

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 18, 2026
6:00 PM, City Hall and Remote

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

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

Current Agenda version: *6/18 changes**

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:

a) ***Members of the public may address the Council on items not listed on the agenda. Comments are limited to three minutes per speaker unless otherwise extended or limited by the Mayor. Written comments for inclusion in the Council packet must be submitted by noon the day of the meeting to City Hall or via email.

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

4. CONSENT AGENDA: Consent agenda items are approved in a single motion unless a Councilmember requests removal of an item for separate consideration.

a) **Minutes** of May 21st, 2026.

b) **Liquor and Cannabis Board:** Notice of special occasion license application for Veterans Support Group at Skamania County Fair.

c) **Utility bill forgiveness:** The Council is asked to authorize utility bill forgiveness for Account No. 25942. The balance originated from a tenant who occupied the property under a previous owner and current owners were unaware of the outstanding balance when they bought the property.

Motion: Approve consent agenda items a-c.

5. SHERIFF'S OFFICE REPORT:

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

6. COUNCIL BUSINESS:

a) **Sewer Ordinance - Second Reading.

Motion: Approve the second reading of the sewer ordinance, with the changes discussed at the last Council meeting incorporated into the final ordinance.

b) *Conditional Use Permit Review Process Ordinance Amendment** - Council will consider an ordinance amending the conditional use permit review process so that the Planning Commission conducts the open-record public hearing and provides a recommendation, with City Council making the City's final decision based on the record developed before the Planning Commission.

Motion: Approve the ordinance amending the conditional use permit review process as presented.

c) *Discussion: Downtown/C1 Parking Reform and Parking Wayfinding - Council will discuss potential direction to staff regarding C1/downtown parking minimum reform and a separate first-phase parking wayfinding effort.

d) Discussion: ADU Code Amendment Direction - Council will discuss potential amendments to the City's accessory dwelling unit regulations, including the detached ADU proximity standard in SMC 17.40.040. The purpose of the discussion is to provide direction for the Planning Commission to review the issue and make a recommendation to City Council for future consideration.

e) *Resolution Authorizing CPA Advisory and Financial Oversight Services** - Council will consider a resolution authorizing the Mayor to execute a Personal Services Agreement with Teresa D. Johnson CPA, Inc. for CPA advisory and financial oversight services in an amount not to exceed \$15,000 through December 31, 2026.

Motion: Approve the resolution authorizing the Mayor to execute a Personal Services Agreement with Teresa D. Johnson CPA, Inc. for CPA advisory and financial oversight services in an amount not to exceed \$15,000 through December 31, 2026.

7. MAYOR AND STAFF REPORTS:

a) Cody Rosander, Public Works Director

b) *Jayne Borden, Finance Director

c) Jenny Taylor, Mayor

8. VOUCHER APPROVAL:

Vouchers will be presented prior to the meeting for council review.

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

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

11. ADJOURNMENT - Mayor will adjourn the meeting.

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Agenda change log

6/15 First draft published

*** 6/16 changes:**

- added attachment to item 6.c
- added attachments to item 7.b

**** 6/17 changes:**

- added new public comments to item 2.a
- added attachments to item 6.a

***** 6/18 changes:**

- added resolution attachment to item 6.e
- added new public comments to item 2.a
- added attachment to item 6.b

June 12, 2026

Brian McNamara

Please include this comment letter in the June 18, 2026 Council Meeting Packet.

Dear Stevenson City Councilmembers and Mayor,

Thank you for your ongoing efforts to improve the city's sewer ordinance. The current revisions reflect a much fairer approach to city goals while incorporating vital corrections requested by residents and affected property owners regarding mandatory connection, out-of-pocket connection expenses and property rights.

My comments primarily concern the 27 residences originally affected by the recent sewer extensions—the majority of which did not request this service—as well as the long-term impacts on future annexations. Future infrastructure extensions should focus on new developments rather than capturing existing residents to pay down sewer treatment plant debt.

Specifically, I request that the council revisit the discussion regarding when a property owner with a functioning On-Site Sewage System (OSS) wishes to add a bathroom, an Accessory Dwelling Unit (ADU), or a detached mother-in-law unit.

During the May 21st, 2026 council meeting (archived on Vimeo), this topic was discussed between minutes 33:40 and 34:08. The council initially seemed to agree that adding an ADU or bathroom should not trigger a mandatory sewer connection if the official health department allows for OSS expansion. If the current OSS can handle the increased capacity or be expanded to comply with state regulations, it should be permitted.

However, at minute 33:52, comments from Mr. Cox appeared to backtrack on this consensus. There is no clear justification for using a property addition as a mandatory connection trigger. Doing so directly contradicts the council's previous agreement that simple proximity to an existing sewer main would not force a connection.

If adding a bathroom or ADU remains a mandatory connection trigger, it will cause several negative repercussions for property owners:

- **Severe Financial Burden:** It will dramatically increase costs via System Development Charges (SDCs) (\$6,000 to \$12,000), monthly sewer fees, on-site connection plumbing, and OSS decommissioning. These costs can easily total tens of thousands of dollars.
- **Housing Disincentive:** It discourages homeowners from building additions that increase local housing stock, improve family livability, and boost property values.

- **No Added Safety Value:** Forcing a connection serves no public health or safety purpose if the property can already accommodate an expansion within official health department standards.

A Note on Long-Term Incentives for Legacy Residences:

The city's current one-year SDC waiver is the only incentive for the 27 impacted residences to connect voluntarily. Once this one-year window closes, the incentive disappears. Property owners will instead be heavily incentivized to delay connection as long as possible to avoid massive upfront costs.

As the city seeks to annex new areas with legacy residences, I urge you to maintain a permanent SDC waiver for existing OSS properties. This creates a continuous incentive for owners to connect voluntarily over time as county or state OSS regulations tighten. The city will quickly recover the waived SDC costs through ongoing monthly sewer rates in perpetuity (for example, a \$150/month rate recovers a \$9,000 SDC in just five years).

Please revisit this topic before finalizing the ordinance. Ensure the text clearly protects property owners' rights to improve their homes without triggering mandatory sewer utility connections. Thank you for your consideration.

Sincerely,

Brian McNamara

Fw: Public Comment Section for 06/18/2026

From Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>
Date Wed 6/17/2026 12:55 PM
To Daniel Pitariu <daniel@ci.stevenson.wa.us>
Cc Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>; Cody Rosander <cody@ci.stevenson.wa.us>; Jayne Borden <jayne@ci.stevenson.wa.us>

Public comment for packet.

From: Gregory Stafford <gregorystafford99@gmail.com>
Sent: Wednesday, June 17, 2026 12:46 PM
To: City Council <citycouncil@ci.stevenson.wa.us>
Subject: Public Comment Section for 06/18/2026

Some people who received this message don't often get email from gregorystafford99@gmail.com. [Learn why this is important](#)

To: Stevenson City Council

From: Greg Stafford has adjoining property to River Christian Church. Have 2 homes within 200 Ft. R-1 zoning
291 NW Roosevelt St. Has Easement across Church property.
350 NW Maple Alameda.

We attended Planning Committee on 05/13/2024.

17.39.020 Conditional Use Permit Review. The CUP2024-01 was rejected by Planning Committee on 05/13/2024.

17.39.030 Submittal Requirements. Beginning of Meeting Greg Stafford made comment. "Incomplete Applications Would Not Be Accepted".
The Application becomes Null and Void. And the information provided by applicant is also null and void.
The information was never corrected. Thus the application never existed.

River Christian Church located at 252 NW Roosevelt St. Stevenson WA 98648. R-1 zoning. Applicant Glenn Daman.
The Church is Nondenominational, And changed from First Baptist Church.

The neighbors in the area attended the Planning Committee on 05/13/2024. And their comments rejected the CUP.

8.45 Nuisances

8.45.010 Purpose. The purpose is to prevent and prohibit those conditions which reduce the value of private property, interfere with the enjoyment of public and private property, create and constitute fire and other safety hazards, and generally create a menace to the health and welfare of the public. Contribute to the degradation of the character of the neighborhoods and depreciate property values. To establish an efficient system to enforce these policies and to seek voluntary correction wherever practicable.

8.45.015 Declaration of a Nuisance. All violations of development, land use, and public health ordinances are found and declared to be detrimental to the public health, safety, and welfare and further found and declared to be nuisances.
Nuisances create public harm. Prevention and correction of nuisances are necessary to prevent public harm.

17.42 Parking

The River Christian Church has increased the size of the church. The City Administrator measured parking lot several times, to meet parking requirements. The amount of cars to fit in the parking area for R-1 zoning. No parking allowed in the easements across church property, or on Roosevelt St. The parking area would be significantly reduced with play area fencing, by 36 x 60 ft. fencing project. The play area is on contaminated soil. Old parking lot with fuels, oils, grease. And I have witnessed poisons being sprayed on parking lot for 21 years. The old used plastic used to construct play area has been sprayed by poisons as well. The wood chips are from WKO and do not meet the requirements for play area wood chips. Highly flammable without fire retardant. Bathrooms are too far away from play area. Exposure to weather and steep terrain.

Would like the River Christian Church to provide the License for the Teachers involved. And the Insurance Policy for Play Area. The church is not a school.

Gregory Stafford
291 NW Roosevelt St
Stevenson WA 98648

a)

Fw: Concern Regarding Section 13.08.070(C) of the Revised Sewer Ordinance

From: Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>
Date: Thu 6/18/2026 2:12 PM
To: Daniel Pitariu <daniel@ci.stevenson.wa.us>

From: Pat Rice <pat.rice2056@gmail.com>
Sent: Thursday, June 18, 2026 2:06 PM
To: City Council <citycouncil@ci.stevenson.wa.us>
Cc: Brian McNamara <bmcsurfs@yahoo.com>; Bob and Rosie Wertheimer <bobandrosie@cablespeed.com>
Subject: Concern Regarding Section 13.08.070(C) of the Revised Sewer Ordinance

Some people who received this message don't often get email from pat.rice2056@gmail.com. [Learn why this is important](#)

Council Members,

Thank you for the revisions that have been made to the sewer ordinance. I appreciate that the current draft appears to exempt existing functioning and approved OSS systems and no longer includes some of the earlier triggers that raised concern.

However, I remain concerned that Section 13.08.070(C) is written so broadly that it appears to require connection to the public sewer whenever an OSS requires repair, replacement, alteration, relocation, resizing, increased capacity, or other work. As written, the provision appears to apply not only to failed systems, but also to systems that may be functioning properly and could otherwise be repaired or maintained in accordance with health department requirements.

I encourage the Council to consider whether property owners should be allowed to repair or replace existing OSS systems when approved by the local health authority, rather than requiring sewer connection for virtually any work performed on an existing system.

I am also concerned that the revised ordinance was added to the Council packet with limited time for residents to review a lengthy and complex document before Council consideration. Significant revisions deserve adequate public review and comment before final action is taken.

Thank you for your consideration. Given the limited time available for public review of the revised ordinance, I respectfully request that this email be included in the Council packet if possible.

Pat Rice

For Stevenson City Council
 June 18/2024
~~Sunday June 7/2024~~

In response to River Christian Church proposal on May 13/2024 CUP2024-01 and NOW, Old Plastic Play ground.

From Debra Taylor @ 291 NW. Roosevelt St. Stevenson, VA. 98648

1) I attended this City Planning Meeting on May 13/2024 and results of this meeting was NOT approved by the neighborhood and City Planning.

2) As a neighbor of River Christian Church, I have witnessed the Church has continued forward with development of proposal anyway.

3) Parking is always a problem for space. The placement of the Old Plastic playground is now taking parking away from size needed for size of Church.

4) I also have witnessed, someone always spraying the ground with weed killers and over spray always hitting the Old Plastic playground. This very

unsafe for children and Adults.

- 5) Children are not the only ones using this Plastic playground, Young Adults use this as well, sometimes late at night.
- 6) The Old Plastic playground Does impact property valued tremendously! Location is in view and not in a safe location as well.
- 7) There is No toilets close for Children's use, and Playground is in Full Sun all day long with lots of Noise.

Please respond on how this was passed without neighborhood informed.

Thank You

Debra Taylor
PO. Box 256
Stevenson WA.
98648

DRAFT MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 21, 2026
6:00 PM, City Hall and Remote

Attending:

Elected & appointed officials: **Mayor Jenny Taylor; Councilmembers Dave Cox, Erin Minnis, Adi Elliott, Tina Van Pelt, Jeff Breckel.**

City staff: **Jayne Borden, Finance Director, Cody Rosander, Stevenson Public Works Director, Robert Muth, City Attorney, Daniel Pitariu, Records and Permit Manager.**

Guests: Skamania County Undersheriff Tracy Wyckoff

Public participants: Mary Repar, Rick Jessel, Lucy Lauser, Bob Wertheimer

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

2. PUBLIC COMMENTS:

- Rick Jessel spoke in favor of the meeting's You Tube videos, as captions help him understand proceedings.
- Bob Wertheimer also spoke positively about the YouTube videos, and expressed appreciation for the Council's work in public service. He commented on the sewer ordinance and suggested a one-year timeline for a decision is not enough. He asked the Council to incentivize, not penalize residents to get them to connect to the sewer system and provided a brief overview regarding the functions of a septic system.
- Mary Repar supported incentive measures and asked the city to research potential grants to assist residents with connections. She encouraged public comment on the power transmission line being planned for under the Columbia River. Mary noted a modified discharge permit is being requested by LDB Beverage Company in Stevenson. She pointed out the reason Stevenson had to build an upgraded waste water treatment plant was due to excessive biological material overloading the capacity of the older plant. Lastly she requested the Conditional Use permitting process remain with the Planning Commission.
- Lucy Lauser spoke about the issues trans people face, including violence. She asked people to attend the upcoming Pride Fest on June 13th and 14th and urged the Council to supporting the Pride Proclamation on the agenda.

3. CHANGES TO THE AGENDA:

No changes were noted.

4. CONSENT AGENDA:

a) City Council meeting minutes of April 16, 2026.

b) Water Leak Adjustment – The Council was asked to authorize an adjustment for Account No. 13180. The excess usage resulted from a break in the water line, which has been addressed by the homeowner. Approval is requested to add \$128.82 as a credit to customer’s account due to the leak.

Motion to approve consent agenda items a-b was made by **Councilmember Breckel**, seconded by **Councilmember Cox**.

Voting aye: **Councilmember Elliott, Van Pelt, Cox, Minnis, Breckel**.

5. PLANNING COMMISSION APPOINTMENT:

a) **Motion** to appoint **Tracy Gratto** to the Stevenson Planning Commissioner #5 position was made by **Councilmember Cox**, seconded by **Councilmember Van Pelt**

Voting aye: **Councilmember Elliott, Van Pelt, Cox Minnis, Breckel**.

6. PROCLAMATIONS:

a) Proclamation celebrating 250th anniversary of the United States of America.

A motion to pass the proclamation was made by **Councilmember Breckel**, seconded by **Councilmember Van Pelt**. The motion passed unanimously.

b) Proclamation recognizing the 36th anniversary of the Americans with Disabilities Act.

A motion to pass the proclamation was made by **Councilmember Cox**, seconded by **Councilmember Breckel**. The motion passed unanimously.

c) Proclamation declaring June 2026 as Pride Month.

A motion to pass the proclamation was made by **Councilmember Breckel**, seconded by **Councilmember Minnis**. The motion passed unanimously.

7. SHERIFF'S OFFICE REPORT:

a) Sheriff's Report - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review. Undersheriff Wyckoff referenced a tragic event in Stevenson, and noted within 10 hours a suspect was in custody. **Councilmember Cox** shared the importance of trauma counseling for those involved.

8. COUNCIL BUSINESS:

a) **Sewer Ordinance - First Reading.**

Mayor Taylor highlighted the difficulty of the project and the revisions still needed. She pointed to page 112 of the ordinance to begin discussion.

- A main clarification was regarding existing property owners with currently working approved septic systems will not be required to connect unless a trigger applies.

a)

- Protection for existing functioning septic systems will be added into the table, not just in the exception section.
- Detailing when the System Development Charges (SDC) waiver is in force and when it expires (after one year).
- Property owners located along a current sewer line who have functioning septic systems are not required to connect, but if they do within one year of notice, the SDC's are waived. After that the full SDC will apply.
- Further clarification was agreed to have the language state property owners will have one year to decide to hook up and qualify for the waived SDC's from when a new sewer line is available for use.
- **Cody Rosander, Public Works Director** advised stubs would be installed with a new line to avoid having to dig up the street for new connections.
- Sewer connection fees only apply when an actual connection is complete.
- Selling or transferring ownership of a property does not trigger a requirement to connect.
- Septic inspections are required every 5 years, to be done by the county health department. Stevenson Public Works will track inspection schedules.
- Additions or ADU's that include new bathrooms a building permit/health department inspection determines would need expansion of a septic would require connections to a sewer line when if/when available.
- Appeals will be the responsibility of the city council.
- Short plats and subdivision lot numbers were clarified for sewer line extension purposes. Four or less lots is a short plat, with no extension required. Five or more lots is a subdivision, and a sewer line extension is required.
- Removal of language regarding connections outside the city limits.
- A definition of an available public sewer was explained.

Mayor Taylor will work with **Attorney Muth** to review the changes. Several Councilmembers asked for past revisions of the ordinance to compare with the most recent version.

b) *Motion to approve amending resolution no. 2026-469, a first amendment to the personal services agreement with Prothman Company to provide limited interim administrative support services; authorizing additional compensation in an amount not to exceed \$12,000; and authorizing **Mayor Taylor** to execute the first amendment was made by **Councilmember Cox** , seconded by **Councilmember Elliott**.

Prior to the vote **Mayor Taylor** explained the purpose for the amendment. **Councilmember Cox** noted that the budget would support the costs due to savings on city administrator wages. A short discussion took place regarding timelines, duration and possible transition support.

Voting aye: **Councilmember Elliott, Van Pelt, Cox Minnis, Breckel.**

c) **Motion** to approve the Skamania County Interlocal Agreement for Building Permitting and Inspections and Addendum #1 for Fire Marshal services following legal review was made by **Councilmember Cox**, seconded by **Councilmember Van Pelt**.

Prior to the vote a discussion took place on charges, fees, indemnity and services currently provided.

Voting aye: **Councilmember Elliott, Van Pelt, Cox Minnis, Breckel**.

d) Discussion: An Ordinance Amending the Conditional Use Permit (CUP) Review Process and Assigning Final Decision Authority to the City Council.

Mayor Taylor led a discussion on having the City Council be the final decision maker on Conditional Use Permits rather than the Planning Commission. It was seen to relieve the Planning Commission of a responsibility more appropriate for the elected Council. An appeal process is still possible through the courts. The PC would do all the background work and hold public hearings, but make a recommendation to the City Council regarding their findings.

Mayor Taylor will work with **Attorney Muth** on developing language for an ordinance.

9. MAYOR AND STAFF REPORTS:

a) **Jenny Taylor, Mayor**

Mayor Taylor shared the interviews for the city administrator will take place on Tuesday, May 26th. She is hoping to have a quick decision made and a contract in place as soon as possible.

b) **Jayne Borden, Finance Director**

Financial reports were presented. Negative balances will be resolved through reimbursements. No budget variances are foreseen.

Having a CPA experienced with government budgeting is being contemplated to help with oversight, compliance, internal controls, and the audit. Modernizing and streamline processes that currently are done manually is also being considered.

Councilmember Cox requested balances on loans owed by the city and the schedule of payments. **Borden** stated she would create a SharePoint for Councilmembers to review the information.

Mayor Taylor stated she is reviewing the Capital Improvement Projects list, and would like to schedule a special Council meeting to look at priorities.

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

A detailed list of programs and project updates was provided by **Cody Rosander, Public Works Director**.

- The Rock Creek water intake has greatly improved following testing and jetting. He estimates the cost to be under \$100K, with most of the cost for permitting specialists and diving services.
- Cascade is replacing hydrants. They are starting to repair pavement sections and paving. They are re-pouring concrete on Cascade and lower Russell. A full closure is planned for 4 am-2 p.m. Thursday, May 28th.

a)

- A Community Development Block Grant (CDBG) grant for the Lasher project was approved for \$850K. The project will begin in late winter/early spring 2027.
- Leavens St. project is progressing. He met with contract engineers to begin developing a cost estimate and initial design work for a future TIB grant. \$850K is the estimate so far. Replacement of old sewer lines is needed. PUD will underground the utilities if the city digs the trench.
- He is meeting next week with TIB regarding some smaller projects, including seal coating around Angel Heights.
- Public Works has purchased a Trimble GIS unit. Staff has been trained and is using it to re-map assets such as catch basins and valve cans.
- He is working on having bids for geo-technical work down by Base Reservoir to learn if the area is stable enough to place a steel building on to serve as a Public Works shop.
- Cody is working on organizing projects into a master file for the CIP list. He is adding/deleting tasks based on priorities Opportunities are also being included..
- Between FEMA and Washington State most of the cost (97%) of replacing the pump and water line along Rock Creek that was damaged during the December storm will be covered. Purchasing a second pump for the Kanaka Creek lift station is also needed.
- Water valve replacements are taking place. A company on Tuesday installed a valve just below the high-level reservoir, which can now be shut off. During installation, the AC pipe cracked slightly on McAvoy. Further repair attempts will be taken, along with the third valve replacement at Rock Creek and Atwell. A total of 15 valves need replacing, taking place as the budget allows.
- Hydrant flow testing has been completed.
- Contractors are installing pressure relief valves at Chinedere.
- Quotes for epoxy work in wet well were high. Cody thinks the PW can manage bypass pumping.
- Stellar Jay has the punch list, still waiting for their response.
- Street work/sweeping and tree trimming is taking place in preparation for paving.
- Public works is looking for a bucket truck. They are in discussion with the PUD regarding a possible purchase.

d) Daniel Pitariu, Records Manager

Daniel reported on the major upgrades he is making to the document repository in order to make it easier to organize, search, and locate all the different documents, ordinances, resolutions and records.

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

Motion to approve the vouchers was made by **Councilmember Cox**, seconded by **Councilmember Van Pelt**

Voting aye: **Councilmember Elliott, Van Pelt, Cox Minnis, Breckel.**

11. ISSUES FOR THE NEXT MEETING

A special meeting to review and approve the city administrator contract will be set up by **Mayor Taylor**, along with a review of the CIP.

Councilmember Van Pelt questioned if an ordinance against pan handling was in place. **Mayor Taylor** will check with **Attorney Muth** to see if there is anything addressing the issue.

Councilmember Breckel noted the State Energy Facility Site Evaluation Council is in the scoping process for the Cascade Renewable Transmission Line proposed for the Columbia River, as it has been deemed environmentally significant. There is an online scoping meeting to help determine what the Environmental Impact Study will require scheduled for May 27th, 5-8 p.m.

12. ADDITIONAL PUBLIC COMMENT:

Mary Repar relayed a number of houses do not have their street addresses visible, which makes it hard for emergency services to find during an emergency.

She spoke about the Cascade Renewable Transmission project. The City Council will be asked for a land use consistency certificate. She stated there must be consistency with the Shoreline Master Program, and the proposal is inconsistent with the SMP.

She also commented on the poor road surface conditions along SR 14.

13. ADJOURNMENT - Mayor Taylor adjourned the meeting at 7:51 p.m.

b)



Washington State
Liquor and Cannabis Board

Washington State Liquor and Cannabis Board
Licensing Division: Alcohol Unit
1025 Union Ave SE, P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710 Website: www.lcb.wa.gov

NOTICE OF SPECIAL OCCASION LICENSE APPLICATION

RETURN THIS NOTICE TO: LAESPONSE@LCB.WA.GOV

May 26, 2026

To: MAYOR OF STEVENSON

Organization Name: VETERANS SUPPORT GROUP

Organization Address: PO BOX 675, CARSON, WA 98610-0675

Contact Name: DIANNA M RUSSELL
Contact DOB: 12/23/1960
Contact Phone: 360-607-7809

Special Occasion #: 438939

Event Date(s)/Time: 7/24/2026 – 7/25/2026; 10AM-11PM BLUE GRASS FESTIVAL

Event Location(s):
SKAMANIA COUNTY FAIR GROUNDS - 9710 ROCK CREEK DRIVE, STEVENSON, WA 98648

A SPECIAL OCCASION LICENSE ALLOWS THE ORGANIZATION TO:

- Sell beer for consumption at the above specified date, time, and location.
- Sell wine for consumption at the above specified date, time, and location.
- Sell spirits by the individual serving for consumption at the above specified date, time, and location.
- Sell beer, wine and spirits in unopened bottles or packages in limited quantities for **off** premise consumption at the above specified date, time, and location.

You have 20 days from the date of this notice to provide input regarding this application. If we do not receive a response within 20 days, we will assume you have no objections to the issuance of the license. If you need additional time to respond, you must submit a written request with your reason(s) for an extension of up to 20 days.

- 1. Do you approve of the applicant? YES ___ NO ___
- 2. Do you approve of the event location? YES ___ NO ___

If you have indicated disapproval of the applicant, location, or both, please submit a statement of all facts on which your objection(s) are based.

Date

Signature of Mayor, City Manager, County Commissioner or Designee



Utility Account

From joweng1@aol.com <joweng1@aol.com>

Date Thu 6/11/2026 10:57 AM

To Info <info@ci.stevenson.wa.us>

Some people who received this message don't often get email from joweng1@aol.com. [Learn why this is important](#)

Good morning/afternoon,

My name is James Gray. In April, 2026 I purchased a house, 403 Roselawn Ave. Stevenson, Washington. I recently received a outstanding water bill in the amount of \$926.17. I don't think I should be held liable for this bill for the following reasons:

1. A person named Austin Nash incurred this bill over a year ago.
2. There was another owner since then. Pinecone Property's.
3. I purchased the property from Pinecone Property's free and clear.
4. The title company did not find a lien against the property.
5. It simply is not my bill to pay.

Thank You for your consideration

James Gray



City of Stevenson

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

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

Re: Recommendation for Utility Bill Forgiveness – Account #25942, 403 NW Roselawn

Dear Mayor and Members of the Stevenson City Council,

I am writing to respectfully recommend forgiveness of the outstanding utility charges associated with Account #25942 for the property located at 403 NW Roselawn, owned by James and Valerie Gray.

Based on information presented regarding this account, the unpaid utility balance originated from a tenant who occupied the property under a previous owner. Since that time, the property has been sold twice, and James and Valerie Gray were unaware of the outstanding balance when they purchased the home.

While I understand that Washington law and applicable RCW provisions allow utility charges to remain attached to the property, the circumstances in this case warrant special consideration. The Grays neither incurred nor benefited from the debt, and they had no reasonable opportunity to address the matter during their purchase because the obligation was not known to them at the time of acquisition.

The purpose of attaching utility charges to property is to protect the City's ability to recover legitimate costs. However, in this instance, enforcing collection against owners who were not responsible for creating the debt and who acquired the property in good faith appears inequitable. The debt originated with a tenant under prior ownership, and the current owners had no involvement in the circumstances that led to the delinquency.

Granting forgiveness would recognize the unique facts of this case while demonstrating fairness to property owners who have acted responsibly and in good faith. Such action would not diminish the City's commitment to fiscal responsibility but would acknowledge that the burden of this historical debt has fallen upon individuals who had no knowledge of its existence when they purchased the property.

For these reasons, I respectfully recommend that the Stevenson City Council approve forgiveness of the outstanding utility balance associated with Account #25942 and provide relief to James and Valerie Gray.

Thank you for your consideration of this recommendation and for your continued service to the citizens of Stevenson.

Respectfully submitted,

Kaitlyn Conrath
Utilities Clerk



Davin Cox sold properties

From Deanna Syron <deanna@ci.stevenson.wa.us>
Date Mon 6/23/2025 10:47 AM
To Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>


Hi Kaitlyn,

Davin called to report he has sold 47 Russel (#25521) and 403 Roselawn (#25749). Closing dates were both on the 18th, but he said today is fine for the end date on the bills. Only new owner details are the people who own Carson Golf Course purchased 47 Russel, and a guy named Cole Blackburn purchased 403 Roselawn.

Passing this to you for final bill prorations and such :)

thanks!

Deanna Syron
Interim Clerk/Treasurer
(509)427-5970
deanna@ci.stevenson.wa.us

 Outlook

Re: 403 NW Roselawn Street Stevenson, WA 98648

From Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>
Date Mon 4/13/2026 9:12 AM
To Jillian Butler <jillianleeb@gmail.com>; Info <info@ci.stevenson.wa.us>
Cc PineCone Properties <support@pineconepropertiesnw.com>

Good Morning,

I will work on this today. Congratulation on selling the house. Please let me know if you have any questions.

Sincerely,

Kaitlyn Conrath | **Utilities Clerk**



(509) 427-5970 | ext. 201
7121 E. Loop Road | PO Box 371
Stevenson, WA 98648-0371
ci.stevenson.wa.us

From: Jillian Butler <jillianleeb@gmail.com>
Sent: Sunday, April 12, 2026 11:23 AM
To: Info <info@ci.stevenson.wa.us>
Cc: PineCone Properties <support@pineconepropertiesnw.com>
Subject: 403 NW Roselawn Street Stevenson, WA 98648

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

Hello,

Pinecone Properties sold 403 Roselawn St Stevenson, WA on 4/9/26. Can you please close our account as of that day? Attached is the settlement statement from the title company.

Thanks,

Pinecone Properties PNW Inc

a)



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Steve Minnis
Chief of Corrections

Ondine Obias
Chief Civil Deputy

May 2026

City of Stevenson

Calls/Patrol

Calls - 69

Medical - 29

Fire 0

Traffic - 29

Total

Service Hours

Hrs.- 626.25

Overtime – 50.25

Court Hrs.- 0

Milage – 1,801

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Ste ✓

06/02/26
08:02

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-02762	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02769	Traffic Stop		21	CLEARED DRIVER CITED
26-02770	Domestic Viol	IN91	21	Active
26-02773	Trespassing	TRES	21	UNABLE TO LOCATE
26-02786	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02795	Suspicious	PSC	21	INFORMATION
26-02796	Medical	AMAS	21	Investigation Complete
26-02805	Medical	AMAS	21	INFORMATION
26-02808	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
26-02810	Medical	AMAS	21	INFORMATION
26-02817	Utility Problem	UTPB	21	INFORMATION
26-02824	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02838	Juvenile Prob	INFO	21	Unfounded
26-02840	Medical	AMAS	21	Transferred to Other A
26-02847	Welfare Check	WELF	21	Settled By Contact
26-02850	Wanted Person	WANT	21	Cleared Adlt Exception
26-02857	Medical	INFO	21	Transferred to Other A
26-02860	Wanted Person	WANT	21	Cleared Adult Arrest
26-02861	test	INFO	21	INFORMATION
26-02862	Medical	AMAS	21	Trnsported
26-02864	Harrassment.	HARR	21	Cleared Adlt Exception
26-02880	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02887	Medical	AMAS	21	Transferred to Other A
26-02889	Medical	AMAS	21	INFORMATION
26-02892	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02923	Traffic Stop		21	CLEARED DRIVER WARNING
26-02939	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02948	PD Collision	TAPD	21	Active
26-02956	Suspicious	INFO	21	INFORMATION
26-02959	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02965	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02969	Found Property	LFPR	21	INFORMATION
26-02971	Dog Problem	INFO	21	INFORMATION
26-02972	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
26-02978	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
26-02984	Found Property	LFPR	21	INFORMATION
26-02990	Medical	AMAS	21	Transferred to Other A
26-03013	Medical	AMAS	21	INFORMATION
26-03021	Juvenile Prob	JUVP	21	Cleared Juvenile Arres
26-03023	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03025	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
26-03032	Information	INFO	21	INFORMATION
26-03034	Medical	AMAS	21	INFORMATION
26-03036	Citizen Dispute	INFO	21	Settled By Contact
26-03037	Juvenile Prob	INFO	21	Settled By Contact
26-03038	Threats	THRE	21	INFORMATION
26-03041	Threatening	THRE	21	Active
26-03044	Vio Court Order	VICO	21	Cleared Adlt Exception
26-03050	Found Property	LFPR	21	INFORMATION
26-03061	Juvenile Prob	JUVP	21	Cleared Juvenile Arres
26-03064	Medical	AMAS	21	Transferred to Other A
26-03079	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
26-03085	Medical	AMAS	21	Ambulance Service Prov
26-03089	Juvenile Prob	JUVP	21	Cleared Juve Exception
26-03092	Vagrancy	VAGR	21	Cleared Adlt Exception

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08:02

Skamania County Sheriff's Office
Incident Audit Report

5059
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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-03097	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03099	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03101	Domestic Viol	DOMV	21	Cleared Adult Arrest
26-03110	Homicide	DINV	21	Cleared Adult Arrest
26-03113	Medical	AMAS	21	Ambulance Service Prov
26-03122	Information	INFO	21	INFORMATION
26-03125	Information	INFO	21	INFORMATION
26-03126	Medical	AMAS	21	Transferred to Other A
26-03130	Search Warrant	SRCH	21	INFORMATION
26-03143	Medical	AMAS	21	Transferred to Other A
26-03145	Lost Property	INFO	21	INFORMATION
26-03156	Wanted Person	FTA	21	UNABLE TO LOCATE
26-03160	Civil Standby	CIVS	21	INFORMATION
26-03164	Found Property	LFPR	21	INFORMATION
26-03180	Traffic Stop		21	CLEARED DRIVER WARNING
26-03194	Threats	THRE	21	INFORMATION
26-03196	Citizen Dispute	CDIS	21	Settled By Contact
26-03202	Citizen Dispute	CDIS	21	Settled By Contact
26-03211	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03212	Incomplete 911	IN91	21	Cleared Adlt Exception
26-03215	Search Warrant	SRCH	21	Settled By Contact
26-03217	Medical	AMAS	21	Transferred to Other A
26-03219	Lost Property	LFPR	21	INFORMATION
26-03220	Sex Offense	SOFF	21	Settled By Contact
26-03222	Civil Standby	CIVS	21	Settled By Contact
26-03223	Wanted Person	WANT	21	Cleared Adult Arrest
26-03225	Citizen Dispute	CDIS	21	Settled By Contact
26-03228	Information	INFO	21	INFORMATION
26-03238	Barking Dog	ANDC	21	Settled By Contact
26-03241	Agency Assist	SOFF	21	Cleared Juvenile Arres
26-03254	Found Property	LFPR	21	Cleared Adlt Exception
26-03268	Medical	AMAS	21	Transferred to Other A
26-03271	Found Property	LFPR	21	Active
26-03272	Medical	AMAS	21	Transferred to Other A
26-03275	Information	INFO	21	INFORMATION
26-03283	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
26-03289	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03290	Traffic Stop		21	Active
26-03292	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03296	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03311	Medical	AMAS	21	Transferred to Other A
26-03318	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
26-03319	Req Traff Enf	RTEN	21	Settled By Contact
26-03329	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03330	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03337	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03338	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03362	Suspicious	INFO	21	Unfounded
26-03369	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03377	Medical	AMAS	21	Transferred to Other A
26-03378	Medical	AMAS	21	INFORMATION
26-03380	Medical	AMAS	21	INFORMATION
26-03381	Medical	AMAS	21	Cleared Adlt Exception
26-03382	Sex Offense	SOFF	21	Investigation Complete
26-03383	Abandon Private	ABVP	21	Settled By Contact

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06/02/26
08:02

Skamania County Sheriff's Office
Incident Audit Report

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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-03389	Medical	AMAS	21	Transferred to Other A
26-03399	Theft Prop Oth	TPOT	21	INFORMATION
26-03404	Medical	AMAS	21	Transferred to Other A
26-03409	Medical	AMAS	21	Transferred to Other A
26-03416	Suspicious	SUSP	21	Settled By Contact
26-03423	Suspicious	SUSP	21	Active
26-03434	Civil Standby	CIVS	21	Active
26-03443	Vagrancy	VAGR	21	UNABLE TO LOCATE
26-03452	Medical	AMAS	21	Transferred to Other A
26-03456	Vio Court Order	VICO	21	UNABLE TO LOCATE
26-03460	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03477	Search Person	SARP	21	Settled By Contact
26-03478	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03489	Suspicious	PSC	21	Investigation Complete
26-03499	Medical	AMAS	21	Ambulance Service Prov
26-03503	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03515	Found Property	LFPR	21	Cleared Adlt Exception

Total Incidents: 127

Report includes:

- All dates reported between `00:00:00 05/01/26` and `00:00:00 06/01/26`
- All agencies matching `SCSO`
- All nature of incidents
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptrHJk2b-rplwiar.r1_1 ***

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06/02/26
08:03

Skamania County Sheriff's Office
Incident Audit Report

5059
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Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-02796	Medical	AMAS	21	Investigation Complete
26-02805	Medical	AMAS	21	INFORMATION
26-02810	Medical	AMAS	21	INFORMATION
26-02840	Medical	AMAS	21	Transferred to Other A
26-02857	Medical	INFO	21	Transferred to Other A
26-02862	Medical	AMAS	21	Trnsported
26-02887	Medical	AMAS	21	Transferred to Other A
26-02889	Medical	AMAS	21	INFORMATION
26-02990	Medical	AMAS	21	Transferred to Other A
26-03013	Medical	AMAS	21	INFORMATION
26-03034	Medical	AMAS	21	INFORMATION
26-03064	Medical	AMAS	21	Transferred to Other A
26-03085	Medical	AMAS	21	Ambulance Service Prov
26-03113	Medical	AMAS	21	Ambulance Service Prov
26-03126	Medical	AMAS	21	Transferred to Other A
26-03143	Medical	AMAS	21	Transferred to Other A
26-03217	Medical	AMAS	21	Transferred to Other A
26-03268	Medical	AMAS	21	Transferred to Other A
26-03272	Medical	AMAS	21	Transferred to Other A
26-03311	Medical	AMAS	21	Transferred to Other A
26-03377	Medical	AMAS	21	Transferred to Other A
26-03378	Medical	AMAS	21	INFORMATION
26-03380	Medical	AMAS	21	INFORMATION
26-03381	Medical	AMAS	21	Cleared Adlt Exception
26-03389	Medical	AMAS	21	Transferred to Other A
26-03404	Medical	AMAS	21	Transferred to Other A
26-03409	Medical	AMAS	21	Transferred to Other A
26-03452	Medical	AMAS	21	Transferred to Other A
26-03499	Medical	AMAS	21	Ambulance Service Prov

Total Incidents: 29

Report includes:

- All dates reported between `00:00:00 05/01/26` and `00:00:00 06/01/26`
- All agencies matching `SCSO`
- All nature of incidents matching `Medical`
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptrHJk2b-rplwiar.r1_2 ***

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08:08

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-02762	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02769	Traffic Stop		21	CLEARED DRIVER CITED
26-02786	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02824	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02880	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02892	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02923	Traffic Stop		21	CLEARED DRIVER WARNING
26-02939	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02959	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-02965	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03023	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03025	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
26-03079	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
26-03097	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03099	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03180	Traffic Stop		21	CLEARED DRIVER WARNING
26-03211	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03289	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03290	Traffic Stop		21	Active
26-03292	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03296	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03329	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03330	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03337	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03338	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03369	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03460	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03478	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-03503	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING

Total Incidents: 29

Report includes:

- All dates reported between `00:00:00 05/01/26` and `00:00:00 06/01/26`
- All agencies matching `SCSO`
- All nature of incidents matching `Traffic Stop`
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rpte6ajrA-rplwiar.r1_1 ***

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06/02/26
08:10

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Total Incidents: 0

Report includes:

- All dates reported between `00:00:00 05/01/26` and `00:00:00 06/01/26`
 - All agencies matching `SCSO`
 - All nature of incidents matching `Fire Other`
 - All offenses observed
 - All offenses reported
 - All offense codes
 - All dispositions
 - All responsible officers
 - All locations matching `21`
-

*** End of Report /tmp/rpte6ajrA-rplwiar.r1_2 ***

Chapter 13.08 SEWER AND PRETREATMENT

Sections:

13.08.005 Authority

This chapter is adopted under the City's authority to own, operate, regulate, and charge for sewerage systems, including but not limited to Chapter 35.67 RCW, Chapter 90.48 RCW, Chapter 173-216 WAC, and 40 CFR Part 403.

13.08.010 Purpose and policy.

This chapter governs connections to, use of, and discharges into the City of Stevenson sanitary sewer system and publicly owned treatment works (POTW). The chapter is intended to: Establish standards for the collection of sewage and wastewater in areas served by the City; prevent discharges that could damage the system, interfere with treatment, pass through the treatment plant, harm the environment, or threaten public health and safety; support the City's pretreatment program and NPDES compliance; promote lawful reuse and recycling where appropriate; and fairly allocate the costs of operating, maintaining, and improving the POTW.

13.08.020 Applicability.

This chapter applies to all property within the City and to each person who connects to, uses, or discharges to the City sanitary sewer system or POTW. Each user must comply with this chapter's connection, pretreatment, monitoring, reporting, fee, appeal, and enforcement requirements.

13.08.030 Administration.

Except as otherwise provided, the Director administers, implements, and enforces this chapter. The Director may delegate duties under this chapter to qualified City personnel.

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.

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. "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.
3. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
4. "Authorized or duly authorized representative of the user."
 - a. If the user is a corporation:
 - i. 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. 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.
 - b. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - c. 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.
 - d. 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.
5. "Available public sewer." Available public sewer means a public sewer main, lateral, or service connection abuts, fronts, or is located in a street, alley, easement, or right-of-way serving the lot, and the lot can connect without extension of a public sewer main. Service may be by gravity or approved private pumping facilities.
6. "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).
7. "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.
8. "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.
 9. "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.
 10. "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.
 11. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
 12. "City." The city of Stevenson.
 13. "Combined sewer" means a sewer receiving both surface runoff and sewage.
 14. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
 15. "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.
 16. "County health official." The Skamania County health officer, Skamania County public health department, or any authorized designee responsible for administering or enforcing county or state requirements for on-site sewage systems, public health, sanitation, or wastewater disposal.
 17. "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.
 18. "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.
 19. "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.
 20. "Director." The city of Stevenson public works Director, or designee.
 21. "Dwelling." A building, structure, or portion thereof designed or used for residential occupancy and providing complete independent living facilities for one household, including permanent provisions for living, sleeping, eating, cooking, and sanitation. The term includes a dwelling unit, single-family residence, accessory dwelling unit, and each separate unit in a two-family or multi-family development.
 22. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
 23. "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.
 24. "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.

25. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
26. "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.
27. "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.
28. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
29. "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.
30. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
31. "Health officer." The local health officer appointed under Washington law, or the health officer's authorized representative, having jurisdiction over public health, sanitation, on-site sewage systems, and related wastewater disposal requirements affecting property within the City.
32. "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.
33. "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".
34. "Lot Line." Any line bounding a lot as defined herein.
35. "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.
36. "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.
37. "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).
38. "Multi-Family Development." Any lot on which 3 or more dwellings are located or intended to be located.
39. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.
40. "New source."
 - a. 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.

- b. 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.
- c. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

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

- 41. "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.
- 42. "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.
- 43. "Owner." The record owner of a lot or other person holding legal or equitable title to real property, including a purchaser under a real estate contract. For purposes of notice, billing, connection, lien, and enforcement under this chapter, "owner" also includes the owner's authorized agent, personal representative, trustee, successor, or assign, and any person responsible for the premises under written agreement or applicable law.
- 44. "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.
- 45. "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.
- 46. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
- 47. "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).
- 48. "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.
- 49. "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.
- 50. "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.

51. "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.
52. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
53. "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.
54. "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
55. "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.
56. "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.
57. "Served by the sewerage system." A lot is served by the sewerage system when the lot is connected to the City sanitary sewer system or when an available public sewer exists for the lot and the City is ready, willing, and able to provide sewer service upon the owner's completion of required private-side connection work and payment of applicable rates, fees, and charges.
58. "Sewage." Human excrement and gray water (e.g., water from household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
59. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
60. "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
61. "Sewer" means a pipe or conduit for carrying wastewater.
62. "Single-Family Development." Any lot on which one dwelling is located or intended to be located.
63. "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
- a. A user subject to categorical pretreatment standards; or
 - b. A user that:
 - i. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - ii. 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. 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. 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. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
 - ii. 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. The user never discharges any untreated concentrated wastewater.
 - iv. 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.
64. "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.
65. "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
66. "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
67. "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
68. "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.
69. "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.
70. "User" or "industrial user." A source of indirect discharge.
71. "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.
72. "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
73. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

13.08.060 Certain facilities prohibited.

Except as allowed by this chapter and applicable county or state health requirements, a person may not construct, install, use, or maintain an on-site sewage system or other facility for the disposal of sewage or industrial waste. This section does not apply to an existing, operating and approved OSS.

13.08.070 Connection with public sewer required.

- A. Compliance required. The owner of any lot that generates sewage or industrial waste within the City must provide lawful wastewater disposal at the owner’s expense and must comply with Table 13.08.070-1. Any lot owner with an existing, functioning and approved OSS is exempt from compliance with this chapter. The City may request information and/or documents which evidence the existing OSS is functioning as designed and approved by the public health officials.

Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements		
New Development	Public Sewer Available	Public Sewer Not Available
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer, unless the City determines extension is not feasible or nor reasonably necessary and OSS is approved by the local health officer
Multi-Family	Connect to public sewer	Extend and connect to public sewer, unless the City determines extension is not feasible or nor reasonably necessary and OSS is approved by the local health officer
Short Subdivision – 4 or fewer lots	Connect to public sewer, or install public sewer improvements necessary to server all lots	Install OSS if approved by the local health officer; provided, the applicant must demonstrate how public sewer service can be extended to serve all lots in the future, and the City may require extension where reasonably necessary as a direct result of the proposed short subdivision
Subdivision Resulting in 5 or more Lots	Connect to public sewer	Extend and connect to public sewer, unless the City determines extension is not feasible or not reasonably necessary and OSS is approved by the local health officer ^{1,2}
Single-Family or Two-Family	Connect to public sewer	Install OSS if approved by the local health officer
Existing Development	Public Sewer Available	Public Sewer Not Available
Alteration of any existing development type which necessitates expansion of existing OSS	Connect to public sewer	Continue use of existing OSS only if approved by the local health officer; otherwise repair, replace, or install OSS as approved by the local health officer
Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS	Connect to public sewer if connection is otherwise required by this chapter	Continue use of existing OSS, subject to applicable state and local health requirements

1 For any short subdivision or subdivision approved after the effective date of this ordinance, the City may require the applicant to demonstrate how public sewer service can be made available to all lots within the land division, including the location of future sewer mains, laterals, easements, and connection points.

2 When public sewer becomes available to any lot within a land division approved after the effective date of this ordinance, sewer shall be deemed available to all lots within that land division if the approved land division, recorded plat, utility plan, easement, or required improvements provide or require a practicable means of sewer service to such lots.

3 Nothing in this table authorizes the installation, repair, replacement, expansion, extension, or continued use of an OSS without approval from the local health officer or other agency with jurisdiction.

4 Any requirement to extend public sewer as a condition of land division approval shall be based on applicable City standards, adopted utility plans, public health and safety considerations, and the extent to which the extension or improvement is reasonably necessary as a result of the proposed development or land division.

- B. Exceptions. The following exceptions are permitted to the requirements of Table 13.08.070-1: Sewage and Wastewater Disposal Connection Requirements:
1. Any lot to which public sewer is not available has the option to extend and connect to public sewer at the lot owner's expense.
 2. Lots granted relief after appeal under SMC 13.08.078.
- C. OSS Failure – Mandatory Connection to Available Public Sewer. In accordance with RCW 35.67.190, if a lot is served by, or has previously been served by, an on-site sewage system ("OSS"), and the OSS has failed, is failing, or requires repair, replacement, alteration, expansion, increased capacity, resizing, relocation, extension, or other work necessary to lawfully serve the existing or proposed use of the lot, the lot owner shall connect the lot and all structures requiring sanitary sewer service to the public sewer system when sewer is available to the lot as defined in this chapter. When public sewer is available, connection to the public sewer system shall be required in lieu of repairing, replacing, expanding, extending, resizing, relocating, or otherwise continuing use of the OSS, except for temporary emergency measures expressly authorized by the City and the local health officer to abate an immediate public health or safety condition pending connection. Upon connection, the owner shall abandon or decommission the OSS in accordance with applicable state and local health regulations. Failure to connect as required by this subsection constitutes a violation of this chapter and is subject to enforcement, penalties, and charges as provided herein.

13.08.072 Public Sewer Availability—Notification, Response.

- A. Notice. When connection to the public sewer is required under Table 13.08.070-1, the Director must send written notice to the lot owner. The notice must identify the property, state the connection requirement, explain any available exceptions, incentives, and appeal rights, and describe any penalty for failure to connect.
- B. Owner response. Within the applicable response period in SMC 13.08.074, the lot owner must respond on a City form stating how the owner will comply and whether the owner seeks any available incentives or appeal the requirement in subsection A..
- C. Connection work. Required connections must be made by gravity or approved pumping facilities, in compliance with this chapter and the Stevenson Engineering Standards, at no expense to the City unless the City separately agrees in writing.

13.08.074 Public Sewer Available—Connection Incentive.

- A. As an incentive to lot owners who are not currently connected to the sewer and where sewer is available or becomes available to the lot as defined in this chapter, those individual lot owners may request a waiver of the wastewater system development charges to connect to the available sewer. The City shall waive the wastewater system development charge for an owner who connects to the available public sewer **within one year after** the effective date of this chapter. This incentive is applicable to those existing lots where the sewer is currently available for connection, but are not connected at the time of the passage of this Ordinance.

- B. The incentive is intended to encourage timely connection, reduce risks from continued OSS use, reduce administrative burden, and support housing affordability.
- C. Should a sewer become available to a lot owner after the passage of the Ordinance, the lot owner shall have the remaining time left to connect to the sewer and receive the waiver of any wastewater system development charges as an incentive to connect to the sewer.
- D. The waiver period shall run from the date of passage of the Ordinance for 365 consecutive days thereafter as to any existing lots where sewer is currently available. The waiver lapses after this time period. The Council reserves the right to extend, modify, or terminate the incentive by resolution or ordinance.

13.08.075 General Notice and Service.

Unless a different procedure is stated, notices under this chapter may be served by personal delivery, first-class mail, certified mail, or any other method reasonably calculated to provide actual notice. A notice must identify the property or use, state the action required, identify the deadline for compliance, describe available appeal rights, and provide City contact information.

13.08.076 Failure to Connect—Penalty, billing, lien, and collection.

- A. If the lot owner fails to connect when required by this chapter, the City may impose a failure-to-connect penalty as authorized by RCW 35.67.190. The penalty amount must be established by Council resolution or ordinance and may not exceed the charge that would apply if the lot were connected. The penalty amount will be assessed in those instances of a clear and direct violation of this chapter.
- B. The City shall first provide written notice to the lot owner of the violation and provide a 90-day right to respond and/or cure the connection issue as set forth in SMC 13.08.078. If the lot owner contests the notice of violation, the City shall not impose a penalty or lien until any appeal rights are exhausted as provided in SMC 13.08.078.
- C. The decision of the City Council on an appeal or objection under this section shall be the City's final decision. Any appeal of the City Council's final decision requiring connection to the public sewer system shall be filed in Skamania County Superior Court pursuant to the Land Use Petition Act, Chapter 36.70C RCW, including the time limits and service requirements in RCW 36.70C.040. Failure to timely file and serve a land use petition within twenty-one (21) days of issuance of the City Council's final decision shall bar judicial review to the extent provided by Chapter 36.70C RCW.
- D. The penalty begins with the first full billing cycle after the applicable response period expires, unless the owner has filed a timely appeal.
- E. Failure-to-connect penalties, delinquent sewer charges, connection charges, interest, and other amounts authorized by this chapter may be billed, collected, certified, and secured by lien as sewer utility charges under RCW 35.67.200 through RCW 35.67.290.
- F. Delinquent amounts accrue interest and penalties as established by ordinance or resolution.
- G. Nothing in this section limits the City's authority to enforce this chapter, collect rates, charges, penalties, or pursue any other remedy authorized by law.

13.08.078 Appeal of Notice Requiring Sewer Connection.

- A. **Appeal Authorized.** A lot owner may appeal a City notice requiring connection to the public sewer system by filing written objections with the Director within **30 days** after the date of the notice. The written appeal shall state the specific basis for the objection and identify the relief requested.

Except where immediate action is required to protect public health, safety, water quality, or to comply with an order or requirement of the local health officer, the City shall not impose City penalties for failure to connect while a timely appeal is pending. The filing of an appeal does not stay, waive, modify, or excuse any independent requirement imposed by Skamania County, the local health officer, the Washington State

Department of Health, or any other agency with jurisdiction over a failed or failing OSS.

The City Council shall hear the appeal not less than 10 days and not more than 45 days after receipt of a complete appeal, unless the appellant agrees to a later hearing date. The City shall provide at least seven days' written notice of the hearing. The Council's decision shall be final City action, subject to judicial review as provided by law, including, where applicable, Chapter 7.16 RCW or Chapter 36.70C RCW.

B. Scope of Relief. The City Council may grant only City-side relief consistent with this chapter and applicable state and county health requirements. Available relief may include:

1. Extending the time for connection;
2. Approving a phased connection schedule;
3. Modifying or reducing City penalties for failure to connect;
4. Extending the period for any City connection incentive, if applicable;
5. Allowing temporary measures necessary to protect public health and safety pending connection, if approved by the City and the local health officer; or
6. Granting relief from a requirement to extend public sewer where extension is not necessary to serve the lot, or where an alternative agreement adequately protects the City's sewer planning and utility interests.

The Council may not grant relief that allows the continued use, repair, replacement, expansion, extension, resizing, relocation, or redevelopment of a failed or failing OSS when public sewer is available to the lot and connection is required under this chapter.

C. Review Criteria. In deciding an appeal, the City Council may consider the following factors, to the extent applicable:

1. Whether public sewer is available to the lot as defined in this chapter;
2. Whether the lot is served by an OSS that has failed, is failing, or requires repair, replacement, expansion, extension, increased capacity, resizing, relocation, or other work necessary to lawfully serve the existing or proposed use;
3. Whether connection is required to protect public health, safety, groundwater, surface water, or potable water supplies;
4. Whether the length of the building sewer, topography, need for pumping facilities, or other site-specific conditions create an extraordinary connection burden;
5. Whether the cost of connection creates a financial hardship. For 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;
6. Whether the lot owner has requested and been denied a latecomer reimbursement agreement where extension of public sewer is necessary;
7. Whether the lot owner is willing to enter into a utility local improvement district no-protest agreement, sewer extension agreement, latecomer agreement, covenant, or other agreement acceptable to the City to pay a proportionate share of future sewer improvements;
8. Whether the lot is owner-occupied or used for nonprofit purposes;
9. Whether the existing or proposed use or density of development on the lot is consistent with adopted City plans, zoning, and utility planning;
10. Whether the OSS has been inspected by a qualified professional or the local health officer and found to be functioning, properly sized, and in suitable condition; provided, this factor shall not support relief where the OSS has failed or public sewer connection is otherwise required by this chapter or by a

health authority; and

11. Whether there is evidence of water quality degradation, sewage surfacing, nuisance conditions, or risk to a nearby potable water well, groundwater, shoreline, or watercourse.

- D. **Recording of Agreements.** When the Council's decision is conditioned upon an agreement, covenant, no-protest agreement, latecomer agreement, sewer extension agreement, or other obligation by the lot owner, the lot owner shall record the fully executed agreement with the Skamania County Auditor's Office, at the owner's expense, in a form approved by the City.
- E. **No Waiver of Health Requirements.** Nothing in this section authorizes the City, the Director, or the City Council to waive, reverse, stay, or modify any independent county, state, or local health requirement. Relief under this section is limited to City connection timing, City penalties, City incentives, City fees, City extension requirements, or City utility agreements, and only to the extent such relief is consistent with this chapter and applicable law

13.08.080 Connection with public sewer—Permit.

- 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.

13.08.090 Connection with public sewer—Building sewers.

- A. If an existing building cannot be served by gravity and connection is required under SMC 13.08.070, the owner must install approved pumping facilities to discharge to the sanitary sewer. The owner is responsible for all operation, maintenance, repair, and replacement of private pumping facilities, 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.

13.08.100 Industrial user surveys.

The City must identify users that may be subject to pretreatment requirements and determine the character and volume of pollutants discharged by those users. Upon request, a user with a non-domestic discharge must complete an industrial user survey on a City form. Completion of the survey is a condition of initial and continued discharge to the public sewer system. A user that fails to submit a complete survey within 30 days after request is subject to enforcement under this chapter, including termination of service. The Director may categorize or recategorize users and must provide written notice of the categorization.

13.08.140 On-Site Sewage System—Compliance with state standards required.

- A. The type, capacities, location and layout of an on-site sewage system shall comply with all recommendations and requirements of county or state health officials.
- B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

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, 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.

13.08.160 On-Site Sewage System—Permitting, Inspection, and Maintenance requirements.

- A. Where a public 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 system.
- B. Before commencement of construction, expansion, replacement, or repair of an on-site sewage 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 system shall not become effective until the installation is completed to the satisfaction of the Director. 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.
- 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.
- E. The lot owner of any lot with an operating OSS must provide the City with an inspection report as to the condition and functionality of the OSS at least every five (5) years. The owner is responsible for all testing and evaluation costs. City receipt of an inspection report does not replace any county or state health permit, inspection, or approval.
- F. Continued use of an OSS is allowed only as expressly provided in this chapter and does not create a vested right to avoid connection to public sewer when connection is required by this chapter, county, or state health requirements, or other applicable law.

13.08.170 Provisions not to limit additional requirements.

This chapter does not limit any additional requirement 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.
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.
- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
 1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
 - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
 - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
 - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
 - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
 - e. Shows that long term average flow and production are representative of current operating conditions.
 - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
 - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.
 2. An industrial user subject to equivalent mass limits must:
 - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
 - b. Continue to record the facility's flow by continuous effluent flow monitoring.
 - c. Continue to record the facility's production rates.
 - d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
 - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
 3. Equivalent mass limits:
 - a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average

standards (and the appropriate unit conversion factor).

- b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
 - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
- E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the Director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
 - F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
 - G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
 - H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
 - I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the Director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the Director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

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 chapter, 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 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.

a)

- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

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

PROTECTION OF SEWER LINE BLOCKAGE

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

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

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

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

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

13.08.250 City's right of revision.

The City may adopt or impose more stringent discharge standards or requirements by ordinance, permit, contract, or order when necessary to protect the POTW or comply with law.

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. The Director may require grease, oil, sand traps/interceptors, or grease-removal devices when necessary to control grease, flammable waste, sand, or other harmful substances. Required devices must be accessible for inspection and cleaning and must be maintained by the owner at the owner's expense.
- B. A device is in noncompliance when fats, oils, or grease reach 25 percent of the device's capacity, when fats, oils, or grease are observed leaving the device, or when the device is not properly maintained.
- C. Fines for noncompliance are:
 - 1. First violation: \$150.
 - 2. Second violation: \$350.
 - 3. Third violation: \$700.
 - 4. Fourth and subsequent violations: \$1,400 per violation.
- D. 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.
- E. 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 Director may establish a preferred pumper program for grease trap and interceptor maintenance. Approved pumpers must clean devices on an approved schedule and submit maintenance reports to the City. Facilities using an approved pumper are subject to at least one City inspection per year; facilities that self-clean are subject to at least four inspections 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 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, 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 they may deem necessary.

13.08.360 Public sewer construction—Compliance with standards.

All sewer plans, specifications, and construction must comply with the Stevenson Engineering Standards and any other standard adopted by the City.

13.08.370 Public sewer construction—Bond requirements.

Before the City issues a public sewer construction permit, the applicant must provide a performance bond or cash deposit in an amount equal to the total estimated cost of the work. The bond or deposit must secure compliance with the permit and guarantee correction of defective work or materials for one year after City acceptance.

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.

If special conditions justify a different reimbursement arrangement, the City may approve a written reimbursement agreement with the person constructing public sewer facilities. The agreement must be approved before the City issues the permit for the work.

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 chapter, or to implement best management practices at the direction of the Director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this chapter 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.
 - 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.
 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.

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
 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.

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.

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:

- 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 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, to 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.

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

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

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 chapter 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;

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 chapter 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:

- 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.
 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.

- A. Enforcement response plan. In administering the City's pretreatment program, the Director shall follow the City's approved pretreatment program procedures, including the City's enforcement response plan. The enforcement response plan is intended to ensure that enforcement is timely, proportional to the violation, and consistent with the City's treatment of similarly situated users.
- B. Progressive enforcement ladder. In response to any noncompliance with this chapter, a wastewater discharge permit, order, approval, notice, directive, or other requirement imposed under this chapter, the Director may use one or more of the following enforcement remedies. The remedies may be applied progressively or immediately, depending on the nature, severity, duration, recurrence, and risk created by the violation:
 1. Notice of violation. The Director may issue a written notice of violation identifying the violation, the corrective action required, and the deadline for compliance.
 2. Administrative order. If the violation is not corrected, if the violation is repeated, or if immediate corrective action is necessary, the Director may issue an administrative order requiring compliance, establishing a compliance schedule, requiring monitoring or reporting, requiring pretreatment improvements, requiring cessation of prohibited discharges, or imposing other conditions necessary to protect the POTW, the public, City personnel, or the environment.
 3. Administrative fine. The Director may impose administrative fines or penalties authorized by this chapter, by ordinance, by resolution, or by applicable state or federal law.
 4. Suspension of service or discharge authorization. The Director may suspend sewer service, wastewater discharge authorization, or any wastewater discharge permit when necessary to stop an actual or threatened discharge that presents, or may present, an imminent or substantial danger to the POTW, the public, City personnel, public health, safety, welfare, or the environment, or when a user fails to comply with a notice of violation, administrative order, permit condition, or other requirement of this chapter.
 5. Termination of service or permit. For continuing, repeated, significant, or willful violations, or for failure to comply with prior enforcement actions, the Director may terminate sewer service, revoke or terminate a wastewater discharge permit, or prohibit further discharge to the POTW, subject to any notice and appeal rights provided by this chapter or applicable law.
 6. Civil remedies. The City may seek civil enforcement, including injunctive relief, recovery of costs, damages, penalties, attorney fees where authorized, abatement, collection of unpaid charges or penalties, liens, or any other civil remedy available under this chapter or applicable law.
 7. Criminal remedies. The City may refer violations for criminal enforcement where authorized by this chapter or applicable law, including violations involving knowing, willful, reckless, fraudulent, or materially harmful conduct.
- C. No required sequence. The enforcement remedies listed in this section are cumulative and are not exclusive. The Director is not required to complete each step before proceeding to a more serious remedy where the violation, history of noncompliance, risk to the POTW, threat to health or safety, or need for prompt action

warrants an accelerated response.

D. Availability of enforcement response plan. Any person may review or obtain a copy of the City's enforcement response plan by contacting the Director or the City. The City may charge the lawful cost of copying or producing the record.

13.08.921 Notification of violation.

The Director may issue a written notice of violation identifying the violation, required corrective action, and deadline for compliance. Unless otherwise directed, the user must submit a written explanation and corrective action plan within 30 days. Acceptance of a plan does not waive any violation or limit further enforcement.

13.08.922 Show cause hearing.

The Director may require a user to appear and show cause why proposed enforcement action should not be taken. Notice must be served at least 20 days before the hearing and must describe the alleged violation, proposed action, hearing date, and user's opportunity to present information. A show cause hearing is not required before other enforcement action.

13.08.923 Administrative orders.

The Director may issue or enter into consent orders, compliance orders, and cease-and-desist orders requiring compliance, corrective action, pretreatment improvements, monitoring, reporting, cessation of prohibited discharges, or other measures necessary to protect the POTW, City personnel, the public, or the environment. An administrative order does not waive penalties or limit other remedies.

13.08.925 Administrative fines.

- A. The Director may impose an administrative fine of up to \$10,000 per violation per day for violation of this chapter, a wastewater discharge permit, an order, or any pretreatment standard or requirement. For monthly or long-term average limits, each day in the violation period is a separate violation.
 - B. The City may recover costs of emergency response, additional monitoring, investigation, administration, and enforcement caused by the violation.
 - C. In setting the fine, the Director may consider the nature, severity, duration, recurrence, culpability, compliance history, economic benefit of noncompliance, and risk to the POTW, public health, City personnel, or the environment.
 - D. Unpaid fines and costs are delinquent 30 days after the due date and may accrue penalties, interest, and liens as authorized by this chapter and applicable law.
 - E. A user may request reconsideration in writing within 15 working days after notice of the fine. The Director may affirm, reduce, or withdraw the fine. Payment of the fine may be required as a condition of reconsideration unless waived by the Director.
- ### **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:
 - 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.
- 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. Gross misdemeanor. Any user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, an order issued under this chapter, or any applicable pretreatment standard or requirement, shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. Each day on which a violation occurs or continues constitutes a separate offense.

B. Injury or property damage. Any user who willfully or negligently introduces any substance into the POTW that causes personal injury or property damage shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. This penalty is in addition to any other criminal charge, civil action, administrative remedy, or judicial remedy available under federal, state, or local law.

C. False statements and tampering. Any user who knowingly makes a false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this chapter, a wastewater discharge permit, or an order issued under this chapter, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter, shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. Each day on which a violation occurs or continues constitutes a separate offense.

D. Repeat violations. A prior conviction under this section may be considered by the court in imposing any sentence authorized by law.

13.08.934 Remedies nonexclusive.

All remedies under this chapter are cumulative and may be used separately or together unless prohibited by law.

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 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 chapter, 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 chapter 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, 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.
 - 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.

13.08.953 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 chapter and are separate from all other fees, fines, and penalties chargeable by the city.

13.08.999 Severability

If any section, subsection, sentence, clause, or phrase of this chapter is held invalid or unconstitutional, that decision does not affect the validity of the remaining portions of this chapter.

Chapter 13.08 SEWER AND PRETREATMENT

Sections:

13.08.005 Authority

This chapter is adopted under the City's authority to own, operate, regulate, and charge for sewerage systems, including but not limited to Chapter 35.67 RCW, Chapter 90.48 RCW, Chapter 173-216 WAC, and 40 CFR Part 403.

13.08.010 Purpose and policy.

This chapter governs connections to, use of, and discharges into the City of Stevenson sanitary sewer system and publicly owned treatment works (POTW). The chapter is intended to: Establish standards for the collection of sewage and wastewater in areas served by the City; prevent discharges that could damage the system, interfere with treatment, pass through the treatment plant, harm the environment, or threaten public health and safety; support the City's pretreatment program and NPDES compliance; promote lawful reuse and recycling where appropriate; and fairly allocate the costs of operating, maintaining, and improving the POTW.

13.08.020 Applicability.

This chapter applies to all property within the City and to each person who connects to, uses, or discharges to the City sanitary sewer system or POTW. Each user must comply with this chapter's connection, pretreatment, monitoring, reporting, fee, appeal, and enforcement requirements.

13.08.030 Administration.

Except as otherwise provided, the ~~director~~Director administers, implements, and enforces this chapter. The ~~director~~Director may delegate duties under this chapter to qualified City personnel.

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.

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. "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.
3. "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.
4. "Authorized or duly authorized representative of the user."
 - a. If the user is a corporation:
 - i. 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. 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.
 - b. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - c. If the user is a federal, state, or local governmental facility: a ~~director~~Director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - d. 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.
5. "Available public sewer." Available public sewer means a public sewer main, lateral, or service connection abuts, fronts, or is located in a street, alley, easement, or right-of-way serving the lot, and the lot can connect without extension of a public sewer main. Service may be by gravity or approved private pumping facilities.
6. "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).
7. "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.

8. "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.
9. "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.
10. "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.
11. "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.
12. "City." The city of Stevenson.
13. "Combined sewer" means a sewer receiving both surface runoff and sewage.
14. "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.
- ~~14.~~
15. "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.
16. "County health official." The Skamania County health officer, Skamania County public health department, or any authorized designee responsible for administering or enforcing county or state requirements for on-site sewage systems, public health, sanitation, or wastewater disposal.
17. "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.
18. "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.
19. "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.
20. "~~Director~~Director." The city of Stevenson public works ~~director~~Director, or designee.
21. "Dwelling." A building, structure, or portion thereof designed or used for residential occupancy and providing complete independent living facilities for one household, including permanent provisions for living, sleeping, eating, cooking, and sanitation. The term includes a dwelling unit, single-family residence, accessory dwelling unit, and each separate unit in a two-family or multi-family development.
22. "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.
23. "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division ~~director~~Director, the regional administrator, or other duly authorized official.
24. "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.

25. "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
26. "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.
27. "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.
28. "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.
29. "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.
30. "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.
31. "Health officer." The local health officer appointed under Washington law, or the health officer's authorized representative, having jurisdiction over public health, sanitation, on-site sewage systems, and related wastewater disposal requirements affecting property within the City.
32. "Local limits." Effluent limitation developed for users by the ~~director~~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.
33. "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".
34. "Lot Line." Any line bounding a lot as defined herein.
35. "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.
36. "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.
37. "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).
38. "Multi-Family Development." Any lot on which 3 or more dwellings are located or intended to be located.
39. "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.
40. "New source."
 - a. 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.

- b. 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.
- c. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

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

- 41. "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.
- 42. "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.
- 43. "Owner." The record owner of a lot or other person holding legal or equitable title to real property, including a purchaser under a real estate contract. For purposes of notice, billing, connection, lien, and enforcement under this chapter, "owner" also includes the owner's authorized agent, personal representative, trustee, successor, or assign, and any person responsible for the premises under written agreement or applicable law.
- 44. "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.
- 45. "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.
- 46. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.
- 47. "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).
- 48. "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.
- 49. "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.
- 50. "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.

51. "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.
52. "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.
53. "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.
- ~~54. "Sale or transfer." Any voluntary or involuntary conveyance, assignment, transfer, or disposition of legal or equitable title or ownership interest in real property, including by deed, real estate contract, gift, merger, foreclosure, trustee's sale, court order, or other instrument. The term does not include the creation of a mortgage, deed of trust, security interest, or other lien that does not convey title or possessory ownership.~~
- ~~55-54.~~ "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.
- ~~56-55.~~ "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The ~~director~~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.
- ~~57-56.~~ "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.
- ~~58-57.~~ "Served by the sewerage system." A lot is served by the sewerage system when the lot is connected to the City sanitary sewer system or when an available public sewer exists for the lot and the City is ready, willing, and able to provide sewer service upon the owner's completion of required private-side connection work and payment of applicable rates, fees, and charges.
- ~~59-58.~~ "Sewage." Human excrement and gray water (e.g., water from household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).
- ~~60-59.~~ "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
- ~~61-60.~~ "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.
- ~~62-61.~~ "Sewer" means a pipe or conduit for carrying wastewater.
- ~~63-62.~~ "Single-Family Development." Any lot on which one dwelling is located or intended to be located.
- ~~64-63.~~ "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:
- a. A user subject to categorical pretreatment standards; or
 - b. A user that:
 - i. Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - ii. 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. 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. 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. The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
 - ii. 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. The user never discharges any untreated concentrated wastewater.
 - iv. 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.
- ~~65-64.~~ "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.
- ~~66-65.~~ "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.
- ~~67-66.~~ "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.
- ~~68-67.~~ "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
- ~~69-68.~~ "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.
- ~~70-69.~~ "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.
- ~~71-70.~~ "User" or "industrial user." A source of indirect discharge.
- ~~72-71.~~ "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.
- ~~73-72.~~ "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
- ~~74-73.~~ "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

13.08.060 Certain facilities prohibited.

Except as allowed by this chapter and applicable county or state health requirements, a person may not construct, install, use, or maintain an on-site sewage system or other facility for the disposal of sewage or industrial waste. This section does not apply to an existing, operating and approved OSS.

a)

13.08.070 Connection with public sewer required.

- A. Compliance required. The owner of any lot that generates sewage or industrial waste within the City must provide lawful wastewater disposal at the owner’s expense and must comply with Table 13.08.070-1. Any lot owner with an existing, functioning and approved OSS is exempt from compliance with this chapter. The City may request information and/or documents which evidence the existing OSS is functioning as designed and approved by the public health officials. Compliance is not required by any lot which currently has a functioning and approved OSS simply because a public sewer

New Development	Public Sewer Available	Public Sewer Not Available
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer, <u>unless the City determines extension is not feasible or not reasonably necessary and OSS is approved by the local health officer</u>
Multi-Family	Connect to public sewer	Extend and connect to public sewer, <u>unless the City determines extension is not feasible or not reasonably necessary and OSS is approved by the local health officer</u>
Short Sub-Land Division – 4 or fewer lots <u>Resulting in 4 Lots or More</u>	Connect to public sewer, <u>or install public sewer improvements necessary to serve all lots</u>	<u>Install OSS if approved by the local health officer; provided, the applicant must demonstrate how public sewer service can be extended to serve all lots in the future, and the City may require extension where reasonably necessary as a direct result of the proposed short subdivision. Extend and connect to public sewer</u>
Subdivision Land Division <u>Resulting in 5 or more 2 or 3 Lots</u>	Connect to public sewer	<u>Extend and connect to public sewer, unless the City determines extension is not feasible or not reasonably necessary and OSS is approved by the local health officer. Install OSS^{1,2}</u>
Single-Family or Two-Family	Connect to public sewer	<u>Install OSS if approved by the local health officer</u>
Existing Development	Public Sewer Available	Public Sewer Not Available
Alteration of any existing development type which necessitates expansion of existing OSS	Connect to public sewer	<u>Continue use of existing OSS only if approved by the local health officer; otherwise repair, replace, or install OSS as approved by the local health officer</u>

a)

Continuation, Repair, or Alteration of any development type which does not necessitate expansion of existing OSS	Connect to public sewer <u>if connection is otherwise required by this chapter</u>	Continue use of existing OSS, <u>subject to applicable state and local health requirements</u>
<p>1 For any short subdivision or subdivision approved after the effective date of this ordinance, the City may require the applicant to demonstrate how public sewer service can be made available to all lots within the land division, including the location of future sewer mains, laterals, easements, and connection points.</p> <p>2 When public sewer becomes available to any lot within a land division approved after the effective date of this ordinance, sewer shall be deemed available to all lots within that land division if the approved land division, recorded plat, utility plan, easement, or required improvements provide or require a practicable means of sewer service to such lots.</p> <p>3 Nothing in this table authorizes the installation, repair, replacement, expansion, extension, or continued use of an OSS without approval from the local health officer or other agency with jurisdiction.</p> <p>4 Any requirement to extend public sewer as a condition of land division approval shall be based on applicable City standards, adopted utility plans, public health and safety considerations, and the extent to which the extension or improvement is reasonably necessary as a result of the proposed development or land division.</p> <p>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.</p> <p>2 When sewer becomes available to any lot within a land division approved after the effective date of this chapter, it shall be deemed available to all lots within said land division.</p>		

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

- ~~1 Any lot with a currently working and approved OSS, which was approved by the county or the state health official prior to the adoption of this chapter.~~
- ~~2.1 Any lot to which public sewer is not available has the option to extend and connect to public sewer at the lot owner's expense.~~
- ~~2 Lots granted relief after appeal under SMC 13.08.078.~~

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C. OSS Failure – Mandatory Connection to Available Public Sewer. In accordance with RCW 35.67.190, if a lot is served by, or has previously been served by, an on-site sewage system ("OSS"), and the OSS has failed, is failing, or requires repair, replacement, alteration, expansion, increased capacity, resizing, relocation, extension, or other work necessary to lawfully serve the existing or proposed use of the lot, the lot owner shall connect the lot and all structures requiring sanitary sewer service to the public sewer system when sewer is available to the lot as defined in this chapter. When public sewer is available, connection to the public sewer system shall be required in lieu of repairing, replacing, expanding, extending, resizing, relocating, or otherwise continuing use of the OSS, except for temporary emergency measures expressly authorized by the City and the local health officer to abate an immediate public health or safety condition pending connection. Upon connection, the owner shall abandon or decommission the OSS in accordance with applicable state and local health regulations. Failure to connect as required by this subsection constitutes a violation of this chapter and is subject to enforcement, penalties, and charges as provided herein.

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13.08.072 Public Sewer Availability—Notification, Response.

- A. Notice. When connection to the public sewer is required under Table 13.08.070-1, the ~~director~~Director must send written notice to the lot owner. The notice must identify the property, state the connection requirement, explain any available exceptions, incentives, ~~deferrals~~, and appeal rights, and describe any penalty for failure to connect.
- B. Owner response. Within the applicable response period in SMC 13.08.074, the lot owner must respond on a City form stating how the owner will comply and whether the owner seeks any available incentives or appeal the requirement in subsection A. ~~deferral, or appeal.~~

a)

- C. Connection work. Required connections must be made by gravity or approved pumping facilities, in compliance with this chapter and the Stevenson Engineering Standards, at no expense to the City unless the City separately agrees in writing.

13.08.074 Public Sewer Available—Connection Incentive.

- A. ~~A.~~ As an incentive to lot owners who are not currently connected to the sewer and where sewer is available or becomes available to the lot as defined in this chapter, those individual lot owners may request a waiver of the wastewater system development charges to connect to the available sewer. The City may waive shall waive or defer the wastewater system development charge for an owner who connects to the available public sewer **within one year** after the effective date of this chapter. This incentive is applicable to those existing lots where the sewer is currently available for connection, but are not connected at the time of the passage of this Ordinance.
- ~~B.~~ B. The incentive is intended to encourage timely connection, reduce risks from continued OSS use, reduce administrative burden, and support housing affordability.
- ~~B.C.~~ Should a sewer become available to a lot owner after the passage of the Ordinance, the lot owner shall have the remaining time left to connect to the sewer and receive the waiver of any wastewater system development charges as an incentive to connect to the sewer.
- ~~C.D.~~ C. The waiver period shall run from the date of passage of the Ordinance for 365 consecutive days thereafter as to any existing lots where sewer is currently available. The waiver lapses after this time period. The Council reserves the right to may extend, modify, or terminate the incentive by resolution or ordinance.

13.08.075 General Notice and Service.

Unless a different procedure is stated, notices under this chapter may be served by personal delivery, first-class mail, certified mail, or any other method reasonably calculated to provide actual notice. A notice must identify the property or use, state the action required, identify the deadline for compliance, describe available appeal rights, and provide City contact information.

13.08.076 Failure to Connect—Penalty, billing, lien, and collection.

- ~~A.~~ A. If the lot owner fails to connect when required by this chapter, the City may impose a failure-to-connect penalty as authorized by RCW 35.67.190. The penalty amount must be established by Council resolution or ordinance and may not exceed the charge that would apply if the lot were connected. The penalty amount will be assessed in those instances of a clear and direct violation of this chapter.
- ~~B.~~ B. The City shall first provide written notice to the lot owner of the violation and provide a 90-day right to respond and/or cure the connection issue as set forth in SMC 13.08.078. If the lot owner contests the notice of violation, the City shall not impose a penalty or lien until any appeal rights are exhausted as provided in SMC 13.08.078.
- ~~A.C.~~ A.C. The decision of the City Council on an appeal or objection under this section shall be the City's final decision. Any appeal of the City Council's final decision requiring connection to the public sewer system shall be filed in Skamania County Superior Court pursuant to the Land Use Petition Act, Chapter 36.70C RCW, including the time limits and service requirements in RCW 36.70C.040. Failure to timely file and serve a land use petition within twenty-one (21) days of issuance of the City Council's final decision shall bar judicial review to the extent provided by Chapter 36.70C RCW.
- ~~B.D.~~ B.D. The penalty begins with the first full billing cycle after the applicable response period expires, unless the owner has filed a timely appeal.
- ~~C.E.~~ C.E. Failure-to-connect penalties, delinquent sewer charges, connection charges, interest, and other amounts authorized by this chapter may be billed, collected, certified, and secured by lien as sewer utility charges under RCW 35.67.200 through RCW 35.67.290.
- ~~F.~~ F. Delinquent amounts accrue interest and penalties as established by ordinance or resolution.
- ~~D.G.~~ D.G. Nothing in this section limits the City's authority to enforce this chapter, collect rates, charges, penalties, or pursue any other remedy authorized by law.

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13.08.078 Appeal of Notice Requiring Sewer Connection~~administrative review of connection requirement~~
Appeal.

A. **Appeal Authorized.** A lot owner may appeal a City notice requiring connection to the public sewer system by filing written objections with the Director within **30 days** after the date of the notice. The written appeal shall state the specific basis for the objection and identify the relief requested.

Except where immediate action is required to protect public health, safety, water quality, or to comply with an order or requirement of the local health officer, the City shall not impose City penalties for failure to connect while a timely appeal is pending. The filing of an appeal does not stay, waive, modify, or excuse any independent requirement imposed by Skamania County, the local health officer, the Washington State Department of Health, or any other agency with jurisdiction over a failed or failing OSS.

The City Council shall hear the appeal not less than 10 days and not more than 45 days after receipt of a complete appeal, unless the appellant agrees to a later hearing date. The City shall provide at least seven days' written notice of the hearing. The Council's decision shall be final City action, subject to judicial review as provided by law, including, where applicable, Chapter 7.16 RCW or Chapter 36.70C RCW.

B. **Scope of Relief.** The City Council may grant only City-side relief consistent with this chapter and applicable state and county health requirements. Available relief may include:

1. Extending the time for connection;
2. Approving a phased connection schedule;
3. Modifying or reducing City penalties for failure to connect;
4. Extending the period for any City connection incentive, if applicable;
5. Allowing temporary measures necessary to protect public health and safety pending connection, if approved by the City and the local health officer; or
6. Granting relief from a requirement to extend public sewer where extension is not necessary to serve the lot, or where an alternative agreement adequately protects the City's sewer planning and utility interests.

The Council may not grant relief that allows the continued use, repair, replacement, expansion, extension, resizing, relocation, or redevelopment of a failed or failing OSS when public sewer is available to the lot and connection is required under this chapter.

C. **Review Criteria.** In deciding an appeal, the City Council may consider the following factors, to the extent applicable:

1. Whether public sewer is available to the lot as defined in this chapter;
2. Whether the lot is served by an OSS that has failed, is failing, or requires repair, replacement, expansion, extension, increased capacity, resizing, relocation, or other work necessary to lawfully serve the existing or proposed use;
3. Whether connection is required to protect public health, safety, groundwater, surface water, or potable water supplies;
4. Whether the length of the building sewer, topography, need for pumping facilities, or other site-specific conditions create an extraordinary connection burden;
5. Whether the cost of connection creates a financial hardship. For 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;

6. Whether the lot owner has requested and been denied a latecomer reimbursement agreement where extension of public sewer is necessary;

7. Whether the lot owner is willing to enter into a utility local improvement district no-protest agreement, sewer extension agreement, latecomer agreement, covenant, or other agreement acceptable to the City to pay a proportionate share of future sewer improvements;

8. Whether the lot is owner-occupied or used for nonprofit purposes;

9. Whether the existing or proposed use or density of development on the lot is consistent with adopted City plans, zoning, and utility planning;

10. Whether the OSS has been inspected by a qualified professional or the local health officer and found to be functioning, properly sized, and in suitable condition; provided, this factor shall not support relief where the OSS has failed or public sewer connection is otherwise required by this chapter or by a health authority; and

11. Whether there is evidence of water quality degradation, sewage surfacing, nuisance conditions, or risk to a nearby potable water well, groundwater, shoreline, or watercourse.

D. **Recording of Agreements.** When the Council's decision is conditioned upon an agreement, covenant, no-protest agreement, latecomer agreement, sewer extension agreement, or other obligation by the lot owner, the lot owner shall record the fully executed agreement with the Skamania County Auditor's Office, at the owner's expense, in a form approved by the City.

E. **No Waiver of Health Requirements.** Nothing in this section authorizes the City, the Director, or the City Council to waive, reverse, stay, or modify any independent county, state, or local health requirement. Relief under this section is limited to City connection timing, City penalties, City incentives, City fees, City extension requirements, or City utility agreements, and only to the extent such relief is consistent with this chapter and applicable law

A-F. Appeal authorized. A lot owner may appeal a City notice requiring connection by filing written objections with the ~~director~~Director within 90 days after the notice. The City will not enforce the connection requirement while a timely appeal is pending. The City Council must hear the appeal not less than 10 and not more than 45 days after receipt and must give at least seven days' written notice of the hearing. The Council may grant relief based on the criteria in subsection D. The Council's decision is final, subject only to review as provided by law.

B-G. 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, and reducing the penalty for failure to connect.

C-H. Review Criteria. Factors for City 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.

~~D.I.~~ 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.

~~E.J.~~ Nothing in this section authorizes the City to waive, reverse, stay, or modify an independent county or state health requirement. The ~~director~~ Director may grant only City-side relief from City connection timing, City penalties, City incentives, or City fees when the criteria in this section are met.

~~13.08.079 Outside-city connections.~~

~~Connections from property outside City limits may be allowed only on terms approved by the City. The City may require a written agreement under RCW 35.67.310, recorded with the county auditor, containing covenants that run with the land and bind successors.~~

13.08.080 Connection with public sewer—Permit.

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~~ Director.

13.08.090 Connection with public sewer—Building sewers.

- A. If an existing building cannot be served by gravity and connection is required under SMC 13.08.070, the owner must install approved pumping facilities to discharge to the sanitary sewer. The owner is responsible for all operation, maintenance, repair, and replacement of private pumping facilities, 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.

13.08.100 Industrial user surveys.

The City must identify users that may be subject to pretreatment requirements and determine the character and volume of pollutants discharged by those users. Upon request, a user with a non-domestic discharge must complete an industrial user survey on a City form. Completion of the survey is a condition of initial and continued discharge to the public sewer system. A user that fails to submit a complete survey within 30 days after request is subject to enforcement under this chapter, including termination of service. The ~~director~~ Director may categorize or recategorize users and must provide written notice of the categorization.

13.08.140 On-Site Sewage System—Compliance with state standards required.

- A. The type, capacities, location and layout of an on-site sewage system shall comply with all recommendations and requirements of county or state health officials.
- B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

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, 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.

13.08.160 On-Site Sewage System—Permitting, Inspection, and Maintenance requirements.

- A. Where a public 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 system.

- B. Before commencement of construction, expansion, replacement, or repair of an on-site sewage system the owner shall first obtain a written permit signed by the ~~director~~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~~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 system shall not become effective until the installation is completed to the satisfaction of the ~~director~~Director. 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~~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~~Director.
- 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.
- E. The lot owner of any lot with an operating OSS must provide the City with an inspection report as to the condition and functionality of the OSS at least every five (5) years. The owner is responsible for all testing and evaluation costs. City receipt of an inspection report does not replace any county or state health permit, inspection, or approval.
- F. Continued use of an OSS is allowed only as expressly provided in this chapter and does not create a vested right to avoid connection to public sewer when connection is required by this chapter, county, or state health requirements, or other applicable law.

13.08.170 Provisions not to limit additional requirements.

This chapter does not limit any additional requirement 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~~Director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the ~~director~~Director.
14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
15. Medical wastes, except as specifically authorized by the ~~director~~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.
- 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~~Director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
- F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
- G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
- H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
- I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the ~~director~~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~~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 chapter, 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~~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~~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~~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~~Director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
- E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
- F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality

according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.

- G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
1. The name and address of the applicant and facility/activity to be permitted.
 2. A brief description of the activities or operations which result in the discharge.
 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 4. The address and phone number of the office of the ~~director~~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~~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~~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~~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~~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~~Director under the authority of this chapter up to the "ceiling" loading limit established by written authorization of the ~~director~~Director.

- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

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

PROTECTION OF SEWER LINE BLOCKAGE

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

*(Or compliance with the BMPs established by the ~~director~~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 ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d
1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	
11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

- F. The ~~director~~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~~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 may adopt or impose more stringent discharge standards or requirements by ordinance, permit, contract, or order when necessary to protect the POTW or comply with law.

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~~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. The ~~director~~Director may require grease, oil, sand traps/interceptors, or grease-removal devices when necessary to control grease, flammable waste, sand, or other harmful substances. Required devices must be accessible for inspection and cleaning and must be maintained by the owner at the owner's expense.
- B. A device is in noncompliance when fats, oils, or grease reach 25 percent of the device's capacity, when fats, oils, or grease are observed leaving the device, or when the device is not properly maintained.
- C. Fines for noncompliance are:
 1. First violation: \$150.
 2. Second violation: \$350.
 3. Third violation: \$700.
 4. Fourth and subsequent violations: \$1,400 per violation.
- D. 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.
- E. 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 ~~director~~Director may establish a preferred pumper program for grease trap and interceptor maintenance. Approved pumpers must clean devices on an approved schedule and submit maintenance reports to the City. Facilities using an approved pumper are subject to at least one City inspection per year; facilities that self-clean are subject to at least four inspections 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 within the time limitations specified by EPA, the state, or the ~~director~~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~~Director or the Department of Ecology for review, and users shall obtain and provide the approval to the ~~director~~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~~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~~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~~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~~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~~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~~Director for compliance with city, state and federal regulations. The ~~director~~Director may require installation of grease interceptors, grease traps or other pretreatment facilities for those facilities that violate discharge prohibitions and supplemental limitations as set forth in this chapter. In all cases, existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the ~~director~~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~~Director may require any User to develop and implement an accidental discharge/slug discharge control plan and take other actions the ~~director~~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~~Director and notify the ~~director~~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~~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 they may deem necessary.

13.08.360 Public sewer construction—Compliance with standards.

All sewer plans, specifications, and construction must comply with the Stevenson Engineering Standards and any other standard adopted by the City.

13.08.370 Public sewer construction—Bond requirements.

Before the City issues a public sewer construction permit, the applicant must provide a performance bond or cash deposit in an amount equal to the total estimated cost of the work. The bond or deposit must secure compliance with the permit and guarantee correction of defective work or materials for one year after City acceptance.

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.

If special conditions justify a different reimbursement arrangement, the City may approve a written reimbursement agreement with the person constructing public sewer facilities. The agreement must be approved before the City issues the permit for the work.

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~~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~~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~~Director.
- B. The ~~director~~Director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the ~~director~~Director of having made this application, to meet the limits and requirements of this chapter, or to implement best management practices at the direction of the ~~director~~Director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this chapter 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~~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~~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~~Director believed need pretreatment controls, must supply the ~~director~~Director the following information that is relevant to the users operation.
1. Identifying information.
 - a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
 2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
 3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
 4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
 5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the ~~director~~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~~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~~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~~Director shall be held harmless for delays caused by returned applications.

13.08.450 General permits.

- A. The ~~director~~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~~Director finds:
 1. Involve the same or substantially similar types of operations.
 2. Discharge the same types of wastes.
 3. Require the same effluent limitations or BMPs.
 4. Require the same or similar monitoring (or do not require monitoring).
 5. Are more appropriately controlled under a general permit.
 6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the ~~director~~Director has requested to properly evaluate the situation.
- C. The ~~director~~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~~Director as potentially being a significant industrial user, must prepare a state waste discharge permit application, obtain the endorsement of the ~~director~~Director on that application, and submit this application to Ecology for disposition. The facility shall provide the ~~director~~Director any response received from Ecology. The ~~director~~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~~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~~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~~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~~Director for wastewater services being provided to that person.

13.08.520 Wastewater discharge contract contents.

Wastewater discharge contracts will include conditions the ~~director~~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~~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~~Director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
 9. Reapplication or renewal requirements.
- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
 2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
 3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
 4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
 5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
 6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
 7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
 8. Other conditions as deemed appropriate by the ~~director~~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~~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~~Director shall consider and respond to public input as appropriate prior to issuance of a permit. The ~~director~~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~~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~~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~~Director's decision or Ecology or the ~~director~~Director's response to a request for reconsideration.

13.08.540 Wastewater discharge permit modification.

The ~~director~~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.

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~~Director and the ~~director~~Director approves the wastewater discharge permit transfer. Where the permittee also has a contract with the ~~director~~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~~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~~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~~Director of significant changes to the wastewater prior to the changed discharge.
- B. Failed to provide prior notification to the ~~director~~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~~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.

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~~Director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the ~~director~~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~~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~~Director and Ecology. Compliance schedules proposed by Existing Sources according to SMC 13.08.610(C)(4) shall:

- A. Contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the ~~Director~~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~~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~~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~~Director may require any user to provide duplicate reports as required by Ecology. Where the ~~director~~Director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the ~~director~~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~~Director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the ~~director~~Director. The ~~director~~Director may also require reporting in both digital and traditional format.

13.08.650 Reports of changed conditions.

Each user must notify the ~~director~~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~~Director and Ecology. In such cases:

- A. Either Ecology or the ~~director~~Director may require the user to submit whatever information is needed to evaluate the changed condition. The ~~director~~Director may also require a new or revised wastewater discharge permit application under SMC 13.08.450.
- B. The ~~director~~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~~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, to 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~~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~~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.

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~~Director as the ~~director~~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~~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~~Director within 30 days after becoming aware of the violation. The ~~director~~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~~Director, Ecology's permit contact, the EPA regional waste management division ~~director~~Director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
 - 2. Include the following information in the notification:
 - a. The name of the hazardous waste as found in 40 CFR Part 261,
 - b. The EPA hazardous waste number,
 - c. The type of discharge (continuous, batch, or other).
 - 3. If the discharge totals more than 220 pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
 - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.
 - 4. This notice shall be repeated for new or increased discharges of substances subject to this reporting

requirement.

5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
 6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
 7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
 8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the ~~director~~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 chapter, 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 chapter 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~~Director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the ~~director~~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~~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~~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~~Director authorizes or requires an alternative sample collection method.
5. The ~~director~~Director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
6. The ~~director~~Director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the ~~Director~~Director may also authorize fewer samples.
9. For periodic monitoring reports, (SMC 13.08.640), the ~~director~~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~~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~~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 chapter 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~~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;
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~~Director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this chapter and any wastewater discharge permit or order issued hereunder. users shall allow the ~~director~~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~~Director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The ~~director~~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~~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~~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~~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~~Director may seek issuance of a search warrant from the Skamania County Superior Court. Such warrants may be secured when:

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

13.08.920 Administrative enforcement remedies.

- A. Enforcement response plan. In administering the City's pretreatment program, the ~~director~~Director shall follow the City's approved pretreatment program procedures, including the City's enforcement response plan. The enforcement response plan is intended to ensure that enforcement is timely, proportional to the violation, and consistent with the City's treatment of similarly situated users.
- B. Progressive enforcement ladder. In response to any noncompliance with this chapter, a wastewater discharge permit, order, approval, notice, directive, or other requirement imposed under this chapter, the ~~director~~Director may use one or more of the following enforcement remedies. The remedies may be applied progressively or immediately, depending on the nature, severity, duration, recurrence, and risk created by the violation:
 1. Notice of violation. The ~~director~~Director may issue a written notice of violation identifying the violation, the corrective action required, and the deadline for compliance.
 2. Administrative order. If the violation is not corrected, if the violation is repeated, or if immediate corrective action is necessary, the ~~director~~Director may issue an administrative order requiring compliance, establishing a compliance schedule, requiring monitoring or reporting, requiring pretreatment improvements, requiring cessation of prohibited discharges, or imposing other conditions necessary to protect the POTW, the public, City personnel, or the environment.
 3. Administrative fine. The ~~director~~Director may impose administrative fines or penalties authorized by this chapter, by ordinance, by resolution, or by applicable state or federal law.
 4. Suspension of service or discharge authorization. The ~~director~~Director may suspend sewer service, wastewater discharge authorization, or any wastewater discharge permit when necessary to stop an actual or threatened discharge that presents, or may present, an imminent or substantial danger to the POTW, the public, City personnel, public health, safety, welfare, or the environment, or when a user fails to comply with a notice of violation, administrative order, permit condition, or other requirement of this chapter.

5. Termination of service or permit. For continuing, repeated, significant, or willful violations, or for failure to comply with prior enforcement actions, the ~~director~~Director may terminate sewer service, revoke or terminate a wastewater discharge permit, or prohibit further discharge to the POTW, subject to any notice and appeal rights provided by this chapter or applicable law.
6. Civil remedies. The City may seek civil enforcement, including injunctive relief, recovery of costs, damages, penalties, attorney fees where authorized, abatement, collection of unpaid charges or penalties, liens, or any other civil remedy available under this chapter or applicable law.
7. Criminal remedies. The City may refer violations for criminal enforcement where authorized by this chapter or applicable law, including violations involving knowing, willful, reckless, fraudulent, or materially harmful conduct.

C. No required sequence. The enforcement remedies listed in this section are cumulative and are not exclusive. The ~~director~~Director is not required to complete each step before proceeding to a more serious remedy where the violation, history of noncompliance, risk to the POTW, threat to health or safety, or need for prompt action warrants an accelerated response.

D. Availability of enforcement response plan. Any person may review or obtain a copy of the City's enforcement response plan by contacting the ~~director~~Director or the City. The City may charge the lawful cost of copying or producing the record.

13.08.921 Notification of violation.

The ~~director~~Director may issue a written notice of violation identifying the violation, required corrective action, and deadline for compliance. Unless otherwise directed, the user must submit a written explanation and corrective action plan within 30 days. Acceptance of a plan does not waive any violation or limit further enforcement.

13.08.922 Show cause hearing.

The ~~director~~Director may require a user to appear and show cause why proposed enforcement action should not be taken. Notice must be served at least 20 days before the hearing and must describe the alleged violation, proposed action, hearing date, and user's opportunity to present information. A show cause hearing is not required before other enforcement action.

13.08.923 Administrative orders.

The ~~director~~Director may issue or enter into consent orders, compliance orders, and cease-and-desist orders requiring compliance, corrective action, pretreatment improvements, monitoring, reporting, cessation of prohibited discharges, or other measures necessary to protect the POTW, City personnel, the public, or the environment. An administrative order does not waive penalties or limit other remedies.

13.08.925 Administrative fines.

- A. The ~~director~~Director may impose an administrative fine of up to \$10,000 per violation per day for violation of this chapter, a wastewater discharge permit, an order, or any pretreatment standard or requirement. For monthly or long-term average limits, each day in the violation period is a separate violation.
- B. The City may recover costs of emergency response, additional monitoring, investigation, administration, and enforcement caused by the violation.
- C. In setting the fine, the ~~director~~Director may consider the nature, severity, duration, recurrence, culpability, compliance history, economic benefit of noncompliance, and risk to the POTW, public health, City personnel, or the environment.

- D. Unpaid fines and costs are delinquent 30 days after the due date and may accrue penalties, interest, and liens as authorized by this chapter and applicable law.
- E. A user may request reconsideration in writing within 15 working days after notice of the fine. The ~~director~~Director may affirm, reduce, or withdraw the fine. Payment of the fine may be required as a condition of reconsideration unless waived by the ~~director~~Director. 13.08.926 Emergency discontinuance of service.
- A. The ~~director~~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~~Director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The ~~director~~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~~Director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.
- C. Any user causing the ~~director~~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~~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~~Director will first provide informal notice to the user. The ~~director~~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~~Director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the ~~director~~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~~Director may not allow the user to recommence its discharge until the user has demonstrated to the satisfaction of the ~~director~~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~~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:
 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~~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~~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~~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~~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~~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~~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~~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~~Director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The ~~director~~Director will provide any other facts the court requests, or the ~~director~~Director believes important for the court to have to render a just determination.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the ~~director~~Director may take to resolve noncompliance by a user.

13.08.933 Criminal prosecution.

A. Gross misdemeanor. Any user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, an order issued under this chapter, or any applicable pretreatment standard or requirement, shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. Each day on which a violation occurs or continues constitutes a separate offense.

B. Injury or property damage. Any user who willfully or negligently introduces any substance into the POTW that causes personal injury or property damage shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. This penalty is in addition to any other criminal charge, civil action, administrative remedy, or judicial remedy available under federal, state, or local law.

C. False statements and tampering. Any user who knowingly makes a false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this chapter, a wastewater discharge permit, or an order issued under this chapter, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter, shall, upon conviction, be guilty of a gross misdemeanor and punished by a fine of not more than \$5,000, imprisonment for not more than 364 days, or both. Each day on which a violation occurs or continues constitutes a separate offense.

D. Repeat violations. A prior conviction under this section may be considered by the court in imposing any sentence authorized by law.

13.08.934 Remedies nonexclusive.

All remedies under this chapter are cumulative and may be used separately or together unless prohibited by law.

13.08.941 Penalties for late reports.

The ~~director~~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~~Director's actions to collect late reporting penalties shall not limit the ~~director~~Director's authority to initiate any other enforcement action.

13.08.942 Performance bonds.

The ~~director~~Director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the ~~director~~Director as necessary to assure the User will achieve consistent compliance with this chapter. The ~~director~~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~~Director to convert their performance bond to a requirement to provide liability insurance, or to forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

13.08.943 Liability insurance.

The ~~director~~Director may require any user to provide insurance if they previously failed to comply with any provision of this chapter, a previous permit, or order issued hereunder, or any other pretreatment standard or

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requirement. The ~~director~~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~~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~~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~~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 chapter and pay the related costs of this action.

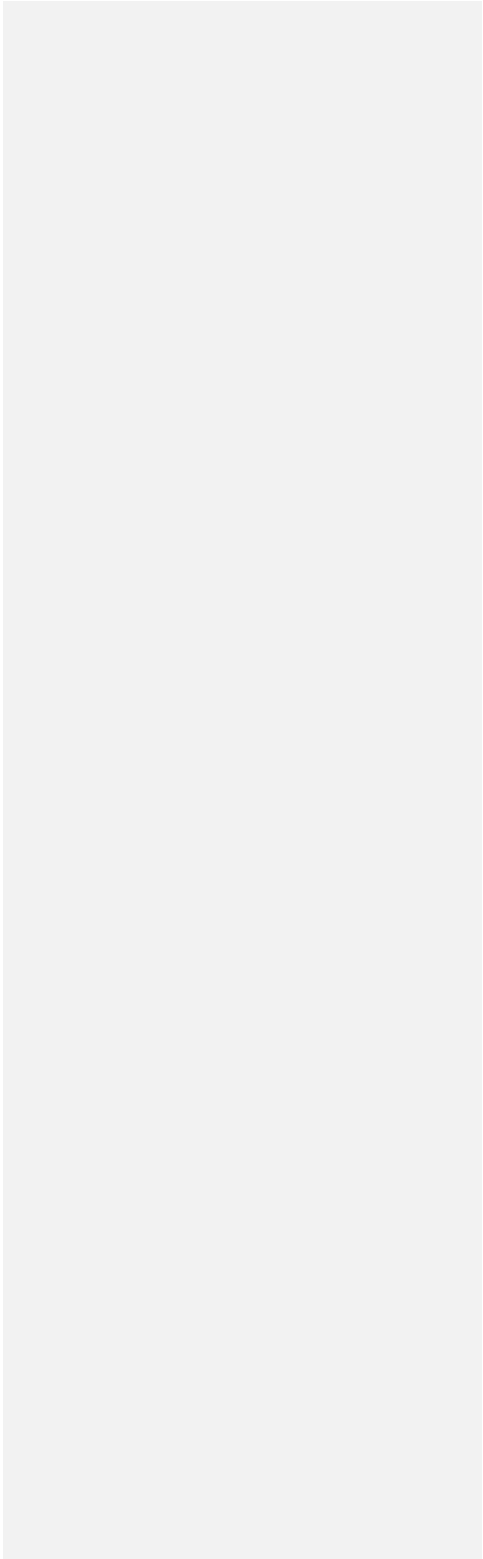
13.08.946 Public nuisances.

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~~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, 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.
 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~~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.

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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~~Director, at least ten days before the bypass wherever possible.
 2. Users must tell the ~~director~~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~~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~~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~~Director may approve an anticipated bypass, after considering its adverse effects, if the ~~director~~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;

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- D. Fees for filing appeals;
- E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the ~~director~~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 chapter and are separate from all other fees, fines, and penalties chargeable by the city.

13.08.999 Severability

If any section, subsection, sentence, clause, or phrase of this chapter is held invalid or unconstitutional, that decision does not affect the validity of the remaining portions of this chapter.

17.39.020 Conditional use permit review.

A. Planning Commission review and recommendation.

The Planning Commission shall review all complete applications for conditional use permits and shall conduct the open-record public hearing required by this chapter. Following the close of the public hearing, the Planning Commission shall forward to the City Council a written recommendation to approve, approve with conditions, deny, or remand the application, together with recommended findings and conclusions.

B. City Council final decision.

The City Council shall be the final decision-maker on all conditional use permit applications. The City Council shall consider the Planning Commission recommendation, the staff report, the application materials, public testimony and evidence admitted into the record before the Planning Commission, and any recommended findings and conditions.

C. Record before Council.

City Council review shall be based on the record established before the Planning Commission. No new evidence or testimony shall be accepted by the City Council unless the Council remands the matter to the Planning Commission or reopens the record in a manner consistent with chapter 36.70B RCW and applicable City procedures.

D. Approval criteria and conditions.

In granting a conditional use permit, the City Council may attach reasonable requirements and conditions to ensure that the development in its proposed location:

1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will conform with the Comprehensive Plan, transportation plan, or other plan officially adopted by the Council.

E. Public hearing.

At least one public hearing shall be held for each complete conditional use permit application. The public hearing shall be held before the Planning Commission unless otherwise provided by ordinance. Notice shall be given as provided in this title.

F. Final written decision.

The City Council's final decision shall be in writing and shall include findings and conclusions supporting the decision. Notice of decision shall be issued as required by chapter 36.70B RCW.

G. Judicial review.

The City Council's final decision on a conditional use permit is a final land use decision subject to judicial review under chapter 36.70C RCW.

A conditional (C) use is a discretionary use reviewed under SMC 17.39, with Planning Commission hearing and recommendation and final decision by the City Council.

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Downtown/C1 Parking Minimum Reform and Parking Wayfinding

Overview

Stevenson has already done most of the policy work needed to justify a narrow C1/downtown parking reform. The 2021 parking work, Ordinance 2021-1172, the Downtown Plan, the Comprehensive Plan, the Wayfinding Master Plan, and the 2021/2023 Downtown Parking Report all point in the same direction: reduce or eliminate private on-site parking mandates in the downtown core, manage the public right-of-way better, preserve accessibility and safety requirements, and help visitors find the parking supply that already exists.

Eliminating the C1 minimum off-street parking requirements does not mean "no parking." It stops requiring every downtown property to solve a district-wide parking issue on-site, while keeping the City focused on ADA access, fire access, loading/service access, sight distance, pedestrian safety, stormwater, voluntary parking design standards, and on-street/right-of-way management.

Because this builds on work Stevenson has already completed, it is also a practical quick win. Some of the larger housing, infrastructure, and downtown vitality questions will take longer to solve, but this is one place where the City can put a clear stake in the ground now: Stevenson is serious about removing avoidable friction, using its adopted plans, and working constructively with people who want to build housing, open businesses, reuse downtown buildings, and invest in the community.

1. Summary of the problem / what we are trying to solve

- Downtown redevelopment friction.** C1 parcels are often small, irregular, expensive, and constrained. Requiring on-site parking can consume the same land that would otherwise hold storefronts, housing, lodging rooms, restaurants, or services. On many parcels, the requirement makes a useful project infeasible or pushes an applicant into a variance process that ultimately discourages the development from happening in the first place.
- A mismatch between the parking problem and the regulatory tool.** Minimum off-street parking ratios are a blunt tool. They do not guarantee that customers can find convenient spaces, that employees avoid prime curb spaces, that visitors understand where to park, or that ADA-accessible spaces are in the right locations.
- Existing parking is not obvious to visitors.** People driving through town on SR 14/2nd Street do not necessarily know that substantial parking is available within a short walk if they turn toward Russell Avenue and continue to 1st Street, Cascade Avenue, and nearby connectors. Better wayfinding could get more use out of existing parking before the City considers more expensive supply-side solutions.
- The City has already identified the same issues.** The local planning record already calls for reducing parking requirements, improving shared/managed parking, and adding wayfinding. This discussion is about implementation, not starting from scratch.

2. Extensive work already done locally

A. 2021 C1 parking work and Ordinance 2021-1172

The 2021 staff memo was expressly titled "Reducing Parking Requirements - Increasing Residential Building Capacity" and addressed zoning code amendments related to parking requirements in the downtown area. It identified the need to reduce parking ratios, increase flexibility for shared/joint-use parking, allow off-site parking farther away, and make mixed-use residential development more feasible in C1.

Source link: [2021 parking memo / Ordinance 2021-1172 packet](#)

B. 2022 Downtown Plan for SUCCESS

The Downtown Plan gives the clearest policy statement: the parking framework should facilitate efficient short-term needs, minimize on-site parking requirements, and avoid burdening redevelopment with unnecessary parking infrastructure costs that may limit or discourage redevelopment. It also says on-site parking constraints likely stifled downtown commercial and residential development because land is expensive, parcels are small/irregular, and structured/tucked-under parking can be expensive or physically impossible.

Source link: [2022 Downtown Plan for SUCCESS](#)

C. 2022 Comprehensive Plan

The Comprehensive Plan already directs the City to manage on-street parking safely and efficiently, review and revise parking policies to minimize off-street parking requirements, consider shared-parking programs using underused lots, and provide wayfinding signage to aid traveler navigation and guide visitors to attractions and amenities.

Source link: [2022 Stevenson Comprehensive Plan](#)

D. Stevenson Wayfinding Master Plan - Fall 2012

The Wayfinding Master Plan already includes vehicular directional signs and parking/amenity signs as part of the City sign system. It also emphasizes visible placement, reduced sign clutter, public safety, tourism/business support, and reinforcement of Stevenson's existing brand. This supports a relatively low-cost signage phase rather than a new branding exercise.

Source link: [Stevenson Wayfinding Master Plan](#)

E. Downtown Stevenson Parking Report - 2021 and 2023 data

This report is especially useful because it separates the parking conversation into supply, usage, ADA access, regulation, and management. It found a large inventory of parkable spaces, noted that usage data suggested overall supply was sufficient with problems localized/time-limited, and recommended actions including clarifying where parking is available/permmissible, reserving curbside spaces for accessible-only use, reducing parking requirements for new development, adaptively managing requirements for changing uses, and amending SMC Table 17.42.090-1, SMC 17.25.130.B, and SMC 17.42.030.

Source link: [Downtown Stevenson Parking Report - 2021 and 2023 Data](#)

Overall takeaway

The policy conclusion: Stevenson has already identified downtown parking minimums as a barrier, already reduced them once, already recommended further reduction and management tools, and already identified wayfinding as part of the solution. Eliminating minimum off-street vehicle parking requirements in C1 is the next logical implementation step, not a new direction.

3. How exactly could we move this forward?

If there is enough buy-in, the Mayor can direct staff to move directly into drafting.

Requested direction to staff

If there is Council buy-in, the requested next step is for the Mayor to direct staff to prepare the mechanical ordinance language necessary to eliminate minimum off-street vehicle parking requirements in the C1 Commercial District/downtown area; route the draft through City Attorney review; complete or identify any required procedural steps; and bring the ordinance back for Council consideration at the earliest procedurally available meeting.

The intent is not to reopen the entire parking code or begin a broad citywide parking study. The intent is to implement the direction already supported by Stevenson's prior work: remove minimum private on-site parking mandates in C1/downtown, while preserving the City's authority to regulate safety, access, ADA compliance,

loading, fire access, sight distance, pedestrian safety, stormwater, voluntary parking design standards, and public right-of-way/on-street parking management.

What staff would be asked to draft

The draft ordinance should accomplish the following:

1. **Findings.** Include findings tying the amendment to the 2021 parking work, Ordinance 2021-1172, the Downtown Plan, the Comprehensive Plan, the Wayfinding Master Plan, the Downtown Parking Report, downtown redevelopment barriers, small/irregular lots, and the City's desire to manage actual parking impacts rather than impose fixed private ratios.
2. **Amend SMC 17.25.130(B), or the applicable C1 parking/loading provision.** State that no minimum off-street vehicle parking spaces are required for permitted, accessory, or conditional uses in the C1 Commercial District. Staff should decide whether loading requirements stay in 17.25.130(B), move to Chapter 17.42, or are handled through right-of-way/service-access standards.
3. **Amend SMC 17.42.030, or any equivalent general minimum-parking compliance provision.** Make clear that general off-street parking minimums do not apply within the C1 Commercial District, including for new uses, changes of use, additions, expansions, mixed-use projects, outdoor seating, residential uses, lodging, retail, food/beverage, office, service, civic, and similar downtown uses.
4. **Amend SMC Table 17.42.090-1, or any equivalent parking-ratio table.** Either exempt C1 uses from minimum off-street vehicle parking ratios or add a clear C1/downtown note stating that the minimum required number of off-street vehicle parking spaces in C1 is zero. This is the core mechanical change.
5. **Review and conform related Chapter 17.42 provisions.** Clean up any provisions addressing joint use, shared parking, off-site parking, reductions, fee-in-lieu, changes of use, mixed-use projects, outdoor seating, lodging, residential uses, unlisted uses, and loading so they do not accidentally reimpose C1 minimums or create conflicts.
6. **Preserve design and safety standards for parking that is voluntarily provided.** Any parking voluntarily provided should still comply with applicable standards for space dimensions, aisles/access, surfacing, drainage/stormwater, screening/landscaping, driveway design, pedestrian safety, and sight distance.
7. **Preserve ADA-accessible parking requirements where applicable.** The ordinance should not waive ADA, Washington State Building Code, or other accessibility requirements. Suggested language: "Nothing in this section modifies accessible parking requirements where parking is provided or where accessible parking is otherwise required by state or federal law."
8. **Preserve fire, loading, emergency access, and right-of-way management.** Make clear that eliminating C1 minimum parking ratios does not affect fire apparatus access, fire lanes, no-parking zones, loading/service access, garbage/recycling access, delivery management, utility access, curb use, public right-of-way control, or on-street parking regulations.
9. **Clarify no entitlement to public parking.** A property owner may rely on the absence of a private minimum, but the ordinance should not create any private right to reserve, occupy, control, or count public curb spaces or public lots.
10. **Preserve the City's public-parking management tools.** Make clear that the City may still use time limits, loading zones, ADA curb spaces, employee-parking strategies, wayfinding signage, enforcement, paid parking if ever considered separately, and other curb-management tools.

Likely code sections to review: SMC 17.25.130(B), SMC 17.42.030, SMC Table 17.42.090-1, and related provisions in Chapter 17.42 governing space size/access, joint use/shared parking, off-site parking, loading, surfacing, screening, fee-in-lieu, outdoor seating, unlisted uses, and change-of-use rules. Staff should verify the current code text in Municode before drafting.

Source link: [Stevenson Municipal Code](#)

Source link: [City Laws & Regulations page](#)

Companion parking wayfinding direction

Separately from the zoning ordinance, Mayor Taylor could also direct staff to identify a practical first-phase parking wayfinding package. This should be treated as a low-cost implementation track, not a prerequisite to the C1 code amendment. Staff should identify:

- A simple map of existing public, municipal, shared, or otherwise visitor-usable parking within one to three blocks of the downtown core.
- Recommended first-phase sign locations for drivers on SR 14/2nd Street, especially signs that tell drivers when and where to turn toward Russell Avenue and connect to 1st Street, Cascade Avenue, and nearby parking areas.
- Clear sign language such as "Downtown Parking," "Public Parking," "Waterfront / Downtown Parking," and walking-time cues if appropriate.
- Consistency with Stevenson's adopted Wayfinding Master Plan and existing sign brand.
- WSDOT/state-highway/right-of-way coordination needs for any signage visible from or located along SR 14/2nd Street.
- ADA-accessible parking wayfinding: not just more signs generally, but signs that help visitors find accessible spaces and do not displace loading, fire, or emergency access.
- A rough cost range, phasing option, and maintenance plan. Phase 1 should be the cheapest useful package: a small number of attractive directional signs before any larger capital project is considered.

Requested meeting outcome

The requested outcome is to determine whether there is enough Council support for the Mayor to direct staff to draft the ordinance language necessary to eliminate minimum off-street vehicle parking requirements in the C1 Commercial District/downtown area, have the draft reviewed by the City Attorney, complete or identify any required procedural steps, and bring it back for Council consideration as soon as legally and practically available.

The requested action is direction to draft and return with proposed ordinance language. If the required steps can be satisfied or properly scheduled quickly, the draft could come back as soon as the next regular meeting; otherwise, staff should bring it back at the earliest procedurally available meeting.

4. Source links

Key local sources

- [2021 parking memo / Ordinance 2021-1172 packet](#)
- [2022 Downtown Plan for SUCCESS](#)
- [2022 Stevenson Comprehensive Plan](#)
- [Stevenson Wayfinding Master Plan](#)
- [Downtown Stevenson Parking Report - 2021 and 2023 Data](#)
- [Stevenson Municipal Code](#)
- [City Laws & Regulations page](#)

Process and Washington-law sources for broader context

- [RCW 35A.63.100 - zoning ordinance hearing / municipal authority](#)
- [RCW 36.70A.106 - Commerce notice / adopted regulation transmittal](#)
- [WAC 365-196-630 - 60-day and expedited review process](#)
- [MRSC Parking Regulations](#)



City of Stevenson

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

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

Recommendation

Approve a Personal Services Agreement with Teresa D. Johnson CPA, Inc. (TDJ CPA) for CPA advisory and financial oversight services in an amount not to exceed \$15,000 through December 31, 2026.

Background

The City has identified a need for additional financial oversight and technical accounting support to ensure compliance with Washington State Auditor requirements, improve internal controls, and provide independent review of financial reporting. Due to staffing limitations common in small municipalities, full segregation of duties and specialized governmental accounting expertise can be challenging to achieve internally.

Scope of Work

TDJ CPA will provide oversight and advisory services, including:

- Review of the City's annual financial report prior to submission
- Review of monthly financial reports before presentation to Council
- Guidance on cash reconciliations and reconciliation processes
- Internal control review of selected finance activities and work products
- Budget development support and consultation
- Assistance with State Auditor (SAO) requirements and BARS reporting
- General accounting guidance as requested within the contract limit

Services are advisory in nature and do not include day-to-day accounting functions.

Fiscal Impact

- Not-to-exceed amount: \$15,000
- Hourly rates:
 - CPA: \$274
 - Accountant: \$205
 - Financial Analyst: \$114

Costs will be incurred only as services are used and will be monitored to remain within budget.

Benefits to the City

State Auditor Compliance

- Improves accuracy and completeness of financial reporting
- Helps prepare for Washington State Auditor Office (SAO) audits
- Reduces risk of audit findings and repeat deficiencies
- Provides technical expertise on GASB and BARS requirements

Segregation of Duties

- Provides an independent review layer over financial processes
- Helps mitigate risks in areas where duties cannot be fully separated due to staffing constraints
- Demonstrates implementation of compensating controls, consistent with auditor expectations

Internal Controls and Risk Reduction

- Identifies process gaps and control weaknesses
- Recommend best practices to strengthen financial operations
- Supports accountability and transparency

Operational Value

- Provides access to CPA-level expertise without the cost of a full-time position
- Enhances confidence in financial information presented to Council
- Supports staff with complex accounting and reporting requirements

Conclusion

This agreement provides a cost-effective and practical approach to improving financial oversight, strengthening internal controls, and supporting compliance with State Auditor requirements. It is particularly beneficial in addressing segregation of duties limitations and enhancing the overall reliability of the City's financial reporting.

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, APPROVING A PERSONAL SERVICES AGREEMENT WITH TDJ CPA, INC. FOR CPA-LEVEL ACCOUNTING SERVICES AND AUTHORIZING EXECUTION OF THE AGREEMENT.

WHEREAS, the City of Stevenson is a Washington code city operating under the mayor-council plan of government; and

WHEREAS, under RCW 35A.11.010 and RCW 35A.11.020, the City may contract and exercise powers through its legislative body for municipal purposes; and

WHEREAS, under RCW 35A.12.100, the Mayor serves as the chief executive and administrative officer of the City, and under RCW 35A.12.190, the City Council has the powers and authority granted to the legislative bodies of code cities; and

WHEREAS, the City has identified a need for CPA-level accounting oversight, guidance, review, and support concerning the City’s financial reporting, cash reconciliations, monthly financial report review, internal-control support, budget assistance, and state reporting requirements; and

WHEREAS, TDJ CPA, Inc. has the professional experience and qualifications to provide the requested CPA-level accounting services to the City; and

WHEREAS, the proposed Personal Services Agreement provides for accounting services through December 31, 2026, with total compensation not to exceed Fifteen Thousand Dollars (\$15,000.00) unless amended in writing and approved by the City; and

WHEREAS, the City Council finds that approval of the Agreement is in the best interests of the City and will assist the City in carrying out its financial oversight, reporting, and administrative responsibilities;

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

Section 1. Approval of Agreement.

The City Council approves the Personal Services Agreement for Accounting Services between the City of Stevenson and TDJ CPA, Inc., in substantially the form presented to the City Council with this Resolution (the “Agreement”).

Section 2. Authorization to Execute.

The Mayor is authorized to execute the Agreement on behalf of the City and to take all administrative actions reasonably necessary to implement the Agreement. The Mayor is further

authorized to approve non-material revisions to the Agreement, if any, as approved by the City Attorney.

Section 3. Compensation and Contract Administration.

Payments under the Agreement shall be made from legally available and properly budgeted City funds. Total compensation under the Agreement shall not exceed Fifteen Thousand Dollars (\$15,000.00) unless increased by a written amendment approved by the City and signed by the authorized representatives of the parties. The Mayor or the Mayor’s designee is authorized to administer the Agreement, review invoices, and coordinate the City’s performance under the Agreement.

Section 4. Severability.

If any section, subsection, sentence, clause, or phrase of this Resolution is held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 5. Effective Date.

This Resolution shall take effect immediately upon passage by the City Council and signature by the Mayor.

PASSED by the City Council of the City of Stevenson, Washington, at a regular meeting thereof held this ____ day of _____, 2026.

Jenny Taylor, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A
PERSONAL SERVICES AGREEMENT
Accounting Services — TDJ CPA, Inc.

Attach the Personal Services Agreement for Accounting Services between the City of Stevenson and TDJ CPA, Inc., in the form presented to the City Council. The Agreement provides for CPA-level accounting oversight, guidance, review, and support services through December 31, 2026, with total compensation not to exceed \$15,000.00 unless amended in writing and approved by the City.

b)

TREASURER'S REPORT
Fund Totals

City Of Stevenson

05/01/2026 To: 05/31/2026

Time: 12:51:09 Date: 06/16/2026
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,616,214.98	315,639.60	86,248.57	1,845,606.01	15,376.60	105.27	-205.00	1,860,882.88
010 General Reserve Fund	368,673.56	0.00		368,673.56	0.00	0.00	0.00	368,673.56
020 General Fire Fund	2,270,579.25	0.00	2,857.64	2,267,721.61	0.00	528.00	0.00	2,268,249.61
100 Street Fund	173,175.89	23,111.08	28,552.78	167,734.19	831.45	0.00	0.00	168,565.64
103 Tourism Promo & Develop Fund	1,636,237.48	31,642.72	45,877.40	1,622,002.80	0.00	0.00	0.00	1,622,002.80
105 Affordable Housing Fund	28,335.52	0.00		28,335.52	0.00	0.00	0.00	28,335.52
107 HEALing SCARS Fund	10,853.54	0.00		10,853.54	0.00	0.00	0.00	10,853.54
300 Capital Improvement Fund	338,101.61	1,707.75		339,809.36	0.00	0.00	0.00	339,809.36
311 First Street	-53,251.13	0.00		-53,251.13	0.00	0.00	0.00	-53,251.13
314 Lasher Street Improv. Fund	-13,103.35	0.00	1,930.29	-15,033.64	0.00	0.00	0.00	-15,033.64
400 Water/Sewer Fund	1,887,381.22	275,227.24	506,615.13	1,655,993.33	3,365.59	0.00	-4,795.17	1,654,563.75
406 Wastewater Short Lived Asset Res. Fund	130,674.00	0.00		130,674.00	0.00	0.00	0.00	130,674.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-180,023.67	0.00		-180,023.67	0.00	0.00	0.00	-180,023.67
415 Cascade Avenue Utility Improvements	-256,876.49	0.00		-256,876.49	0.00	0.00	0.00	-256,876.49
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	150,395.95	16,728.27	64,694.95	102,429.27	5,145.88	0.00	0.00	107,575.15
630 Stevenson Municipal Court	0.00	560.07	560.07	0.00	0.00	0.00	0.00	0.00
	<u>8,188,109.36</u>	<u>664,616.73</u>	<u>737,336.83</u>	<u>8,115,389.26</u>	<u>24,719.52</u>	<u>633.27</u>	<u>-5,000.17</u>	<u>8,135,741.88</u>

TREASURER'S REPORT
Account Totals

City Of Stevenson

05/01/2026 To: 05/31/2026

Time: 12:51:09 Date: 06/16/2026

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,513,521.11	628,029.85	720,608.56	2,420,942.40	-2,531.90	25,351.99	2,443,762.49
10	Xpress Bill Pay	89,563.81	93,858.61	74,000.00	109,422.42	-2,468.27	0.00	106,954.15
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	399.20	0.00	0.00	399.20	0.00	0.80	400.00
Total Cash:		2,603,584.12	721,888.46	794,608.56	2,530,864.02	-5,000.17	25,352.79	2,551,216.64

Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,974,261.13	0.00	0.00	2,974,261.13	0.00	0.00	2,974,261.13
6	US Bank Safekeeping	3,646,197.17	0.00	0.00	3,646,197.17	-989,435.18	0.00	2,656,761.99
Total Investments:		6,620,458.30	0.00	0.00	6,620,458.30	-989,435.18	0.00	5,631,023.12
		9,224,042.42	721,888.46	794,608.56	9,151,322.32	-994,435.35	25,352.79	8,182,239.76

b)

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 12:51:09 Date: 06/16/2026
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05/01/2026 To: 05/31/2026

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	751,792.51					751,792.51
010 000 General Reserve Fund	136,196.32					136,196.32
020 000 Fire Reserve Fund	926,342.10					926,342.10
100 000 Street Fund	14,772.52					14,772.52
103 000 Tourism Promo & Develop Fund	703,380.62					703,380.62
105 000 Affordable Housing Fund	4,312.91					4,312.91
107 000 HEALing SCARS Fund	151.57					151.57
300 000 Capital Improvement Fund	201,266.52					201,266.52
400 000 Water/Sewer Fund	236,046.06					236,046.06
5 - LGIP	2,974,261.13	0.00	0.00			2,974,261.13
001 000 General Expense Fund	1,102,276.46					1,102,276.46
010 000 General Reserve Fund	282,578.48					282,578.48
020 000 Fire Reserve Fund	1,261,996.38					1,261,996.38
100 000 Street Fund	34,997.74					34,997.74
103 000 Tourism Promo & Develop Fund	838,664.85					838,664.85
105 000 Affordable Housing Fund	18,940.60					18,940.60
107 000 HEALing SCARS Fund	12,697.18					12,697.18
300 000 Capital Improvement Fund	94,045.48					94,045.48
6 - US Bank Safekeeping	3,646,197.17	0.00	0.00			3,646,197.17
	6,620,458.30	0.00	0.00			6,620,458.30

b)

TREASURER'S REPORT
Fund Investment Totals

City Of Stevenson

05/01/2026 To: 05/31/2026

Time: 12:51:09 Date: 06/16/2026

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,854,068.97					1,854,068.97	-8,462.96
010 General Reserve Fund	418,774.80					418,774.80	-50,101.24
020 General Fire Fund	2,188,338.48					2,188,338.48	79,383.13
100 Street Fund	49,770.26					49,770.26	117,963.93
103 Tourism Promo & Develop Fund	1,542,045.47					1,542,045.47	79,957.33
105 Affordable Housing Fund	23,253.51					23,253.51	5,082.01
107 HEALing SCARS Fund	12,848.75					12,848.75	-1,995.21
300 Capital Improvement Fund	295,312.00					295,312.00	44,497.36
311 First Street						0.00	-53,251.13
314 Lasher Street Improv. Fund						0.00	-15,033.64
400 Water/Sewer Fund	236,046.06					236,046.06	1,419,947.27
406 Wastewater Short Lived Asset Res. Fund						0.00	130,674.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-180,023.67
415 Cascade Avenue Utility Improvements						0.00	-256,876.49
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund						0.00	102,429.27
	<u>6,620,458.30</u>					<u>6,620,458.30</u>	<u>1,494,930.96</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

8,115,389.26

b)

TREASURER'S REPORT

Outstanding Vouchers

05/01/2026 To: 05/31/2026

As Of: 05/31/2026 Date: 06/16/2026

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City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	1300	05/31/2026	Util Pay	1		Xpress Billpay	726.91	Xpress Import - CC - 05-28-2026__daily_batch.csv
2026	1301	05/31/2026	Util Pay	1		Xpress Billpay	95.74	Xpress Import - CC - 05-29-2026__daily_batch.csv
2026	1303	05/31/2026	Util Pay	1		Xpress Billpay	1,413.67	Xpress Import - CC - 05-30-2026__daily_batch.csv
2026	1305	05/31/2026	Util Pay	1		Xpress Billpay	295.58	Xpress Import - CC - 05-31-2026__daily_batch.csv
Receipts Outstanding:							2,531.90	
2026	1161	05/21/2026	Claims	1	EFT	Employment Security Dept.	1,896.36	Q1/2026 - Benefit Charge
2025	321	02/20/2025	Claims	1	EFT	Columbia Bank	116.33	Deposit tickets
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2024	3166	12/19/2024	Claims	1	18300	Jones Boys Electric and Construction	830.81	Statement 11/14/2024; Street Light troubleshoot
2025	2934	12/08/2025	Payroll	1	19051	Ron L Chamness	29.56	PP 12.1.25-12.31.25 VFF
2025	2936	12/08/2025	Payroll	1	19053	Monica K Erwin	125.60	PP 12.1.25-12.31.25 VFF
2025	2938	12/08/2025	Payroll	1	19055	Robert Farris	243.80	PP 12.1.25-12.31.25 VFF
2025	2945	12/08/2025	Payroll	1	19062	Jacob Ledesma	59.10	PP 12.1.25-12.31.25 VFF
2025	2946	12/08/2025	Payroll	1	19063	Jasch D Manning	22.16	PP 12.1.25-12.31.25 VFF
2025	2953	12/08/2025	Payroll	1	19070	Samia S Rudd	7.38	PP 12.1.25-12.31.25 VFF
2026	1175	05/21/2026	Claims	1	19411	Columbia River Disposal	398.60	April 2026 Statement
2026	1180	05/21/2026	Claims	1	19416	Enviro-Clean Equipment Inc	5,226.76	Vac Truck Maintenance
2026	1182	05/21/2026	Claims	1	19418	Evergreen Rural Water of Washington	380.80	C Bond Waste Water Exam
2026	1186	05/21/2026	Claims	1	19422	Gregory Scott Cheney	890.00	Court Appointed Attorney Fees
2026	1187	05/21/2026	Claims	1	19423	H2Oregon	47.36	Cooler H/C Rent; 5 Gallon Premium
2026	1198	05/21/2026	Claims	1	19434	Prothman	8,345.00	April 2026 - 2nd installment City Admin Recruiting; April 2026 - City Admin Recruiting expenses
2026	1208	05/21/2026	Claims	1	19444	Skamania County Solid Waste Department	69.90	April 2026 Statement
2026	1211	05/21/2026	Claims	1	19447	Stevens Cleaning LLC	532.43	April 2026 Statement
2026	1215	05/21/2026	Claims	1	19451	US Bank Safekeeping	348.00	MAY 2026 - US Bank Safekeeping Fees
2026	1217	05/21/2026	Claims	1	19453	US Bank	5,064.62	April 2026 Statement Card 2311; April 2026 Statement Card 8023; April 2026 Statement 4631
2026	1218	05/21/2026	Claims	1	19454	US Postmaster	370.00	Annual Presort Permit June 2026-May 2027
2026	1224	05/21/2026	Claims	1	19460	Wave Division Holdings LLC	201.75	April 2026 Statement
2026	1275	05/31/2026	Payroll	1	19461	WGAP Washington Gorge Action Program	136.44	Pay Cycle(s) 05/01/2026 To 05/31/2026 - Food Bank
							25,351.99	
2026	512	03/03/2026	Tr Rec	10		Htay, Yee Yee	75.00	
2026	1226	05/19/2026	Tr Rec	10		Lueders Pyrotechnics LLC	75.00	
2026	1277	05/26/2026	Util Pay	10		Xpress Billpay	43.50	Xpress Import - EFT - 05-26-2026__daily_batch.csv
2026	1294	05/27/2026	Tr Rec	10		Lerum, Carla	55.00	
2026	1302	05/31/2026	Util Pay	10		Xpress Billpay	1,492.15	Xpress Import - EFT - 05-29-2026__daily_batch.csv

TREASURER'S REPORT
Outstanding Vouchers
05/01/2026 To: 05/31/2026

City Of Stevenson

As Of: 05/31/2026 Date: 06/16/2026
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	1304	05/31/2026	Util Pay	10		Xpress Billpay	727.62	Xpress Import - EFT - 05-30-2026__daily_batch.csv
							Receipts Outstanding:	2,468.27
2025	1138	05/21/2025	Claims	12	0	Skamania County Building Division	0.80	Missed .80 from May 2025 payment for cloud permit
								0.80
								25,352.79

Fund	Claims	Payroll	Total
001 General Expense Fund	15,376.60	105.27	15,481.87
020 General Fire Fund	0.00	528.00	528.00
100 Street Fund	831.45	0.00	831.45
400 Water/Sewer Fund	3,365.59	0.00	3,365.59
500 Equipment Service Fund	5,145.88	0.00	5,145.88
	<u>24,719.52</u>	<u>633.27</u>	<u>25,352.79</u>

b)

TREASURER'S REPORT
Signature Page

City Of Stevenson

05/01/2026 To: 05/31/2026

Time: 12:51:09 Date: 06/16/2026
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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2026 BUDGET POSITION

b) City Of Stevenson

Time: 13:41:09 Date: 06/16/2026
Page: 1

001 General Expense Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
100 Unreserved	1,376,733.98	0.00	1,664,552.75	(287,818.77)	0.0%
102 Unemployment Reserve	33,414.00	0.00	0.00	33,414.00	100.0%
104 Custodial Reserve	51,135.13	0.00	0.00	51,135.13	100.0%
308 Beginning Balances	1,461,283.11	0.00	1,664,552.75	(203,269.64)	0.0%
311 Property Tax	591,739.75	235,356.51	310,845.15	280,894.60	47.5%
313 Sales Tax	430,000.00	61,709.29	277,571.80	152,428.20	35.4%
316 Utility Tax	32,000.00	1,405.32	36,469.63	(4,469.63)	0.0%
317 Other Tax	16,000.00	1,522.57	17,953.02	(1,953.02)	0.0%
310 Taxes	1,069,739.75	299,993.69	642,839.60	426,900.15	39.9%
000	0.00	75.00	75.00	(75.00)	0.0%
321 Licenses	2,900.00	1,320.83	3,392.49	(492.49)	0.0%
322 Permits	0.00	11,372.04	42,555.42	(42,555.42)	0.0%
320 Licenses & Permits	2,900.00	12,767.87	46,022.91	(43,122.91)	0.0%
335 State Shared	11,000.00	0.00	0.00	11,000.00	100.0%
336 State Entitlements, Impact Payments &	19,014.55	0.00	10,251.96	8,762.59	46.1%
330 Intergovernmental Revenues	30,014.55	0.00	10,251.96	19,762.59	65.8%
341 Admin, Printing & Probation Fees	364,862.12	0.00	346.00	364,516.12	99.9%
345 Planning	4,500.00	650.00	3,350.00	1,150.00	25.6%
340 Charges For Goods & Services	369,362.12	650.00	3,696.00	365,666.12	99.0%
350 Fines & Penalties	12,700.00	1,689.93	4,886.89	7,813.11	61.5%
100 General Interest Income	5,500.00	474.11	38,024.86	(32,524.86)	0.0%
376 Parks	2,500.00	0.00	0.00	2,500.00	100.0%
360 Interest & Other Earnings	8,000.00	474.11	38,024.86	(30,024.86)	0.0%
380 Non Revenues	40,000.00	64.00	704.00	39,296.00	98.2%
390 Other Financing Sources	0.00	0.00	8,021.75	(8,021.75)	0.0%
Fund Revenues:	2,993,999.53	315,639.60	2,419,000.72	574,998.81	19.2%

Expenditures	Amt Budgeted	May	YTD	Remaining	
511 Legislative	37,000.00	806.48	4,896.93	32,103.07	86.8%
512 Judicial	96,510.00	5,390.00	28,184.99	68,325.01	70.8%
513 Executive	161,967.22	685.00	59,381.26	102,585.96	63.3%
514 Financial, Recording & Elections	214,997.94	17,444.52	123,714.60	91,283.34	42.5%
515 Legal Services	17,500.00	1,358.46	24,753.51	(7,253.51)	0.0%
517 Employee Benefit Programs	10,525.00	1,896.36	7,019.80	3,505.20	33.3%
518 Centralized Services	137,280.18	13,866.45	97,956.25	39,323.93	28.6%
521 Law Enforcement	402,300.00	31,488.30	148,934.06	253,365.94	63.0%
524 Protective Inspections	22,000.00	0.00	0.00	22,000.00	100.0%
528 Dispatch Services	6,000.00	0.00	3,414.69	2,585.31	43.1%
553 Conservation	521.00	0.00	667.60	(146.60)	0.0%
000	65,000.00	1,470.00	1,470.00	63,530.00	97.7%
550 Development Review	40,000.00	7,623.50	25,216.11	14,783.89	37.0%
560 Planning	219,789.40	2,771.77	13,342.54	206,446.86	93.9%
570 Economic Development	28,085.00	0.00	15,435.00	12,650.00	45.0%

2026 BUDGET POSITION

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001 General Expense Fund

Expenditures	Amt Budgeted	May	YTD	Remaining	
558 Planning & Community Devel					
558 Planning & Community Devel	352,874.40	11,865.27	55,463.65	297,410.75	84.3%
562 Public Health	10,000.00	0.00	0.00	10,000.00	100.0%
565 Welfare	10,000.00	0.00	0.00	10,000.00	100.0%
566 Substance Abuse	150.00	53.40	53.40	96.60	64.4%
573 Cultural & Community Activities	1,500.00	0.00	0.00	1,500.00	100.0%
576 Park Facilities	93,154.00	2,508.51	17,764.23	75,389.77	80.9%
580 Non Expenditures	0.00	(1,114.18)	1,189.74	(1,189.74)	0.0%
597 Interfund Transfers	325,811.00	0.00	0.00	325,811.00	100.0%
100 Unreserved	1,057,109.67	0.00	0.00	1,057,109.67	100.0%
102 Unemployment Reserve	33,414.00	0.00	0.00	33,414.00	100.0%
104 Custodial Reserve	51,135.13	0.00	0.00	51,135.13	100.0%
999 Ending Balance	1,141,658.80	0.00	0.00	1,141,658.80	100.0%
Fund Expenditures:	3,041,749.54	86,248.57	573,394.71	2,468,354.83	81.1%
Fund Excess/(Deficit):	(47,750.01)	229,391.03	1,845,606.01		

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010 General Reserve Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	354,785.42	0.00	364,260.74	(9,475.32)	0.0%
360 Interest & Other Earnings	0.00	0.00	4,412.82	(4,412.82)	0.0%
Fund Revenues:	354,785.42	0.00	368,673.56	(13,888.14)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	354,785.42	0.00	0.00	354,785.42	100.0%
Fund Expenditures:	354,785.42	0.00	0.00	354,785.42	100.0%
Fund Excess/(Deficit):	0.00	0.00	368,673.56		

2026 BUDGET POSITION

b) City Of Stevenson

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020 General Fire Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	2,126,547.88	0.00	2,310,052.74	(183,504.86)	0.0%
340 Charges For Goods & Services	50,000.00	0.00	0.00	50,000.00	100.0%
360 Interest & Other Earnings	0.00	0.00	22,473.27	(22,473.27)	0.0%
397 Interfund Transfers	411,809.00	0.00	0.00	411,809.00	100.0%
Fund Revenues:	2,588,356.88	0.00	2,332,526.01	255,830.87	9.9%
Expenditures	Amt Budgeted	May	YTD	Remaining	
202 Fire Department	260,136.88	2,857.64	64,681.10	195,455.78	75.1%
203 Fire District 2	64,940.00	0.00	123.30	64,816.70	99.8%
522 Fire Control	325,076.88	2,857.64	64,804.40	260,272.48	80.1%
999 Ending Balance	2,313,280.00	0.00	0.00	2,313,280.00	100.0%
Fund Expenditures:	2,638,356.88	2,857.64	64,804.40	2,573,552.48	97.5%
Fund Excess/(Deficit):	(50,000.00)	(2,857.64)	2,267,721.61		

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100 Street Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	46,655.90	0.00	230,194.67	(183,538.77)	0.0%
000	0.00	20,694.50	92,992.08	(92,992.08)	0.0%
313 Sales Tax	400,000.00	0.00	0.00	400,000.00	100.0%
316 Utility Tax	70,000.00	0.00	26,831.76	43,168.24	61.7%
310 Taxes	470,000.00	20,694.50	119,823.84	350,176.16	74.5%
320 Licenses & Permits	600.00	300.00	1,481.25	(881.25)	0.0%
336 State Entitlements, Impact Payments &	42,643.80	2,116.58	14,895.33	27,748.47	65.1%
330 Intergovernmental Revenues	42,643.80	2,116.58	14,895.33	27,748.47	65.1%
360 Interest & Other Earnings	0.00	0.00	504.90	(504.90)	0.0%
397 Interfund Transfers	189,000.00	0.00	0.00	189,000.00	100.0%
Fund Revenues:	748,899.70	23,111.08	366,899.99	381,999.71	51.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
542 Roadway	429,933.73	9,587.14	88,560.29	341,373.44	79.4%
543 Stormwater	35,039.93	3,313.01	29,951.22	5,088.71	14.5%
545 Lights, Signs, Paths, Landscaping	40,357.50	6,885.96	19,004.92	21,352.58	52.9%
546 Snow Removal	37,092.19	0.00	69.47	37,022.72	99.8%
542 Streets - Maintenance	542,423.35	19,786.11	137,585.90	404,837.45	74.6%
543 Streets Admin & Overhead	121,310.70	7,855.24	60,668.47	60,642.23	50.0%
544 Road & Street Operations	8,000.00	852.48	852.48	7,147.52	89.3%
566 Substance Abuse	0.00	58.95	58.95	(58.95)	0.0%
999 Ending Balance	77,165.65	0.00	0.00	77,165.65	100.0%
Fund Expenditures:	748,899.70	28,552.78	199,165.80	549,733.90	73.4%
Fund Excess/(Deficit):	0.00	(5,441.70)	167,734.19		

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103 Tourism Promo & Develop Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	1,307,054.87	0.00	1,602,327.57	(295,272.70)	0.0%
310 Taxes	487,190.00	31,642.72	170,220.78	316,969.22	65.1%
360 Interest & Other Earnings	0.00	0.00	15,710.60	(15,710.60)	0.0%
Fund Revenues:	1,794,244.87	31,642.72	1,788,258.95	5,985.92	0.3%
Expenditures	Amt Budgeted	May	YTD	Remaining	
573 Cultural & Community Activities	654,017.00	45,877.40	166,256.15	487,760.85	74.6%
999 Ending Balance	1,150,227.87	0.00	0.00	1,150,227.87	100.0%
Fund Expenditures:	1,804,244.87	45,877.40	166,256.15	1,637,988.72	90.8%
Fund Excess/(Deficit):	(10,000.00)	(14,234.68)	1,622,002.80		

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105 Affordable Housing Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	27,250.75	0.00	27,488.43	(237.68)	0.0%
310 Taxes	5,000.00	0.00	625.88	4,374.12	87.5%
360 Interest & Other Earnings	0.00	0.00	221.21	(221.21)	0.0%
Fund Revenues:	32,250.75	0.00	28,335.52	3,915.23	12.1%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	32,250.75	0.00	0.00	32,250.75	100.0%
Fund Expenditures:	32,250.75	0.00	0.00	32,250.75	100.0%
Fund Excess/(Deficit):	0.00	0.00	28,335.52		

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107 HEALing SCARS Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	10,436.64	0.00	10,677.34	(240.70)	0.0%
360 Interest & Other Earnings	0.00	0.00	176.20	(176.20)	0.0%
Fund Revenues:	10,436.64	0.00	10,853.54	(416.90)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	10,436.64	0.00	0.00	10,436.64	100.0%
Fund Expenditures:	10,436.64	0.00	0.00	10,436.64	100.0%
Fund Excess/(Deficit):	0.00	0.00	10,853.54		

2026 BUDGET POSITION

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300 Capital Improvement Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	306,406.26	0.00	325,621.42	(19,215.16)	0.0%
310 Taxes	20,000.00	1,707.75	11,344.21	8,655.79	43.3%
360 Interest & Other Earnings	0.00	0.00	2,843.73	(2,843.73)	0.0%
Fund Revenues:	326,406.26	1,707.75	339,809.36	(13,403.10)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	326,406.26	0.00	0.00	326,406.26	100.0%
Fund Expenditures:	326,406.26	0.00	0.00	326,406.26	100.0%
Fund Excess/(Deficit):	0.00	1,707.75	339,809.36		

2026 BUDGET POSITION

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311 First Street

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	(385,304.60)	0.00	(53,251.13)	(332,053.47)	0.0%
Fund Revenues:	(385,304.60)	0.00	(53,251.13)	(332,053.47)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	(385,304.60)	0.00	0.00	(385,304.60)	0.0%
Fund Expenditures:	(385,304.60)	0.00	0.00	(385,304.60)	0.0%
Fund Excess/(Deficit):	0.00	0.00	(53,251.13)		

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314 Lasher Street Improv. Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	(37,749.84)	0.00	(127,858.83)	90,108.99	238.7%
330 Intergovernmental Revenues	450,000.00	0.00	127,739.13	322,260.87	71.6%
Fund Revenues:	412,250.16	0.00	(119.70)	412,369.86	100.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
594 Capital Expenditures	450,000.00	1,930.29	14,913.94	435,086.06	96.7%
999 Ending Balance	(37,749.84)	0.00	0.00	(37,749.84)	0.0%
Fund Expenditures:	412,250.16	1,930.29	14,913.94	397,336.22	96.4%
Fund Excess/(Deficit):	0.00	(1,930.29)	(15,033.64)		

2026 BUDGET POSITION

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400 Water/Sewer Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
400 Water/Sewer	758,541.93	0.00	1,807,051.25	(1,048,509.32)	0.0%
401 Water	426,912.04	0.00	0.00	426,912.04	100.0%
402 Sewer	315,136.92	0.00	0.00	315,136.92	100.0%
308 Beginning Balances	1,500,590.89	0.00	1,807,051.25	(306,460.36)	0.0%
343 Water	0.00	700.00	1,168.25	(1,168.25)	0.0%
344 Sewer	0.00	0.00	1,409.09	(1,409.09)	0.0%
320 Licenses & Permits	0.00	700.00	2,577.34	(2,577.34)	0.0%
343 Water	1,102,437.54	78,743.66	354,461.66	747,975.88	67.8%
344 Sewer	1,785,582.00	156,936.58	757,968.87	1,027,613.13	57.6%
340 Charges For Goods & Services	2,888,019.54	235,680.24	1,112,430.53	1,775,589.01	61.5%
343 Water	46,674.00	20,557.00	53,922.00	(7,248.00)	0.0%
344 Sewer	56,532.00	18,290.00	36,580.00	19,952.00	35.3%
400 Water/Sewer	4,000.00	0.00	2,126.17	1,873.83	46.8%
360 Interest & Other Earnings	107,206.00	38,847.00	92,628.17	14,577.83	13.6%
Fund Revenues:	4,495,816.43	275,227.24	3,014,687.29	1,481,129.14	32.9%
Expenditures	Amt Budgeted	May	YTD	Remaining	
534 Water Utilities	1,317,514.68	138,693.09	529,088.39	788,426.29	59.8%
535 Sewer	1,202,929.11	76,574.61	467,207.50	735,721.61	61.2%
534 Water	60,621.80	59,678.58	77,756.35	(17,134.55)	0.0%
535 Sewer	485,691.70	225,621.45	225,621.45	260,070.25	53.5%
591 Debt Service	546,313.50	285,300.03	303,377.80	242,935.70	44.5%
534 Water	116,126.54	6,047.40	59,020.27	57,106.27	49.2%
594 Capital Expenditures	116,126.54	6,047.40	59,020.27	57,106.27	49.2%
000	75,000.00	0.00	0.00	75,000.00	100.0%
535 Sewer	21,779.00	0.00	0.00	21,779.00	100.0%
597 Interfund Transfers	96,779.00	0.00	0.00	96,779.00	100.0%
400 Water/Sewer	475,848.64	0.00	0.00	475,848.64	100.0%
401 Water	369,886.04	0.00	0.00	369,886.04	100.0%
402 Sewer	371,668.92	0.00	0.00	371,668.92	100.0%
999 Ending Balance	1,217,403.60	0.00	0.00	1,217,403.60	100.0%
Fund Expenditures:	4,497,066.43	506,615.13	1,358,693.96	3,138,372.47	69.8%
Fund Excess/(Deficit):	(1,250.00)	(231,387.89)	1,655,993.33		

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401 Water Short Lived Asset Reserve

Revenues	Amt Budgeted	May	YTD	Remaining	
397 Interfund Transfers	75,000.00	0.00	0.00	75,000.00	100.0%
Fund Revenues:	75,000.00	0.00	0.00	75,000.00	100.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	75,000.00	0.00	0.00	75,000.00	100.0%
Fund Expenditures:	75,000.00	0.00	0.00	75,000.00	100.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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b) City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	130,674.00	0.00	130,674.00	0.00	0.0%
397 Interfund Transfers	21,779.00	0.00	0.00	21,779.00	100.0%
Fund Revenues:	152,453.00	0.00	130,674.00	21,779.00	14.3%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	152,453.00	0.00	0.00	152,453.00	100.0%
Fund Expenditures:	152,453.00	0.00	0.00	152,453.00	100.0%
Fund Excess/(Deficit):	0.00	0.00	130,674.00		

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408 Wastewater Debt Reserve Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	61,191.00	0.00	61,191.00	0.00	0.0%
Fund Revenues:	61,191.00	0.00	61,191.00	0.00	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	61,191.00	0.00	0.00	61,191.00	100.0%
Fund Expenditures:	61,191.00	0.00	0.00	61,191.00	100.0%
Fund Excess/(Deficit):	0.00	0.00	61,191.00		

2026 BUDGET POSITION

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410 Wastewater System Upgrades

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	(177,453.67)	177,453.67	100.0%
Fund Revenues:	0.00	0.00	(177,453.67)	177,453.67	100.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
594 Capital Expenditures	0.00	0.00	2,570.00	(2,570.00)	0.0%
Fund Expenditures:	0.00	0.00	2,570.00	(2,570.00)	0.0%
Fund Excess/(Deficit):	0.00	0.00	(180,023.67)		

2026 BUDGET POSITION

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415 Cascade Avenue Utility Improvements

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	(888,357.23)	888,357.23	100.0%
330 Intergovernmental Revenues	0.00	0.00	94,722.12	(94,722.12)	0.0%
390 Other Financing Sources	0.00	0.00	536,758.62	(536,758.62)	0.0%
Fund Revenues:	0.00	0.00	(256,876.49)	256,876.49	100.0%
Fund Excess/(Deficit):	0.00	0.00	(256,876.49)		

2026 BUDGET POSITION

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420 Cascade Avenue Mitigation Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	19,550.00	0.00	19,550.00	0.00	0.0%
Fund Revenues:	19,550.00	0.00	19,550.00	0.00	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
999 Ending Balance	19,550.00	0.00	0.00	19,550.00	100.0%
Fund Expenditures:	19,550.00	0.00	0.00	19,550.00	100.0%
Fund Excess/(Deficit):	0.00	0.00	19,550.00		

2026 BUDGET POSITION

b) City Of Stevenson

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500 Equipment Service Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	98,845.17	0.00	4,441.96	94,403.21	95.5%
340 Charges For Goods & Services	254,100.00	16,728.27	224,431.72	29,668.28	11.7%
Fund Revenues:	352,945.17	16,728.27	228,873.68	124,071.49	35.2%
Expenditures	Amt Budgeted	May	YTD	Remaining	
548 Public Works - Centralized Services	185,449.01	15,789.82	77,539.28	107,909.73	58.2%
591 Debt Service	58,187.19	48,905.13	48,905.13	9,282.06	16.0%
594 Capital Expenditures	92,000.00	0.00	0.00	92,000.00	100.0%
999 Ending Balance	17,308.97	0.00	0.00	17,308.97	100.0%
Fund Expenditures:	352,945.17	64,694.95	126,444.41	226,500.76	64.2%
Fund Excess/(Deficit):	0.00	(47,966.68)	102,429.27		

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630 Stevenson Municipal Court

Revenues	Amt Budgeted	May	YTD	Remaining	
308 Beginning Balances	0.00	0.00	(73.84)	73.84	100.0%
380 Non Revenues	0.00	560.07	1,335.20	(1,335.20)	0.0%
Fund Revenues:	0.00	560.07	1,261.36	(1,261.36)	0.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
580 Non Expenditures	0.00	560.07	1,261.36	(1,261.36)	0.0%
Fund Expenditures:	0.00	560.07	1,261.36	(1,261.36)	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

2026 BUDGET POSITION TOTALS

b) City Of Stevenson

Months: 01 To: 05

Time: 13:41:09 Date: 06/16/2026

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Fund	Revenue	May	Received		Expenditures	May	Spent	
001 General Expense Fund	2,993,999.53	315,639.60	2,419,000.72	19.2%	3,041,749.54	86,248.57	573,394.71	81.1%
010 General Reserve Fund	354,785.42	0.00	368,673.56	0.0%	354,785.42	0.00	0.00	100.0%
020 General Fire Fund	2,588,356.88	0.00	2,332,526.01	9.9%	2,638,356.88	2,857.64	64,804.40	97.5%
100 Street Fund	748,899.70	23,111.08	366,899.99	51.0%	748,899.70	28,552.78	199,165.80	73.4%
103 Tourism Promo & Develop Fund	1,794,244.87	31,642.72	1,788,258.95	0.3%	1,804,244.87	45,877.40	166,256.15	90.8%
105 Affordable Housing Fund	32,250.75	0.00	28,335.52	12.1%	32,250.75	0.00	0.00	100.0%
107 HEALing SCARS Fund	10,436.64	0.00	10,853.54	0.0%	10,436.64	0.00	0.00	100.0%
300 Capital Improvement Fund	326,406.26	1,707.75	339,809.36	0.0%	326,406.26	0.00	0.00	100.0%
311 First Street	-385,304.60	0.00	-53,251.13	0.0%	-385,304.60	0.00	0.00	0.0%
314 Lasher Street Improv. Fund	412,250.16	0.00	-119.70	100.0%	412,250.16	1,930.29	14,913.94	96.4%
400 Water/Sewer Fund	4,495,816.43	275,227.24	3,014,687.29	32.9%	4,497,066.43	506,615.13	1,358,693.96	69.8%
401 Water Short Lived Asset Reserve	75,000.00	0.00	0.00	100.0%	75,000.00	0.00	0.00	100.0%
406 Wastewater Short Lived Asset Res. Fund	152,453.00	0.00	130,674.00	14.3%	152,453.00	0.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	0.00	61,191.00	0.0%	61,191.00	0.00	0.00	100.0%
410 Wastewater System Upgrades	0.00	0.00	-177,453.67	100.0%	0.00	0.00	2,570.00	0.0%
415 Cascade Avenue Utility Improvements	0.00	0.00	-256,876.49	100.0%	0.00	0.00	0.00	100.0%
420 Cascade Avenue Mitigation Fund	19,550.00	0.00	19,550.00	0.0%	19,550.00	0.00	0.00	100.0%
500 Equipment Service Fund	352,945.17	16,728.27	228,873.68	35.2%	352,945.17	64,694.95	126,444.41	64.2%
630 Stevenson Municipal Court	0.00	560.07	1,261.36	0.0%	0.00	560.07	1,261.36	0.0%
	<u>14,033,281.21</u>	<u>664,616.73</u>	<u>10,622,893.99</u>	<u>24.3%</u>	<u>14,142,281.22</u>	<u>737,336.83</u>	<u>2,507,504.73</u>	<u>82.3%</u>

ACCOUNTS PAYABLE PAID

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	10157	06/18/2026	2026	1396	476	A&J Select	66.80	May 2026 Statement
		534 80 31 0000				WA-Operating Supplies 400 000 534 Water/Sewer Fund	13.28	Ice and water
		573 90 49 0000				Hosting of Meetings/Events 001 000 573 General Expense Fur	53.52	Meet and Greet snacks
	10202	06/18/2026	2026	1397	528	BSK Associates	561.75	Water Testing
		534 80 41 0000				WA-Testing 400 000 534 Water/Sewer Fund	561.75	Water Testing
	10203	06/18/2026	2026	1397	528	BSK Associates	1,386.00	Waste Water Testing
		535 80 41 0000				Sewer Operations Testing 400 000 535 Water/Sewer Fund	1,386.00	Waste Water Testing
	10204	06/18/2026	2026	1398	25614	Black Lab Excavation, LLC	864.00	Rock Delivery
		534 80 31 0000				WA-Operating Supplies 400 000 534 Water/Sewer Fund	864.00	Rock Delivery
	10205	06/18/2026	2026	1399	590	Cascade Columbia Distribution	1,551.62	Pax-18
		534 84 31 0000				WA-Chemicals Plant 400 000 534 Water/Sewer Fund	1,551.62	Pax-18
	10188	06/18/2026	2026	1400	604	CenturyLink	95.60	May 2026 Statement
		535 80 42 0000				Sewer Telephone 400 000 535 Water/Sewer Fund	95.60	WWTP
	10189	06/18/2026	2026	1400	604	CenturyLink	97.98	May 2026 Statement
		535 80 42 0000				Sewer Telephone 400 000 535 Water/Sewer Fund	97.98	Kanaka
	10178	06/18/2026	2026	1401	605	Centurylink Comm Inc	47.13	May 2026 Statement
		535 80 42 0000				Sewer Telephone 400 000 535 Water/Sewer Fund	47.13	May 2026 Statement
	10206	06/18/2026	2026	1402	25104	City of Hood River	8,286.90	Sludge Hauling May 2026
		535 51 48 0001				WW-Solids Hauling & Dispos: 400 000 535 Water/Sewer Fund	8,286.90	Sludge Hauling May 2026
	10219	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement
		542 63 47 0001				Street Landscaping Water 100 000 542 Street Fund	43.50	Grange Hall
	10220	06/18/2026	2026	1403	618	City of Stevenson	55.88	May 2026 Statement
		542 63 47 0001				Street Landscaping Water 100 000 542 Street Fund	55.88	West End Irrigation
	10221	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement
		542 63 47 0001				Street Landscaping Water 100 000 542 Street Fund	43.50	Rock Creek Irrigation
	10222	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
					542 63 47 0001 Street Landscaping Water	100 000 542 Street Fund	43.50 East End Irrigation
10223	06/18/2026	2026	1403	618	City of Stevenson	388.28	May 2026 Statement
					535 84 47 0001 WW-Plant Water	400 000 535 Water/Sewer Fund	388.28 WWTP
10224	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement
					535 84 47 0001 WW-Plant Water	400 000 535 Water/Sewer Fund	43.50 Sewer Lift station
10225	06/18/2026	2026	1403	618	City of Stevenson	188.65	May 2026 Statement
					518 30 47 0001 City Hall Water/Sewer	001 000 518 General Expense Fur	188.65 City Hall
10226	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement
					576 80 47 0001 Parks Water	001 000 576 General Expense Fur	43.50 Triangle Park
10227	06/18/2026	2026	1403	618	City of Stevenson	43.50	May 2026 Statement
					576 80 47 0001 Parks Water	001 000 576 General Expense Fur	43.50 Drinking Fountain
10158	06/18/2026	2026	1404	1494	Class 5	311.06	May 2026 Statement
					518 40 42 0000 Central Services Telephone	001 000 518 General Expense Fur	248.85 Monthly Phone
					518 40 42 0000 Central Services Telephone	001 000 518 General Expense Fur	31.11 Monthly Phone
					535 80 42 0000 Sewer Telephone	400 000 535 Water/Sewer Fund	31.10 Monthly Phone
10151	06/18/2026	2026	1405	25697	Cloudpermit	4,000.00	Annual Service Code Enforcement and Planning 6/12/26-6/11/27
					524 60 40 0000 Protective Inspections/Code E	001 000 524 General Expense Fur	2,000.00 Annual Service Code Enforcement and Planning 6/12/26-6/11/27
					558 50 41 0002 Development Review Consulti	001 000 558 General Expense Fur	2,000.00 Annual Service Code Enforcement and Planning 6/12/26-6/11/27
10140	06/18/2026	2026	1406	646	Columbia Gorge Museum	7,572.11	TAC Reimbursement - June 2026
					573 90 41 0002 Columbia Gorge Museum	103 000 573 Tourism Promo & D	7,572.11 June 2026 - TAC Reimbursement
10190	06/18/2026	2026	1407	650	Columbia Hardware Inc	1,348.51	May 2026 Statement
					534 80 31 0000 WA-Operating Supplies	400 000 534 Water/Sewer Fund	426.40 May 2026 Statement
					535 80 31 0000 WW-Operating Supplies	400 000 535 Water/Sewer Fund	108.59 May 2026 Statement
					542 39 31 0000 Supplies-Roadway	100 000 542 Street Fund	14.67 May 2026 Statement
					548 65 33 0000 Supplies	500 000 548 Equipment Service F	66.91 May 2026 Statement
					573 90 31 0000 Promotion Supplies	103 000 573 Tourism Promo & D	712.53 May 2026 Statement
					576 80 31 0000 Parks Supplies	001 000 576 General Expense Fur	19.41 May 2026 Statement

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10207	06/18/2026	2026	1408	652	Columbia River Disposal	411.71	May 2026 Statement
	534 80 31 0000	WA-Operating Supplies		400 000 534	Water/Sewer Fund	411.71	May 2026 Statement
10208	06/18/2026	2026	1409	662	Consolidated Supply Company	1,370.69	Water Distribution Supplies
	534 80 31 0000	WA-Operating Supplies		400 000 534	Water/Sewer Fund	1,370.69	Water Distribution Supplies
10213	06/18/2026	2026	1409	662	Consolidated Supply Company	1,941.49	Water Distribution Supplies
	534 80 31 0000	WA-Operating Supplies		400 000 534	Water/Sewer Fund	1,941.49	Water Distribution Supplies
10209	06/18/2026	2026	1410	666	Correct Equipment	803.80	Water Distribution Supplies
	534 80 31 0000	WA-Operating Supplies		400 000 534	Water/Sewer Fund	803.80	Water Distribution Supplies
10161	06/18/2026	2026	1411	1265	DeVaul Publishing	149.41	CUP Wes Huston
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	149.41	CUP Wes Huston
10162	06/18/2026	2026	1411	1265	DeVaul Publishing	82.51	Var-2025-002 Driveway
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	82.51	Var-2025-002 Driveway
10163	06/18/2026	2026	1411	1265	DeVaul Publishing	113.73	CUP Mark Heron
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	113.73	CUP Mark Heron
10164	06/18/2026	2026	1411	1265	DeVaul Publishing	113.73	CUP Mark Heron
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	113.73	CUP Mark Heron
10165	06/18/2026	2026	1411	1265	DeVaul Publishing	131.57	CUP Wes Huston
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	131.57	CUP Wes Huston
10166	06/18/2026	2026	1411	1265	DeVaul Publishing	131.57	CUP Wes Huston
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	131.57	CUP Wes Huston
10167	06/18/2026	2026	1411	1265	DeVaul Publishing	82.51	Variance Artbliss
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	82.51	Variance Artbliss
10168	06/18/2026	2026	1411	1265	DeVaul Publishing	82.51	Variance Artbliss
	558 60 41 0001	Planning Publication		001 000 558	General Expense Fur	82.51	Variance Artbliss
10169	06/18/2026	2026	1411	1265	DeVaul Publishing	84.74	Variance Schade

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo		
	558 60 41 0001				Planning Publication	001 000 558	General Expense Fur	84.74	Variance Schade
10170	06/18/2026	2026	1411	1265	DeVaul Publishing			84.74	Variance Schade
	558 60 41 0001				Planning Publication	001 000 558	General Expense Fur	84.74	Variance Schade
10171	06/18/2026	2026	1411	1265	DeVaul Publishing			60.21	Planning Commission Vacancy
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	60.21	Planning Commission Vacancy
10172	06/18/2026	2026	1411	1265	DeVaul Publishing			60.21	Planning Commission Vacancy
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	60.21	Planning Commission Vacancy
10173	06/18/2026	2026	1411	1265	DeVaul Publishing			60.21	Planning Commission Vacancy
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	60.21	Planning Commission Vacancy
10174	06/18/2026	2026	1411	1265	DeVaul Publishing			49.06	Special Meeting March 5th
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	49.06	Special Meeting March 5th
10175	06/18/2026	2026	1411	1265	DeVaul Publishing			49.06	Special Meeting March 5th
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	49.06	Special Meeting March 5th
10176	06/18/2026	2026	1411	1265	DeVaul Publishing			53.52	Notice of City Council Vacancy
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	53.52	Notice of City Council Vacancy
10177	06/18/2026	2026	1411	1265	DeVaul Publishing			53.52	Notice of City Council Vacancy
	511 30 44 0000				Legislative Publishing	001 000 511	General Expense Fur	53.52	Notice of City Council Vacancy
10149	06/18/2026	2026	1412	759	Evergreen Rural Water of Washingtor			381.15	Water Distribution Manager Exam Review C Bond
	534 40 49 0001				WA-Training	400 000 534	Water/Sewer Fund	381.15	Water Distribution Manager Exam Review C Bond
10150	06/18/2026	2026	1412	759	Evergreen Rural Water of Washingtor			381.15	Wastewater Exam Review C Bond
	535 40 49 0001				WW-Training	400 000 535	Water/Sewer Fund	381.15	Wastewater Exam Review C Bond
10197	06/18/2026	2026	1413	768	Farwest Portable Crushing Inc			706.43	Rock Deliveries
	542 39 31 0000				Supplies-Roadway	100 000 542	Street Fund	706.43	Rock Deliveries
10214	06/18/2026	2026	1414	25105	Grayling Engineers			4,797.53	Stevenson LT Water Supply Phase 1B
	534 20 41 0000				WA-Admin Planning Water -	400 000 534	Water/Sewer Fund	4,797.53	Stevenson LT Water Supply Phase 1B

ACCOUNTS PAYABLE PAID

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	10215	06/18/2026	2026	1414	25105	Grayling Engineers	42,096.70	Rock Creek Maintenance & Rehabilitation
		534 20 41 0000	WA-Admin Planning Water -		400 000 534	Water/Sewer Fund	42,096.70	Rock Creek Maintenance & Rehabilitation
	10155	06/18/2026	2026	1415	835	Gregory Scott Cheney	730.00	Court-Appointed Attorney Costs May 2026
		515 93 41 0000	Indigent Defense		001 000 512	General Expense Fur	310.00	CR0022783
		515 93 41 0000	Indigent Defense		001 000 512	General Expense Fur	210.00	CR0023419
		515 93 41 0000	Indigent Defense		001 000 512	General Expense Fur	210.00	25-001019
	10232	06/18/2026	2026	1416	25315	H2Oregon	17.23	May 2026 Statement
		535 51 31 0000	WW-Maintenance Supplies		400 000 535	Water/Sewer Fund	17.23	% Gallon Premium
	10233	06/18/2026	2026	1416	25315	H2Oregon	12.96	May 2026 Cooler Rent
		535 51 31 0000	WW-Maintenance Supplies		400 000 535	Water/Sewer Fund	12.96	May 2026 Cooler Rent
	10218	06/18/2026	2026	1417	842	HD Fowler Company	3,097.23	READy Software Subscription
		534 80 45 0001	WA-Telemetry/Meter Services		400 000 534	Water/Sewer Fund	3,097.23	READy Software Subscription
	10147	06/18/2026	2026	1418	25876	Industrial Systems Inc	356.00	Stevenson 2026 SCADA Services
		535 20 41 0000	WW-Admin Planning Sewer -		400 000 535	Water/Sewer Fund	356.00	Stevenson 2026 SCADA Services
	10210	06/18/2026	2026	1419	25565	Jammie's Environmental Inc	6,480.00	WWTP Sludge Hauling
		535 51 48 0001	WW-Solids Hauling & Dispos:		400 000 535	Water/Sewer Fund	6,480.00	WWTP Sludge Hauling
	10234	06/18/2026	2026	1420	929	Julie Mayfield	2,550.00	TAC Distribution - Stevenson Waterfront Public Stage
		573 90 41 0027	Stevenson Area Live Music		103 000 573	Tourism Promo & D	2,550.00	TAC Distribution - Stevenson Waterfront Public Stage
	10142	06/18/2026	2026	1421	25548	Kilmer, Voorhees & Laurick P.C.	4,235.00	City Attorney Fees
		515 41 41 0000	Advisory Board Services		001 000 515	General Expense Fur	1,225.00	City Attorney Fees
		522 20 41 0000	Fire-Contractual Services		020 000 522	General Fire Fund	140.00	CUP
		534 20 41 0000	WA-Admin Planning Water -		400 000 534	Water/Sewer Fund	70.00	LDB, WW Ordinance
		535 20 41 0000	WW-Admin Planning Sewer -		400 000 535	Water/Sewer Fund	1,575.00	Fire
		558 60 41 0000	Planning & Professional Assis		001 000 558	General Expense Fur	1,225.00	Water
	10143	06/18/2026	2026	1421	25548	Kilmer, Voorhees & Laurick P.C.	735.00	Dispute with LDB Beverage Company
		535 20 41 0000	WW-Admin Planning Sewer -		400 000 535	Water/Sewer Fund	735.00	Dispute with LDB Beverage Company
	10144	06/18/2026	2026	1421	25548	Kilmer, Voorhees & Laurick P.C.	30.00	Dispute with Stellar J
		534 20 41 0000	WA-Admin Planning Water -		400 000 534	Water/Sewer Fund	15.00	Dispute with Stellar J

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	535 20 41 0000				WW-Admin Planning Sewer - 400 000 535 Water/Sewer Fund	15.00	Dispute with Stellar J
10145	06/18/2026	2026	1421	25548	Kilmer, Voorhees & Laurick P.C.	385.00	Employment Dispute with Wesley Wootten
	515 41 41 0000				Advisory Board Services 001 000 515 General Expense Fur	385.00	Employment Dispute with Wesley Wootten
10230	06/18/2026	2026	1422	998	Main Street - Singh	2,327.25	May 2026 Statement
	548 65 32 0000				Gas and Oil 500 000 548 Equipment Service F	2,327.25	May 2026 Statement
10217	06/18/2026	2026	1423	1040	Mission Communications LLC	3,033.00	Yearly Contract
	534 80 45 0001				WA-Telemetry/Meter Services 400 000 534 Water/Sewer Fund	3,033.00	Yearly Contract
10231	06/18/2026	2026	1424	1051	NAPA Auto Parts	498.43	May 2026 Statement
	535 80 31 0000				WW-Operating Supplies 400 000 535 Water/Sewer Fund	10.30	May 2026 Statement
	548 65 33 0000				Supplies 500 000 548 Equipment Service F	488.13	May 2026 Statement
10136	06/18/2026	2026	1425	1086	Office of State Treasurer-Cash Mgmt	395.60	June 2026 Remittance
	586 90 00 0000				Agency Disbursement - Court 630 000 580 Stevenson Municipa	395.60	June 2026 Remittance
10156	06/18/2026	2026	1426	1093	One Call Concepts Inc	23.63	Excacation Notices for May 2026
	534 10 49 0001				WA-Dues & Membership/Filir 400 000 534 Water/Sewer Fund	11.82	Excacation Notices for May 2026
	535 10 49 0001				WW-Dues & Membership/filir 400 000 535 Water/Sewer Fund	11.81	Excacation Notices for May 2026
10179	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	99.52	May 2026 Statement
	548 65 47 0000				Heat & Lights 500 000 548 Equipment Service F	99.52	Rock Creek Drive Bridge Lights
10180	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	2,140.58	May 2026 Statement
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	1,022.62	WTP
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	193.83	Ryan Allen Rd Intake
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	157.15	Rock Creek Dr Shop
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	347.38	Hollstrom Well
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	259.75	Gropper Rd
	548 65 47 0000				Heat & Lights 500 000 548 Equipment Service F	159.85	160 sw first st
10181	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	1,746.43	May 2026 Statement
	548 65 47 0000				Heat & Lights 500 000 548 Equipment Service F	1,746.43	WWTP
10182	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	522.32	May 2026 Statement
	534 80 47 0000				WA-Electricity 400 000 534 Water/Sewer Fund	95.18	High Level Res

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
534 80 47 0000	WA-Electricity			400 000 534	Water/Sewer Fund	95.18	NW Maple Alameda Rd
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	112.42	Angel Heights
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	124.69	Hidden Ridge
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	94.85	Chesser st well
10183	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	114.41	May 2026 Statement
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	114.41	Hemmingway Drive
10184	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	2,236.29	May 2026 Statement
518 30 47 0000	Heat & Lights			001 000 518	General Expense Fur	196.51	City hall
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	2,039.78	Street Lights
10185	06/18/2026	2026	1427	1102	PUD No 1 of Skamania County	94.85	May 2026 Statement
542 63 47 0000	Electricity - Street Lights			100 000 542	Street Fund	94.85	Frank Johns Blinker
10134	06/18/2026	2026	1428	25840	Pine Cone Properties	188.54	403 NWROSELAWN Overpayment Refund
343 40 00 0000	Water Sales			400 000 340	Water/Sewer Fund	-43.47	403 NWROSELAWN Overpayment Refund
343 50 00 0000	Sewer Service Income			400 000 340	Water/Sewer Fund	-145.07	403 NWROSELAWN Overpayment Refund
10135	06/18/2026	2026	1429	25525	Pollock, Miranda	303.59	553 NWVIEWPOINT DRIVE Overpayment Refund
343 40 00 0000	Water Sales			400 000 340	Water/Sewer Fund	-73.26	553 NWVIEWPOINT DRIVE Overpayment Refund
343 50 00 0000	Sewer Service Income			400 000 340	Water/Sewer Fund	-230.33	553 NWVIEWPOINT DRIVE Overpayment Refund
10146	06/18/2026	2026	1430	1169	RADCOMP Technologies	4,189.41	May 2026 Statement
518 40 41 0000	General Gov. Contractual Serv			001 000 518	General Expense Fur	921.67	May 2026 Statement
534 70 41 0000	WA-Computer Services/Repai			400 000 534	Water/Sewer Fund	1,759.55	May 2026 Statement
535 70 41 0000	WW-Computer Services/Repa			400 000 535	Water/Sewer Fund	1,047.35	May 2026 Statement
543 31 41 0000	Computer Services-Street Ger			100 000 543	Street Fund	251.36	May 2026 Statement
573 90 41 0021	Computer Services			103 000 573	Tourism Promo & D	209.48	May 2026 Statement
10191	06/18/2026	2026	1431	1184	Ricoh USA Inc	58.56	May 2026 Statement
518 30 41 0001	Contractual Services			001 000 518	General Expense Fur	58.56	May 2026 Statement
10148	06/18/2026	2026	1432	1506	Skamania County Building Division	2,299.24	May 2026 Planning Services
558 60 49 0002	Planning Filing Fees/Misc			001 000 558	General Expense Fur	2,299.24	May 2026 Planning Services
10154	06/18/2026	2026	1433	1506	Skamania County Building Division	11,511.04	May 2026 Passthrough Fees
518 63 40 0004	Building Permit Fees-County I			001 000 558	General Expense Fur	11,511.04	May 2026 Passthrough Fees

ACCOUNTS PAYABLE PAID

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	10152	06/18/2026	2026	1434	1253	Skamania County Chamber of Comm€	10,416.66	TAC May 2026
		573 30 41 0000	Ska. Co. Chamber of Commer	103 000 573	Tourism Promo & D		10,416.66	TAC May 2026
	10153	06/18/2026	2026	1435	1253	Skamania County Chamber of Comm€	3,962.00	2026 City of Stevenson Promotion
		573 90 41 0013	Ska Co Chamber of Commerc	103 000 573	Tourism Promo & D		3,962.00	2026 City of Stevenson Promotion
	10186	06/18/2026	2026	1436	1266	Skamania County Probation	1,900.00	May 2026 Probation Contract
		523 30 41 0000	Probation And Parole Service	001 000 521	General Expense Fur		1,900.00	May 2026 Probation Contract
	10139	06/18/2026	2026	1437	1267	Skamania County Prosecutor	2,000.00	June 2026 Remittance
		515 35 41 0000	Prosecuting Attorney County	001 000 512	General Expense Fur		2,000.00	June 2026 Remittance
	10137	06/18/2026	2026	1438	1274	Skamania County Treasurer	27,344.32	June (For May) 2026 Remittance
		521 20 41 0000	Police Services	001 000 521	General Expense Fur		27,329.93	June (For May) 2026 Remittance
		586 90 00 0001	Agency Disbursement - CVC	630 000 580	Stevenson Municipa		14.39	June (For May) 2026 Remittance
	10138	06/18/2026	2026	1439	1274	Skamania County Treasurer	2,500.00	June 2026 Remittance
		512 52 41 0003	Municipal Court Contract	001 000 512	General Expense Fur		2,500.00	June 2026 Remittance
	10187	06/18/2026	2026	1440	25924	Stevens Cleaning LLC	532.43	May 2026 Statement
		518 30 41 0000	Custodial Services	001 000 518	General Expense Fur		532.43	May 2026 Statement
	10196	06/18/2026	2026	1441	1344	Traffic Safety Supply Co	789.11	STD Cones w/Collar
		542 39 31 0000	Supplies-Roadway	100 000 542	Street Fund		789.11	STD Cones w/Collar
	10201	06/18/2026	2026	1441	1344	Traffic Safety Supply Co	1,254.00	Premark
		542 39 31 0000	Supplies-Roadway	100 000 542	Street Fund		1,254.00	Premark
	10193	06/18/2026	2026	1444	1352	US Bank	290.26	May 2026 Statement Card 8023
		518 30 41 0001	Contractual Services	001 000 518	General Expense Fur		87.87	Smartsheets
		518 40 31 0000	Office Supplies	001 000 518	General Expense Fur		73.85	USPS Return fee-wrong toner
		518 40 31 0000	Office Supplies	001 000 518	General Expense Fur		28.54	Name plate Tracy Grotto
		548 65 25 0000	Medical Physicals-Required	500 000 548	Equipment Service F		100.00	C Rosander
	10194	06/18/2026	2026	1444	1352	US Bank	717.90	May 2026 Statement Card 4631
		514 20 43 0000	Travel Financial/Records	001 000 514	General Expense Fur		50.00	MRSC Training J Borden
		514 20 49 0001	Dues & Membership - Financ	001 000 514	General Expense Fur		50.00	GFOC J Borden
		518 30 41 0001	Contractual Services	001 000 518	General Expense Fur		-5.71	Google Credit

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo		
518 30 41 0001					Contractual Services	001 000 518	General Expense Fur	51.84	Zoom
518 30 41 0001					Contractual Services	001 000 518	General Expense Fur	46.30	IFunia Youtube Downloader
518 30 41 0001					Contractual Services	001 000 518	General Expense Fur	129.19	Adobe
518 30 41 0001					Contractual Services	001 000 518	General Expense Fur	37.78	SImplicsafe
518 40 31 0000					Office Supplies	001 000 518	General Expense Fur	12.09	Binder clips
535 40 49 0001					WW-Training	400 000 535	Water/Sewer Fund	220.00	G Rosander
535 80 31 0000					WW-Operating Supplies	400 000 535	Water/Sewer Fund	40.27	Fish food
548 65 33 0000					Supplies	500 000 548	Equipment Service F	23.74	Elevator bolts
573 90 31 0000					Promotion Supplies	103 000 573	Tourism Promo & D	57.23	Hanging baskets
573 90 31 0000					Promotion Supplies	103 000 573	Tourism Promo & D	41.03	Hanging basket liners
573 90 31 0000					Promotion Supplies	103 000 573	Tourism Promo & D	21.37	Flag weights for America 250
573 90 31 0000					Promotion Supplies	103 000 573	Tourism Promo & D	-57.23	Return hanging baskets-wrong size
10195	06/18/2026	2026	1444	1352	US Bank			233.22	May 2026 Statement Card 2311
535 80 31 0000					WW-Operating Supplies	400 000 535	Water/Sewer Fund	65.33	Ranger net
543 31 49 0001					Misc/Recording Fees/Dues-St	100 000 543	Street Fund	167.89	CDL Renewal Fee J Truelove
10141	06/18/2026	2026	1442	1353	US Bank Safekeeping			32.00	June 2026 Safekeeping
514 20 49 0002					Fiduciary Fees/VISA	001 000 514	General Expense Fur	32.00	June 2026 Safekeeping
10229	06/18/2026	2026	1443	25413	US Bank Voyager Fleet Systems			1,111.34	May 2026 Statement
548 65 32 0000					Gas and Oil	500 000 548	Equipment Service F	1,111.34	May 2026 Statement
10198	06/18/2026	2026	1445	1358	USA Bluebook			234.71	Plant Pro Pump
534 80 31 0000					WA-Operating Supplies	400 000 534	Water/Sewer Fund	234.71	Plant Pro Pump
10199	06/18/2026	2026	1445	1358	USA Bluebook			685.39	Glass Fiber filter/pH Electrode
534 50 35 0000					WA-Small Tools/Minor Equipr	400 000 534	Water/Sewer Fund	685.39	Glass Fiber filter/pH Electrode
10200	06/18/2026	2026	1445	1358	USA Bluebook			194.76	Bottles
535 80 31 0000					WW-Operating Supplies	400 000 535	Water/Sewer Fund	194.76	Bottles
10211	06/18/2026	2026	1446	1382	Verizon Wireless			274.56	May 2026 Statement
513 10 20 0001					City Administrator Benefits	001 000 513	General Expense Fur	39.11	City Admin
514 20 20 0001					Budgeting/Accounting Benefi	001 000 514	General Expense Fur	39.11	Finance Director
534 80 42 0000					WA-Telephone	400 000 534	Water/Sewer Fund	40.74	PW Devices
535 80 42 0000					Sewer Telephone	400 000 535	Water/Sewer Fund	74.13	WWTP
535 80 42 0000					Sewer Telephone	400 000 535	Water/Sewer Fund	40.74	PW Devices
542 39 42 0000					Telephone	100 000 542	Street Fund	40.73	PW Devices

ACCOUNTS PAYABLE PAID

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10159	06/18/2026	2026	1447	25687	Vestis	16.20	Weekly Statement 5/19/2026
	518 30 41 0000				Custodial Services	1.93	001 000 518 General Expense Fur Office Mat
	548 65 48 0000				Repairs/Supplies Contracted	14.27	500 000 548 Equipment Service F Coveralls, Towels, Etc
10160	06/18/2026	2026	1447	25687	Vestis	16.20	Weekly Statement 5/26/2026
	518 30 41 0000				Custodial Services	1.93	001 000 518 General Expense Fur Office Mat
	548 65 48 0000				Repairs/Supplies Contracted	14.27	500 000 548 Equipment Service F Coveralls, Towels, Etc
10192	06/18/2026	2026	1447	25687	Vestis	16.20	Weekly Statement 6/2/2026
	518 30 41 0000				Custodial Services	1.93	001 000 518 General Expense Fur Office mat
	548 65 48 0000				Repairs/Supplies Contracted	14.27	500 000 548 Equipment Service F Coveralls, towels, etc
10228	06/18/2026	2026	1447	25687	Vestis	16.20	Weekly Statement 6/9/2026
	518 30 41 0000				Custodial Services	1.93	001 000 518 General Expense Fur Office Mat
	548 65 48 0000				Repairs/Supplies Contracted	14.27	500 000 548 Equipment Service F Coveralls, towels, etc
10216	06/18/2026	2026	1448	1421	Wallis Engineering PLLC	264.68	Lasher Street Improvements
	594 54 41 0314				Lasher-Consultant Engineer	264.68	314 000 594 Lasher Street Impro Lasher Street Improvements
10212	06/18/2026	2026	1449	1439	Wave Division Holdings LLC	457.88	May 2026 Statement
	518 40 42 0000				Central Services Telephone	151.98	001 000 518 General Expense Fur City Hall
	534 80 42 0000				WA-Telephone	152.95	400 000 534 Water/Sewer Fund WTP
	535 80 42 0000				Sewer Telephone	152.95	400 000 535 Water/Sewer Fund WWTP

Total: 187,087.86

Fund	Amount
001 General Expense Fund	59,717.40
020 General Fire Fund	140.00
100 Street Fund	5,991.57
103 Tourism Promo & Develop Fund	25,485.18
314 Lasher Street Improv. Fund	264.68
400 Water/Sewer Fund	88,898.79
500 Equipment Service Fund	6,180.25
630 Stevenson Municipal Court	409.99

This report has been reviewed by:

REMARKS:

Signature & Title

Date



City of Stevenson

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

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

From: Jayne Borden / Finance Director
To: Mayor and City Council
RE: June 2026 – Finance Department Update
Date: 06/18/2026

For the Period Ending May 31, 2026, with Accounts Payable Through June 18, 2026

Mayor and Councilmembers,

I am pleased to present the City's financial report for the period ending May 31, 2026, along with the accounts payable for approval through June 18.

At the close of May, the City remains in a strong and stable financial position. Total ending fund balance stands at approximately \$8.1 million, with an adjusted balance of \$8.14 million after accounting for outstanding items. Cash on hand totals approximately \$2.55 million, and the City continues to maintain significant reserves in investments totaling \$6.62 million.

During the month of May, the City received \$664,617 in revenues and incurred \$737,337 in expenditures, resulting in a net decrease of approximately \$72,700 for the month. This variance is largely attributable to normal timing differences between revenue receipts and expenditures, particularly those related to capital and utility operations, and does not represent a structural concern.

Fund balances across the City remain healthy. The General Fund maintains a balance of approximately \$1.86 million, the Fire Fund approximately \$2.27 million, the Water/Sewer Fund approximately \$1.65 million, and the Tourism Fund approximately \$1.62 million. Several capital and project-specific funds, including First Street, Lasher Street Improvements, and Cascade Avenue projects, continue to reflect negative balances. These are expected in the course of project implementation and reflect timing differences between expenditures and external reimbursements, and staff continues to actively monitor these funds.

From a budget perspective, the General Fund continues to perform very well. Year-to-date revenues total approximately \$2.42 million, representing about 81 percent of the annual budget collected to date, while expenditures total approximately \$573,000, or about 19 percent of the annual budget. This indicates that revenues are tracking strongly, particularly in taxes and interest earnings, while expenditures remain conservative. As a result, the General Fund ending balance remains strong at approximately \$1.85 million.

Other funds reflect typical operational and seasonal patterns. The Street Fund shows moderate activity with revenues at approximately 51 percent of budget and expenditures at 73 percent. The Water/Sewer Fund reflects more significant activity, with expenditures at approximately 70 percent of budget

compared to 33 percent in revenues, primarily due to ongoing utility operations and capital improvements.

The accounts payable presented this evening total \$187,087.86. These expenditures reflect routine monthly operations as well as ongoing capital and infrastructure investments. Of the total, approximately \$88,899 is attributed to the Water/Sewer Fund, \$59,717 to the General Fund, \$25,485 to the Tourism Fund, and \$5,992 to the Street Fund.

Notable expenditures in this cycle include utility-related costs such as water testing, treatment chemicals, and sludge hauling; engineering and capital work including significant investment in the Rock Creek maintenance and rehabilitation project; tourism-related distributions and program reimbursements; as well as professional services including legal, planning, and information technology support. These costs are consistent with anticipated operational needs and planned work for this time of year.

In summary, the City's overall financial condition remains strong. Revenues are performing well, expenditures are controlled, reserves are healthy, and the City continues to support both ongoing operations and planned capital improvements. Staff does not identify any significant financial concerns at this time.