,302.45	

**Summary**

Item	Description	Engineer's Estimate	Swofford Excavating	IBC	NW Construction	Crestline	Ajax
		Total	Total	Total	Total	Total	Total
1	Base Bid	\$823,048.52	\$802,586.86	\$846,627.55	\$864,053.41	\$925,041.76	\$1,137,805.27
2	Base Bid + Bid Additive A	\$853,743.02	\$838,397.11	\$918,517.30	\$929,104.21	\$986,624.62	\$1,172,107.72
	Correct proposal form included		Yes	Yes	Yes	Yes	Yes
	Addenda acknowledged		Yes	No	Yes	Yes	Yes
	Certification of Compliance with Wage Payment Statutes		Yes	Yes	No	Yes	Yes
	Proposal signature page		Yes	Yes	Yes	Yes	Yes
	Bid deposit		Yes	Yes	Yes	Yes	Yes
	Supplemental bidder responsibility criteria		Yes	Not Reviewed	Not Reviewed	Not Reviewed	Not Reviewed
	Mandatory bidder responsibility criteria		Yes	Not Reviewed	Not Reviewed	Not Reviewed	Not Reviewed
	Status		Lowest, Responsive	N/A	N/A	N/A	N/A

**LEGEND:**

1. Cells highlighted red indicate inconsistent addition/multiplication from the bid tab of that Contractor.

# **SWOFFORD EXCAVATING RESPONSIVE SUMMARY**

# Contractors

## SWOFFORD EXCAVATING LLC

### Owner or tradesperson

#### Principals

SWOFFORD, JOSEPH  
REX, PARTNER/MEMBER

SWOFFORD, DEBRA  
ANN, PARTNER/MEMBER

#### Doing business as

**SWOFFORD EXCAVATING LLC**

#### WA UBI No.

**604 079 777**

#### 211 NAGEL RD

**WASHOUGAL, WA 98671**

**360-771-5037**

**CLARK County**

#### Business type

**Limited Liability Company**

#### Governing persons

**DEBRA**

#### SWOFFORD

JOSEPH SWOFFORD;

## Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

### Construction Contractor

#### Active

**Meets current requirements.**

#### License specialties

**GENERAL**

#### License no.

**SWOFFEL809DC**

#### Effective — expiration

**03/03/2020 — 03/04/2026**

#### L&I Contractor Registration:

**1-800-647-0982 - Email: ContReg@Lni.wa.gov**

### Bond

**Western Surety Co**

**\$30,000.00**

#### Bond account no.

**63078269**

#### Received by L&I

**06/25/2025**

#### Effective date

**06/25/2025**

#### Expiration date

**Until Canceled**

### Bond history

### Insurance

**Champlain Specialty Insurance**

**\$1,000,000.00**

#### Policy no.

**CSAR-CGL-0002291-03**

#### Received by L&I

**06/25/2025**

#### Effective date

**06/24/2025**

#### Expiration date

**06/24/2026**

### Insurance history

### Savings

**No savings accounts during the previous 6 year period.**

**Lawsuits against the bond or savings**

No lawsuits against the bond or savings accounts during the previous 6 year period.

**L&I Tax debts**

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

**License Violations**

No license violations during the previous 6 year period.

## Certifications & Endorsements

**OMWBE Certifications**

No active certifications exist for this business.

**Apprentice Training Agent**

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

## Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID

**641,128-00**

**Account is current.**

Doing business as

**SWOFFORD EXCAVATING**

Estimated workers reported

**Quarter 1 of Year 2025 "7 to 10 Workers"**

Workers' Comp Account Contact

**T0 / DAVID PRYOR (360) 902-5617 - Email: PRYD235@lni.wa.gov**

## Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

**Required Training-- Effective July 1, 2019**

Exempt from this requirement.

Completed the training on 6/26/2019

**Contractor Strikes**

No strikes have been issued against this contractor.

**Contractors not allowed to bid**

No debarments have been issued against this contractor.

## Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date

**10/09/2024**

[Violations](#)

Inspection no.

**317981453**

Location

**1104 Walnut St**

**Kelso, WA 98626**



# **SWOFFORD EXCAVATING POST-BID SUBMITTAL**

## Mandatory Bidder Responsibility Statement

The Apparent Low Bidder must document that they meet the Mandatory Bidder Responsibility Criteria as defined by RCW 39.04.350(1). Deliver form within 24 hours after bid opening.

General Information		
Project Name: <i>SW Cascade Ave Utility Improvements</i>		Project Number: <i>2408A</i>
Bidder's Business Name: <i>Swofford Excavating</i>		Bid Submittal Deadline: <i>6/24/25 @ 2pm</i>
Contractor Registration – <a href="https://fortress.wa.gov/lni/bbip">https://fortress.wa.gov/lni/bbip</a>		
License Number: <i>SWOFFELB09DC</i>		Account Active
		<input checked="" type="radio"/> Yes <input type="radio"/> No
Effective Date (must be effective on or before Bid Submittal Deadline): <i>3/3/2020</i>		Expiration Date: <i>3/4/2026</i>
Current UBI Number – <a href="http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/">http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/</a>		
UBI Number: <i>604-079-777</i>		Account Status:
		<input checked="" type="radio"/> Open <input type="radio"/> Closed
Industrial Insurance Coverage – <a href="https://fortress.wa.gov/lni/crpsi/mainmenu.aspx">https://fortress.wa.gov/lni/crpsi/mainmenu.aspx</a>		
Account Number: <i>64112800</i>		Account Current:
		<input checked="" type="radio"/> Yes <input type="radio"/> No
Employment Security Department Number		
Employment Security Department Number: <i>689731</i>		
State Excise Tax Registration Number – <a href="http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/">http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/</a>		
Tax Registration Number: <i>81-5002744</i>		Account Closed:
		<input checked="" type="radio"/> Open <input type="radio"/> Closed
Not Disqualified from Bidding – <a href="http://www.lni.wa.gov/tradeslicensing/prevwage/awardingagencies/debarredcontractors/default.asp">http://www.lni.wa.gov/tradeslicensing/prevwage/awardingagencies/debarredcontractors/default.asp</a>		
Is the Bidder listed on the "Contractors Not Allowed to Bid" list on the Department of Labor and Industries website?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Checked by:		
Name of employee: <i>Delora Swofford</i>		Date: <i>6/25/25</i>

## Work Experience Form

Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.

### PROJECT DETAIL

Bidder's Company Name <i>Swofford excavating</i>		Bidder's Contact Name & Phone Number <i>Debra Swofford</i> <i>360-771-5037</i>	
Project Name <i>SR 14 waterline replacement</i>		Project Contract Number <i>23880</i>	
Project Owner <i>City of Bingen</i>		Project Location <i>Bingen WA SR14</i>	
Owner's Representative Contact Name & Title <i>Krista Loney</i>		Owner's Representative Telephone Number <i>509-493-2122</i>	
Notice to Proceed Date <i>June 24'</i>	Final Completion Date <i>JULY 24'</i>	Awarded Contract Value <i>179,901.25</i>	Final Contract Price <i>179,901.25</i>
Project Prime Contractor Name (If Not Bidder)		Project Contractor Contact Name & Phone Number (If Not Bidder)	
Project Description  <i>Provide HOPE Fusion waterline along SR14 surface restoration within 35 working days.</i>			

**Summary of Technical Work Completed by Bidder and/or Subcontractor, Including Any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed In the Specifications**

All work done & completed by Swofford.

**Assessment of Work Completed (Quality Control, Safety Record, Timeliness of Performance, Use of Skilled Personnel, Management of Subcontractors, Availability of and Use of Appropriate Equipment, Compliance with Contract Documents, Management of Submittals Process and Change Orders)**

Contract was completed ontime with all  
Swoffords own equipment. Quality checks done  
by owners.



# Work Experience Form

<p>Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.</p>			
<b>PROJECT DETAIL</b>			
<b>Bidder's Company Name</b> Swofford Excavating		<b>Bidder's Contact Name &amp; Phone Number</b> Debra Swofford 360-771-9037	
<b>Project Name</b> Oak and Myrtle Waterline		<b>Project Contract Number</b> 2025-01	
<b>Project Owner</b> City of Scappoose OR		<b>Project Location</b> Oak and Myrtle Scappoose OR	
<b>Owner's Representative Contact Name &amp; Title</b> Reed Kelly engineering Assistant		<b>Owner's Representative Telephone Number</b> 503-543-7184 ext 405	
<b>Notice to Proceed Date</b> May	<b>Final Completion Date</b> 7/1/25	<b>Awarded Contract Value</b> 332,461.40	<b>Final Contract Price</b> 332,461.40
<b>Project Prime Contractor Name (If Not Bidder)</b>		<b>Project Contractor Contact Name &amp; Phone Number (If Not Bidder)</b>	
<b>Project Description</b> Excavation and install of traffic control 1070 IF of 8" PVC Connections, Fire hydrants, new meter/valve boxes & restoration			

Summary of Technical Work Completed by Bidder and/or Subcontractor, Including Any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed In the Specifications

All work except hot taps done by Swotford

Assessment of Work Completed (Quality Control, Safety Record, Timeliness of Performance, Use of Skilled Personnel, Management of Subcontractors, Availability of and Use of Appropriate Equipment, Compliance with Contract Documents, Management of Submittals Process and Change Orders)

All contract was met with schedule & timeline.  
All equipment is owned or was rented by owner of Swotford. Quality control was done by owner's on site.

# Work Experience Form

Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.

## PROJECT DETAIL

Bidder's Company Name

Swiftnd Excavating

Bidder's Contact Name & Phone Number

Debra Swiftnd  
360-771-5037

Project Name

Watermain replacement

Project Contract Number

679

Project Owner

Clark public utilities

Project Location

Hockinson

Owner's Representative Contact Name & Title

Nick Flagg

Owner's Representative Telephone Number

360-992-8021

Notice to Proceed Date

12/3/25

Final Completion Date

6/25/25

Awarded Contract Value

636,220.51

Final Contract Price

742,220.51

Project Prime Contractor Name (If Not Bidder)

Project Contractor Contact Name & Phone Number  
(If Not Bidder)

Project Description

3,200 LF of 8" and 2,300 LF 4" Water Main in Clark County. NE 190th - 191<sup>st</sup> Ave side of. New fire hydrants and services.



Summary of Technical Work Completed by Bidder and/or Subcontractor, Including Any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed In the Specifications

All work except filling line w/cdf and paving & chip seal was done by Swofford.

Assessment of Work Completed (Quality Control, Safety Record, Timeliness of Performance, Use of Skilled Personnel, Management of Subcontractors, Availability of and Use of Appropriate Equipment, Compliance with Contract Documents, Management of Submittals Process and Change Orders)

All equipment is owned or was rented to insure timeline was met. All individuals onsite and working have over 3 year experience in excavation owner & firmans have H +.



# Work Experience Form

<p>Please complete one form per project and include the minimum number of projects (and forms) as requested. You may include any additional work experience you deem relevant in determining bidder responsibility. Please be sure to provide a thorough description of the work in order to demonstrate how your firm meets any required experience detailed in the specifications. You may attach additional documentation if needed.</p>			
<b>PROJECT DETAIL</b>			
<b>Bidder's Company Name</b> Swofford Excavating		<b>Bidder's Contact Name &amp; Phone Number</b> Debra Swofford 360-771-5037	
<b>Project Name</b> Northphase Waterline		<b>Project Contract Number</b> 2024	
<b>Project Owner</b> City of Goldendale		<b>Project Location</b> Goldendale WA	
<b>Owner's Representative Contact Name &amp; Title</b> Nathan Bischoff		<b>Owner's Representative Telephone Number</b> 509-773-4945	
<b>Notice to Proceed Date</b> November 24	<b>Final Completion Date</b> Jan 2025	<b>Awarded Contract Value</b> 1,399,628.50	<b>Final Contract Price</b> 770,092.93
<b>Project Prime Contractor Name (If Not Bidder)</b>		<b>Project Contractor Contact Name &amp; Phone Number (If Not Bidder)</b>	
<b>Project Description</b> Install 5,282' of 8" waterline 3,931' of 4" & 1810 LF of 10" SI Services 8 fire hydrants, restoration			

Summary of Technical Work Completed by Bidder and/or Subcontractor, Including Any Relevant Details to Demonstrate Similar Experience and Any Required Experience Detailed In the Specifications

All work except hot-taps + paving done by Snufford.

Assessment of Work Completed (Quality Control, Safety Record, Timeliness of Performance, Use of Skilled Personnel, Management of Subcontractors, Availability of and Use of Appropriate Equipment, Compliance with Contract Documents, Management of Submittals Process and Change Orders)

Quality Control was complete and made sure testing went smooth. Skilled workers knowing what to do made this job go smooth. time line was an issue due to city not working w/contractor for writing sound log or unmarked locates.

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**June 18, 2025**  
**6:00 PM, City Hall and Remote**

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

Attending:

**Elected Officials: Mayor Scott Anderson; Councilmembers Chuck Oldfield, Lucy Lauser, Michael Johnson, Pat Rice, Dave Cox.**

**Staff: City Attorney Robert Muth, Ray Broughton, Stevenson Fire Chief; Ben Shumaker, Community Development Director (Excused Absence); Wesley Wootten, City Administrator (Medical Absence); Public Works Director Cody Rosander (Excused Absence).**

Guests: Kelly O'Malley-McKee, Executive Director of the Stevenson Downtown Association; Skamania County Undersheriff Tracy Wyckoff.

Public attendees: Anne Keesee, Rick May

**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:** See below

**3. CHANGES TO THE AGENDA**

Mayor Anderson advised Ben Shumaker, Cody Rosander, Wesley Wooten, and Carolyn Sourek would not be present at the meeting. He noted the CIP/TIP plan would be presented as information, with no vote expected.

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

a) Minutes from Stevenson City Council meeting held on 5/15/2025.

**MOTION** to approve consent agenda item a) was made by **Councilmember Cox**, seconded by **Councilmember Oldfield**.

Voting aye: **Councilmember Lauser, Cox, Rice, Johnson, Oldfield**

**5. SHERIFF'S OFFICE REPORT:**

a) Sheriff's Report - The Skamania County Sheriff's report for activity within Stevenson city limits for May 2025 was presented for council review by Skamania County Undersheriff Tracy Wyckoff. **Councilmember Cox** requested information on the volume of warnings

being issued by deputies. Undersheriff Wyckoff praised the work of local fire fighters in controlling recent fires.

**Councilmember Rice** called a point of order, as public comment had not been received as scheduled on the agenda.

**Public comments were then received.**

Ann Keesee spoke about initiating a code of conduct for the City Council.

Rick May suggested developing a program to help prevent wildfires.

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

6:13

a) Stevenson Downtown Association - Kelly O'Malley-McKee, Executive Director of the Stevenson Downtown Association shared information about the benefits they've provided to the community over the past year. She shared an overview of the Main Street Program, new programs, past accomplishments and volunteer participation. She explained some of the guidelines that pertain to the Main Street program.

**7. COUNCIL BUSINESS:**

Mayor Anderson briefly revisited the purpose of the proposed bond as explained at the May 2025 City Council meeting.

a) Removed from agenda due to **Public Works Director Cody Rosander** being unable to attend: *Ordinance 2025-1227 Authorizing USDA Bond Issuance - approval of Ordinance 2025-1227 to issue a bond to pay costs of improvements to the City's water and sewer system.*

6:40

**MOTION** to approve **Ordinance 2025-1227** to issue a bond to pay costs of improvements to the City's water and sewer system was made by **Councilmember Rice**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmember Lauser, Cox, Rice, Johnson, Oldfield**

b) Capital and Transportation Improvement Program Update - **Mayor Anderson** requested councilmembers input on any priorities they had regarding the plans, with further discussion to take place at a later meeting. **Councilmember Cox** and **Oldfield** suggested public input. **Councilmember Rice** asked to have the City Planning Department and Public Works provide and explain their top 2 priorities. He recommended the focus be on completing fewer projects.

**NO MOTION** to approve the Capital and Transportation Improvement Program was made.

c) Removed from agenda due to **Community Development Director Ben Shumaker** being unable to attend: *Sewer Ordinance- presented updates to the draft sewer ordinance.*

**8. INFORMATION ITEMS:**

- a) Contracts Awarded Administratively - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month was attached.
- b) Chamber of Commerce Report - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- c) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- d) Housing Programs Report - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- e) Planning Commission Minutes - Minutes were attached from the Stevenson Planning Commission meeting held on May 12, 2025.

## **9. CITY ADMINISTRATOR AND STAFF REPORTS:**

**Ray Broughton, Stevenson Fire Chief** presented information and updates on a number of topics, including purchase and procurement of a new pumper engine and equipment upgrades; homeowner focused fire prevention programs through the Department of Natural Resources, and upcoming grant opportunities. He highlighted the quick response by local fire agencies to several recent fires.

**Councilmember Rice** asked about implementing Rick May's idea for focus groups.

**Councilmember Cox** had questions about possible re-evaluation of the current Critical Areas Ordinance as it pertains to fire-wise protection. **Chief Broughton** suggested getting Charlie Landsman with DNR involved and using the Firewise Program guidelines.

**Chief Broughton** advised the WSRB (Washington Surveying and Rating Bureau) recommendations and ratings will be available this fall.

He clarified the options the local fire marshal has regarding the deployment of fireworks during times of high fire risk.

**STAFF REPORTS.** Staff were unavailable to provide reports and updates due to a meeting conflict.

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

**b) Cody Rosander, Public Works Director**

**c) Wesley Wootten, City Administrator.**

**Mayor Anderson** provided a statement regarding **City Administrator Wootten's** recent medical emergency and his recovery progress.

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

**MOTION** to approve vouchers as presented was made by **Councilmember Johnson**, seconded by **Councilmember Oldfield**.

Voting aye: **Councilmember Lauser, Cox, Rice, Johnson, Oldfield**

## **11. MAYOR AND COUNCIL REPORTS:**

**Mayor Anderson** commended the Council and staff for the cooperation shown at a recent meeting.

**Councilmember Lauser** read from emails she had recently received. **Councilmember Cox** motioned to adjourn the meeting.

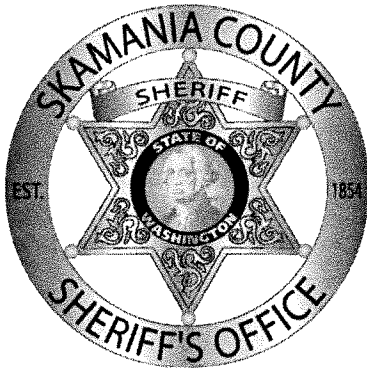
**12. ISSUES FOR THE NEXT MEETING:**

None presented

**13. ADDITIONAL PUBLIC COMMENT:**

None presented

**14. ADJOURNMENT - Mayor Anderson** adjourned the meeting at 7:07 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](http://www.skamaniasheriff.com)  
[scso@co.skamania.wa.us](mailto:scso@co.skamania.wa.us)

*Tracy Wyckoff*  
*Undersheriff*

*Steve Minnis*  
*Chief of Corrections*

*Ondine Obias*  
*Chief Civil Deputy*

**June 2025**

**Total 204**

City of Stevenson

Calls/Patrol

Calls - 126

Medical - 39

Fire - 0

Service Hour

Hrs. – 390.50

Court Hrs. - 0

Milage - 1613

07/01/25  
07:28

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-03294	Burg Bus Unl En	BURG	21	Investigation Complete
25-03299	Harrassment.	HARR	21	Investigation Complete
25-03302	Medical	AMAS	21	Transferred to Other A
25-03311	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03320	Suspicious	PSC	21	UNABLE TO LOCATE
25-03329	Utility Problem	UTPB	21	Transferred to Other A
25-03337	Medical	AMAS	21	INFORMATION
25-03388	Repossession	REPO	21	INFORMATION
25-03389	Parking Problem	PARK	21	CLEARED DRIVER CITED
25-03396	Suspicious	PSC	21	UNABLE TO LOCATE
25-03399	Welfare Check	WELF	21	Settled By Contact
25-03406	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03407	Abandon Vehicle	ABVR	21	Investigation Complete
25-03419	Harrassment.	HARR	21	Investigation Complete
25-03420	Public Nuisance	PNUI	21	INFORMATION
25-03435	Citizen Dispute	CDIS	21	Settled By Contact
25-03436	Dog Call	ANDC	21	Investigation Complete
25-03437	Viscious Animal	ANDC	21	Investigation Complete
25-03438	Agency Assist	ASST	21	Investigation Complete
25-03440	Vio Court Order	VICO	21	Unfounded
25-03449	Medical	CITA	21	INFORMATION
25-03458	Theft Prop Oth	TPOT	21	Active
25-03473	Domestic Viol	DOMV	21	Cleared Adlt Exception
25-03475	Wanted Person	WANT	21	Cleared Adult Arrest
25-03481	Business Alarm	ABLA	21	Cleared Adlt Exception
25-03487	Burg Bus Unl En	BURG	21	Investigation Complete
25-03499	Parking Problem	INFO	21	INFORMATION
25-03507	Domestic Viol	DOMV	21	Unfounded
25-03509	Parking Problem	PARK	21	Cleared Adlt Exception
25-03514	Vio Court Order	INFO	21	Unfounded
25-03517	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-03522	Traffic Stop	TOFF	21	INFORMATION
25-03523	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03541	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-03558	Medical	AMAS	21	Transferred to Other A
25-03564	Suspicious	PSC	21	INFORMATION
25-03566	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03567	Domestic Viol	DOMV	21	Cleared Adlt Exception
25-03573	Medical	AMAS	21	Transferred to Other A
25-03577	Dog Problem	ANDC	21	INFORMATION
25-03595	Hit & Run	TAHR	21	Investigation Complete
25-03610	Parking Problem	PARK	21	INFORMATION
25-03614	Public Nuisance	PNUI	21	Investigation Complete
25-03616	Medical	AMAS	21	Transferred to Other A
25-03619	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03626	Abandon Vehicle	ABVR	21	INFORMATION
25-03633	Information	NC	21	INFORMATION
25-03634	Juvenile Prob	JUVP	21	INFORMATION
25-03635	Suspicious	PSC	21	UNABLE TO LOCATE
25-03641	Medical	AMAS	21	Transferred to Other A
25-03646	Vio Court Order	VICO	21	Cleared Adlt Exception
25-03647	Medical	AMAS	21	Transferred to Other A
25-03648	Harrassment.	INFO	21	INFORMATION
25-03651	Domestic Viol	DOMV	21	Cleared Adlt Exception
25-03656	PD Collision	TAPD	21	Settled By Contact



07/01/25  
07:28

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-03670	Fraud	FRAU	21	UNABLE TO LOCATE
25-03675	Attempt-Locate	ATL	21	Cleared Adult Arrest
25-03676	Medical	AMAS	21	Transferred to Other A
25-03677	Medical	INFO	21	Transferred to Other A
25-03680	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03683	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03685	Business Alarm	ABLA	21	Investigation Complete
25-03689	Found Property	LFPR	21	Active
25-03690	Found Property	LFPR	21	Active
25-03693	Hospice Death	HOSP	21	INFORMATION
25-03694	Suspicious	PSC	21	Cleared Adlt Exception
25-03701	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
25-03705	Hit & Run	TAHR	21	Active
25-03713	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03714	Information	INFO	21	Investigation Complete
25-03719	Domestic Viol	INFO	21	INFORMATION
25-03728	Trespassing	TRES	21	Cleared Adlt Exception
25-03731	Medical	AMAS	21	INFORMATION
25-03739	Parking Problem	PARK	21	INFORMATION
25-03740	Child Abuse	CHAN	21	Unfounded
25-03741	Req Traff Enf	RTEN	21	Transferred to Other A
25-03752	Information	INFO	21	INFORMATION
25-03755	Vandalism	VAND	21	Unfounded
25-03757	Information	INFO	21	INFORMATION
25-03767	Medical	AMAS	21	Transferred to Other A
25-03776	Abandon Vehicle	ABVR	21	UNABLE TO LOCATE
25-03777	Disorderly	DCON	21	Settled By Contact
25-03779	Crim Mischief	CMIS	21	INFORMATION
25-03781	Medical	AMAS	21	Transferred to Other A
25-03784	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03786	Suspicious	PSC	21	UNABLE TO LOCATE
25-03790	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03791	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03792	Patrol Request	PATR	21	Settled By Contact
25-03798	Medical	AMAS	21	Transferred to Other A
25-03800	Child Abuse	CHAN	21	INFORMATION
25-03803	Dog Call	ANDC	21	Transferred to Other A
25-03806	Fraud	FRAU	21	INFORMATION
25-03807	Citizen Dispute	CDIS	21	Cleared Adlt Exception
25-03808	Suspicious	SUSP	21	UNABLE TO LOCATE
25-03817	Domestic Viol	DOMV	21	Inactive
25-03821	Citizen Dispute	CDIS	21	Settled By Contact
25-03824	Medical	AMAS	21	Transferred to Other A
25-03834	Medical	AMAS	21	Transferred to Other A
25-03837	Abandon Vehicle	ABVR	21	Cleared Adlt Exception
25-03842	Theft Prop Oth	TPMV	21	Active
25-03846	Wanted Person	WANT	21	Cleared Adult Arrest
25-03851	Parking Problem	PARK	21	Investigation Complete
25-03860	Citizen Assist	CITA	21	Cleared Adlt Exception
25-03861	Found Property	LFPR	21	Cleared Adlt Exception
25-03862	Found Property	LFPR	21	Cleared Adlt Exception
25-03864	Medical	AMAS	21	Transferred to Other A
25-03872	Animal Other	ANAB	21	Cleared Adlt Exception
25-03873	Medical	AMAS	21	INFORMATION
25-03887	Mental Subject	MENT	21	Investigation Complete

07/01/25  
07:28

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 3

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-03894	Smoke, other	FIRE	21	Transferred to Other A
25-03895	Hit & Run	TAHR	21	Active
25-03896	Medical	AMAS	21	Transferred to Other A
25-03897	Welfare Check	WELF	21	Transferred to Other A
25-03903	Medical	INFO	21	Transferred to Other A
25-03909	Domestic Viol	DOMV	21	Cleared Adlt Exception
25-03910	Welfare Check	INFO	21	INFORMATION
25-03920	Medical	INFO	21	Transferred to Other A
25-03924	Medical	INFO	21	Transferred to Other A
25-03927	Medical	AMAS	21	Transferred to Other A
25-03931	Medical	AMAS	21	Transferred to Other A
25-03932	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03935	Domestic Viol	DOMV	21	UNABLE TO LOCATE
25-03937	Medical	AMAS	21	Transferred to Other A
25-03939	Domestic Viol	DOMV	21	UNABLE TO LOCATE
25-03957	Medical	AMAS	21	Transferred to Other A
25-03958	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-03960	Dog Call	ANDC	21	Settled By Contact
25-03966	Medical	AMAS	21	Transferred to Other A
25-03983	Juvenile Prob	JUVP	21	Investigation Complete
25-03986	Medical	AMAS	21	Transferred to Other A
25-03991	Medical	AMAS	21	Transferred to Other A
25-03992	Trespassing	TRES	21	Investigation Complete
25-03995	Dog Call	ANDC	21	Investigation Complete
25-03996	Medical	AMAS	21	Transferred to Other A
25-04001	Dog Call	ANDC	21	INFORMATION
25-04009	Theft-Automobil	TPOT	21	Cleared Adlt Exception
25-04011	Medical	AMAS	21	Transferred to Other A
25-04015	PD Collision	TAPD	21	Settled By Contact
25-04021	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-04022	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-04025	Citizen Dispute	CDIS	21	Settled By Contact
25-04029	Trespassing	TRES	21	Cleared Adlt Exception
25-04031	Medical	AMAS	21	Transferred to Other A
25-04034	Welfare Check	WELF	21	Investigation Complete
25-04039	Abandon Vehicle	ABVR	21	INFORMATION
25-04041	Information	INFO	21	Investigation Complete
25-04047	Wanted Person	WANT	21	Cleared Adult Arrest
25-04054	Medical	AMAS	21	Transferred to Other A
25-04055	Medical	AMAS	21	Transferred to Other A
25-04060	Medical	AMAS	21	Transferred to Other A
25-04063	Medical	AMAS	21	Transferred to Other A
25-04069	Harrassment.	HARR	21	Cleared Adlt Exception
25-04085	Barking Dog	ANDC	21	Investigation Complete
25-04087	Medical	AMAS	21	Transferred to Other A
25-04098	Juvenile Prob	JUVP	21	Investigation Complete
25-04099	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
25-04103	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-04107	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
25-04121	Eluding - Att	TOFF	21	Investigation Complete
25-04131	Medical	AMAS	21	Transferred to Other A
25-04133	Medical	AMAS	21	Transferred to Other A
25-04136	Harrassment.	INFO	21	INFORMATION
25-04139	Citizen Dispute	CDIS	21	Settled By Contact
25-04152	Req Traff Enf	RTEN	21	Active

07/01/25  
07:28

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 4

Total Incidents: 165

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Report includes:

All dates reported between `00:00:00 06/01/25` and `00:00:00 07/01/25`  
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`

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\*\*\* End of Report /tmp/rptzwPZ2c-rplwiar.r1\_1 \*\*\*

07/01/25  
07:29

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
25-03302	Medical	AMAS	21	Transferred to Other A
25-03337	Medical	AMAS	21	INFORMATION
25-03449	Medical	CITA	21	INFORMATION
25-03558	Medical	AMAS	21	Transferred to Other A
25-03573	Medical	AMAS	21	Transferred to Other A
25-03616	Medical	AMAS	21	Transferred to Other A
25-03641	Medical	AMAS	21	Transferred to Other A
25-03647	Medical	AMAS	21	Transferred to Other A
25-03676	Medical	AMAS	21	Transferred to Other A
25-03677	Medical	INFO	21	Transferred to Other A
25-03731	Medical	AMAS	21	INFORMATION
25-03767	Medical	AMAS	21	Transferred to Other A
25-03781	Medical	AMAS	21	Transferred to Other A
25-03798	Medical	AMAS	21	Transferred to Other A
25-03824	Medical	AMAS	21	Transferred to Other A
25-03834	Medical	AMAS	21	Transferred to Other A
25-03864	Medical	AMAS	21	Transferred to Other A
25-03873	Medical	AMAS	21	INFORMATION
25-03896	Medical	AMAS	21	Transferred to Other A
25-03903	Medical	INFO	21	Transferred to Other A
25-03920	Medical	INFO	21	Transferred to Other A
25-03924	Medical	INFO	21	Transferred to Other A
25-03927	Medical	AMAS	21	Transferred to Other A
25-03931	Medical	AMAS	21	Transferred to Other A
25-03937	Medical	AMAS	21	Transferred to Other A
25-03957	Medical	AMAS	21	Transferred to Other A
25-03966	Medical	AMAS	21	Transferred to Other A
25-03986	Medical	AMAS	21	Transferred to Other A
25-03991	Medical	AMAS	21	Transferred to Other A
25-03996	Medical	AMAS	21	Transferred to Other A
25-04011	Medical	AMAS	21	Transferred to Other A
25-04031	Medical	AMAS	21	Transferred to Other A
25-04054	Medical	AMAS	21	Transferred to Other A
25-04055	Medical	AMAS	21	Transferred to Other A
25-04060	Medical	AMAS	21	Transferred to Other A
25-04063	Medical	AMAS	21	Transferred to Other A
25-04087	Medical	AMAS	21	Transferred to Other A
25-04131	Medical	AMAS	21	Transferred to Other A
25-04133	Medical	AMAS	21	Transferred to Other A

Total Incidents: 39

Report includes:

All dates reported between `00:00:00 06/01/25` and `00:00:00 07/01/25`

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/rptzwpZ2c-rplwiar.r1\_2 \*\*\*

Course Category By Employee

Apr 1, 2025 - Jul 30, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID	00008								
Employee	Beacock, Nick								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
CJTC	Instructor Develepment- Tier 1		Jun 3, 2025	Jun 3, 2025	1.0				
	Washington State Data Exchange for		Jun 12, 2025	Jun 12, 2025	1.45				
	Who Are Sikhs		May 1, 2025	May 1, 2025	1.0				
				Total:	3.45				
			May 2, 2025	May 2, 2025	4.0				
In-Service	Active Shooter Shoot/No Shoot Scen			Total:	4.0				
Outside Training	ACCESS I Recertification		Jun 12, 2025	Jun 12, 2025	2.0	ACCESS			
	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	3.0				
				Grand Total:	10.45				
Employee ID	000013								
Employee	Benton, Austin								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
CJTC	Who Are Sikhs		May 1, 2025	May 1, 2025	1.0				
				Total:	1.0				
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	4.0				
Outside Training				Total:	4.0				
	Basic Marine Law Enf.		Apr 13, 2025	Apr 18, 2025	40.0				
	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	41.0				
				Grand Total:	46.0				
Employee ID	000021								
Employee	Childs, Ben								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0				
	TASER Energy Weapons - Instructor		Apr 7, 2025	Apr 8, 2025	16.0	Taser - Instructor			
				Total:	17.0				
				Grand Total:	17.0				

## Course Category By Employee

Apr 1, 2025 - Jul 30, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID	000018								
Employee	Coltrane, Trevor								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
In-Service	Active Shooter Shoot/No Shoot Scen		Apr 23, 2025	Apr 23, 2025	4.0				
Outside Training	Lewis River Cultural Resources Traini			Total:	4.0				
			Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	1.0				
				Grand Total:	5.0				
Employee ID	00004								
Employee	Evans, Josh								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
Outside Training	ACCESS I Recertification		Jun 12, 2025	Jun 12, 2025	2.0	ACCESS			
	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	3.0				
				Grand Total:	3.0				
Employee ID	000010								
Employee	Frederickson, Spencer								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	4.0				
Outside Training	Lewis River Cultural Resources Traini			Total:	4.0				
			Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	1.0				
				Grand Total:	5.0				
Employee ID	000011								
Employee	Helton, Will								
Course Category	Course	Full Name	Start	End	Hours	Certificate			
Outside Training	Basic Marine Law Enf.		Apr 13, 2025	Apr 18, 2025	40.0				
	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0				
				Total:	41.0				
				Grand Total:	41.0				

### Course Category By Employee

Branch: Sheriff's Office	Filter: All	Unit: All	All Employees
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Employee ID 000014 Employee Juarez, Elliott								
Course Category	Course	Full Name	Start	End	Hours	Certificate		
CJTC	Who Are Sikhs		May 1, 2025	May 1, 2025	1.0			
Outside Training	ACCESS I Recertification Lewis River Cultural Resources Traini		Jun 20, 2025	Jun 20, 2025	Total: 1.0	ACCESS		
					Jun 23, 2025		Jun 23, 2025	2.0
								1.0
								3.0
								Grand Total: 4.0
Employee ID 000019 Employee Kioroglo, Boris								
Course Category	Course	Full Name	Start	End	Hours	Certificate		
CJTC	Who Are Sikhs		May 1, 2025	May 1, 2025	1.0			
In-Service	Active Shooter Shoot/No Shoot Scen		Apr 23, 2025	Apr 23, 2025	4.0			
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	Total: 4.0			
					1.0			
					1.0			
					Grand Total: 6.0			
Employee ID 000022 Employee Lyle, Christian								
Course Category	Course	Full Name	Start	End	Hours	Certificate		
CJTC	Instructor Development- Tier 1		Jun 3, 2025	Jun 3, 2025	1.0			
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	Total: 1.0			
					4.0			
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	Total: 4.0			
					1.0			
					Grand Total: 6.0			

## Course Category By Employee

Apr 1, 2025 - Jul 30, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID	00001				
Employee	Scheyer, Summer				
Course Category	Course	Full Name	Start	End	Hours Certificate
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	4.0
Outside Training	An Intro. to the National Incident Man		Apr 30, 2025	Apr 30, 2025	4.0
	An Introduction National response Fra		Apr 30, 2025	Apr 30, 2025	3.5
	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	3.5
					1.0
				Total:	8.0
				Grand Total:	12.0
Employee ID	00009				
Employee	Schultz, Jeremy				
Course Category	Course	Full Name	Start	End	Hours Certificate
In-Service	Active Shooter Shoot/No Shoot Scen		Apr 23, 2025	Apr 23, 2025	4.0
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	4.0
					1.0
				Total:	1.0
				Grand Total:	5.0
Employee ID	000012				
Employee	Sloniker, Stephen				
Course Category	Course	Full Name	Start	End	Hours Certificate
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	4.0
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	4.0
	TASER Energy Weapons - Instructor		Apr 7, 2025	Apr 8, 2025	1.0
					16.0
				Total:	17.0
				Grand Total:	21.0
Employee ID	00005				
Employee	Taylor, Ryan				
Course Category	Course	Full Name	Start	End	Hours Certificate
CJTC	Washington State Data Exchange for		Jun 12, 2025	Jun 12, 2025	1.45



# Course Category By Employee

Apr 1, 2025 - Jul 30, 2025

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID	00005				
Employee	Taylor, Ryan				
Course Category	Course	Full Name	Start	End	Hours Certificate
CJTC	Who Are Sikhs		May 1, 2025	May 1, 2025	1.0
In-Service	Active Shooter Shoot/No Shoot Scen		May 2, 2025	May 2, 2025	2.45
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	4.0
					1.0
					7.45
Employee ID	000016				
Employee	Van Pelt, Brandon				
Course Category	Course	Full Name	Start	End	Hours Certificate
In-Service	Active Shooter Shoot/No Shoot Scen		Apr 23, 2025	Apr 23, 2025	4.0
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	4.0
					1.0
					1.0
					5.0
Employee ID	000015				
Employee	Vejar, Jennifer				
Course Category	Course	Full Name	Start	End	Hours Certificate
In-Service	Active Shooter Shoot/No Shoot Scen		Apr 23, 2025	Apr 23, 2025	4.0
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	4.0
					1.0
					1.0
					5.0
Employee ID	00002				
Employee	Wyckoff, Tracy				
Course Category	Course	Full Name	Start	End	Hours Certificate
Outside Training	Lewis River Cultural Resources Traini		Jun 23, 2025	Jun 23, 2025	1.0
					1.0
					1.0

Employee ID	00002				
Employee	Wyckoff, Tracy				
Course Category	Course	Full Name	Start	End	Hours
					Certificate
Grand Total:					1.0





# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** July 17th, 2025  
**SUBJECT:** Sewer/Septic Ordinance – Decision Draft

### Introduction

On June 15, 2023, city staff initiated discussions to change the sewer connection requirement under SMC 13.08.070 and .120. The change was intended to advance the Council's strategic priorities related to Financial Health, Quality Infrastructure, and Internal Processes (Community Look & Feel was not an adopted priority in 2023). That proposal aimed to establish a consistent level of service by having development pay to extend the sewer utility to city limits. It was discussed again on August 24<sup>th</sup> and September 21<sup>st</sup>, 2023, at council workshops where it was referred to a Sewer Ordinance Committee.

The final report from the Committee was presented to Council on January 18<sup>th</sup>, 2024, and discussed on February 15<sup>th</sup>, March 21<sup>st</sup>, and April 18<sup>th</sup>. The ordinance was redrafted to incorporate the recommendations of the committee. At the May 16<sup>th</sup> meeting, the Council authorized a public release draft to enable continued community engagement. At the August 7<sup>th</sup> meeting, the Council requested changes based on legal analysis of the earlier draft. The redrafted ordinance continues to advance the strategic priority related to Quality Infrastructure. Modifications address Community Look & Feel and Governance. The Financial Health receives a lesser benefit as a result of the modifications. The City Council authorized the current draft for public release on September 16<sup>th</sup>, 2024.

City staff held a public information open house on April 10<sup>th</sup>, 2025. The City Council held a public hearing on April 11<sup>th</sup>, 2025 and follow-up discussion on May 15<sup>th</sup>, 2025. The Council held a workshop on June 16<sup>th</sup>, 2025 where all changes suggested by City Council members were reviewed in preparation for a final draft.. At the conclusion of the workshop, the Council requested to see the final draft and a proposal for the amount to be paid by those choosing not to connect to public sewer when available.

Documents, recordings, and minutes from the previous meetings are available online at <https://www.ci.stevenson.wa.us/meetings>.

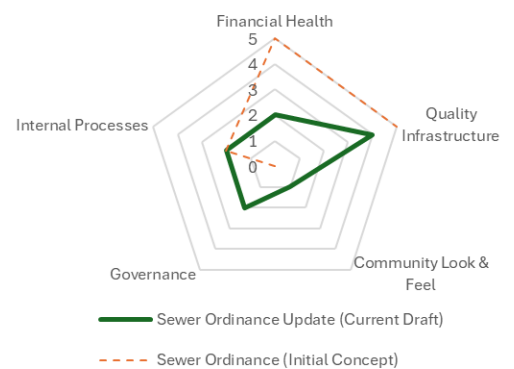
### Changes in Draft

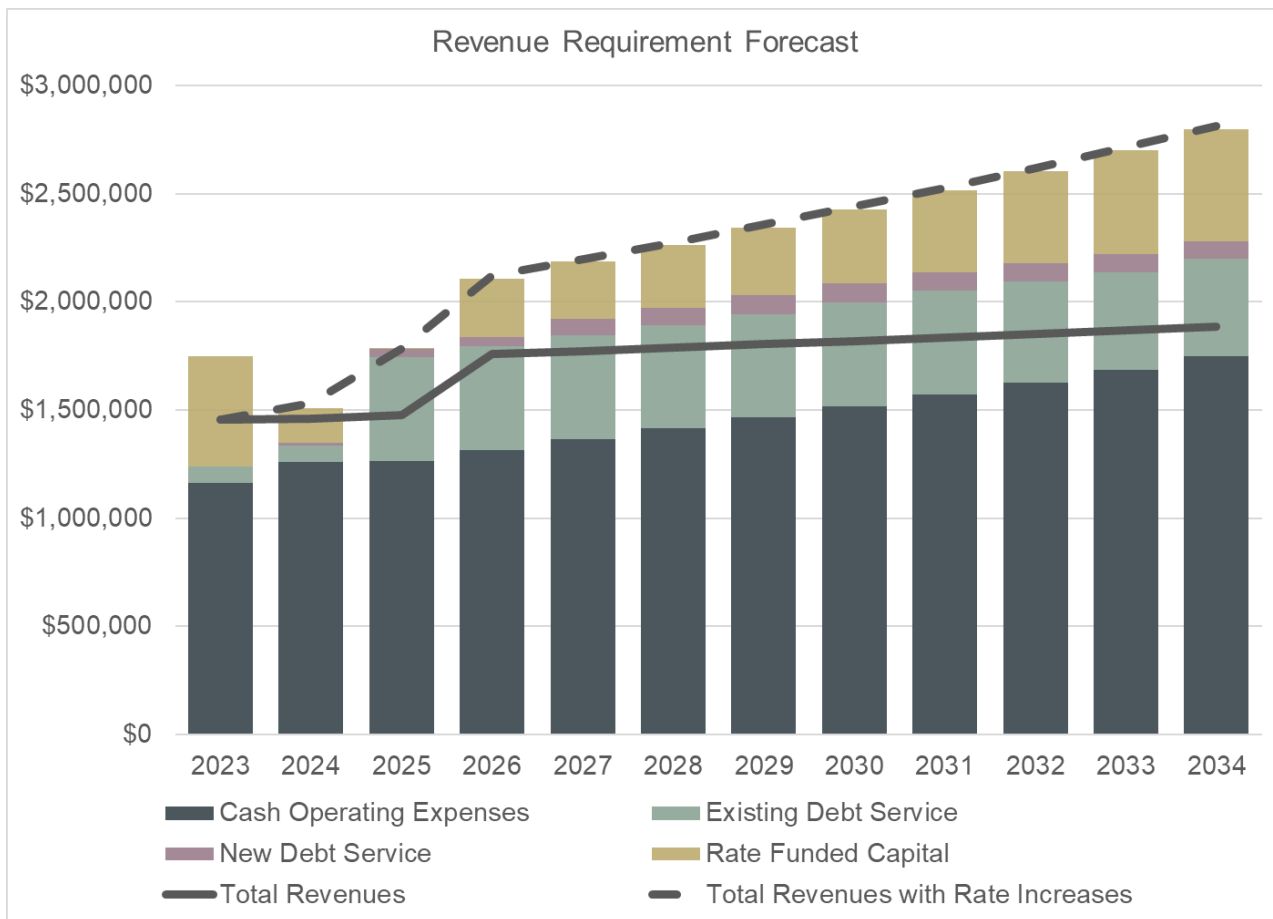
Consensus was reached at the June special meeting on the changes expected for incorporation in the decision draft. Those changes have been made and are tracked with **yellow** highlighting in the Attachment 1. See also Attachment 2.

### Failure to Connect

Sewer rates and charges ensure revenues are sufficient to cover cost forecasts for 1) the operations and maintenance of the utility, 2) repayment of debts incurred to build the utility, and 3) repairs, upgrades and expansions of the utility.

City Council Strategic Priorities





The revenue required is then spread across several customer classes in the form of monthly rates and spread over time in the form of system development charges applicable to new development. Currently 578 homes are subject to the adopted monthly base rates shown below:

	2025	2026	2027	2028
<b>Monthly Base Rate</b>	\$140.92	\$145.15	\$149.50	\$153.99

The draft sewer ordinance requires existing development to connect to the public sewer system when available. Instead of demanding physical connection, the draft ordinance offers owners of such development a choice to physically connect or incur monthly bills if they do not connect. These bills are authorized by a state statute<sup>1</sup> which enables Council discretion to establish the amount. The statute contemplates an amount equal to the above established monthly billing rate. Instead of imposing that amount, the draft ordinance puts bookends on the statutory discretion. The maximum amount for a single home would equal the applicable monthly rate above. The minimum amount would exclude the cost forecasts for operating and maintaining the utility.

The cost to operate and maintain the utility is forecast based on 42 separate cost centers. In the sewer rate model, these 42 cost centers range from 68-71% of the adopted monthly base rates. The table below shows the minimum and maximum amount authorized by the draft ordinance for 2025-2028. The minimum amount excludes 70% of the adopted rate.

	2025	2026	2027	2028
<b>Minimum</b>	\$42.28	\$43.55	\$44.85	\$46.20
<b>Maximum</b>	\$140.92	\$145.15	\$149.50	\$153.99

<sup>1</sup> [RCW 35.67.190\(3\)](#) as specifically enabled via [RCW 35A.21.150](#).

Among the 42 cost centers removed above are those related to the wastewater division's share of 1) customer service salaries and benefits<sup>2</sup>, 2) billing supplies & postage, 3) fees incurred for electronic bill payments, 4) auditing financial transactions, and 5) operating City Hall. Together, these costs range between 11-12% of the monthly base rate. The table below shows possible amounts if 11% of the adopted base rate is added back onto the minimum amount.

	2025	2026	2027	2028
<b>Minimum</b>	\$42.28	\$43.55	\$44.85	\$46.20
<b>Recommended</b>	\$57.78	\$59.51	\$61.29	\$63.13
<b>Maximum</b>	\$140.92	\$145.15	\$149.50	\$153.99

Staff recommends inclusion of the billing-related costs within the monthly amount charged to those choosing not to physically connect to the public sewer system. Doing so ensures that the connected customer base is not subsidizing activities associated with those choosing not to connect. The recommendation is included within Attachment 3.

Whatever the amount established by the Council. Property owners availing themselves<sup>3</sup> of the phase-in allowance drafted in the ordinance would halve that amount during their phase-in period (5 to 9 years). The halved amounts appear in the table below.

	2025	2026	2027	2028
<b>Minimum</b>	\$21.14	\$21.78	\$22.43	\$23.10
<b>Recommended</b>	\$28.89	\$29.78	\$30.65	\$31.57
<b>Maximum</b>	\$70.46	\$72.58	\$74.75	\$77.00

### **Next Steps**

The City Council may decide to adopt or modify and adopt the ordinance and fee schedule at tonight's meeting. If adopted, staff will incorporate all requested changes, remove the highlighting, circulate for signatures, and prepare for implementation.

Prepared by,

Ben Shumaker  
Community Development Director

Attachment

- 1- Modified Draft Ordinance
- 2- Change Log
- 3- Draft Fee Schedule Resolution

<sup>2</sup> The customer service cost centers include salaries and benefits for the Utilities Clerk and Deputy Clerk Treasurer. These cost centers do not include salaries or benefits for the City Administrator, Community Development Director, Planning & Public Works Assistant, or Public Works Director.

<sup>3</sup> At this time, the owners of approximately 25 homes would have the opportunity to make this choice.

**City of Stevenson**  
**Ordinance No. 2025-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON RELATING TO  
SEWER SERVICE, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Stevenson seeks compliance with State and Federal wastewater discharge laws and regulations, and

**WHEREAS**, the current regulatory system presents unworkable outcomes for septic users when sewer becomes available and vacant landowners near public sewer systems.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:**

**SECTION 1 – Title 13 of the Stevenson Municipal Code Amended.** Chapter 13.08 of the Stevenson Municipal Code entitled Sewer and Pretreatment is hereby amended as set forth on Exhibit “A”, attached hereto and by this reference incorporated herein:

Key:   added provisions underlined; deleted provisions ~~stricken~~;  
          pasted provisions double underlined, cut provisions ~~double-stricken~~

**SECTION 2 – Continuation.** This ordinance affects SMC Chapter 13.08 only insofar as set forth herein. All provisions not amended shall remain in full force and effect and shall be interpreted as a continuation of those provisions and not as a new enactment.

**SECTION 3 – Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 4 – Effective Date.** This ordinance shall become effective on September 1<sup>st</sup>, 2025, following passage and publication as provided by law.

PASSED BY THE CITY COUNCIL this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Wesley Wootten, City Clerk

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

## Chapter 13.08 SEWER AND PRETREATMENT

### Sections:

#### 13.08.010 Purpose and policy.

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

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
  - 1. Damage the transmission or treatment systems;
  - 2. Interfere with the POTW's operation;
  - 3. Be incompatible with the POTW's biological processes.
  - 4. Pass through the treatment plant at levels which may harm the environment;
  - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW. More specifically, equitable distribution of costs is accomplished by expanding the pool of ratepayers to include those to whom the public sewer system is available but who do not connect thereto. Equitable distribution of costs for POTW expansion is accomplished by placing greater burden on City resources, developers of commercial, industrial and multi-family projects, and those dividing land into 3 or more lots.

#### 13.08.020 Applicability.

This chapter shall apply to all properties within the corporate limits of Stevenson and to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

#### 13.08.030 Administration.

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



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### 13.08.040 Abbreviations.

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

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

OSS – On-site septic system

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

### 13.08.050 Definitions.

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

A. Words and Phrases beginning with "A".

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

2. B. "Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.

3C. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.

4D. "Authorized or duly authorized representative of the user."

1a. If the user is a corporation:

aj. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

~~ii.b.~~ The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

~~2b.~~ If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

~~3c.~~ If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

~~d4.~~ The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.

~~5E.~~ "Available." A public sewer abuts a lot along any street, alley, or public right-of-way. Generally this means extension of a public sewer is not necessary to serve the lot.

B. Words and Phrases beginning with "B".

~~1.F.~~ "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).

~~2.F.~~ "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

~~3.G.~~ "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

~~4.H.~~ "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.

C. Words and Phrases beginning with "C".

~~1.I.~~ "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.

~~2.J.~~ "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.

~~3.K.~~ "City." The city of Stevenson or its city council

~~4.L.~~ "Combined sewer" means a sewer receiving both surface runoff and sewage.

~~5.M.~~ "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate"

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samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.

~~6N.~~ "Connection" or "connect" means construction of sewer line, which could include building sewer and service connection, connecting a structure or structures on a lot to a public sewer.

D. Words and Phrases beginning with "D".

~~1.N.~~ "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.

~~2.O.~~ "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.

3. "Development" means activity upon the land consisting of construction or alteration of structures or buildings. Development includes approvals issued by the city that binds land to specific patterns of use, including but not limited to, subdivisions, short subdivisions, zone changes, conditional use permits, and binding site plans. Development does not include temporary uses or structures on wheels.

~~4.P.~~ "Director." The city of Stevenson public works director, or designee.

E. Words and Phrases beginning with "E".

~~1.Q.~~ "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.

~~2.R.~~ "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.

~~3.S.~~ "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.

F. [Reserved.]

G. Words and Phrases beginning with "G".

~~1.T.~~ "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

~~2.U.~~ "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.

H. [Reserved.]

I. Words and Phrases beginning with "I".

~~1.V.~~ "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.

~~2.W.~~ "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.

~~3.X.~~ "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.

~~4.Y.~~ "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or

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disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.

J. [Reserved.]

K. [Reserved.]

L. Words and Phrases beginning with "L".

1.Z. "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.

2.AA. "Lot." A fractional part of divided lands having fixed boundaries and being of sufficient area and dimensions to meet relevant zoning requirements. "Lot" also is any identifiable parcel of unsubdivided land with established boundaries set forth in a deed or other form of conveyance. The term includes "tract" and "parcel" and excludes the term "tax parcel".

3.BB. "Lot Line." Any line bounding a lot as defined herein.

M. Words and Phrases beginning with "M".

1.CC. "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

2.DDBB. "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.

3.EECC. "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).

4.FFDD. "Multi-Family Development." Any lot on which 3 or more dwellings are located or intended to be located.

N. Words and Phrases beginning with "N".

1.GG. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.

2.HHEE. "New source."

a1. A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.

b2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.

c3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered

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into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

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

~~3.HFF.~~ "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

O. Words and Phrases beginning with "O".

1. ~~"On-site sewage system" or "OSS".~~ An integrated system of components, located on or nearby the property it serves, that conveys, stores, treats, and/or provides subsurface soil treatment and dispersal of sewage. It consists of a collection system, a treatment component or treatment sequence, and a soil dispersal component. An on-site sewage system also refers to a holding tank sewage system or other system that does not have a soil dispersal component.

P. Words and Phrases beginning with "P".

1. ~~HGG.~~ "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

2. ~~KHHH.~~ "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

3. ~~LH.~~ "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.

4. ~~MMJJ.~~ "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).

5. ~~NNKK.~~ "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.

6. ~~QQLL.~~ "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.

7. ~~PPMM.~~ "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.

8. ~~QQNN.~~ "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

9. ~~QQ.~~ "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

~~10.TT~~PP. "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.

Q. [Reserved.]

R. [Reserved.]

S. Words and Phrases beginning with "S".

~~1.QQ~~. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.

~~2.WWRR~~. "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.

~~3.XXSS~~. "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.

~~4.YYTT~~. "Sewage." Human excrement and gray water (e.g., water f~~From~~ household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).

~~5.ZZUU~~. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.

~~6.AAAVV~~.        "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.

~~7.BBBWW~~. "Sewer" means a pipe or conduit for carrying ~~sewage~~wastewater.

8. "Single-Family Development." Any lot on which one dwelling is located or intended to be located.

~~9.XX~~. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:

~~a.1~~ A user subject to categorical pretreatment standards; or

~~b.2~~ A user that:

~~i.a~~ Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);

~~ii.b~~ Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or

~~iii.c~~ Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

~~c.3~~ The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:

~~i.a~~ The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;

~~ii.b-~~ The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and

~~iii.e-~~ The user never discharges any untreated concentrated wastewater.

~~iv.4-~~ Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.

~~10.FFFYY-~~ "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.

~~11.GGGZZ-~~ "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.

~~12.HHHAAA-~~ "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

~~13.III BBB-~~ "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

~~14.CCC-~~ "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

T. Words and Phrases beginning with "T".

1. "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.

U. Words and Phrases beginning with "U".

~~1.LLLDDD-~~ "User" or "industrial user." A source of indirect discharge.

V. [Reserved.]

W. Words and Phrases beginning with "W".

~~1.MMMEEE-~~ "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

~~2.NNNFFF-~~ "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

~~3.OOOGGG-~~ "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

### **13.08.060 Certain facilities prohibited.**

Except as provided in this chapter, it is unlawful to construct or maintain any on-site sewage system, including but not limited to privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage or industrial wastes.

### 13.08.070 Connection with public sewer required—~~Appeal procedure~~Public Sewer

#### Requirement to Connect.

~~The owner of any dwelling used for human occupancy, employment, recreation or other purposes situated on property within the city and abutting on any street, alley or right of way in which there is now located or in the future is located a public sanitary sewer of the city, is required at his expense to install suitable toilet facilities therein and to connect such facilities directly with the proper public sewer, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter, within 90 days after the date of official notice to do so; provided, that such public sewer is available to or on the property and/or at a property line of such property and the structures or buildings are within 300 feet of the public sewer. In the event that, during such period of 90 days, such owner files his written objections with the city against so being required to install such facilities, the provisions of this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ten days or more than 45 days after the date of the filing of such objections. Not less than seven days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.~~

- A. Compliance Required. The owner of any lot which generates sewage or industrial wastes within the city must, at their own expense, install suitable toilet and/or wastewater facilities and comply with Table 13.08.070-1.

<b>Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements</b>		
<b><u>New Development</u></b>	<b><u>Public Sewer Available</u></b>	<b><u>Public Sewer Not Available</u></b>
<u>Commercial or Industrial</u>	<u>Connect to public sewer</u>	<u>Extend and connect to public sewer</u>
<u>Multi-Family</u>	<u>Connect to public sewer</u>	<u>Extend and connect to public sewer</u>
<u>Land Division Resulting in 43 Lots or More</u>	<u>Connect to public sewer</u>	<u>Extend and connect to public sewer</u>
<u>Land Division Resulting in 2 or 3 Lots</u>	<u>Connect to public sewer</u>	<u>Install OSS<sup>1,2</sup></u>
<u>Single-Family or Two-Family</u>	<u>Connect to public sewer</u>	<u>Install OSS</u>
<b><u>Existing Development</u></b>	<b><u>Public Sewer Available</u></b>	<b><u>Public Sewer Not Available</u></b>
<u>Alteration of any existing development type which necessitates expansion of existing OSS</u>	<u>Connect to public sewer</u>	<u>Continue use of existing OSS</u>
<u>Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS</u>	<u>Connect to public sewer</u>	<u>Continue use of existing OSS</u>
<u>1 – Divisions resulting in lots equal to or exceeding double the minimum lot size allowed when public sewer is available shall demonstrate how public sewer service can be made available to all lots within the division.</u>		
<u>2 – When sewer becomes available to any lot within a land division approved after the effective date of this ordinance, it shall be deemed available to all lots within said land division.</u>		

- B. Exceptions. The following exceptions are permitted to the requirements of Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements:



1. The installation, modification, and continued use of an OSS is also subject to the controls adopted by the county or state health officials.
2. Any lot to which public sewer is not available has the option to extend and connect to public sewer.
3. Lots granted relief after appeal under SMC 13.08.078.

### **13.08.072 Public Sewer Availability—Notification, Response.**

- A. Notification. Whenever connection to public sewer is required under SMC Table 13.08.070-1, the director shall send a notice to the lot owner informing them of said requirement, the permissible exceptions thereto, the connection incentives and phase-in allowance available under SMC 13.08.074, and the penalty for failure to connect established under SMC 13.08.076.
- B. Response Required. Within the response timeline established in SMC 13.08.074, the lot owner shall respond to the official notice issued by the director on a form provided by the City stating their intent to comply with SMC 13.08.070 and whether they intendedintend to pursue a connection incentive and/or phase-in allowance.
- C. Connections. Where compliance with SMC 13.08.070 requires connection to the public sewer system, the connection shall be made, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards and at no expense to the City.

### **13.08.074 Public Sewer Available—Connection Incentive, Phase-In Allowance.**

- A. Established.
  1. A connection incentive is hereby established. The incentive allows for the waiver or deferral of the wastewater system development charge applicable to the development on a lot. The connection incentive advances valid governmental interests in reducing administrative burdens, reducing risks of soil and water contamination, and ensuring the availability of affordable housing to all economic segments of the population.
  2. A phase-in allowance is hereby established. The phase-in allowance provides an option to delay connection to the public sewer system and to reduce the penalty for failure to connect during the phase-in period.
- B. Incentives, General. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible residential developments if connection to the public sewer system is made according to Table 13.08.074-1.

<b><u>Table 13.08.074-1 Wastewater Connection Incentives &amp; Phase-In Allowance</u></b>				
<b><u>Development Type</u></b>	<b><u>Incentive</u></b>	<b><u>Response Timeline<sup>1</sup></u></b>	<b><u>Penalty Reduction</u></b>	<b><u>Connection Timeline<sup>1</sup></u></b>
<u>Low- or Moderate-Income<sup>2</sup> Lot Owner</u>	<u>Waiver</u>	<u>180 days<sup>3</sup></u>	<u>50%</u>	<u>5 years</u>
<u>All Others</u>	<u>Waiver</u>	<u>90 days</u>	<u>n/a</u>	<u>180 days</u>
<u>All Others</u>	<u>Deferral</u>	<u>180 days<sup>3</sup></u>	<u>50%</u>	<u>5 years</u>
<u>1-The timelines begin on the date of the official notice issued by the director under SMC 13.08.072(A) and expire after the period listed herein.</u> <u>2-Low- or moderate-income lot owners are those lot owners qualifying for relief under SMC 13.10.100, SMC 13.10.110, or SMC 13.10.120.</u> <u>3-The lot owner must also enter into a deferral and phase-in agreement.</u>				

C. Limited Incentives, Sewer Available as of [the effective date of this ordinance]. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible residential developments if connection to the public sewer system is made according to Table 13.08.074-2.

<b>Table 13.08.074-2 Limited<sup>1</sup> Wastewater Connection Incentives &amp; Phase-In Allowance</b>				
<b>Development Type</b>	<b>Incentive</b>	<b>Response Timeline<sup>2</sup></b>	<b>Penalty Reduction</b>	<b>Connection Timeline<sup>2</sup></b>
<u>Low- or Moderate-Income<sup>3</sup> Lot Owner</u>	<u>Waiver</u>	<u>18 months<sup>4</sup></u>	<u>50%</u>	<u>9 years</u>
<u>All Others</u>	<u>Waiver</u>	<u>180 days</u>	<u>n/a</u>	<u>18 months</u>
<u>All Others</u>	<u>Deferral</u>	<u>18 months<sup>4</sup></u>	<u>50%</u>	<u>9 years</u>
<p><u>1-The incentives of this table are limited to those lots to which sewer is available as of [the effective date of this ordinance].</u></p> <p><u>2-The timelines begin on the date of the official notice issued by the director under SMC 13.08.072(A) and expire after the period listed herein.</u></p> <p><u>3-Low- or moderate-income lot owners are those lot owners qualifying for relief under SMC 13.10.100, SMC 13.10.110, or SMC 13.10.120.</u></p> <p><u>4-The lot owner must also enter into a deferral and phase-in agreement.</u></p>				

D. Deferral. Eligibility for a wastewater system development charge deferral is as follows:

1. Within the response timeline established above, the lot owner must enter into a deferral agreement. Said agreement shall be recorded as a real property lien until the deferral has been repaid to the city, be reviewed for acceptability by the City Attorney and run with the land.
2. The lot owner must agree to pay the deferred wastewater system development charge in full upon sale or transfer of the property. The amount paid shall be equal to the amount due according to the fee schedule effective on the date of the official notice issued by the director under SMC 13.08.072(A).
3. The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

E. Phase-In. Eligibility for the phase-in allowance is as follows:

1. Within the response timeline established above, the lot owner must enter into a phase-in agreement. Said agreement shall be reviewed for acceptability by the City Attorney and run with the land.
2. The lot owner must agree to pay the reduced penalty for failure to connect during the phase in period.
3. The lot owner must agree to pay for the back-billing of the entire amount of the reduced penalty, if connection to the public sewer system is not made within the timelines established above.
4. The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

F. Action Required. If the lot owner does not comply with the response and connection timelines established above, the connection incentive and phase-in allowance established herein shall not be available to the lot.

### **13.08.076 Failure to Connect—Penalty.**

A. Public Sewer Available. If the lot owner fails to connect to the public sewer system pursuant to SMC 13.08.072, the following provisions shall apply:

1. Penalty. The lot shall be subject to a monthly penalty. The amount of the penalty shall be established and periodically adjusted by resolution of the City Council. The maximum monthly penalty amount shall equal

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the charge that would be made for sewer service if the lot was connected to such system. The resolution may establish a lesser penalty to exclude costs related to operations and maintenance.

2. Pursuant to the authority granted under RCW 35.67.200, a lien may be recorded against the property for all delinquent and unpaid penalties levied under this section including an interest rate of 5% per annum computed on a monthly basis.

3. The penalty shall be assessed beginning in the first full billing cycle after expiration of the response timeline established in SMC 13.08.074.

B. Public Sewer Not Available. If the lot owner fails to extend and connect to the public sewer system pursuant to SMC 13.08.072, the City may withhold development permits and certificates of occupancy.

### **13.08.078 Connection with public sewer required—Appeal.**

A. Appeal Authorized. When compliance with SMC Table 13.08.070-1 requires connection to the public sewer system, a lot owner may file written objections with the city against so being required to install such facilities, the provisions of SMC 13.08.070 this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than ~~10~~ten days or more than 45 days after the date of the filing of such objections. Not less than ~~7~~seven days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A) or within 90 days of the date of such other notice issued by the director citing a requirement to connect to the public sewer system under SMC Table 13.08.070-1.

C. Relief Available. The City Council may, at its sole discretion, grant or deny relief upon appeal. Available relief includes but is not limited to exempting development from a requirement to extend public sewer, extending the period when the connection incentive is available, extending the phase-in period to better amortize the useful life of an existing OSS, and reducing the penalty for failure to connect.

D. Review Criteria. Factors for Council consideration of appeals may include and are not limited to:

1. Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 5 percent of the county assessed market value of the building and building site.

2. Whether or not the appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, provided extension is necessary.

3. Whether or not the lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.

4. Whether or not development on the lot is owner-occupied or used for nonprofit purposes.

5. Whether or not the use or density of development on the lot is consistent with adopted city plans.

6. Whether or not the OSS has been inspected and found to be of suitable size and condition.

7. Whether or not there is evidence of water quality degradation in a nearby potable water well or watercourse.

E. Recording. When the decision of the City Council is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor’s Office.

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### 13.08.080 Connection with public sewer—Permit, ~~bond required.~~

A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.

~~B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.~~

### 13.08.090 Connection with public sewer—Building sewers.

A. Where existing buildings are too low to be served by gravity to an available sewer, and when ~~ordered by the city to~~ required to connect to ~~an available public~~ sewer as stipulated under ~~Section SMC~~ 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall assume all maintenance responsibilities, operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.

B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of the Stevenson Engineering Standards ~~this chapter.~~

~~C. Standards and Specifications:~~

~~1. The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.~~

~~2. The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths minus rock, pea gravel, sand or combination thereof.~~

~~3. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.~~

~~4. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.~~

~~5. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.~~

~~6. All joints and connections shall be made gastight and watertight.~~

~~D. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.~~

### 13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either "standard user" or "categorical industrial user". To ensure proper categorization, all

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sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

### **13.08.110 Private system—Required when.**

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

### **13.08.120 Private system—Construction—Permit required—Application.**

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

### **13.08.130 Private system—Inspection requirements.**

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

### **13.08.140 ~~Private On-Site Sewage S~~system—Compliance with state standards required.**

A. The type, capacities, location and layout of an ~~private on-site sewage~~~~sewage disposal~~ system shall comply with all recommendations and requirements of ~~the Washington county or state health officials~~~~Department of Ecology and the county sanitarian.~~

B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

### **13.08.142 Administrative Appeal of Health Official Requirement to Connect.**

A. Appeal Authorized. When compliance with the requirements of county or state health officials results in connection to the public sewer system which is not already required by SMC Table 13.08.070-1, a lot owner may file written objections with the director against said requirement from county or state health officials, said requirement shall not be enforced upon such owner until the director shall have heard such objections of such owner, and rendered a decision thereon. Such meeting shall be held not less than 10 days or more than 45 days after the date of the filing of such objections. Not less than 7 days prior to the date set for such meeting, the director shall give due notice of the date set therefor to such owner and the relevant county or state health officials. The decision of the director shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.

B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the county or state health official citing a requirement to connect to the public sewer system.

C. Review Criteria. The director shall grant relief upon appeal only when the following criteria are satisfied:

1. The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, "financial hardship" means an unrecoverable cost equal to or exceeding 5 percent of the county assessed market value of the building and building site.

2. The appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, if extension is required.

3. The lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.

4. Development on the lot is owner occupied or used for nonprofit purposes.

5. The use or density of development on the lot is consistent with adopted city plans.

6. The OSS has been inspected and found to be of suitable size and condition.

7. There is no evidence of water quality degradation in a nearby potable water well or watercourse.

D. Recording. When the decision of the director is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

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

~~At such time as a lot connects to the public sewer system, becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, a direct connection shall be made to the public sewer in compliance with this chapter, and any existing septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned according to the requirements of county or state health officials. Septic tanks shall be pumped free of sewage. Septic tanks not constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.~~

### **13.08.160 ~~Private On-Site Sewage S~~ystem—~~Permitting, Inspection, and MM~~aintenance requirements.**

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

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

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

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

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### **13.08.170 Provisions not to limit additional requirements.**

No statement contained in [this Chapter](#) SMC ~~13.08.110 through 13.08.160~~[13.08](#) shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

### **13.08.210 Prohibited discharge standards.**

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
  - 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
  - 2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
  - 3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
  - 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
  - 5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
  - 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
  - 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
  - 8. Trucked or hauled pollutants.
  - 9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
    - a. Non-contact cooling water in significant volumes.
    - b. Stormwater, or other direct inflow sources.
    - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.

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10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
  11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
  12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
  13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
  14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
  15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
  16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
  17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
  18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
  19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

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

### **13.08.220 National categorical pretreatment standards.**

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

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, Ecology may impose equivalent concentration or mass limits in accordance with SMC 13.08.220.D and 13.08.220.E (see 40 CFR 403.6(c)).
- B. When categorical pretreatment standards are expressed in terms of a mass of pollutant which may be discharged per unit of production, Ecology may either impose limits based on mass or equivalent effluent concentrations. The user must supply appropriate actual or projected long-term production rates for the unit of production specified in order to facilitate this process. (See 40 CFR 403.6(c)(2))
- C. Ecology may permit wastewater subject to a categorical pretreatment standard to be mixed with other wastewaters prior to treatment. In such cases, the user shall identify, in their permit application, all categorical wastestreams and provide sufficient information on each non-categorical wastestream to determine whether it should be considered dilute for each pollutant. Absent information showing that non-categorical wastestreams contain the pollutant in question at levels above that of the supply water, such wastestreams shall be considered dilute. In such situations, Ecology shall apply the combined wastestream formula as found at 40 CFR 403.6(e) to determine appropriate limits.



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- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
    - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
    - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
    - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
    - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
    - e. Shows that long term average flow and production are representative of current operating conditions.
    - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
    - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.
  2. An industrial user subject to equivalent mass limits must:
    - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
    - b. Continue to record the facility's flow by continuous effluent flow monitoring.
    - c. Continue to record the facility's production rates.
    - d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
    - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
  3. Equivalent mass limits:
    - a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average standards (and the appropriate unit conversion factor).
    - b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
    - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
- E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the director will document
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the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.

- F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
- G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
- H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
- I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

### **13.08.230 State pretreatment standards.**

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

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.
- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
- C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
- D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless

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Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:

1. The name and address of the applicant and facility/activity to be permitted.
  2. A brief description of the activities or operations which result in the discharge.
  3. Whether any tentative determination which has been reached with respect to allowing the discharge,
  4. The address and phone number of the office of the Director where persons can obtain additional information.
  5. The dates of the comment period (which shall be at least 30 days),
  6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
- H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
- I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
- J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH, turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.

### **13.08.240 Local limits.**

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

#### CONVENTIONAL SURCHARGE POLLUTANT LIMITS

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

#### PROTECTION OF SEWER LINE BLOCKAGE

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

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

#### PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

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

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

#### 13.08.250 City's right of revision.

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

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### **13.08.260 Dilution.**

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

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

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

### **13.08.280 Establishment of the preferred pumper program.**

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

### **13.08.310 Pretreatment facilities.**

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in SMC 13.08.210

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within the time limitations specified by EPA, the state, or the director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense, and satisfy state requirements for review and approval of plans for wastewater facilities as described in SMC 13.08.230. Such plans (engineering report, plans and specifications, and operation and maintenance manuals) shall be submitted as required by Chapter 173-240 WAC to either the director or the Department of Ecology for review, and users shall obtain and provide the approval to the director prior to construction. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of complying with this chapter, local building codes, or from the requirement to modify such facilities if needed to meet their permit or produce a discharge acceptable to the city under the provisions of this chapter.

#### **13.08.315 Deadline for compliance with applicable pretreatment requirements.**

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

#### **13.08.320 Additional pretreatment measures.**

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

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existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the director shall take into account all relevant circumstances, including but not limited to, the extent of potential harm caused by the discharge, the magnitude and duration of the discharge, economic detriment to the user, corrective actions by the user, the compliance history of the user, and any other relevant factors. Grease interceptor or grease trap size shall be determined in accordance with the Uniform Plumbing Code and any other requirements by the city as set forth herein at the time the user is notified that facility modifications are required. Sizing of grease traps or interceptors will be reviewed and may be modified at the request of the local sewer jurisdiction. All costs incurred in retrofitting a user's facility shall be the sole responsibility of the user.

### **13.08.330 Accidental discharge/slug discharge control plans.**

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

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

### **13.08.340 Public sewer construction—Permit required—Exception.**

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

### **13.08.350 Public sewer construction—Permit application requirements.**

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

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#### **13.08.360 Public sewer construction—Compliance with standards.**

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

#### **13.08.370 Public sewer construction—Bond requirements.**

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

#### **13.08.380 Public sewer construction—Reimbursement for certain extensions.**

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

#### **13.08.390 Public sewer construction—Special reimbursement agreements.**

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

#### **13.08.400 Damaging sewer works prohibited.**

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

#### **13.08.410 Wastewater discharge permit requirement.**

- A. No user categorized by the director as a significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or, where applicable, a general permit from Ecology. An existing user newly categorized by the director as a significant industrial user that has filed a timely application pursuant to SMC 13.08.420 with Ecology, and whose application has not been found deficient by Ecology, may continue to discharge unless and until notified otherwise by Ecology or the director.
- B. The director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the director of having made this application, to meet the limits and requirements of this ordinance, or to implement best management practices at the direction of the director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.



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- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this ordinance and subject the wastewater discharge permittee to the sanctions set out in SMC 13.08.920 through 13.08.946. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with any other provision of this chapter including enrollment in and payment of surcharges for high strength waste and capacity charges.

#### **13.08.420 Wastewater discharge permitting—Existing connections.**

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

#### **13.08.430 Wastewater discharge permitting—New connections.**

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

#### **13.08.440 Wastewater discharge permit application contents.**

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.
1. Identifying information.
    - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
    - b. A description of activities, facilities, and plant production processes on the premises;
  2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
  3. A description of operations and facilities including:
    - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
    - b. The number and type of employees and proposed or actual hours of operation.
    - c. The type, amount, rate of production, and process used for each product produced.
    - d. The type and amount of raw materials used (average and maximum rates).
    - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
    - f. The types of wastes generated on a routine and periodic basis.
    - g. The times and durations when wastes will be discharged.

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- h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
    - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
    - j. The sampling locations and provisions for monitoring discharges.
    - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
  - 4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
  - 5. Pollutant data.
    - a. The categorical pretreatment standards applicable to each regulated process.
    - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.
    - c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
  - 6. Sampling data to show samples are:
    - a. Representative of daily operations.
    - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
    - c. Collected as required by SMC 13.08.691.
    - d. Analyzed according to SMC 13.08.691.
  - 7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
  - 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
  - 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
  - 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

### **13.08.450 General permits.**

- A. The director may use general permits to control discharges to the POTW from all users that are not SIUs or otherwise permitted by Ecology. Significant users covered by a general permit will be those that the director finds:
- 1. Involve the same or substantially similar types of operations.

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2. Discharge the same types of wastes.
  3. Require the same effluent limitations or BMPs.
  4. Require the same or similar monitoring (or do not require monitoring).
  5. Are more appropriately controlled under a general permit.
  6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the director has requested to properly evaluate the situation.
- C. The director will retain the following for three years after the expiration of the general permit: A copy of the general permit, the fact sheet, each user's request for coverage, and the potw's determination to extend coverage to each user.

#### **13.08.460 Application signatories and certifications.**

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

#### **13.08.470 Wastewater discharge permit decisions.**

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

#### **13.08.510 Wastewater discharge permit duration.**

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

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### **13.08.520 Wastewater discharge contract contents.**

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

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

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8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

### **13.08.530 Contract issuance process.**

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

### **13.08.540 Wastewater discharge permit modification.**

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

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits.
- B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character.
- C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent.
- D. Based on information indicating that a permitted discharge poses a threat to the city's POTW or staff, the receiving waters, or to violate a prohibition of this chapter.
- E. To address violations of any terms or conditions of the wastewater discharge permit;
- F. To address misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report.
- G. To incorporate revisions based on a variance from categorical pretreatment standards approved pursuant to 40 CFR 403.13.
- H. To correct typographical or other errors in the wastewater discharge permit.
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator as required under SMC 13.08.550.

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### **13.08.550 Wastewater discharge permit transfer.**

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

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

### **13.08.560 Wastewater discharge permit revocation.**

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

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

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

### **13.08.570 Wastewater discharge contract extension or reissuance.**

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

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### **13.08.610 Baseline monitoring reports.**

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
  - 1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
  - 2. Additional conditions for existing sources measuring pollutants.
    - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
    - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).
    - c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.
    - d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
    - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
  - 3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.
  - 4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.
  - 5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

### **13.08.620 Compliance schedule progress reports.**

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

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

### **13.08.630 Reports on compliance with categorical pretreatment standard deadline.**

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

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

### **13.08.640 Periodic compliance reports.**

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:
  - 1. Report at least twice a year, in June and December unless otherwise specified.
  - 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
  - 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
  - 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated



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pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.

- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

### **13.08.650 Reports of changed conditions.**

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

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

### **13.08.660 Reports of potential problems.**

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.
- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.
- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

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### **13.08.670 Reports from unpermitted users.**

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

### **13.08.680 Notice of violation/repeat sampling and reporting.**

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

### **13.08.690 Notification of the discharge of hazardous waste.**

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:
1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
  2. Include the following information in the notification:
    - a. The name of the hazardous waste as found in 40 CFR Part 261,
    - b. The EPA hazardous waste number,
    - c. The type of discharge (continuous, batch, or other).
  3. If the discharge totals more than 220 pounds in any month, also provide:
    - a. The hazardous constituents contained in the wastes;
    - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
    - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.
  4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
  5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
  6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
  7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
  8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.

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- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
  - C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
  - D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.
  - E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

### **13.08.691 Sampling—Analytical requirements and collection protocols.**

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
  - 1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.
  - 2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
  - 3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
  - 4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
  - 5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
  - 6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.

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7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
  8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
  9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
  10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

### **13.08.693 Date of receipt of reports.**

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

### **13.08.694 Record keeping.**

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

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

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

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

### **13.08.695 Certification statements.**

- A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:
  1. An industrial user survey or update to a survey to reflect changed conditions.
  2. A permit (re-)application in accordance with SMC 13.08.460;

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3. A dispute of any city-provided sample performed under SMC 13.08.691,
  4. A baseline monitoring report under SMC 13.08.610(B)(5),
  5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
  6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
  7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

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

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

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

### **13.08.710 Right of entry—Inspection and sampling.**

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

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

### **13.08.720 Search warrants.**

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

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

### **13.08.810 Confidential information.**

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

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

### **13.08.910 Publication of users in significant noncompliance.**

- A. Publishing: The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.
- B. Definition: The term significant noncompliance means:
  - 1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
  - 2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
  - 3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.

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4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
  5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
  6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
  7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
  8. Failure to accurately report noncompliance.
- C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

### **13.08.920 Administrative enforcement remedies.**

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

### **13.08.921 Notification of violation.**

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

### **13.08.922 Show cause hearing.**

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

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served on any authorized representative of the user as defined in SMC 13.08.140(C). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

### **13.08.923 Administrative orders.**

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

### **13.08.925 Administrative fines.**

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.



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- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
  - F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

#### **13.08.926 Emergency discontinuance of service.**

- A. The director may immediately and effectively halt or prevent any discharge of pollutants to the POTW which reasonably appear to present an imminent endangerment to the health or welfare of persons. In such cases, the director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The director may halt or prevent any discharge to the POTW which presents or may present an endangerment to the environment, including risk of noncompliance with city's NPDES permit, or which threatens to interfere with the operation of the POTW (including the collection system and pump stations). In such cases, the director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.
- C. Any user causing the director to exercise the emergency authorities provided for under this section shall be responsible for reimbursement of all related costs to the city.

#### **13.08.927 Emergency suspensions.**

The director may immediately suspend a user's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons. In such cases, the director will first provide informal notice to the user. The director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, a danger to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.
- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

#### **13.08.928 Termination of discharge.**

Any user who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn:

- A. Discharge of non-domestic wastewater without a permit, including:

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1. Where the appropriate permit has not been requested;
  2. Where the appropriate permit has not yet been issued; or
  3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).
- B. Violation of permit terms and conditions including:
- a. Exceeding any permit limit;
  - b. Failing to meet other pretreatment standards or requirements;
  - c. Violating any prohibition; or
  - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

When the director determines this remedy is necessary and appropriate to fulfill the intentions of this chapter, such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under SMC 13.08.923 why the proposed action should not be taken. Exercise of this option by the director shall not be a bar to, or a prerequisite for, taking any other action against the user.

### **13.08.931 Injunctive relief.**

The director may seek injunctive relief when a user has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder. In such cases, the director may petition the Superior Court of Skamania County through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

### **13.08.932 Civil penalties.**

- A. A user which has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder shall be liable to the city for a maximum civil penalty of \$10,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The director may recover reasonable attorneys' fees, court costs, and other expenses associated with any emergency response, enforcement activities, additional monitoring and oversight, and costs of any actual damages to the city.
- C. In determining the amount of civil liability, the court shall take into account all relevant circumstances. The director shall provide the court a recommended civil penalty amount, and its basis. This basis shall address, as available, the extent of harm caused, the magnitude and duration of the violation, any economic benefit gained, the timing of users actions and responses, corrective actions by the user, and the user's compliance history. The director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The director will provide any other facts the court requests, or the director believes important for the court to have to render a just determination.

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- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the director may take to resolve noncompliance by a user.

### **13.08.933 Criminal prosecution.**

- A. A user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$10,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than one year, or both. This penalty shall be in addition to any other criminal charges or judicial remedies, including remedies for causing personal injury, endangerment, or destruction of public property available under state law.
- C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- D. In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

### **13.08.934 Remedies nonexclusive.**

The remedies provided for in this chapter are not exclusive. The director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the director may take other action against any user when the circumstances warrant. Further, the director is empowered to take more than one enforcement action against any noncompliant user.

### **13.08.941 Penalties for late reports.**

The director may assess a penalty of \$50.00 to any user for each day that a report required by this chapter, a permit or order issued hereunder is late. Penalties accrue beginning the fifth day after the report is due. The director's actions to collect late reporting penalties shall not limit the director's authority to initiate any other enforcement action.

### **13.08.942 Performance bonds.**

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to

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forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

#### **13.08.943 Liability insurance.**

The director may require any user to provide insurance if they previously failed to comply with any provision of this ordinance, a previous permit, or order issued hereunder, or any other pretreatment standard or requirement. The director may also require users in businesses which historically have left a public burden to clean up pollution to obtain this insurance, regardless of their compliance history. In such cases, Users must provide proof that the insurance is sufficient to cover any liabilities incurred under this chapter, including the cost of damages to the POTW and the environment caused by the user. The director may require users to provide the proof of such insurance either in response to non-compliance or prior to issuing or reissuing a wastewater discharge permit.

#### **13.08.944 Payment of outstanding fees and penalties.**

The director may decline to issue or reissue a wastewater discharge permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous permit or order issued hereunder.

#### **13.08.945 Water supply severance.**

The director may order water service to a user severed whenever a user has violated or continues to violate any provision of this chapter, a permit, or order issued hereunder, or any other pretreatment standard or requirement. Users wishing to restore their service must first demonstrate their ability to comply with this ordinance and pay the related costs of this action.

#### **13.08.946 Public nuisances.**

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

#### **13.08.951 Upset.**

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must are met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
  - 1. An upset occurred and the user can identify the cause(s) of the upset.
  - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.

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3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
  4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
    - a. A description of the indirect discharge and cause of noncompliance;
    - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
    - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
  - D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
  - E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

### **13.08.952 Prohibited discharge standards.**

A user will have an affirmative defense to an enforcement action brought against it for noncompliance with the prohibitions in SMC 13.08.210(A), and 13.08.210(B)(3)—(7) in certain cases. The user must be able to prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

### **13.08.953 Bypass.**

- A. For the purposes of this section,
  1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
  2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
  1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
  2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:

- 
- a. A description of the bypass (volume, pollutants, etc.).
  - b. What caused the bypass.
  - c. When, specifically, the bypass started and ended.
  - d. When the bypass is expected to stop (if ongoing).
  - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- D. Bypass.
- 1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
    - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
    - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
    - c. The user submitted notices as required under paragraph (C) of this section.
  - 2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

### **13.08.961 Pretreatment charges and fees.**

The city may adopt reasonable fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals;
- E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
- F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.

## Attachment 2

**Change Log**

MINOR ADJUSTMENTS		
Current Text		
Page 3, SMC 13.08.050.A “Available.” A public sewer abuts a lot along any street, alley, or right-of-way. Generally this means extension of a public sewer is not necessary to serve the lot.		
Page 9, Table 13.08.070-1 Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements		
New Development Not Available	Public Sewer Available	Public Sewer
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer
Multi-Family	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 3 Lots or More	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 2 Lots	Connect to public sewer	Install OSS1,2
Single-Family or Two-Family	Connect to public sewer	Install OSS
Existing Development Not Available	Public Sewer Available	Public Sewer
Alteration of any existing development type which necessitates expansion of existing OSS		
Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS		
1 – Divisions resulting in lots equal to or exceeding double the minimum lot size allowed when public sewer is available shall demonstrate how public sewer service can be made available to all lots within the division.		
2 – When sewer becomes available to any lot within a land division approved after the effective date of this ordinance, it shall be deemed available to all lots within said land division.		
Page 10, SMC 13.08.072(B) Response Required. Within the response timeline established in SMC 13.08.074, the lot owner shall respond to the official notice issued by the director on a form provided by the City stating their intent to comply with SMC 13.08.070 and whether they intended pursue a connection incentive and/or phase-in allowance.		
Page 10, SMC 13.08.074(B) Incentives, General. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible developments if connection to the public sewer system is made according to Table 13.08.074-1.		
Page 11, SMC 13.08.074(C) Limited Incentives, Sewer Available as of [the effective date of this ordinance]. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible developments if connection to the public sewer system is made according to Table 13.08.074-2.		
Page 12, SMC 13.08.078(D)(1)		

Suggestion		
SMC 13.08.050.A: “Available.” A public sewer abuts a lot along any street, alley, or public right-of-way. Generally this means extension of a public sewer is not necessary to serve the lot.		
Page 9, Table 13.08.070-1 Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements		
New Development Not Available	Public Sewer Available	Public Sewer
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer
Multi-Family	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 4 Lots or More	Connect to public sewer	Extend and connect to public sewer
Land Division Resulting in 2 or 3 Lots	Connect to public sewer	Install OSS1,2
Single-Family or Two-Family	Connect to public sewer	Install OSS
Existing Development Not Available	Public Sewer Available	Public Sewer
Alteration of any existing development type which necessitates expansion of existing OSS		
Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS		
1 – Divisions resulting in lots equal to or exceeding double the minimum lot size allowed when public sewer is available shall demonstrate how public sewer service can be made available to all lots within the division.		
2 – When sewer becomes available to any lot within a land division approved after the effective date of this ordinance, it shall be deemed available to all lots within said land division.		
Page 10, SMC 13.08.072(B) Response Required. Within the response timeline established in SMC 13.08.074, the lot owner shall respond to the official notice issued by the director on a form provided by the City stating their intent to comply with SMC 13.08.070 and whether they intend to pursue a connection incentive and/or phase-in allowance.		
Page 10, SMC 13.08.074(B) Incentives, General. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible residential developments if connection to the public sewer system is made according to Table 13.08.074-1.		
Page 11, SMC 13.08.074(C) Limited Incentives, Sewer Available as of [the effective date of this ordinance]. The wastewater system development charge will be waived or deferred and the penalty for failure to connect will be reduced for eligible residential developments if connection to the public sewer system is made according to Table 13.08.074-2.		
Page 12, SMC 13.08.078(D)(1)		

## Attachment 2

<p>Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, 20 percent of the fair market value of the building and building site with sewer facilities installed.</p>	<p>Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 5 percent of the county assessed market value of the building and building site.</p>
<p>Page 13, SMC 13.08.090(A) Where existing buildings are too low to be served by gravity to an available sewer, and when required to connect to public sewer as stipulated under Section SMC 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.</p>	<p>Page 13, SMC 13.08.090(A) Where existing buildings are too low to be served by gravity to an available sewer, and when ordered by the required to connect to public sewer as stipulated under SMC 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall assume all maintenance responsibilities, operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.</p>
<p>Page 15, SMC 13.08.142(C)(1) The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, a cost equal to or exceeding 120 percent of the cost to achieve OSS compliance.</p>	<p>Page 15, SMC 13.08.142(C)(1) The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 5 percent of the county assessed market value of the building and building site.</p>



**CITY OF STEVENSON, WASHINGTON**  
**RESOLUTION 2025-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON**  
**ADOPTING A COMPREHENSIVE FEE SCHEDULE**

**WHEREAS**, the City of Stevenson has adopted a comprehensive fee schedule endeavoring to consolidate all applicable charges, fees, fines, etc. into one referenceable location; and

**WHEREAS**, a new fine was authorized through the adoption of Ordinance 2025-\_\_\_\_\_ relating to sewer service; and

**WHEREAS**, the Council has discussed this and other clarifying changes at a public meeting on July 17<sup>th</sup>; 2025; and

**WHEREAS**, resolutions 2024-432 and 2025-453 are hereby repealed in their entirety; and

**WHEREAS**, the adoption of ordinances 2019-1144 and 2024-1216 allows connection and monthly service fees to be adopted by resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Stevenson hereby adopts the fee schedule in exhibit A and all resolutions and parts of resolutions in conflict herewith are hereby repealed.

**PASSED** by the Council of the City of Stevenson this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Wesley Wootten, City Clerk

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

## BUILDING DIVISION FEE SCHEDULE

Residential and Commercial Building Permit Fees are determined by the building value or value of the improvement as calculated by either using the square footage of the project multiplied by the square foot construction cost, as compiled by the International Code Council (ICC) and published by the Building Safety Journal magazine annually, or the value of the improvement. Skamania County Building will be guided by the "February 2020 ICC Building Valuation Data". For improvements not covered in the ICC table, applicants may be asked to provide a valuation for those projects (i.e., interior remodel, solar panels, etc).

The plan review fee will be 65% of the established permit fee as calculated in the valuation table below, and is in addition to the permit fee

Valuation Table	
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$543.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and greater	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof.

Building Valuation Data - February 2020 square foot construction Costs									
<b>Group (2018 International Building Code)</b>	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	247.86	239.47	233.25	223.81	210.17	204.10	216.62	195.46	188.40
A-1 Assembly, theaters, without stage	227.10	218.71	212.49	203.05	189.41	183.34	195.86	174.70	167.65
A-2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A-2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3 Assembly, churches	229.69	221.30	215.08	205.64	192.37	187.27	198.45	177.66	170.60
A-3 Assembly, general, community halls, libraries, museums	192.20	183.81	176.59	168.15	153.51	148.44	160.96	138.80	132.75
A-4 Assembly, arenas	226.10	217.71	210.49	202.05	187.41	182.34	194.86	172.70	166.65

B Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
E Educational	209.90	202.64	196.82	188.34	175.49	166.60	181.86	153.45	148.75
F-1 Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2 Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5 HPM	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
I-1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2 Institutional, hospitals	335.53	328.23	321.81	312.65	296.45	N.P.	305.67	276.99	N.P.
I-2 Institutional, nursing homes	233.12	225.82	219.40	210.24	195.51	N.P.	203.26	176.05	N.P.
I-3 Institutional, restrained	227.71	220.41	213.99	204.83	190.84	183.78	197.85	171.37	163.02

I-4 Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3 Residential, one- and two-family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R-4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

a. Private Garages use Utility, miscellaneous

b. For shell only buildings deduct 20 percent

c. N.P. = not permitted

d. Unfinished basements (Group R-3) = \$22.45 per sq. ft.

#### BUILDING DIVISION FEE SCHEDULE

Plumbing Permits	Fee
<b>Base Fee</b>	<b>\$20.00</b>
Water Closet (toilet)	\$7.00
Bathtub	\$7.00
Lavatory (wash basin)	\$7.00
Shower	\$7.00
Kitchen sink & disposal	\$7.00
Dishwasher	\$7.00
Laundry Tray	\$7.00
Clothes Washer	\$7.00
Water Heater	\$7.00
Water Piping & Treating Equipment	\$7.00
Floor-sink or Drain	\$7.00
Slop Sink	\$7.00
Waste Interceptor	\$7.00
Urinal	\$7.00
Drinking Fountain	\$7.00
Lawn sprinkler system including backflow device	\$7.00
Vacuum breakers 1 to 5	\$5.00
Vacuum breakers over 5, each	\$1.00
Backflow protective devise 2i & smaller	\$7.00

Backflow protective devise over 2i	\$15.00
Mechanical Permits	Fee
<b>Base Fee</b>	<b>\$22.00</b>
Forced Air Furnace under 100,000 BTU	\$13.25
Forced Air Furnace over 100,000 BTU	\$16.25
In-floor Heat System	\$13.25
Wall Space Heater & Vent	\$13.25
Unit Heaters	\$13.25
Heat Pump	\$13.25
Air Handing Unit up to 10K CFM	\$9.50
Air Handing Unit over 10K CFM	\$16.15
Range Hood	\$9.50
Clothes Dryers	\$9.50
Ventilation Fan	\$6.50
Solid Fuel Burning Appliance	\$22.00
Unclassified Appliance or Equipment (Gas Appliance)	\$9.50
Gas Piping (up to 4 outlets)	\$5.50
Gas Piping (5 or more)	\$1.00
Appliance Vent, Separate	\$9.50
Repair Heating, Cooling, Controls	\$12.25
Boiler/Compressor up to 3 HP or 100K BTU	\$13.15
Boiler/Compressor 3-15 HP or 100K - 500K BTU	\$24.25
Boiler/Compressor 15-30 HP or 500K - 1000K BTU	\$33.25

Boiler/Compressor 30-50 HP or 1000K - 1750K BTU	\$49.50
Boiler/Compressor over 50 HP or over 1750K BTU	\$82.75
Evaporative Cooler	\$9.50
Vent System Apart from Heating or A.C.	\$9.50
Mechanical Exhaust Hood & Duct	\$9.50
Industrial/Commercial Incinerator	\$66.50
Refrigeration Units	\$13.25

#### BUILDING DIVISION FEE SCHEDULE

Other Inspections and Fees	
Equipment Shed/Outdoor Storage Building Square foot cost	
Wood Frame	\$7.00
Pole Building	\$7.00
Steel Building	\$7.00
Masonry - with slab	\$7.00
Decks - Over 30" above grade	
Deck - uncovered	\$2.15
Deck - covered	\$10.85
Other	
Cover over existing deck or porch	\$7.00
Carport/RV Cover	\$13.90
Roofing Permits	\$75.00 for the first \$3,200 in value plus \$75.00 for each additional \$3,200 or fraction thereof.



Manufactured Home Placement	Based on valuation, using base price of MFH
Interior Residential Remodel	Based on valuation
Fences over 7 feet high	Based on valuation
Retaining walls over 4 feet high	Based on valuation
Solar Panels - Roof Mount only. <i>(Ground mount will not require a building permit)</i>	Based on valuation
EV Charging - If alterations are made to an existing structure only. Surface mount or free standing, no building permit required.	Based on valuation
Propane Tank Placement - (Permit & Inspection)	\$100.00
WA State Building Code Fee - RCW 19.27.085	Residential: \$6.50 Commercial: \$25.00
Inspections done outside of normal business hours	\$75.00 per hour <sup>1</sup> (minimum charge = two (2) hours)
Re-inspection fees assessed under provisions of Section 109	\$75.00 per hour <sup>1</sup> (minimum charge = one (1) hour) (1st re-inspection = no charge, \$75.00 for each one thereafter)
Inspections for which no fee is specifically indicated	\$75.00 per hour <sup>1</sup> (minimum charge = one (1) hour)
Additional plan review required by changes, additions, or revisions to plans	\$75.00 per hour <sup>1</sup> (minimum charge = one (1) hour)
Any construction started without the benefit of a building permit	Double the normal permit fee together with all costs incurred for enforcement.
For use of outside consultants for plan checking, inspections, or both.	Actual Costs <sup>2</sup>
<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the	

## BUILDING DIVISION FEE SCHEDULE

<b>Fire Marshal Fees</b>
<i>Fireworks</i>
Stand - Permit & Inspection \$75.00
Display - Permit & Inspection \$75.00
<i>Fire &amp; Life Safety</i>
Annual Inspection \$75/hr or fraction thereof (1hr min)
Fire Sprinkler Installation Permit Based on valuation
Fire Alarm Installation Permit Based on valuation
Commercial Hood Permit Based on valuation
Maintenance inspection reports of fire & life safety systems are required to be filed with Brycer, LLC's online tool 'The Compliance Engine' at <a href="http://www.thecomplianceengine.com">www.thecomplianceengine.com</a> . There will be a \$20 filing fee associated with the submission of each report, per system, per year, except for hood systems which is per every six-month service. Your service provider (the company you hire to do testing and maintenance on your building's fire protection systems) is responsible for collecting these fees from their clients, administering the reporting requirements, and then submitting payments along with test reports.

## Public Works Fees

<b>H</b>	<b>Right of Way Use Permit Fees (SMC 12.02.080):</b>	
<b>H1.</b>	<b>Type A*</b> —for more than fifteen minutes, not greater than 24 hours and does not involve the disturbance of ROW.	\$50.00
<b>H2.</b>	<b>Type B</b> —for work that will alter the appearance or disturb the ROW on a temporary or permanent basis. ***	\$100.00
	<ul style="list-style-type: none"> <li>Damage to City facilities under a type B permit</li> </ul>	Actual cost
	<ul style="list-style-type: none"> <li>Pavement surface less than 10-years old</li> </ul>	Fee**
<b>H3.</b>	<b>Type C</b> —for use of ROW for activities for extended periods of time.	\$150.00
<b>H4.</b>	<b>Type D</b> —for long term or permanent use of ROW by signed agreement between permittee and the City.	\$250.00

\*Fees may be waived for block parties, races, parades, and other similar activities sponsored by nonprofit agencies and which further the goals and objectives of the City.

\*\* Fee= multiplier based on age (<2 years=2, 2-3 years=1.5, 3<5 years=0.5, ≥5=0.25) \* square feet of disturbance \* cost per square feet based on current industry and market standards

\*\*\*Franchised utilities which must apply for permits due to city sponsored construction projects may be granted a waiver by the Public Works Director.

	<b>Right of Way Use Fines (SMC 12.02.220)</b>	
<b>H5.</b>	Debris, hazards, obstruction, nuisance, damage or spilled load removal	Actual Costs

	<b>Right of Way Violation Penalty (SMC 12.02.260)</b>	
<b>H6.</b>	Use of Right of Way without a permit	Double the cost of the permit fee

<b>I</b>	<b>Sewer Pretreatment Charges and Fees (SMC 13.08.961):</b>	
<b>I1.</b>	Pretreatment Program Administration (FOG annually per user – on Preferred Pumper)	\$200.00
<b>I2.</b>	Pretreatment Program Administration (FOG annually per user – not on Preferred Pumper)	\$350.00
<b>I3.</b>	Pretreatment Program Administration (SIU annually per user)	\$450.00
<b>I4.</b>	Reinspection for Violations	\$50.00

	<b>Grease, Oil, and Sand Trips/Interceptors Fines (SMC 13.08.270)</b>	
<b>15.</b>	First Violation	\$150.00
<b>16.</b>	Second Violation	\$350.00
<b>17.</b>	Third Violation	\$700.00
<b>18.</b>	Fourth and Every Additional Violation	\$1,400.00

	<b>Sewer and Pretreatment Administrative Fines (SMC 13.08.925 &amp; 961)</b>	
<b>19.</b>	Administrative Fines	Actual Costs

### Planning Fees

<b>K</b>	<b>Annexation Fees:</b>	
<b>K1.</b>	Election Method	\$900.00
<b>K2.</b>	Notice of Intent	\$600.00
<b>K3.</b>	Petition	\$300.00
<b>K4.</b>	Zoning (SMC 17.50.030)	\$300.00
<b>L</b>	<b>Appeals:</b> (SMC 17.08.080) To Board of Adjustment, Planning Commission, City Council	\$0.00
<b>M</b>	<b>Boundary Line Adjustment:</b> (SMC 16.01.030)	
<b>M1.</b>	Typical	\$300.00
<b>M2.</b>	Combination of Lots	\$100.00
<b>N</b>	<b>Comprehensive Plan Revision:</b> (SMC 17.11.040)	\$1,500.00
<b>O</b>	<b>Conditional Use:</b> (SMC 17.39.030)	\$600.00
<b>P</b>	<b>Critical Areas Permit:</b> (SMC 18.13.070)	
<b>P1.</b>	Expedited Review	\$75.00
<b>P2.</b>	Geologic Hazard Area	\$300.00
<b>P3.</b>	Habitat/Westland	\$600.00
<b>P4.</b>	Reasonable Use Allowance	\$750.00
<b>Q</b>	<b>Land Use /Planning Department Review:</b> (SMC 17.08.080) For new construction, remodels with a footprint alteration, all sign and grading permits.	\$75.00
<b>R</b>	<b>Nonconforming Use Review (BOA):</b> (SMC 17.08.080)	\$600.00
<b>S</b>	<b>Ordinance Revisions:</b> (SMC 17.08.080)	\$1,500.00
<b>T</b>	<b>Parking:</b> (SMC 17.08.080)	
<b>T1.</b>	Joint Use of Parking	\$600.00
<b>T2.</b>	Parking Interpretation	\$0.00
<b>U</b>	<b>Planned Unit Development:</b> (SMC 17.17.120)	\$1,500+\$1 per sq ft
<b>V</b>	<b>Plat Amendment:</b> (SMC 16.01.030)	\$1,500+\$1 per sq ft

<b>W</b>	<b>Plat Vacation:</b> (SMC 16.01.030)	\$900+\$1 per 60 sq ft
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<b>X</b>	<b>Reduction in City Boundaries:</b>	\$1,000.00
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<b>Y</b>	<b>Shorelines Management Program:</b> (SMC 18.08.120)	
<b>Y1.</b>	Statement of Exemption	\$50.00
<b>Y2.</b>	Minor Project Approval	\$300.00
<b>Y3.</b>	Shoreline Substantial Development	\$1,250.00
<b>Y4.</b>	Shoreline Conditional Use, Shoreline	\$1,500.00

<b>Z</b>	<b>Short Plats:</b> (SMC 16.01.030)	
<b>Z1.</b>	Short Plat	\$1,500+\$1 per 60 sq ft
<b>Z2.</b>	Variance	\$600.00

<b>AA</b>	<b>State Environmental Policy Act (SEPA):</b> (SMC 18.04.185)	
<b>AA1.</b>	Checklist	\$300.00
<b>AA2.</b>	Environmental Impact Statement (EIS)	\$1,500.00

<b>AB</b>	<b>Subdivisions:</b> (SMC 16.01.030)	
<b>AB1.</b>	Preliminary plat	\$1,500+\$1 per 60 sq ft
<b>AB2.</b>	Variance	\$600.00
<b>AB3.</b>	Final Plat	\$1,500

<b>AC</b>	<b>Variance</b> (SMC 17.08.080/SMC 2.15.110)	\$600.00
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<b>AD</b>	<b>Zoning:</b> (SMC 17.50.030)	
<b>AD1.</b>	Resolution of Intent	\$600.00
<b>AD2.</b>	Rezoning Request	\$1,500.00
<b>AD3.</b>	Zoning Interpretation	\$0.00
<b>AD4.</b>	Zoning Verification Letter	\$200.00

#### **A-1: Planning and Public Works Fees—General.**

- A. Purpose. Fees are based on costs to reimburse the public for staff time and resources expended in reviewing and processing permit applications. These fees do not include costs associated with outside consultant review of an application.
- B. Fees, Authorized. Application fees for the various reviews, applications and permits set forth in the Stevenson Municipal Code. No application shall be considered unless and until the fee has been paid to the City. Fees shall not be refundable except as provided in Section A-4. Any exemption or refund must be approved by the City Administrator, and any costs incurred by the city shall be deducted from fees paid prior to any exemption or refund.
- C. Payment of Fees. All fees provided shall be paid when due. Nonpayment of any fees when due shall result in a determination by the City that an application has been withdrawn or is incomplete, suspending or terminating review of the application.
- D. Multiple Permits and Applications. In the case of multiple permit applications, the applicant shall pay all applicable fees.

**A-2: Other Charges and Fees.**

- A. Outside Consultant Review Fees. When it is necessary to utilize the services of professional consultants (e.g., engineers, surveyors, hydrologists, biologists, or other specialists) to assist the City with its review of the applications identified herein, the costs for the outside consultant's reviews shall be the responsibility of the applicant. The fees for these services may be billed monthly to the applicant based on all actual costs for labor, overhead, material testing and expenses. A deposit for such costs may be required by the City.
- B. Hearing Examiner. For any appeal or proposal reviewed by the City of Stevenson Hearing Examiner, 50% of the costs for the Hearing Examiner will be the responsibility of the applicant. The costs for these services may be billed monthly to the applicant based at 50% of the actual invoice received by the City. A deposit for such costs may be required by the City.
- C. Recording Fees. The amount of the recording fees charged by Skamania County shall be the responsibility of the applicant.
- D. Election Fees. When it is necessary to hold an election associated with a request, the actual cost of such election shall be the responsibility of the applicant.
- E. All fees charged by the City under this section shall be paid prior to the approval of an application.

### **A-3: Application Fee Exemptions.**

When approved by the City Administrator, the following may be exempt from the fees established herein:

- A. Applications submitted by nonprofit agencies for proposals which further goals and objectives of the City.
- B. Subdivision Preliminary Plat and Short Plat applications which have obtained approval as a Planned Unit Development.

### **A-4: Application Fee Refunds.**

When approved by the City Administrator, refunds for fees paid as set forth herein shall be limited to the following:

- A. When no permit processing has been completed or costs have been incurred: 80%.
- B. When an application has been processed prior to issuance of a determination of completeness: 50%.
- C. After issuance of a determination of completeness: 0%.
- D. No refunds shall be made for publication of notice costs, outside consultant review fees, or other fees, charges set forth A-2.

### **A-5: Conflicts with the Municipal Code.**

In the event of a conflict in any fees, charges, or provisions set forth herein and fees and charges or provisions found in the Stevenson Municipal Code, the fees, charges, requirements, procedures, and all provisions contained herein now, or as hereafter amended, shall prevail.



## Utility Fees and Charges

Water System Fees and Charges (SMC 13.10.070)	
System Development Charges	
Meter Size	Fee
Residential <25 Fixture Units	\$8,223
¾"/Residential <55 Fixture Units	\$12,334
1"/Residential <130 Fixture Units	\$20,556
1.5"	\$41,113
2"	\$65,781
3"	\$123,339
4"	\$205,565
6"	\$411,130
Installation Costs	Time and Materials

Wastewater System Fees and Charges (SMC 13.10.080)	
System Development Charges	
Charge Type	Fee
Residential ERU < 1,500 SqFt	\$6,683
Residential ERU 1,500-2,600 SqFt	\$8,910
Residential ERU > 2,600 SqFt	\$11,607
Commercial Flow(gallon/day)	\$14.88
Commercial BOD (pound/day)	\$5,666
Residential single-family service inspection	\$100
All other service inspections	\$300

Connection fees for properties with demolished buildings previously connected to service may be the lesser of the System Development Charge for the utility, or the sum of the monthly base fees for the previous 6-years had the service not been disconnected.

### Monthly Water Rates and Fees (SMC 13.10.020)

	2023	2024	2025	2026	2027	2028
Meter Size	Inside City					
Up to ¾"	37.04	39.08	41.23	43.50	45.89	48.41
1"	60.78	64.12	67.65	71.37	75.30	79.44
1 1/2"	146.72	154.79	163.30	172.28	181.76	191.76
2"	282.98	298.54	314.96	332.28	350.56	369.84
3"	508.52	536.49	566.00	597.13	629.97	664.62

4"	610.12	643.68	679.08	716.43	755.83	797.40
6"	1,625.27	1,714.66	1,808.97	1,908.46	2,013.43	2,124.17
Transient Lodging (per unit)	18.52	19.54	20.62	21.75	22.95	24.21
Hydrant Use Connection Fees	100.00	100.00	100.00	100.00	100.00	100.00
	Outside City					
Up to 3/4"	54.62	57.62	60.79	64.13	67.66	71.38
1"	103.51	109.20	115.21	121.55	128.24	135.29
1 1/2"	211.29	222.91	235.17	248.10	261.75	276.15
2"	408.82	431.31	455.03	480.06	506.46	534.32
3"	737.86	778.44	821.25	866.42	914.07	964.34
4"	887.42	936.23	987.72	1,042.04	1,099.35	1,159.81
6"	2,353.13	2,482.55	2,619.09	2,763.14	2,915.11	3,075.44
	Usage (per ft <sup>3</sup> ) (over base usage)					
Inside Usage	0.047	0.050	0.053	0.056	0.059	0.062
Outside Usage	0.056	0.059	0.062	0.065	0.069	0.073
Hydrant Usage	0.056	0.059	0.062	0.065	0.069	0.073
	Other Fees and Charges					
Delivery Fee of Lock Off Notice	10.00	10.00	10.00	10.00	10.00	10.00
Termination Fee-Working Hours	50.00	50.00	50.00	50.00	50.00	50.00
Termination Fee-Non-Working Hours	150.00	150.00	150.00	150.00	150.00	150.00

All rates shall be subject to an automatic annual rate increase of 5% beginning January 1, 2029 unless modified by council prior to the adjustment date.

The first 400 cubic feet of water consumed included in minimum monthly base water service charge. For Transient Lodging the first 200 cubic feet of water consumed per unit is included in the minimum monthly base water service charge.

Residential properties with more than one residential unit (i.e. duplexes, apartments, homes with accessory dwelling units) will be charged the applicable monthly residential base rate times the number of residential units.

Hydrant use: The use of water from the city's fire hydrants may be used by authorization of the Public Works Director for non-fire protection and non-potable related purposes through an application process. The hydrant meter may remain connected for a period no longer than 5 business days. Longer connection periods may be approved at the discretion of the Public Works

Director. The first 400 cubic feet of water usage is included in the connection fee of the hydrant meter. Thereafter the charges are as listed above.

### Monthly Sewer Rates and Fees (SMC 13.10.020)

Class of Service	2023	2024	2025	2026	2027	2028
<b>Residential</b>						
Single ¾" Residential	\$116.46	128.11	140.92	145.15	149.50	153.99
<b>Non-Residential</b>						
Transient quarters-per unit	\$58.24	64.06	70.46	72.58	74.75	77.00
Other Commercial						
¾" water service	\$116.46	128.11	140.92	145.15	149.50	153.99
1" water service	\$242.05	266.26	292.89	301.68	310.73	320.05
1.5" water service	\$360.65	396.72	436.39	449.48	462.96	476.85
2" water service	\$545.54	600.09	660.10	679.90	700.30	721.31
3" water service	\$782.72	860.99	947.09	975.50	1,004.77	1,034.91
4" water service	\$1,019.90	1,121.89	1,234.08	1,271.10	1,309.23	1,348.51
6" water service	\$1,684.03	1,852.43	2,037.67	2,098.80	2,161.76	2,226.61

Usage <sup>1</sup> Rates for Non-Residential/Commercial						
Flow Surcharge	\$0.059	0.065	0.072	0.074	0.076	0.078
<b>BOD Surcharge<sup>2</sup></b>						
Low	\$0.000	0.000	0.000	0.000	0.000	0.000
Medium	\$0.023	0.025	0.028	0.029	0.030	0.031
High	\$0.047	0.077	0.115	0.133	0.153	0.171
Very High	\$0.092	0.124	0.163	0.181	0.201	0.219

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

"Residential" shall mean any contributor to the City's treatment works whose real estate or building is used for domestic dwelling purposes only.

Residential properties with more than one residential unit (i.e. duplexes, apartments, homes with accessory dwelling units) will be charged the applicable monthly residential base rate times the number of residential units.

- 1- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 2- BOD Surcharge applies to commercial customers based on the following classification:

<b>Strength Category</b>	<b>BOD Strength</b>	<b>Types of Typical Users</b>
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	300-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	601-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD<sub>5</sub> testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

**Monthly Penalty – Failure to Connect to Public Sewer (SMC 13.08.076)**

<b>Class of Service</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Residential Sewer (per unit)	\$57.78	\$59.51	\$61.29	\$63.13
*All other classes shall be charged 41% of the monthly amount established under the authority of SMC 13.10.020, above.				

All rates shall be subject to an automatic annual rate increase of 5% beginning January 1, 2029 unless modified by council prior to the adjustment date.

## General Fees

<b>4.1</b>	<b>Vacation Rental Fees (SMC 5.20.020):</b>	
<b>1.</b>	New License	\$200.00
<b>2.</b>	License Renewal	\$200.00
<b>3.</b>	Prorated Licenses-Received After June 30th	\$100
<b>4.</b>	Appeals (SMC 5.20.055)	\$0.00
<b>5.</b>	Labor, Overhead, and Outside Consultant Review	Actual Cost

<b>4.2</b>	<b>Business Licenses (SMC 5.04.070):</b>	
<b>1.</b>	General Business License Origination Fee	\$10.00
<b>2.</b>	General Business License Renewal Fee	\$10.00
<b>3.</b>	Non-Resident License	
	Income under \$2,000.00 Annually	\$0.00
	Income Above \$2,000.00 Annually	\$10.00
<b>4.</b>	Non-Residential Renewal	
	Income under \$2,000.00 Annually	\$0.00
	Income Above \$2,000.00 Annually	\$10.00
<b>5.</b>	Peddler's License	\$15.00

<b>4.3</b>	<b>Dog Licensing (SMC 6.04.040):</b>	
<b>1.</b>	Non-Spayed/Non-Neutered Dogs	\$15.00
<b>2.</b>	Spayed/Neutered Dogs	\$7.50
<b>3.</b>	Senior (Age 60) Non-Spayed/Neutered Dogs	\$11.25
<b>4.</b>	Senior (Age 60) Spayed/Neutered Dogs	\$3.75
<b>5.</b>	Duplicate/Replacement Tags	\$1.00

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2025-1229**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,  
WASHINGTON, FOR FISCAL YEAR 2025**

**Whereas**, City Council of the City of Stevenson has reviewed its adopted 2025 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2025 budget are appropriate; and

**Whereas**, the proposed budget amendments do not exceed the lawful limit of taxation allowed by the law to be levied on the property within the City of Stevenson for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being necessary to carry on the government of the City of Stevenson for the fiscal year and being sufficient to meet the various needs of the City during the fiscal year.

**NOW, THEREFORE**, the City Council of the City of Stevenson do hereby ordain as follows:

**Section 1.** The budget for the City of Stevenson, Washington for the year 2025 as amended is hereby adopted in its final form and content.

**Section 2.** Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2025 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the 2025 Fiscal Year Budget as attached Exhibit A.

- Key: ~~Strikethrough~~ means repealed. **Bold** means new.

**THIS ORDINANCE SHALL TAKE EFFECT** and be in force five (5) days after its publication according to law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Robert Muth  
City Attorney

\_\_\_\_\_  
Wesley Wootten, City Clerk

Ordinance 2025-1229 Exhibit A  
2025 Budget Amendment #2

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated		Transfers	Total		Estimated		Total
No.	Name	Beginning	Estimated	In	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues		Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	1,567,845	1,516,598		3,084,443	1,443,926	<del>486,809</del>	<del>1,153,708</del>	3,084,443
010	General Fund Reserve	344,043	-	-	344,043	-	-	344,043	344,043
020	Fire Fund	1,927,519	-	411,809	2,339,328	274,998	-	2,064,330	2,339,328
100	Street Fund	81,428	613,244	75,000	769,671	690,503	-	79,169	769,671
103	Tourism Promotion	1,051,485	487,190	-	1,538,675	595,993	-	942,682	1,538,675
105	Affordable Housing	22,456	5,000	-	27,456	-	-	27,456	27,456
107	HEALing SCARS Fund	10,246	-	-	10,246	-	-	10,246	10,246
300	Capital Improvements Fund	248,810	20,000	-	268,810	-	-	268,810	268,810
314	Lasher Street Improv. Fund	-	450,000	-	450,000	450,000	-	-	450,000
400	Water / Sewer Fund	820,337	2,995,226	-	<del>3,815,562</del>	2,865,663	319,964	<del>629,936</del>	<del>3,815,562</del>
406	WW Short-Lived Asset Res.	108,895	-	21,779	130,674	-	-	130,674	130,674
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	130,000	298,185	428,185	428,185	-	-	428,185
415	Cascade Avenue Util Imp	-	2,073,317	-	2,073,317	2,073,317	-	-	2,073,317
420	Cascade Avenue Mitigation Fund	19,550	-	-	19,550	-	-	19,550	19,550
500	Equipment Service Fund	25,043	254,100	-	279,143	257,041	-	22,102	279,143
		6,288,848	8,544,674	<del>806,773</del>	<del>15,640,294</del>	9,079,625	<del>806,773</del>	5,753,896	<del>15,640,294</del>

Ordinance 2025-1229 Exhibit A  
2025 Budget Amendment #2

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated		Transfers	Total		Estimated		Total
No.	Name	Beginning	Estimated	In	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues		Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	1,567,845	1,516,598		3,084,443	1,443,926	<b>621,809</b>	<b>1,018,708</b>	3,084,443
010	General Fund Reserve	344,043	-	-	344,043	-	-	344,043	344,043
020	Fire Fund	1,927,519	-	411,809	2,339,328	274,998	-	2,064,330	2,339,328
100	Street Fund	81,428	613,244	75,000	769,671	690,503	-	79,169	769,671
103	Tourism Promotion	1,051,485	487,190	-	1,538,675	595,993	-	942,682	1,538,675
105	Affordable Housing	22,456	5,000	-	27,456	-	-	27,456	27,456
107	HEALing SCARS Fund	10,246	-	-	10,246	-	-	10,246	10,246
300	Capital Improvements Fund	248,810	20,000	-	268,810	-	-	268,810	268,810
314	Lasher Street Improv. Fund	-	450,000	-	450,000	450,000	-	-	450,000
400	Water / Sewer Fund	820,337	2,995,226	<b>135,000</b>	<b>3,950,562</b>	2,865,663	319,964	<b>764,936</b>	<b>3,950,562</b>
406	WW Short-Lived Asset Res.	108,895	-	21,779	130,674	-	-	130,674	130,674
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	130,000	298,185	428,185	428,185	-	-	428,185
415	Cascade Avenue Util Imp	-	2,073,317	-	2,073,317	2,073,317	-	-	2,073,317
420	Cascade Avenue Mitigation Fund	19,550	-	-	19,550	-	-	19,550	19,550
500	Equipment Service Fund	25,043	254,100	-	279,143	257,041	-	22,102	279,143
		6,288,848	8,544,674	<b>941,773</b>	<b>15,775,294</b>	9,079,625	<b>941,773</b>	5,753,897	<b>15,775,294</b>

**CITY OF STEVENSON**

**OFFICE OF THE CITY ADMINISTRATOR**

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** July 17, 2025

**TO:** Mayor Anderson and City Council Members

**FROM:** Wesley Wootten, City Administrator

**SUBJECT:** Ordinance No. 2025-1229 - 2025 Budget Amendment for General Fund Transfer to Water and Sewer Fund

**I. EXECUTIVE SUMMARY**

This report accompanies proposed Ordinance No. 2025-1229, which authorizes a 2025 budget amendment. This amendment facilitates a strategic transfer of funds from the General Fund to the Water and Sewer Fund and adjusts the general sales and use tax allocation to the Street Fund. This action is a direct result of the recently approved Transportation Benefit District (TBD) sales and use tax, which provides new dedicated revenue for transportation, enabling the City to optimize its overall financial resources.

**II. BACKGROUND**

The City's voters recently approved a new 0.3% sales and use tax within the TBD for transportation improvements. This new revenue stream enhances the City's capacity to fund transportation needs. Following consultation with the Clerk/Treasurer, it has been determined that establishing a new special revenue fund is not required for these changes. Instead, the most direct and efficient method is a budget amendment authorizing specific transfers and reallocations.

This new dedicated transportation revenue allows the City to strategically reallocate a portion of its existing general sales and use tax (previously allocated to the Street Fund) to support the Water and Sewer Fund, aiming to stabilize utility rates for our citizens.

**III. PROPOSED ORDINANCE - KEY ACTIONS**

Ordinance No. 2025-1229 proposes authorizing an initial transfer of **\$135,000** from the General Fund to the Water and Sewer Fund for the third and fourth quarters of 2025.



#### **IV. RATIONALE AND FISCAL IMPACT**

This budget amendment represents a fiscally prudent approach to managing City resources. By leveraging the new TBD sales tax for transportation, the City gains flexibility to address critical needs in other essential services, particularly water and sewer infrastructure. This strategy is intended to help stabilize utility rates for residents and businesses while ensuring all municipal services remain adequately funded.

This is a strategic reallocation of *general* sales tax, not a diversion of TBD funds, and is justifiable to auditors and the public as an overall benefit to the community. At the March 20, 2025 meeting, the City Council agreed to opt for the initial transfer method, i.e. transferring the estimated annual tax revenue (\$270,000) from the General Fund to the Sewer/Water Fund, rather than perform monthly transfers of collected revenue.

#### **V. RECOMMENDATION**

The City Administrator recommends that the City Council review and approve Ordinance No. 2025-1229, thereby adopting the proposed 2025 budget amendment. This action is essential for the efficient and strategic financial management of the City of Stevenson.

**CITY OF STEVENSON  
RESOLUTION NO. 2025-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE SIX-YEAR  
CAPITAL FACILITIES AND TRANSPORTATION IMPROVEMENT PROGRAM FOR  
2026-2031**

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

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

**WHEREAS**, the capital facility improvements include transportation improvements consistent with the expectations of RCW 35.77.010; and

**WHEREAS**, the Stevenson City Council held a public hearing on May 17, 2025 to take public input on the proposed CFP and TIP update.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, hereby resolves to

1. Adopt the updated Stevenson Capital Facilities Plan/Transportation Improvement Program for 2026-2031 in Exhibit A, attached hereto and incorporated by reference.
2. Ensure any project or program with pedestrian amenities may be allocated funds pursuant to RCW 47.30.
3. Declare that the City does not expect BNSF to cease operations within Stevenson, but that, should it, the corridor will be conserved for future rail service and may be used in the meantime for open-space/recreation purposes.

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

# CIP Report

[illegible]

Primary		2025				2026				2027				2028				2029				2030				2031				2032				2033			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
41	Fire Hall																																				
42	Del Ray Avenue Sewer Extension																																				
43	County Fairgrounds Kayak Launch																																				
44	Vancouver West Waterline Replacement																																				
45	Iman Loop-Iman Cemetery Sidewalk																																				
46	Gropper Park Loop-Gravel																																				
47	Piper Road Trails																																				
48	Loop Road Sewer Main F Diversion																																				
49	1st Street Sidewalk Trail Connection																																				
50	Rock Creek Drive Waterline																																				
51	SW Atwell Road - Waterline Replacement																																				
52	West End Roundabout																																				
53	East End Roundabout																																				

# 2025 Second 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 workshop on free tool to optimize online listings
- \* Promoting State-wide Recreate Responsibly campaign
- \* Sent list of events to Skamania Lodge for Summer Guide
- \* Press Release for National Travel and Tourism Week
- \* Placed print and digital ads
- \* New co-op professional photoshoot opportunity
- \* Working with designer on map with distances to POI's
- \* Attended Gorge Tourism Summit
- \* Working with committee to revamp Christmas in the Gorge
- \* Working with committee to plan for America's 250<sup>th</sup>
- \* Sent Datafy reports (quarterly) and Occupancy reports(monthly) to tourism members



## VISITOR STATS

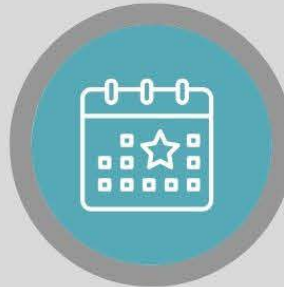
- \* Walk-in visitors: 472
- \* Phone calls: 142
- \* Emails: 27
- \* Business referrals: 4,211
- \* Visitor packets: 3
- \* Relocation packets: 0
- \* Overnight stays: 104
- \* Large Quantity Brochures: 533



## COMMUNICATION

1

- \* "Under Currents" newsletter has 1,583 recipients
- \* Tourism Newsletter has 375 recipients
- \* Chamber Facebook page has 3,080 followers
- \* Chamber Website had 22,692 pageviews this quarter
- \* Visit Stevenson Facebook page has 4,808 followers
- \* Visit Stevenson Website had 50,78 pageviews this quarter



## EVENTS

2

- \* 4 Ribbon Cutting events
- \* 3 monthly Chamber Happy Hour events
- \* Business Resource Fair on April 17
- \* Skamania Sip & Stroll on May 10



## MEMBERSHIP & BENEFITS

3

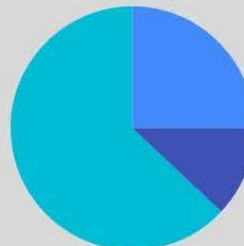
- \* Sent out Q2 membership survey
- \* Added new a la carte menu of services
- \* New banner ad opportunity on Chamber website
- \* Added new Economic Data webpage
- \* Visited 13 members
- \* Called 25 members
- \* Visited 4 non-members



## GOVERNMENT AFFAIRS

4

- \* Acted on 20 bills during the 2025 legislative session
- \* Attended AWB Grassroots Alliance Conference
- \* Sent out 2nd Quarter GA Newsletter
- \* Hosted Advocacy Luncheon with legislative session recap from District 17 Legislators
- \* Candidate Q & A added to Chamber website



5

291 MEMBERS

33 INDIVIDUAL  
27 NON-PROFIT  
231 BUSINESS

100+ EMPLOYEES = 3  
51-99 EMPLOYEES = 2  
21-50 EMPLOYEES = 6  
11-20 EMPLOYEES = 8  
6-10 EMPLOYEES = 24  
1-5 EMPLOYEES = 57  
OWNER OPERATED = 131

JAN 1ST 2025 - JUN 21ST 2025



# Executive Summary

Powered by **DATAFY**



Overview : 1/1/25 - 6/21/25

Total Trips

95,470 Trips

⬇ -2.8%

vs. 1/1/24 - 6/21/24

Visitor Days

254,309 Days

⬆ 6.9%

vs. 1/1/24 - 6/21/24

Average Length of Stay

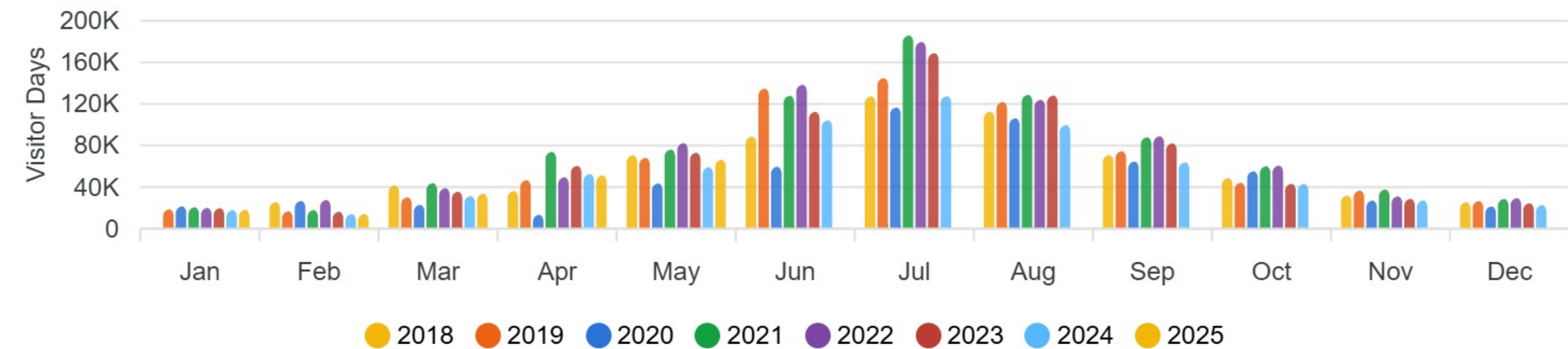
2.7 Days

⬆ 0.2 Days

vs. 1/1/24 - 6/21/24

Monthly Volume by Visitor Days

All Main Dates vs Compare Dates



2021	22K	19K	45K	75K	77K	129K	187K	130K	89K	61K	39K	30K
2022	21K	29K	40K	51K	83K	139K	181K	125K	90K	62K	32K	30K
2023	21K	17K	37K	61K	74K	113K	170K	129K	83K	44K	30K	26K
2024	19K	15K	32K	54K	60K	105K	129K	101K	65K	44K	28K	24K
2025	19K	15K	35K	52K	67K	0	0	0	0	0	0	0
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Visitor Days by Length of Stay

Leisure Mode Active



1 Day	23.3%	2 Days	14%
3 Days	14.2%	4 Days	13.1%
5 Days	11.6%	6+ Days	23.8%



Top Spending to Location

DMA	Share of Spend 1/1/2025 - 5/31/2025	Change in Share of Spend vs 1/1/2024 - 6/21/2024
Seattle-Tacoma	52.9%	— 3.59%
Portland- OR	10.8%	+ 1.68%
Yakima-Pasco-RchInd-Knnw	3.49%	— 0%
Spokane	3.16%	— 0.2%
Los Angeles	2.28%	+ 0.07%
San Francisco-Oak-San Jose	1.68%	+ 0.41%
Eugene	1.39%	+ 0.22%
New York	1.35%	+ 0.97%

DMA	Share of Spend 1/1/2025 - 5/31/2025	Change in Share of Spend vs 1/1/2024 - 6/21/2024
Bend- OR	1.28%	+ 0.37%
Phoenix -Prescott	1.26%	+ 0.05%
Honolulu	1.13%	+ 0.27%
Dallas-Ft. Worth	1%	— 0.04%
Boise	0.84%	+ 0.15%
Chicago	0.79%	+ 0.14%
Denver	0.61%	— 0.04%
Boston -Manchester	0.59%	— 0.06%

Top Markets

DMA	Share of Trips 1/1/2025 - 6/21/2025	Change in Share of Trips vs 1/1/2024 - 6/21/2024	% Change in Trips vs 1/1/2024 - 6/21/2024
Seattle-Tacoma	16.1%	- 2.9	↘ 2.44%
Portland- OR	12.6%	- 1.7	↗ 1.63%
Yakima-Pasco-Rchln	6.75%	- 1.3	↘ 3.11%
Medford-Klamath Fal	4.83%	+ 1.2	↗ 52.5%
Spokane	3.88%	- 0.1	↗ 11.7%
Los Angeles	3.3%	+ 0.3	↗ 27.4%
Eugene	2.46%	+ 0.0	↗ 16.2%
Boise	2.33%	- 0.1	↗ 8.76%

DMA	Share of Trips 1/1/2025 - 6/21/2025	Change in Share of Trips vs 1/1/2024 - 6/21/2024	% Change in Trips vs 1/1/2024 - 6/21/2024
Phoenix -Prescott	2.31%	+ 0.2	↗ 25.3%
San Francisco-Oak-S	2.23%	+ 0.1	↗ 23.3%
Bend- OR	1.96%	- 0.0	↗ 15%
Sacramnto-Stkton-M	1.82%	- 0.0	↗ 14.1%
Dallas-Ft. Worth	1.67%	+ 0.2	↗ 31.4%
Salt Lake City	1.55%	- 0.9	↘ 27.4%
Denver	1.37%	- 0.0	↗ 13.9%
Orlando-Daytona Bch	1.23%	+ 0.2	↗ 39.5%

Top Clusters

Cluster	Share of Trips 1/1/2025 - 6/21/2025	% Change in Trips vs 1/1/2024 - 6/21/2024
Lodging	53.2%	↗ 6.2%
Golf	30.7%	↗ 11.9%
Mount St Helens	27.8%	↘ 3.74%
Hiking	26.8%	↘ 1.15%
Breweries & Distilleries	8.74%	↘ 36.2%
Wind & Water Sports	7.48%	↘ 27.5%
Rafting	5.21%	↗ 212.9%
Wineries	0.69%	↘ 60.2%



Top Demographics for 1/1/2025 - 6/21/2025

Age

45-64: 32%  
25-44: 30.1%  
65+: 25.9%  
16-24: 12%

Income

\$0-\$50K: 30.3%  
\$75K-\$100K: 22.3%  
\$100K-\$150K: 17.9%  
\$50K-\$75K: 16.2%  
\$150K+: 13.4%

Household

1-2: 49.5%  
3-5: 41.3%  
6+: 9.17%

Education Level

High School: 58.6%  
Bachelors: 37.1%  
Graduate: 4.22%

Ethnicity

White: 82.1%  
Hispanic: 10.3%  
Asian: 4.5%  
Black: 2.38%  
Other: 0.63%

Top Demographics for 1/1/2024 - 6/21/2024

Age

45-64: 35.2%  
25-44: 26.6%  
65+: 25.5%  
16-24: 12.7%

Income

\$0-\$50K: 28.5%  
\$75K-\$100K: 19.7%  
\$50K-\$75K: 18.8%  
\$100K-\$150K: 18.4%  
\$150K+: 14.7%

Household

1-2: 46.3%  
3-5: 44.8%  
6+: 8.86%

Education Level

High School: 55.9%  
Bachelors: 39.4%  
Graduate: 4.68%

Ethnicity

White: 83.3%  
Hispanic: 8.75%  
Asian: 5.8%  
Black: 1.7%  
Other: 0.4%

JAN 1ST 2024 - DEC 31ST 2024



# Thank You

Powered by **DATAFY**



**Cluster** - A group of points of interest (POIs). They could be based on factors like venue type or visitor purpose.

**Home Zip Code** - The home zip code of the device. It's calculated by observing the historical patterns of the device and is updated monthly, based on the behavior of that device.

**Census Demographics** - We calculate the home zip code of the device and then link that user's demographics, social, housing, and economic characteristics by using data from the U.S. Census and American Community Survey.

**Repeat vs One Time** - A measurement that can span multiple years to monitor if a device is observed in a destination one or more times. Once a unique device is observed in the destination a second time, that visitor shifts from a one-time visitor to a repeat visitor.

**Household Level Demographics** - Reports on income, education levels and age brackets of everyone living in a household. For example, if one person from the household visits a POI, the entire household profile would be reported. In other words, the demographics of a visitor are based off the demographics of their household, as opposed to the individual person in the POI.

**POI (Point of Interest)** - A physical boundary drawn on a map that is used to capture mobile device activity within that boundary. These are customizable and set by the user.

**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.

**Household Level Demographics** - Reports on income, education levels and age brackets of everyone living in a household. For example, if one person from the household visits a POI, the entire household profile would be reported. In other words, the demographics of a customer are based off the demographics of their household, as opposed to the individual person in the POI.

# 2025 BUDGET POSITION

City Of Stevenson

Time: 13:37:59 Date: 07/17/2025

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001 General Expense Fund Months: 01 To: 06

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%
311 Property Tax	577,882.16	272,816.64	305,065.52	52.8%
313 Sales Tax	430,000.00	254,548.44	175,451.56	40.8%
316 Utility Tax	32,000.00	41,672.22	(9,672.22)	0.0%
317 Other Tax	16,000.00	16,167.88	(167.88)	0.0%
310 Taxes	1,055,882.16	585,205.18	470,676.98	44.6%
321 Licenses	2,900.00	3,914.17	(1,014.17)	0.0%
322 Permits	0.00	3,914.60	(3,914.60)	0.0%
320 Licenses & Permits	2,900.00	7,828.77	(4,928.77)	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	10,874.72	8,139.83	42.8%
337 Interlocal Loan Repayments	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	30,014.55	10,874.72	19,139.83	63.8%
341 Admin, Printing & Probation Fees	312,600.85	4,596.59	308,004.26	98.5%
345 Planning	4,500.00	4,650.00	(150.00)	0.0%
376 Parks	0.00	0.00	0.00	100.0%
340 Charges For Goods & Services	317,100.85	9,246.59	307,854.26	97.1%
350 Fines & Penalties	12,700.00	3,849.48	8,850.52	69.7%
000	0.00	5,280.00	(5,280.00)	0.0%
100 General Interest Income	5,500.00	25,881.04	(20,381.04)	0.0%
376 Parks	2,500.00	900.00	1,600.00	64.0%
360 Interest & Other Earnings	8,000.00	32,061.04	(24,061.04)	0.0%
380 Non Revenues	40,000.00	37,088.75	2,911.25	7.3%
390 Other Financing Sources	0.00	0.00	0.00	100.0%
Fund Revenues:	3,034,442.84	2,604,446.37	429,996.47	14.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	8,519.61	28,480.39	77.0%
512 Judicial	78,510.00	28,266.99	50,243.01	64.0%
513 Executive	161,042.39	43,160.34	117,882.05	73.2%
514 Financial, Recording & Elections	155,493.85	58,433.05	97,060.80	62.4%
515 Legal Services	16,750.00	7,594.68	9,155.32	54.7%
517 Employee Benefit Programs	10,525.00	25.00	10,500.00	99.8%
518 Centralized Services	136,982.50	113,325.97	23,656.53	17.3%
521 Law Enforcement	350,400.00	166,626.94	183,773.06	52.4%
524 Protective Inspections	2,000.00	1,000.00	1,000.00	50.0%
528 Dispatch Services	6,000.00	3,243.96	2,756.04	45.9%
553 Conservation	521.00	520.30	0.70	0.1%
000	0.00	40,116.57	(40,116.57)	0.0%

# 2025 BUDGET POSITION

City Of Stevenson

Time: 13:37:59 Date: 07/17/2025

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001 General Expense Fund

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
550 Development Review	40,000.00	28,688.20	11,311.80	28.3%
560 Planning	322,419.69	31,833.68	290,586.01	90.1%
570 Economic Development	28,085.00	13,690.00	14,395.00	51.3%
558 Planning & Community Devel	390,504.69	114,328.45	276,176.24	70.7%
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	104.94	45.06	30.0%
573 Cultural & Community Activities	1,500.00	63.96	1,436.04	95.7%
576 Park Facilities	72,546.60	22,307.14	50,239.46	69.3%
580 Non Expenditures	0.00	5,372.62	(5,372.62)	0.0%
597 Interfund Transfers	211,811.00	486,809.00	(274,998.00)	0.0%
100 Unreserved	1,212,969.55	0.00	1,212,969.55	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	1,297,518.68	0.00	1,297,518.68	100.0%
Fund Expenditures:	2,949,255.71	1,059,702.95	1,889,552.76	64.1%
Fund Excess/(Deficit):	85,187.13	1,544,743.42		



# 2025 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 06

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	5,176.57	(5,176.57)	0.0%
Fund Revenues:	344,042.65	359,961.99	(15,919.34)	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	359,961.99		

# 2025 BUDGET POSITION

City Of Stevenson

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## 020 General Fire Fund

Months: 01 To: 06

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	50,000.00	12,743.14	37,256.86	74.5%
360 Interest & Other Earnings	0.00	29,378.88	(29,378.88)	0.0%
397 Interfund Transfers	411,809.00	411,809.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,389,328.12</b>	<b>2,445,369.10</b>	<b>(56,040.98)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
202 Fire Department	210,058.13	96,214.75	113,843.38	54.2%
203 Fire District 2	64,940.00	34,040.43	30,899.57	47.6%
<b>522 Fire Control</b>	<b>274,998.13</b>	<b>130,255.18</b>	<b>144,742.95</b>	<b>52.6%</b>
999 Ending Balance	1,952,519.12	0.00	1,952,519.12	100.0%
<b>Fund Expenditures:</b>	<b>2,227,517.25</b>	<b>130,255.18</b>	<b>2,097,262.07</b>	<b>94.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>161,810.87</b>	<b>2,315,113.92</b>		

# 2025 BUDGET POSITION

City Of Stevenson

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030 ARPA		Months: 01 To: 06			
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

City Of Stevenson

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100 Street Fund			Months: 01 To: 06	
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	128,812.06	271,187.94	67.8%
316 Utility Tax	70,000.00	50,649.50	19,350.50	27.6%
310 Taxes	470,000.00	179,461.56	290,538.44	61.8%
320 Licenses & Permits	600.00	18,787.00	(18,187.00)	0.0%
330 Grants	100,000.00	0.00	100,000.00	100.0%
336 State Entitlements, Impact Payments & Taxe	42,643.80	19,877.59	22,766.21	53.4%
330 Intergovernmental Revenues	142,643.80	19,877.59	122,766.21	86.1%
360 Interest & Other Earnings	0.00	480.00	(480.00)	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	297,428.76	472,242.60	61.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	410,416.81	80,952.67	329,464.14	80.3%
543 Stormwater	34,411.50	16,736.57	17,674.93	51.4%
545 Lights, Signs, Paths, Landscaping	40,357.50	29,067.23	11,290.27	28.0%
546 Snow Removal	36,154.85	6,174.54	29,980.31	82.9%
542 Streets - Maintenance	521,340.66	132,931.01	388,409.65	74.5%
543 Streets Admin & Overhead	114,161.97	90,918.19	23,243.78	20.4%
544 Road & Street Operations	5,000.00	19,669.91	(14,669.91)	0.0%
566 Substance Abuse	0.00	59.27	(59.27)	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	245,538.81	474,132.55	65.9%
Fund Excess/(Deficit):	50,000.00	51,889.95		

# 2025 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund			Months: 01 To: 06	
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	208,827.07	278,362.93	57.1%
360 Interest & Other Earnings	0.00	21,297.23	(21,297.23)	0.0%
<b>Fund Revenues:</b>	<b>1,538,674.99</b>	<b>1,671,589.17</b>	<b>(132,914.18)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	595,992.56	132,729.37	463,263.19	77.7%
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%
<b>Fund Expenditures:</b>	<b>1,559,632.55</b>	<b>132,729.37</b>	<b>1,426,903.18</b>	<b>91.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(20,957.56)</b>	<b>1,538,859.80</b>		

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105 Affordable Housing Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	22,455.62	22,250.75	204.87	0.9%
310 Taxes	5,000.00	577.35	4,422.65	88.5%
360 Interest & Other Earnings	0.00	243.14	(243.14)	0.0%
Fund Revenues:	27,455.62	23,071.24	4,384.38	16.0%
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	23,071.24		

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107 HEALing SCARS Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,246.39	10,436.64	(190.25)	0.0%
360 Interest & Other Earnings	0.00	110.26	(110.26)	0.0%
Fund Revenues:	10,246.39	10,546.90	(300.51)	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	10,546.90		

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300 Capital Improvement Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	248,809.70	286,406.26	(37,596.56)	0.0%
310 Taxes	20,000.00	13,613.10	6,386.90	31.9%
360 Interest & Other Earnings	0.00	4,877.65	(4,877.65)	0.0%
Fund Revenues:	268,809.70	304,897.01	(36,087.31)	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	304,897.01		



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311 First Street			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(385,304.60)	385,304.60	100.0%
330 Intergovernmental Revenues	0.00	162,245.76	(162,245.76)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	(223,058.84)	223,058.84	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	83,037.83	(83,037.83)	0.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	83,037.83	(83,037.83)	0.0%
Fund Excess/(Deficit):	0.00	(306,096.67)		

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312 Columbia Ave		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%	
Fund Revenues:	0.00	0.00	0.00	100.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	100.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	0.00	0.00	100.0%	
Fund Excess/(Deficit):	0.00	0.00			

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313 Park Plaza Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
576 Park Facilities	0.00	0.00	0.00	100.0%
594 Capital Expenditures	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
Fund Expenditures:	0.00	0.00	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

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314 Lasher Street Improv. Fund			Months: 01 To: 06	
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%
<b>Fund Revenues:</b>	<b>450,000.00</b>	<b>36,547.30</b>	<b>413,452.70</b>	<b>91.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	450,000.00	46,155.51	403,844.49	89.7%
999 Ending Balance	0.00	0.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>450,000.00</b>	<b>46,155.51</b>	<b>403,844.49</b>	<b>89.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(9,608.21)</b>		

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400 Water/Sewer Fund		Months: 01 To: 06		
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	648.00	(648.00)	0.0%
344 Sewer	0.00	948.00	(948.00)	0.0%
320 Licenses & Permits	0.00	1,596.00	(1,596.00)	0.0%
343 Water	1,102,437.54	415,335.85	687,101.69	62.3%
344 Sewer	1,785,582.00	851,456.29	934,125.71	52.3%
340 Charges For Goods & Services	2,888,019.54	1,266,792.14	1,621,227.40	56.1%
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	22,286.59	24,387.41	52.3%
344 Sewer	56,532.00	20,049.00	36,483.00	64.5%
400 Water/Sewer	4,000.00	5,154.47	(1,154.47)	0.0%
360 Interest & Other Earnings	107,206.00	47,490.06	59,715.94	55.7%
380 Non Revenues	0.00	0.00	0.00	100.0%
Fund Revenues:	3,815,562.39	3,582,630.02	232,932.37	6.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	932,555.09	442,199.74	490,355.35	52.6%
535 Sewer	1,097,315.62	464,987.42	632,328.20	57.6%
534 Water	60,621.80	18,076.75	42,545.05	70.2%
535 Sewer	485,691.70	41,124.60	444,567.10	91.5%
591 Debt Service	546,313.50	59,201.35	487,112.15	89.2%
534 Water	289,478.74	14,810.98	274,667.76	94.9%
535 Sewer	0.00	0.00	0.00	100.0%
594 Capital Expenditures	289,478.74	14,810.98	274,667.76	94.9%
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	1,301,162.99	2,514,399.40	65.9%
Fund Excess/(Deficit):	0.00	2,281,467.03		

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 06

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

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408 Wastewater Debt Reserve Fund Months: 01 To: 06

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

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410 Wastewater System Upgrades			Months: 01 To: 06	
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	236,646.68	(236,646.68)	0.0%
397 Interfund Transfers	298,184.50	298,184.50	0.00	0.0%
<b>Fund Revenues:</b>	<b>428,184.50</b>	<b>(377,723.01)</b>	<b>805,907.51</b>	<b>188.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	19,601.18	(19,601.18)	0.0%
594 Capital Expenditures	428,184.50	495,329.23	(67,144.73)	0.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>428,184.50</b>	<b>514,930.41</b>	<b>(86,745.91)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(892,653.42)</b>		



# 2025 BUDGET POSITION

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415 Cascade Avenue Utility Improvements			Months: 01 To: 06	
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%
<b>Fund Revenues:</b>	<b>2,073,317.00</b>	<b>14,006.18</b>	<b>2,059,310.82</b>	<b>99.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,073,317.00	75,289.49	1,998,027.51	96.4%
999 Ending Balance	0.00	0.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>2,073,317.00</b>	<b>75,289.49</b>	<b>1,998,027.51</b>	<b>96.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(61,283.31)</b>		

# 2025 BUDGET POSITION

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420 Cascade Avenue Mitigation Fund Months: 01 To: 06

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

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500 Equipment Service Fund			Months: 01 To: 06	
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	127,845.09	126,254.91	49.7%
360 Interest & Other Earnings	0.00	9.81	(9.81)	0.0%
390 Other Financing Sources	0.00	598.50	(598.50)	0.0%
<b>Fund Revenues:</b>	<b>279,143.07</b>	<b>230,774.55</b>	<b>48,368.52</b>	<b>17.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	198,854.05	80,086.41	118,767.64	59.7%
591 Debt Service	58,187.19	47,619.06	10,568.13	18.2%
594 Capital Expenditures	0.00	1,455.24	(1,455.24)	0.0%
999 Ending Balance	22,101.83	0.00	22,101.83	100.0%
<b>Fund Expenditures:</b>	<b>279,143.07</b>	<b>129,160.71</b>	<b>149,982.36</b>	<b>53.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>101,613.84</b>		

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630 Stevenson Municipal Court		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	100.0%	
380 Non Revenues	0.00	1,172.43	(1,172.43)	0.0%	
Fund Revenues:	0.00	1,172.43	(1,172.43)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	1,172.43	(1,172.43)	0.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	1,172.43	(1,172.43)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

# 2025 BUDGET POSITION TOTALS

City Of Stevenson

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	3,034,442.84	2,604,446.37	14.2%	2,949,255.71	1,059,702.95	64%
010 General Reserve Fund	344,042.65	359,961.99	0.0%	344,042.65	0.00	100%
020 General Fire Fund	2,389,328.12	2,445,369.10	0.0%	2,227,517.25	130,255.18	94%
030 ARPA	0.00	0.00	100.0%	0.00	0.00	100%
100 Street Fund	769,671.36	297,428.76	61.4%	719,671.36	245,538.81	66%
103 Tourism Promo & Develop Fund	1,538,674.99	1,671,589.17	0.0%	1,559,632.55	132,729.37	91%
105 Affordable Housing Fund	27,455.62	23,071.24	16.0%	27,455.62	0.00	100%
107 HEALing SCARS Fund	10,246.39	10,546.90	0.0%	10,246.39	0.00	100%
300 Capital Improvement Fund	268,809.70	304,897.01	0.0%	268,809.70	0.00	100%
311 First Street	0.00	-223,058.84	100.0%	0.00	83,037.83	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	46,155.51	90%
400 Water/Sewer Fund	3,815,562.39	3,582,630.02	6.1%	3,815,562.39	1,301,162.99	66%
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	-377,723.01	188.2%	428,184.50	514,930.41	0%
415 Cascade Avenue Utility Improvem	2,073,317.00	14,006.18	99.3%	2,073,317.00	75,289.49	96%
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	230,774.55	17.3%	279,143.07	129,160.71	54%
630 Stevenson Municipal Court	0.00	1,172.43	0.0%	0.00	1,172.43	0%
	15,640,293.63	11,193,074.17	28.4%	15,364,253.19	3,719,135.68	75.8%