

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 15, 2024
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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

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

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

a) **Public Comments Received

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

a) *2/13 changes include:

- Added Liquor License Renewals (item 4e)
- Added Parks Plan Report (item 9c)
- Added Emergency Services Interlocal (item 9h)
- Added Fire Department Update (item 10d)
- Added Planning Commission Minutes (item 10e)

b) **2/14 changes include:

- Added public comments (item 2a)
- Added comments to Sewer Committee Update (item 7a)
- Updated Code Enforcement staff memo (item 9b)
- Added Five County Cooperative Fire Services Mutual Aid Agreement (item 9i)
- Added Housing Programs Report (item 10f)
- Added Vouchers (item 12a)

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

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

- a) **Water Adjustment** - Paul and Mirta Spencer (meter No. 501400) requests a water adjustment of \$35.42 for a water leak which they have since repaired.
- b) **Approve Resolution 2024-424 Banking Authorization** - City Administrator Leana Kinley presents resolution 2024-424 updating the banking authorization by adding Deputy Clerk/Treasurer Anders Sorestad for council consideration.
- c) **Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presents Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.
- d) **Approve Resolution 2024-426 Revising City Council Rules of Procedure** - City Administrator Leana Kinley presents the attached resolution 2024-426 amending the city council rules of procedure changing the end time from 10 p.m. to 9 p.m. and updating the language for remote attendance.
- e) ***Liquor License Renewals** - A&J Stores, Skunk Brothers Spirits, Hotel Stevenson.
- f) **Minutes** of January 18, 2024 regular meeting and the January 25, 2024 special meeting.

MOTION: To approve consent agenda items a-f.

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. PUBLIC HEARINGS:

- a) **Utility Rates and System Development Charges** - City Administrator Leana Kinley presents a staff memo and draft ordinances for council review and discussion. Attached are also comments received regarding the utility rates. Input regarding the rates will be used to draft the final documents for the March 22nd public hearing.

7. SITUATION UPDATES:

- a) ****Sewer Committee Update** - Staff will present an update on the results of the committee and a revised proposal for council discussion and direction.

8. UNFINISHED BUSINESS:

- a) **First Reading City Hall Hours Ordinance** - City Administrator Leana Kinley presents the attached staff memo and ordinance for council discussion and consideration.

MOTION: To approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended. OR no motion and it moves to a second reading on March 21st.

- b) Approve Committee Appointments** - Mayor Scott Anderson presents the attached 2024 draft committee and board appointments for council discussion and approval.

MOTION: To approve the committee appointments [as presented OR with changes as discussed].

9. COUNCIL BUSINESS:

- a) First Reading Ordinance 2024-1207 Extending Interim Financing** - City Administrator Leana Kinley presents ordinance 2024-1207 extending interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing are included. This ordinance is time sensitive.

MOTION: To approve ordinance 2024-1207 authorizing an extension of the bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project.

- b) **Code Enforcement Discussion** - City Administrator Leana Kinley presents the staff memo for council discussion as requested at the December 21st council meeting.

- c) *Park Plan Review** - Community Development Director Ben Shumaker presents the initial draft of the Stevenson Parks Plan for council discussion. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). There is a request in to RCO to extend the March 1st deadline for adoption to allow for adequate review time.

- d) Authorize Mayor to Sign Public Works Board Loan Contract** - City Administrator Leana Kinley presents a draft contract from the Public Works Board for the Cascade Avenue Utility Upgrades Project. The offer of financing was accepted at the November 16, 2023 meeting and the project addresses an existing system deficiency. They are looking into adding rate increase language to the contract as indicated on page 2.

MOTION: To authorize the Mayor to sign the Public Works Board loan contract PC24-96103-015 for a total of \$2,238,000 with \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project.

- e) Discuss Safe Streets and Roads for All Grant** - City Administrator presents the memo from the Regional Transportation Council regarding a partnership to create a Safety Action Plan for council discussion. There will be a future request for the City to put funds

toward the match needed, between \$1,000 to \$20,000. The safety plan will allow the city to apply for state and federal grants for projects identified in the plan.

f) Discuss Complete Streets - City Administrator presents the grant notice for the Transportation Improvement Board's Complete Streets program, which could be used for projects in the city's Capital Improvement Program, for council discussion. In order to qualify the City would need to adopt a Complete Streets ordinance.

g) Discuss Council Workshops - The proposed council workshops topics for 2024 is attached. The March workshop will need to be rescheduled and alternative dates are listed in the document.

h) *Approve Skamania County Emergency Services Mutual Aid Agreement - City Administrator Leana Kinley presents the attached draft of the Skamania County Emergency Services Mutual Agreement on behalf of Fire Chief Rob Farris for council consideration.

MOTION: Approve the Skamania County Emergency Services Mutual Aid Agreement as presented.

i) **Approve Five County Cooperative Fire Services Mutual Aid Agreement - City Administrator Leana Kinley presents the attached draft of the Five County Cooperative Mutual Aid Agreement between the Fire Protection Agencies of Wasco County, Hood River County, Sherman County, Klickitat County and Skamania County on behalf of Fire Chief Rob Farris for council consideration.

MOTION: Approve the Five County Cooperative Mutual Aid Agreement between the Fire Protection Agencies of Wasco County, Hood River County, Sherman County, Klickitat County and Skamania County as presented.

10. INFORMATION ITEMS:

a) Chamber of Commerce Report - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior year.

b) Grant Writing Funding program through Washington State and local Economic Development Districts.

c) Skamania County Regional Transportation Plan - Adopted January 2024

d) *Fire Department Report - The Stevenson Fire Department's report for January 2024 is presented for council review.

e) *Planning Commission Minutes - Minutes are attached from the Planning Commission meeting for the prior month.

f) ****Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b)** Carolyn Sourek, Public Works Director - Fairgrounds Lift Station and First Street Project plans are attached.
- c) Leana Kinley, City Administrator

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

a) ****January 2024 payroll and February 2024 AP checks have been audited and are presented for approval. January payroll check 17580 total \$140,556.47 which includes EFT payments. February 2024 AP checks 17581 thru 17645 total \$550,792.79, which includes EFT payments. The AP check register with fund transaction summary is attached for review.**

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

14. 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.]*

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Monday, February 19th, Presidents' Day City Offices Closed
- Thursday, February 22nd, 6pm, Special City Council Meeting
- Saturday, March 2nd, 9am-1pm, Council Retreat
- Monday, March 11th, 6pm, Planning Commission Meeting
- Thursday, March 21st, 6pm, Regular City Council Meeting
- First Public Hearing on Proposed Changes to the Sewer Ordinance



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

Next Stevenson City Council meeting public comment

1 message

Mitch Patton <nwtsrinc@gmail.com>

Mon, Jan 29, 2024 at 6:24 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, City of Stevenson <citycouncil@ci.stevenson.wa.us>, rmuth@kilmerlaw.com, Ben Shumaker <ben@ci.stevenson.wa.us>

Cc: planningcommissioners <planningcommissioners@co.skamania.wa.us>

Leana here are my thoughts on the sewer extension and mandatory hookups from an environmental perspective. Releasing a significant amount of treated sewer water into the Columbia River appears to be a misguided approach. Drawing from my experiences living on Orcas Island for many years, I've witnessed similar debates unfold. In my view, the city should have conducted studies to determine how many existing city lots could maintain onsite sewer systems and how many vacant lots would be able to have onsite sewer systems. On-site sewage systems have made significant advancements, significantly enhancing the longevity of these systems. For example, we put a 3-bedroom onsite sewer system on a very small lot on Orcas Island. I think our lot was like 100 feet wide and 60 or 70 feet deep and we had no issues whatsoever with that onsite sewer system. This concept should not be underestimated or overlooked.

Over the last few years, I've believed that there is sufficient space within many of the city of Stevenson lots that could accommodate onsite sewer systems. For single-family residences, This approach could contribute to reducing repair and maintenance costs associated with the proposed new sewer treatment plant. As stewards of this remarkable area, we should prioritize thoughtful solutions, such as avoiding the discharge of treated wastewater directly into our freshwater streams and rivers. If we can implement onsite filtration, it should be the city's primary goal rather than solely relying on the new sewer treatment plant, which seems to impose a substantial burden on the citizens of Stevenson.

Repeatedly, I contemplate what might have transpired had the city prioritized addressing the challenges posed by breweries and the ailing sewer system before irreversible damage ensued. If the cost of repairing the outdated treatment plant exceeded a more economical solution, the city should now add a new business tax. The new studies reveal that around 53% of the treatment load is directly linked to these specific types of businesses. Therefore, it is rational to adjust taxes accordingly, sparing single-family homeowners from an unwarranted increase in sewer rates.

Anyhow just a few ideas to think about please add to the public comment if it is still open

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[Mitch Patton 360-903-9040](tel:360-903-9040)

"Never give up, for that is just the place and time that the tide will turn."

- Harriet Beecher Stowe, from "Oldtown Folks"



<http://app.leg.wa.gov/RCW/default.aspx?cite=42.04.060>

Mitch Patton <nwtsrinc@gmail.com>

Thu, Feb 1, 2024 at 7:33 AM

To: rmuth@kilmerlaw.com

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, City of Stevenson <citycouncil@ci.stevenson.wa.us>

Please add to public comment on the proposed changes to city hall business hour modification in the upcoming council meeting

Kindly review my apprehensions regarding your voting decision on altering the operating hours of City Hall, and consider the perception of transparency that the public holds towards open government.

I am inclined to classify the modification of business hours as an ordinance rather than a resolution, given its impact on the public; their involvement in the decision-making process is crucial. Additionally, I am puzzled about who authorized the staff to engage in 7.5 hours of overtime each workweek. Allowing such extended overtime seems unusual, especially when City Hall traditionally operates five days a week for eight hours each day.

As a result, I am considering submitting a Public Records Request (PRR) to obtain information on the total overtime compensation paid to City Hall staff in the years 2022 and 2023. Specifically, I seek details on the total gross income for individuals receiving the 7.5 overtime hours each week since the overtime was approved. It appears that the inclusion of weekly overtime might have effectively resulted in a salary increase for these staff members.

Given that allocating overtime to all city staff could potentially have allowed for the hiring of a new staff member instead, at regular pay, this could have mitigated workload issues. Redirecting the approved overtime funds from the budget to hire a new staff member might not only alleviate workload concerns but also enable the establishment to revert to operating five days a week instead of four. Such an adjustment not only promotes a more organized work environment but also provides the staff with an additional day for clear and focused thinking.

The modification in business hours for City Hall must genuinely be presented to the public and should not be implemented by a resolution. This kind of action would not look like open government and could be construed as government overreach. Thanks for your time, have a great day.

An **ordinance** and a **resolution** are both formal ways a city or other governing body can take action, but they are used differently and have different implications:

1. **Ordinance:** An ordinance is a local law enacted by the proper authorities, **prescribing general, uniform**, and permanent rules of conduct relating to the corporate affairs of the municipality 1 . They are similar in nature to statutes enacted by the legislature and passed according to procedures required by state law or charter (such as notice, public hearing, required number of votes, and publication) 1 . **They can be used to fix legal rights and duties, to regulate activities**, or to prohibit criminal acts 1 . Ordinances are generally considered permanent and can only be amended by enacting a new ordinance 1 . Typically, ordinances cannot go into effect immediately and some may be subject to referendum 1 . Changes to a jurisdiction’s criminal code, zoning code, or development regulations are common legislative acts accomplished through ordinances 1 .
2. **Resolution:** A resolution is a formal expression of opinion, will, or intent from an official body that often addresses a matter of special or temporary nature 1 . In most instances, resolutions go into effect immediately, generally need not be published, and can be adopted by a majority of the governing body, assuming there is a quorum at the meeting during which the resolution is being considered 1 . Resolutions are typically used when deciding to surplus public property, directing the agency executive to take certain designated action, adopting council or board rules of procedure, or adopting personnel policies 1 .

In general, ministerial and administrative acts may be exercised by resolution but “legislative acts” should be made by ordinance 1 . Actions relating to subjects of a permanent and general character are usually regarded as legislative and are accomplished through ordinances 1 . Alternatively, actions providing for subjects of a temporary and

[Quoted text hidden]



TOMORROWS CITY MEETING

1 message

staci patton <yayabear3@gmail.com>

Wed, Feb 14, 2024 at 2:22 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, anders@ci.stevenson.wa.us, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Dave Cox <dave.cox@ci.stevenson.wa.us>, michael.d.johnson@ci.stevenson.wa.us, kristy.mccaskell@ci.stevenson.wa.us, pat.rice@ci.stevenson.wa.us, lucy.lauser@ci.stevenson.wa.us, Robert Muth <rcmuth88@gmail.com>

Leana,

Please accept the below as public comment for tomorrows meeting. I originally intended on only asking the questions(as to not "burden" you with a records request). Then I realized that even asking questions these days, seem to be a burden. Below are my thoughts. Please do not feel obligated in answering, as I dont want to be used as an excuse in taking away from your daily duties.

Staci

c) ***Park Plan Review - Community Development Director Ben Shumaker presents the initial draft of the Stevenson Parks Plan for council discussion. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). There is a request in to RCO to extend the March 1st deadline for adoption to allow for adequate review time.**"

[ITEM-Attachment-001-835d0fff9f484874a6ceeddd1d9c191b.pdf \(usgovcloudapi.net\)](#)

[ITEM-Attachment-001-4e81e9544776412b9b305714fbbc2318.pdf \(usgovcloudapi.net\)](#)

" **The impetus for creating this plan** was the recognition by the City of Stevenson **that many lucrative grant funding opportunities require the adoption of a PROS Plan.** Further, the adopted plan would require documentation that would **demonstrate needs**, community outreach, and consensus on priorities and recommendations. The city prioritized the formation of an Advisory Committee to collaborate on this plan to build relationships and define shared values between the entities that provide recreational opportunities to the public. In sharing an understanding of **public needs** and a vision for the future, the hope is that each entity can also share in working toward the solution"

Leana,

Good afternoon. In looking at the meeting packet, I recognized the above info, and saw it associated with requirements for the grant funding requirements related to the Park Plaza Project. I will not make this into a public records request, as I dont want it to be used as an excuse for the claims by you or your staff of the burdens of records requests. My recollection of the grant requirements, was that you guys had to have a parks and rec plan in place to be eligible for this grant. Why should a funder have to extend their deadline, because the City wasnt prepared in having the information needed or plan adopted, by the requirement deadline within the grant? I also would like to know what City staff prepared the 2 documents that were included in tomorrows meeting packet? Did you track staff time related to working on these 2 documents and the work it took to get the information provided in each? I get that the City may be being reimbursed for this work, but it takes away from day to day job responsibilities that staff "could" be spending their time on, instead of endlessly searching for "lucrative grant funding opportunities" . I also think that both the City and the County need to take a close look at "needs" versus "wants".

Thanks,

Staci

**CITY OF STEVENSON
RESOLUTION NO. 2024-425**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE FIRE CHIEF PAY**

WHEREAS, on December 21, 2023 the City Council of the City of Stevenson adopted a 2024 budget which included a pay of \$1,000 per month for the City’s designated Fire Chief; and

WHEREAS, the City wishes to formally adopt this increased pay.

NOW, THEREFORE, be it resolved the City Council of the City of Stevenson, Washington, resolves as follows:

1. The City’s designated Fire Chief shall be paid a monthly stipend of \$1,000 per month, effective January 1, 2024.

ADOPTED this 15th day of February, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

**CITY OF STEVENSON
RESOLUTION NO. 2024-426
A RESOLUTION OF THE CITY OF STEVENSON
AMENDING CITY COUNCIL RULES OF PROCEDURE**

WHEREAS, the City has adopted City Council rules of procedure that are in need of updates; and

WHEREAS, the City Council finds the adoption of this resolution to be in the best interest of all the city.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described and amended in Exhibit A, attached hereto and incorporated by reference, for the benefit of the city.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15th day of February, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

CITY OF STEVENSON



CITY COUNCIL

RULES OF PROCEDURE

Adopted by Resolution ~~2021-382~~2024-426
~~September 16, 2021~~February 15, 2024

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Section 1 - Authority

The Stevenson City Council hereby establishes the following Rules of Procedure for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such times as they are amended or new Rules of Procedure adopted.

Section 2 - Council Meetings

Types of Meetings

Regular Meetings - The Council shall conduct regular council meetings on the third Thursday of each month beginning at 6:00 p.m. Meetings will be conducted in the Council Chambers, City Hall. The time and place of regular council meetings must be fixed by ordinance. Meetings will adjourn no later than ~~10:00~~9:00 p.m. To continue past this time of adjournment will require concurrence of a majority of the Council. Minutes must be filed recording regular meetings.

Special Meetings – A special meeting is any Council meeting other than a regular council meeting. The Mayor or a majority of the Council Members may call a special meeting. Notice shall be given personally or by mail to all members of the governing body at least 24 hours in advance specifying the time and place of the meeting and the business to be transacted (an agenda). Whenever possible, notice of a special meeting shall be filed and/or published with the newspaper of record. The public shall be notified, 24 hours in advance, by posting at the main entrance of City Hall and on the City’s web site. Notice shall minimally include the agenda and time and place of the meeting. Only items on the agenda shall be acted upon or discussed. Minutes must be filed recording special meetings.

Study/Work Sessions – Study/Work Sessions may be held when a majority of the Council or the Mayor determines there is a need. These sessions are subject to the same notification requirements as a Special Meeting. Study/Work Sessions are informal meetings for the purpose of focusing on specific programs/projects. No final decisions are made at a study/work session. Special work sessions can be held with other agencies and jurisdictions or the City Planning Commission. Minutes must be filed recording Study/Work Sessions.

Executive Sessions – These are Council meetings that are closed to the public except for the Council and Mayor, authorized staff members, and consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may only be held during regular or special meetings (note there is no prohibition against holding a special meeting solely to consider one or more subjects in executive session, but the subject must be identified at least in general terms in the meeting notice). Prior to convening in to an executive session the Mayor must publicly announce the purpose of the meeting, reason for excluding the public, and anticipated time when the session will conclude. No minutes are taken during an executive session. Executive sessions can only be called to discuss the following items as per RCW 42.30.110:

1. To consider matters affecting national security
2. Real Estate: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
3. Real Estate: To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action of selling or leasing public property must be taken in a meeting open to the public

4. Public Bid Contract Performance: To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs
5. Personnel: To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge
6. Personnel: To evaluate qualifications of an applicant for public employment or to review the performance of a public employee. (Note: Final actions on salaries, wages, and other conditions of employment, hiring, disciplining or discharging must be taken in a meeting open to the public (RCW 42.30.140(4))
7. Elected officials: To evaluate the qualifications of a candidate for appointment to elective office. All interviews of such candidates must be conducted in a meeting open to the public
8. Litigation: To discuss with legal counsel representing the City in matters relating to enforcement actions or litigation or potential litigation

Emergency Meetings – An emergency meeting is a special council meeting called without the 24-hour notice. Generally, an emergency meeting is called to address an emergency involving injury or damage to persons or property or the potential thereof when time requirements of a 24-hour notice would make notice impractical or would increase the likelihood of further injury or damage. Emergency meetings may be called by the Mayor or the consent of a majority of the Council members. There may be occasions during emergent conditions (such as an epidemic declared by FEMA or the Health Department) that it will not be safe for the Council to assemble and conduct a meeting. The Mayor may direct staff to advertise a special emergency meeting that will be conducted via telephone conference call with a speaker phone available at City Hall for the public. Staff will tape and take minutes of all actions taken during such a meeting.

Remote Attendance by Conference Call – Occasionally a council member will not be able to physically attend a meeting ~~due to personal or work conflicts~~; the council member received a full council packet, is prepared to participate but cannot physically be present at the meeting, and is interested in and able to participate. The ~~Mayor may determine the council member's participation is necessary (due to quorum issues, etc) and allow the council member to~~ may participate via “conference call” or similar electronic device. Minimally, the conference call will allow the physically missing council member to hear the discussions, allows the same member to express his/her opinions and vote on the issues, and allows the members attending the meeting to hear the council member’s contributions over the telephone system or similar electronic device.

Section 3 – Quorum

At all meetings of the Council, three (3) Council Members, who are present and eligible to vote, shall constitute a quorum for the transaction of business. Two (2) or less Council Members and Mayor does not constitute a quorum for the transaction of business and that body may adjourn provided that written notice of said adjournment is posted on the exterior of City Hall door providing access to the Council Chamber per RCW 35A.12.120. Council meeting adjourned under these conditions shall be considered regular meetings for all purposes.

Section 4 – Agenda – Order of Regular Council Meetings

Agenda Preparation

The City Administrator will direct the preparation of agendas for each council meeting. The Agendas will specify the time and place of the meeting, and will briefly outline the items to be considered by the Council. Agendas will be provided to the Council in advance of the meeting to allow the Council members an opportunity to review prior to the meeting.

Items can be placed on the Council’s meeting agenda in the following ways:

1. A majority vote of the Council
2. Council consensus
3. By the City Administrator
4. By a Council Committee
5. By the Mayor

Notices of items to be placed on the agenda are due by the Thursday morning prior to the meeting. A draft agenda will be made available to the public by 5 pm the Friday before the meeting. Agendas will be finalized and made available by Tuesday at 10:00 AM of the week of the meeting. The agenda will be posted on the City’s website and at city hall.

The City Administrator or his/her assistant will schedule sufficient time between public hearings and other scheduled items to not keep the public waiting and provide the Council sufficient time to hear testimony and allow opportunity for deliberation. Legally required and advertised public hearings will have a higher priority over other agenda items that do not need to meet statutory or other legal regulations.

If an item needs to be placed on the agenda (other than the Voucher Packet) after the agenda is closed and notice published the Council will need to approve its addition by consensus of the Council.

Order of a Regular Meeting

1. Call to Order– The Mayor calls the meeting to order. The Mayor will announce the attendance and if a Council Member is not in attendance, council will vote on whether or not the Council Member has an excused absence.
2. Changes to Agenda - The Mayor, with the concurrence of the majority of the Council, may add agenda items or take agenda items out of order.
3. Consent Agenda – Consent Agenda items have either been fully considered by the City Council or are considered routine and non-controversial and may be approved by one motion. Items that may appear on the Consent Agenda may include but are not limited to meeting minutes, bid awards, previously authorized agreements, previously discussed resolutions, travel and training requests.

4. Citizen Comments – Special time set aside on the agenda for members of the audience to comment on items relating to any issue or matter. The City will have “Citizen Comment Sheets” available for any citizen wishing to make comments. (Ref. Citizens Comments Section).
5. Presentations from Outside Agencies/Proclamations/Recognitions – Periodically, outside agencies such as the Chamber of Commerce or Economic Development Council will present updates to council on their work.
6. Public Hearings – There are two kinds of public hearings – legislative and quasi-judicial. A public hearing may be scheduled at any point in the agenda to balance the needs of the audience and to ensure that proper time can be set aside if more than one public hearing has been scheduled for the same meeting day. Rules for conduct of a public hearing depend on the kind of hearing. Before each public hearing the Mayor will announce the purpose of the public hearing and state the procedural rules that will apply. (See Section 8 - Public Hearings). Citizens may comment on public hearing items.
7. Unfinished Business – These agenda items do not require public hearings, but do require council action or are policy issues requiring council discussion. These items have been discussed previously and are not resolved. It is not required to take citizens comment during this portion of the agenda.
8. Council Business – These agenda items do not require public hearings but do require council action or are policy issues requiring council discussion. It is not required to take citizens comment during this portion of the agenda.
9. Information Items – Items for council information only. Discussion may take place.
10. City Administrator and Staff Reports – This provides an opportunity for the City Administrator and other staff to update the Council members on current issues or items of Council interest.
11. Voucher Approval and Investments Update – Approval of the Claims and Payroll Vouchers and recognition of the City’s current investment sales and purchases.
12. Council and Mayor Reports – This provides council members an opportunity to report on significant activities since the last meeting.
13. Issues for the Next Meeting – This provides the Council Members an opportunity to focus the Mayor and Staff’s attention on issues they would like to have addressed at the next council meeting.
14. Executive Session – If needed an executive session may be called for the reasons outlined in RCW 42.30.110.

15. Adjournment – With no further business to come before the Council the Mayor adjourns the meeting. The minutes should reflect the time of adjournment.

Section 5 - Citizens Comments

Under the Open Public Meetings Act the public must be allowed to attend City Council meetings, but the Act does not require that the public be allowed to speak during the Council or Planning Commission meetings. It is up to the Council to determine its own rules about public participation.

The Council has determined that it is important to set aside a limited period of time during regular council meetings for public comment. This period ‘Citizens Comments’ will be scheduled for the beginning of each council meeting. Members of the audience may comment on items relating to any issue of concern or interest. Citizen comment sign-ups will be available at each regular council meeting for the use of those citizens wishing to address the Council. All speakers must sign in to be recognized. Comments are limited to three (3) minutes, except for a person speaking on behalf of a group; comments then are limited to five (5) minutes. The Mayor or Mayor Pro Tem may extend or further limit these time periods at his/her discretion. No speaker may convey or donate his or her time for speaking to another speaker.

Written comments, including the name and city residence of the commenter, may be submitted to the City Administrator up until noon the day of the meeting to be included in the council packet. In the subject line please state, “Public Comment for the Upcoming City Council Meeting on [date]” or “Public Comment for the Upcoming Public Hearing on [date] Regarding [topic].” Anonymous comments will not be accepted.

Citizens with specific complaints or concerns will be encouraged to first refer to the appropriate City department. If issues cannot be satisfied in the normal course of work the staff will help the citizen schedule time on the next council agenda for a more formal review and discussion.

The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled City Council meeting outside of the Citizens Comments section or scheduled public hearings.

Section 6 - Council Discussion and Motions

All Council discussion and motions may be guided by Roberts Rules of Order, Newly Revised at the Mayor's discretion. Approval of council motions are determined by a simple majority. The Mayor does not vote except to break a tie in matters other than: the passage of an ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money (RCW 35A.12.100).

Vote is by voice. If the vote is split the Mayor may ask for a roll call to clarify actual outcome.

Although a quorum may be present, passage of most ordinances requires an affirmative vote of the majority of the council.

SECTION 7 VOUCHER CERTIFICATIONS AND APPROVALS FOR EXPENDITURES AND DISBURSEMENTS

All expenditures and disbursements made by the City to address claims against the City must follow procedures set forth by RCW 42.24.

City Staff Responsibilities

It is the responsibility of each Department Head to ensure that every claim presented to the City Council for payment for the furnishing of materials, rendering of services or performing labor, or for any other contractual purpose shall meet the following requirements:

1. An invoice is attached initialed by the responsible staff member. By initialing the invoice, the responsible staff member acknowledges that the product was received, the service delivered, or the contract obligations met.
2. The invoice clearly shows who provided the service or product.
3. The charges on the invoice clearly show what was purchased and/or provided so that the department head, the City's auditor the City Council can easily understand what was purchased.
4. If taxes need to be assessed the invoice should include the appropriate tax assessment or indicate that the taxes will be paid directly by the City to the Department of Revenue.
5. Vouchers are prepared by the accounting staff. Charges on the invoice are checked to ensure that charges were correctly transferred to the voucher.
6. The City Administrator or Deputy Clerk (the auditing officers) will review each voucher to determine that the BARS accounting code is correct and that funds are authorized and available to meet the obligation. The City Administrator or Deputy Clerk will certify (by signature) that the voucher has been reviewed and does not violate State or City policy.
7. Vouchers are assembled for presentation to the City Council at the next regularly scheduled public meeting. A listing of all vouchers scheduled for approval will be provided to each council member.
8. The City Council may stipulate that some expenditure claims may be paid in advance of a regular council meeting. This most frequently happens in large public works construction projects when contractual requirements require payments within a short time frame. Nevertheless, those payments will be included in the voucher packet for council approval at the next regularly scheduled council meeting.
9. Voucher packets are filed in the auditing office and stored for the period required by the State Law.

City Auditing Officer

The state requires that the vouchers pass through a formal certification process. The City uses a "blanket certification process" that includes the listing of vouchers being approved, the total amount expended by fund, the signature of the auditing officer. The certification statement is as follows:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or the partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City and that I am authorized to authenticate and certify to said claim.

The City Administrator or in his/her absence, the Deputy Clerk, shall serve as the auditing officer.

City Council Responsibilities

It is the City Council's responsibility to ensure that the system of auditing and certifying vouchers is operating in a manner to provide the greatest possible protection for the City Council, for the City and for their citizens. The State Auditor BARS Manual does state that the members of the governing body do have responsibility and liability for each voucher approved. State law more specifically states:

Any person who knowingly approves or pays or causes to be approved or paid a false or untrue claim shall be guilty of a gross misdemeanor and, in addition, he shall be civilly liable on his bond to the municipal corporation or political subdivision, as the case may be, for the amount so paid or for three hundred dollars whichever is the greater. (RCW 42.24.110)

The key is of course knowingly approves.

The Council shall make certain that the City staff properly implemented the process described in "City Staff Responsibilities" and may want to spot check an invoice to make certain the invoices are signed and properly transferred to the voucher. The City Council member should be alert to changes in disbursement trends and question those trends.

Both state and city laws require special procedures for reimbursement claims filed by city employees and elected officials as set forth in Section 17 "Eating and Drinking at Public Expense" of this document. Special attention should be paid that these disbursements are valid and meet requirements.

Section 8 - Public Hearings

Types

There are two types of public hearings: legislative and quasi-judicial. The Mayor will ensure the appropriate hearing procedures are followed and will inform the council of the proper procedures. Citizens may comment on public hearing items.

Legislative Public Hearings

The purpose of a legislative public hearing is to obtain public input on the legislative decision on matters of policy. These could include (without limitation) council review of budgets, land use plans and utility rate adoptions.

Quasi-Judicial Public Hearings

The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitations, certain land use matters such as site-specific rezones, preliminary plats, and variances. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" of the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Council Members shall comply with all applicable laws including without limitations the appearance of fairness doctrine (Ref. Appendix B).

Note! The Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Council Member of a Council Member's business associate, or immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Council Member's employer with the proponents and/or opponents, announced predispositions, and the like. Prior to any quasi-judicial hearing, each Council member should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Council Member should disclose the facts to the City Administrator who will seek the opinion of the City Attorney. The City Attorney's opinion will be communicated to the Mayor and Council Member.

Section 9 - Ordinances

No ordinance should be prepared for presentation to the Council unless requested by the Council and/or Mayor, City Administrator or City Attorney. The City Attorney shall review all ordinances prior to adoption.

Two readings of an ordinance are required, except when there is an urgent need. Ordinances regarding franchise agreements must be adopted at a regular meeting.

Prior to enactment the Ordinance shall be tracked by its title which should be read prior to voting. The Clerk to the Council shall assign a permanent ordinance number after enactment.

Upon enactment of the ordinance, the Clerk to the Council shall obtain the signature of the City Attorney and the signature of the Mayor. After obtaining both signatures the Clerk to the Council shall sign the ordinance.

Summaries of all ordinances shall be published in the official newspaper as a legal publication immediately following enactment.

Section 10 - Mayor and Mayor Pro Tem

The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tem will act in that capacity. The Council shall designate a Mayor Pro Tem at the beginning of every calendar year. If both the Mayor and Mayor Pro Tem are absent, the Council Members present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tem.

It is the responsibility of the Mayor or Presiding Officer to:

- Preserve order and decorum in the Council Chambers
- Observe and Enforce the Council Rules of Procedure
- Conduct the meeting in an orderly manner and decide questions of order.
- Recognize council members in the order in which they request the floor.
- From time to time the Mayor shall appoint Council Members to serve on special City Council or ad hoc committees.

Section 11 – Filling City Council Vacancies

The purpose of this section is to provide guidance to the City Council when a Stevenson City Council Member position becomes vacant before the expiration of the official’s elected term of office. Causes of vacancy as set forth in RCW 42.12.010 include resignation, recall, forfeiture, written intent to resign, or death of a Council Member. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term. If a vacancy occurs in the office of a Council Member, the Council will follow the procedures outlined in the following:

RCW 35A.12.050 Vacancies – Filling of Vacancies in Council/Mayor Form of Government

RCW 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 – Prohibition on Secret Ballots

RCW 42.12 – Vacant Position

In order to fill the vacancy with the most qualified person available until an election is held, the Council shall direct the City Administrator’s Office to prepare, distribute and publish a notice of the vacancy in the City’s official newspaper with courtesy copies to other appropriate outlets. All applicants must be a registered voter of the City of Stevenson and have a one (1) year residency in the City of Stevenson. Interested applicants will be asked to submit an application form stating they meet the qualification requirements and a letter of interest. All applications received by the deadline date for the position will be copied and circulated to the Mayor and Council Members. The Council will conduct interviews of the applicants at a public meeting (regular or special). The City Administrator’s Office shall notify applicants of the location, date and time of the City Council interviews.

The Mayor shall determine the order of appearance, amount of time allotted for each interview, and format for the interviews. The Council shall conduct all interviews during the open public session of the meeting. Upon completion of the interviews, Council Members may convene into Executive Session to discuss the qualifications of applicants. However, all deliberations, nominations and votes taken by the Council shall be in open public session. The Mayor shall call for nomination(s) and deliberation for selection. Following the close of discussion, the Mayor shall call for the vote. The nominee receiving the majority vote shall receive the appointment.

The City Administrator shall ensure that the new Council Member be sworn in to office prior to the next regularly scheduled City Council meeting.

Section 12 – Committees

From time to time the City Council will identify the need to form special advisory committees, task forces, or commissions to address issues on behalf of the City Council. Their advice on a wide variety of subjects aid the Mayor and Council Members in their various decision-making process. Effective citizen participation is an invaluable tool for local government.

Committees can be established by ordinance or by motion of the City Council. Occasionally Washington Law will require establishment by ordinance, more often it is at the discretion of the City Council as to which method is employed. Persons of wide-ranging backgrounds who are interested in participating in public service but not interested in competing for public office can be involved in advisory committees, task forces or commissions.

Advisory Committees

Advisory Committees are formed to address specific issues or functions. Every advisory committee will be re-examined periodically by the City Council to determine its effectiveness and whether it has completed its working functions. The size of the advisory group shall be determined by the Council in relation to its duties and responsibilities. Members and alternate members of all advisory bodies are appointed by a majority vote of the City Council during a regularly scheduled meeting. Vacancies may be advertised so that interested citizens may submit letters of interest and/or applications.

Advisory Committees will be responsible for adopting their operating policies consistent with any established resolutions or ordinances. All meetings of advisory committees are open to the public in accordance with the public meeting laws of the State of Washington which requires a minimum 24+ hour advance notice. The advisory chairperson will be responsible for coordinating meeting time, place and agenda with the appropriate City support staff. City staff will be responsible for properly advertising notice of all meetings. Minutes shall be kept of all meetings in accordance with the public meeting laws of the State of Washington.

Members may resign at any time their personal circumstances change to prevent effective service. Members may be removed from the advisory committee after three consecutive unexcused absences.

Section 13 - Council Relations with City Staff

The City Council serves as the City's policy makers, and the City staff serves as the implementers and/or administrators of the Council's policies.

All written informational material requested by individual Council Members shall be submitted by City staff to the City Administrator who will distribute to the Council member requesting the information as well as any other Council Members who express an interest in receiving a copy of the same information.

When mail of a general nature that is addressed to the Mayor or Council Member is received it shall be copied to all City Council Members with a copy saved to file. Mail addressed to Council Members that is marked personal and/or confidential shall not be opened by City Staff.

Council Members shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City permits. Nor shall any individual Council Member interfere with the operating rules and practices of any City Department.

No individual Council Member shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council.

There will be mutual respect from both City Staff and Council Members of their respective roles and responsibilities. This same courtesy and respect will guide all comments and conduct in public meetings.

Section 14- Council Meeting Staffing

The City Administrator shall attend all regular meetings of the Council unless excused. If the City Administrator has an excused absence, a staff person shall be designated to attend in his/her absence. The City Administrator may make recommendations to the Council, may take part in the discussion, but shall have no vote. The City Administrator will ensure that appropriate staff (the recorder) is present to properly record (minutes) the meeting and departmental heads will be present to address issues and questions the Council Members may have with respect to agenda items.

The Public Works Director or his/her designee shall attend all regular meetings of the Council. The Public Works Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.

The City Attorney shall attend all meetings of the Council unless excused, and shall upon request, give an opinion, either written or oral, as needed.

The Community Development Director or his/her designee shall attend all regular meetings of the Council. The Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.

Section 15- Council Member Attendance at Meetings

Excused Absences

Excused absences are defined as follows:

1. Death of an immediate family member
An immediate family member would include spouse, child, parents, siblings, grandparents, father and mother-in-law or daughter or son-in-law.
2. Illness
Illness of either a Council Member or immediate family member, as defined above.
3. Accident, Bad Weather, other circumstances beyond the Council Member's control
4. Absences for Council Business
A Council Member who is absent because of their commitments representing the Council at other meetings or events/activities.
5. Prior Arranged Absences
The Council may, at their discretion, excuse an absence if arrangements are made prior to the absence.

All excused absences must be voted on and approved by a majority of council present.

Unexcused Absences

1. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council (Ref. RCW 35A.12.060). The minutes will show the Council Member as having an unexcused absence for each meeting not attended without an excused absence.

Section 16 - Council Representation

If a Council Member appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Council Member shall state the majority position of the council, if known, on such issues(s). Personal opinions and comments that differ from the council majority may be expressed if the Council Member clarifies that these statements do not represent the Council's position.

Council Members need to have the Mayor and/or other Council Members' concurrence before officially representing the other Council Members' views. And as a matter of courtesy, any letters to the editor, interviews or other communication by a Council Member of a controversial nature that do not reflect the City's majority opinion should be presented to the City Council prior to publication so that the Council Members may be prepared.

Section 17 – Confidentiality

Council Members shall keep confidential all written materials and verbal information, including but not limited to the topic(s) and/or the substance, provided to them during Executive Sessions, to ensure that the City’s position is not compromised. Confidentiality also includes information provided to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.23.070).

If the Council, in Executive session, has provided direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated City staff representative handling the issue. Council Members should obtain the permission of the Mayor and/or City Administrator before discussing the information with anyone other than other Council Members, the City Attorney or City staff designated by the City Administrator. Any Council Member having any contact or discussion needs to make full disclosure to the City Administrator and/or the City Council in a timely manner.

Section 18 - Eating and Drinking at Public Expense

The objective of this policy is to provide clear direction for the reimbursement for City Council business related food and beverage costs incurred by the City Council and/or staff during non-travel periods (Ref. City Personnel Policy for reimbursements for travel related expenses). The policy will provide guidelines by which to determine whether or not expenditures by the City, City Council and/or staff may be allowed when refreshments and other related costs are made available at meetings involving City official and volunteers.

Staff and council members have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care should be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business.

Food and Beverage Cost for City Meetings

Generally, the City **will not** incur costs for refreshments, and other related items, for meetings or functions held in the normal course of business or which are attended solely by City officials. However, when certain meetings or functions are scheduled during one or more meal times and the City Council **has expressly approved** the meeting as such, the City may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the City. Food and beverage costs may only be incurred wherein a municipal function, public purpose, or City program is served or furthered (Ref. AG Opinion dated May 14, 1987 “Eating and Drinking at Public Expense”). Refreshments purchased solely for personal entertainment are not a legitimate City expense.

Food and Beverage Costs for Ceremonies and Celebrations

Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate City expenditures. The public celebrations must be open to the general public. Support of a local “event” or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the City’s existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the City’s expenditure and the “public” nature of the event.

Reimbursable Expenses Incurred by a City Official at Other Meetings

Meals consumed by a City Official during a meeting or other function where the City Official is conducting City business or representing the City are reimbursable to the official.

Approval Procedures and Claims for Reimbursement

Approval for food and beverage expenses at a council meeting or for ceremonies and/or celebrations must be approved by the City Council in advance of any expenditure. Expenditures

for meal costs incurred by an official and/or employee at a meeting must be pre-authorized by their direct supervisor. (Council members are approved by the Mayor).

A claim for reimbursement shall be submitted as follows:

1. All claims must be submitted on a reimbursement form provided by the City Finance Department
2. The reimbursement form will identify the name of the person who consumed the goods for which reimbursement is requested, a description of the event, ceremony or meeting (including date, location and time) at which the food was consumed, and the public purpose served
3. Any claim for reimbursement must be accompanied by a bona fide vendor's receipt. Payment for table service at a restaurant (the tip) may be included at a rate of 15% of the price of the meal. No reimbursements will be made for liquor.
4. Reimbursements will be made by claims warrant only

Section 19 – Emergent Communications

Occasionally there are important or emergent happenings in the City when Council Members should receive briefings as quickly as possible and not wait until the next council meeting. The City Administrator or designee will contact the Mayor with a draft memo detailing the issue(s). After review approval the memo will be forwarded by email (or telephone) to all council members.

Appendix B – Public Hearing Procedures Script for Quasi-Judicial Issues

The following represents a recommended procedure as a general instruction for the conduct of Quasi-Judicial hearings and may be followed or departed from in the Mayor’s discretion. Failure to follow this recommended procedure shall not constitute a *prima facie* failure of Due Process.

Opening

- The Mayor shall open the public hearing by stating the name of the application
- The Mayor shall direct any persons wishing to be heard to sign in at the sign-in table

Rules of Order Presented by the Mayor

- The Mayor shall explain that the public hearing will proceed in an orderly manner and ask that the members of the public respect the process
- The Mayor shall ensure that everyone will be given an opportunity to be heard. The Mayor shall ask that all comments be made standing or at a speaker’s rostrum if available. All speakers must first give his or her name and address for the officially recorded transcript of the hearing. The Mayor shall further explain that if there is an appeal the court must make its decision on the basis of what is said at this meeting
- The Mayor shall ascertain if anyone will require special accommodation in order to speak so that arrangements can be made
- In fairness to all in attendance, each person wishing to speak will be given an opportunity to address the Council. Depending on the number of people in attendance the Mayor may limit the initial period of time allowed. If additional time is needed the Mayor may allow additional time after all interested parties have had an opportunity to speak
- There should be no demonstrations (clapping, cheering, booing) during or at the conclusion of anyone’s presentation
- This public hearing is the time for presentation of testimony, not an opportunity for debate
- The City Council is interested in promoting an orderly public hearing to give all persons in attendance an opportunity to be heard

Appearance of Fairness and Conflicts of Interest Presented by City Attorney

- The hearing is quasi-judicial in nature, (especially in land use cases) and must comply with the appearance of fairness and conflict of interest rules. Quasi-judicial actions are defined as actions of the Council which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance

- All Council members and the Mayor should give consideration as to whether they have:
 - 1) a demonstrated bias or prejudice for or against any party to the proceedings
 - 2) a direct or indirect monetary interest in the outcome of the proceedings
 - 3) a prejudgment of the issue prior to hearing the facts on the record, or
 - 4) *ex parte* contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing, and whether the individual supports or opposes the project.
 Each Council Member must disclose whether any of the factors listed above are at issue and respond to the question: Do you have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? (*Disclosures or questions of conflict directed to the attorney*).
- And finally, the members in the audience are asked if there are any objections to a Council Member or Mayor's participation in the proceedings. (*Again, refer any affirmative answers to the attorney*).

Order of Speaking – Mayor

- Staff presentation
- Request to staff (City Administrator) if there were any written materials submitted. City Administrator or Attorney to summarize the document
- Comments from applicant
- Comments from proponents
- Comments from opponents
- Comments from any others wishing to speak
- Comments from applicants in response/rebuttal. New material may not be introduced
- Response from Staff to any subjects raised by any of the speakers, or any additional clarifications
- Questions from Council Members to any speaker or staff person who made comment
- The Mayor may ask if anyone in the audience has any comments to clarify an item raised by a Council Member's questions. No new items can be presented nor should the speaker repeat his/her previous testimony. This is an opportunity for clarification

Council Discussion

- The Mayor making certain there is no further testimony closes the public testimony portion of the hearing
- Council discussion is held – Council should consider discussing issues in terms of findings and potential conditions
- Request for any further recommendations or comments from staff
- Mayor calls on the Council members to make a motion (take action) or postpone. If action taken Mayor directs staff to prepare findings and decision

Appendix B-1 Risk Management in the Land Use Context: A Primer on How to Avoid Being Sued

Local government actions related to the development of land, such as planning, zoning, and platting, are a frequent source of litigation. Land use decisions routinely affect, sometimes significantly, the value of land parcels, which tends to generate litigation from property owners seeking to maximize their properties' value.

Sometimes lawsuits cannot be avoided; however, the following information will help you to minimize your risk of having to defend against land use claims. Here are a few concepts that you need to know and follow, along with suggestions for avoiding land use lawsuits:

1. Involve Professional Staff and Consultants.

Guidance from planners, engineers, lawyers, and surveyors should be sought throughout the process. They will make sure you are up to date on industry and professional standards, and current laws. From the time that a land use application is filed to the final decision, the assistance of experts will help in creating a defensible record and a sound decision. The land use process has become too complex and technical to navigate without some professional assistance.

2. Stay Current.

Know the applicable laws and keep local codes and procedures current with appellate court decisions, Growth Management Hearings Board decisions, and state statutes. Promptly inform staff and decision makers of new decisions. Schedule yearly reviews of your land use code to make sure it meets any new requirements.

3. Timeliness and Notice.

Project permit applications are required to be processed within deadlines established by state statutes and local codes. Statutes and codes require that notice is given in a certain manner at certain times and usually that public hearings are held. Make sure all required notices are given and hearings held.

Develop checklists or summaries for the different types of applications you process. The checklists should identify the various deadlines and notices applicable to the particular application.

4. Legislative Hearings vs. Quasi-Judicial Hearings.

Decision-making bodies—boards, councils, and commissions—must understand when they are acting in a legislative role and when they are acting in a quasi-judicial role. The legal standards for what constitutes a valid decision differ depending upon which role applies. Quasi-judicial hearings require legal due process for the applicant. More leeway exists when acting in a legislative capacity. Hence, more lawsuits arise from quasi-judicial hearings than from legislative hearings.

Decisions of general applicability affecting the community at large are usually legislative in nature. The following land use actions are legislative:

Adoption, amendment, or revision of comprehensive plans;
Adoption of area-wide zoning ordinances;

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Adoption of area-wide zoning amendments.

Quasi-judicial land use actions are defined in RCW 42.36.010 as those that “determine the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding.” The characteristics of matters that are quasi-judicial are the following:

- The decision applies an existing policy or law rather than creating a new one;
- The proceedings seek to reach a fact-based decision between two distinct alternatives;
- The decision has a greater affect on a limited number of specific persons and a lesser affect on the general community at large.

Examples of decisions that are quasi-judicial include subdivisions, preliminary plat approvals, conditional use permits, SEPA appeals, rezones of specific parcels of property, variances, and other types of discretionary zoning permits if a hearing must be held by statute or local ordinance. If a single proceeding combines both legislative and quasi-judicial functions, treat it as a quasi-judicial proceeding.

5. Fairness and Appearance of Fairness.

Government staff and decision makers should avoid making promises to applicants or project opponents. Furthermore, the decision makers and government staff should avoid prejudging applications and must not have a personal interest at stake in the matter. Personal interests include financial gain or ownership, family or social connections, associational or membership ties, and being employed by an applicant or interested party.

Washington is one of a few states that has the Appearance of Fairness Doctrine, which requires decision makers who act in a quasi-judicial role to not only be free from actual bias, but also the appearance of bias. To determine whether a violation of the Appearance of Fairness Doctrine has occurred, the question asked is this: Would a fair-minded person in attendance at this hearing say that everyone was heard who should have been heard, and that the decision maker was impartial and free from outside influences? To avoid violations of the Appearance of Fairness Doctrine, base decisions solely upon the record, allow everyone to be heard who wants to be heard, and give reasonable credit to all information presented, while according the information the weight, or lack thereof, that it deserves.

6. No *Ex Parte* Contacts in Quasi-Judicial Proceedings.

Ex parte contacts are those between a decision maker and one side in a controversy for which that decision maker will issue a ruling. Quasi-judicial decision makers are prohibited by RCW 42.36.060 from making *ex parte* contact with either side in a case. *Ex parte* contacts always should be avoided. If such contact occurs, however, it may be cured by publicly disclosing the substance of the *ex parte* contact, placing it into the record, and providing opportunity for rebuttal by opposing sides.

7. Follow Written Hearing Procedures.

Proper procedures are important to avoid due process violations, and written procedures are more likely to be followed than unwritten ones. Written procedures make everyone aware of the process in advance. Procedures, for example, may detail the order of the hearing, rules of respect and decorum, and urge those with common views to choose a spokesperson.

8. Base Decisions on the Record.

Quasi-judicial land use decisions must be based on and supported by the “record.” The record consists of testimony at the hearing and all documents submitted at the hearing, and those submitted outside the hearing but within a set timeframe. You should preserve quasi-judicial hearing testimony by either a tape recording or court reporter. The documents are typically letters making arguments, maps, staff reports, and drawings, which are numbered and admitted as official exhibits and entered into the record. Only hearing testimony and documents officially submitted into the record should be used to render a decision. Make sure tape recordings are audible and that all speakers, including the decision makers, state their names before speaking.

9. Consider All Relevant Facts in the Record and Apply Them to the Law.

Quasi-judicial decision making requires applying the law to the facts and coming to logically supportable decisions. However, not all facts are equal and it is the duty of decision makers to weigh facts and determine their probative value. A staff report is a good starting point because it should identify all relevant facts available at a given point in time. Neighborhood opposition to a project, standing alone without reference to facts relevant to the decision, is not a legitimate basis for denial of a land use application. Likewise, unsubstantiated opinions have little value. Quasi-judicial hearings are not popularity contests, but forums for gathering relevant facts that bear upon the decision criteria stated in state law and local codes.

10. Create a Written Statement of Findings.

A clear, written decision applying facts to the applicable law will help avoid lawsuits. The written finding should demonstrate that open, considered deliberation occurred, not a *pro forma* decision of a predetermined outcome. The written decision must be more than just an approval of the minutes of the hearings. It is appropriate to request staff to draft a final written decision and bring it to the next meeting for review and approval.

11. Identify Potential “Problem” Projects Early.

Recognizing those land use projects that are potential “problems,” such as an unclassified use, a novel or controversial development, or a contentious developer, early in the process may be helpful for avoiding liability and lawsuits. When you or your staff identify a potentially problematic project, it is crucial to seek guidance from professionals such as lawyers, planners, and engineers.

Prepared by Michael B. Tierney, Esq. The information provided herein is intended as a general overview and is not intended to guide decisions or provide legal advice in any particular instance. Application of the information in this article to specific situations should always be accompanied by advice from professionals in the land use field.

APPENDIX C CITY COUNCIL PUBLIC HEARING -

Legislative

TITLE: _____

Time Set For: _____

“I would like to open the public hearing at _____”

Staff/Consultant/Attorney Presentation

Public Comment Period

“Please state your name for the record and try to keep your comments to _____ minutes”

“Is there any more public comment? This is an opportunity to add new information not addressed in previous testimony. If none: *“I am closing the public hearing at _____”*”

Additional Council/Staff Discussion

Response from staff to clarify questions raised during the public hearing. Questions from council to public or staff to clarify questions raised during the hearing. Mayor makes certain there is no further testimony.

CLOSE PUBLIC HEARING

Council Discussion (Council can ask Mayor to see clarification from members of the audience or staff if an issue needs clarification).

Potential Action

MINUTES
CITY OF STEVENSON COUNCIL MEETING
January 18, 2024
6:00 PM, City Hall and Remote

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

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, Pat Rice, and Lucy Lauser

City Attorney Robert Muth, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, and City Administrator Leana Kinley were also present.

There were about 15 members of the public also present.

2. PUBLIC COMMENTS:

- Mary Repar-Commented on the city tree program, heritage tree maintenance, courthouse plaza project, and undergrounding infrastructure.

3. CHANGES TO THE AGENDA:

- a) *1/18 changes include:
- Added minutes from 1/17/24 meeting (item 4c)
 - Added Parks Plan Presentation (item 6a)
 - Added Rate Study Presentation (item 7a)
 - Added sewer committee memo and documents (item 8a)
 - Updated proposed traffic ordinance with minor changes (item 9c)
 - Added Approval of Interlocal Agreement with Fire District 2 (item 9d)
 - Added Vouchers for approval (item 12a)

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

- a) **Water Adjustment** - Joanne Marquis (meter No. 900026) requested a water adjustment of \$24.82 for a water leak which they have since repaired.
- b) **Liquor License Renewal** - Backwoods Brewing Company
- c) ***Minutes** of December 21, 2023 and January 17, 2024.

MOTION: To approve consent agenda items a-c.

Motion made by Councilmember Cox, Seconded by Councilmember Johnson.

Voting Yea: Councilmembers Cox, McCaskell, Johnson, Rice, and Lauser

5. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review. The department was responding to public safety calls throughout the storm and prioritizing more urgent needs. He brought up the number of deputies in training to bring up staffing levels. Discussion on how many deputies there are currently, how many left in the last quarter, and reasons for leaving also took place.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) ***Park Plan Presentation** - Marina French from DCG Watershed presented the parks planning effort and initial findings. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). The final plan will be presented at the February council meeting for final approval to meet a deadline of March 1st for the 2024 RCO grant funding cycle. The council asked questions throughout the presentation. Mary Repar and Rick May also asked questions and provided comments on the plan.

7. PUBLIC HEARINGS:

- a) ***Utility Rates and System Development Charges** - Brooke Tacia, FCS Group Project Manager, presented information on the utility rate study and restructuring for monthly rates and system development charges. This is the first of two scheduled public hearings on the topic and there will be a special council workshop on January 25th as well.

Mayor Anderson opened the public hearing at 7:18pm.

Brooke Tacia and Chase Bozett presented on the rate study and restructuring for the water and wastewater utilities and paused after each topic for questions and direction.

Water base rate comments:

- Rick May asked about rate structure not encouraging water conservation.
- Kent Nielson stated the more water we use we should pay for.
- Mary Repar would like to see an estimate for 300 ft³. Think about how you're impacting the population. How many water connections are we allowed? Snowbirds need to be paying the base rate regardless of where they are.

Sewer base rates comments:

- Mary Repar stated 10% is too much of an increase, it should stick to COLA. And no extension. Also commented on the sewer extensions and the difference between the commercial and residential customers.
- Kent Nielson stated there should be a benefit for those that have lived here and residents should be able to be off-grid situations.

- Rick May commented on the rate impact of the sewer extensions.
- Councilmember Lauser is strongly in favor of a plan that addresses the Cost-of-Service impacts as much as possible. Easing it in to not push the businesses out.

System Development Charges:

- There were questions from the council and public regarding System Development Charges and associated structure changes.

The Public Hearing was closed at 9:08pm.

8. SITUATION UPDATES:

- a) ***Sewer Committee Update** - Staff presented a memo with an update on the results of the committee and a revised proposal for council discussion. Meeting documents from the committee are being uploaded to the website: <https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance> .

Wes Huston thanked the council for holding the committee and staff for their help with the process. He ran through the various triggers recommended by the committee and the assumptions. Some of the work here plays into where the rates may head with extensions. Due to the time, council discussion did not take place and the item will be moved to the February 15th agenda.

Mayor Anderson called a 5-minute recess at 9:32pm. The meeting was reconvened at 9:37pm.

9. COUNCIL BUSINESS:

- a) **Discuss City Hall Friday Closure** - City Hall began closing the office on Fridays in October 2022 as a tool to improve productivity. These tools were prioritized during the strategic planning process. Staff is in the office, meetings are held, and the phones ring to direct extensions. Prior to the closure, City Hall was open Monday-Friday from 7:30am-5pm (47.5 hours). It is now open Monday -Thursday 7:30am-5pm (38 hours). Pat Rice read an email he received from Joseph Robertson regarding wanting to open City Hall to the public on Fridays. Council discussed and an ordinance will be brought forward at the next council meeting regarding City Hall hours.

Council consensus to continue past 10pm.

- b) **Approve Committee Appointments** - Mayor Scott Anderson presented the 2024 draft committee and board appointments for council discussion and approval. Councilmember Lauser wanted to serve on the Homeless Housing Council. Councilmember Rice wanted to serve on the Community Action Team (CAT), City

Administrator Kinley will get clarification from the EDC on CAT appointment rules. The list will be brought back at the February meeting with changes.

MOTION: To reappoint Jeff Breckel and Anne Kassee to the Planning Commission.

Motion made by Councilmember Rice, Seconded by Councilmember Johnson.

Voting Yea: Councilmembers Cox, McCaskell, Johnson, Rice, and Lauser

- c) **Ordinance Amending Title 10-Vehicles and Traffic-First Reading** - Public Works Director Carolyn Sourek presents the attached ordinance amending Title 10-Vehicles and Traffic for council discussion and consideration.

MOTION: To approve ordinance 2024-1206 an ordinance amending Stevenson Municipal Code Title 10-Vehicles and Traffic; establishing a purpose, policy, and definitions; assigning duties; removing redundant clauses; and establishing procedures to modify speed limits; and repealing sections of ordinances 996 and 1080.

Motion made by Councilmember Johnson, Seconded by Councilmember Lauser.

Voting Yea: Councilmembers Cox, McCaskell, Johnson, Rice, and Lauser

- d) ***Approve Interlocal Agreement with Skamania County Fire District 2** - There have been multiple joint meetings with Skamania County Fire District 2 to update the interlocal agreement last approved in 1989. The attached agreement represented changes discussed at the January 17th meeting and was presented for council consideration.

MOTION: To approve the fire protection services interlocal agreement with Skamania County Fire District 2 as presented.

Motion made by Councilmember Lauser, Seconded by Councilmember Cox.

Voting Yea: Councilmembers Cox, McCaskell, Johnson, Rice, and Lauser

10. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses for 2023 year end will be presented for council review in February.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- Open planning commission seat open for applications.
 - There is a New FEMA Floodmap, which comes with the requirement to adopt their map and changes to our flood regulations to stay in compliance with their insurance by May 2024.
- b) Carolyn Sourek, Public Works Director
- Hegewald Well stress test starts next week.

- There's a new requirement to have a lead and copper service line inventory and the city was able to get technical assistance to complete the process.
- Trying to start phase 2 of the collection system project. They will likely switch to starting with the Fairgrounds lift station rather than Cascade.
- They will demobilize from Rock Creek Park Drive in March for the WWTP project.
- Crew has been doing a great job plowing.
- Nothing for equipment, parks, or staff.
- Graffiti on the BNSF bridge was brought up to their staff and they will address it. Also working on access to the manholes on BNSF property.
- Timeslots available for tours of the treatment plants.
- Ben mentioned we applied for grants recently to help pay for undergrounding utilities, maintaining trees within city rights of way, and within city parks.
- Requests for Qualifications will be going out for engineering consultants soon.

c) Leana Kinley, City Administrator

- Staff recently completed an audit from Department of Retirement Systems, with the exit interview scheduled.
- Closing out the year, closing out grant projects for the year, and wrapping up the annual financial report to get a single audit done by the deadline.

12. VOUCHER APPROVAL:

- a) *December 2023 payroll, final December 2023 and January 2024 AP checks have been audited and are presented for approval. December payroll checks 17412 thru 17494 total \$146,901.80 which includes EFT payments. Final December 2023 AP checks 17495 thru 17557 total \$672,905.84, which includes EFT payments. January 2024 AP checks 17558 thru 17579 total \$248,773.32, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

Motion made by Councilmember Cox, Seconded by Councilmember Johnson.

Voting Yea: Councilmembers Cox, McCaskell, Johnson, Rice, and Lauser

13. MAYOR AND COUNCIL REPORTS:

- Councilmember Cox is concerned with number of law enforcement.
- Councilmember Rice is appreciative of the public works crew.

14. ISSUES FOR THE NEXT MEETING:

- a) **Code Enforcement Discussion** requested at the December 21, 2023 will take place at the February 15th council meeting.
- b) **Ordinance on City Hall Office Hours** will be presented at the next meeting.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 10:23 pm.

=====

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL MEETING
January 25, 2024
6:00 PM, City Hall and Remote

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call.

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, Pat Rice, Lucy Lauser and City Administrator Leana Kinley

There were 2 members of the public also present.

2. COUNCIL BUSINESS:

- a) **Utility Rates and System Development Charges** - Brooke Tacia, Project Manager from FCS Group, presented a summary of information from last meeting. Council discussed the options presented, requested more information, and is looking forward to hearing more from the public on the scenarios presented.

3. ADJOURNMENT – The meeting was adjourned at 7:14 p.m.

=====

Scott Anderson, Mayor

Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Rob Itzen
Chief of Corrections

Steve Minnis
Chief Civil Deputy

January 2024

City of Stevenson

Service Hours

Calls/Patrol

49 Calls

401 Hrs.

0 Court Hrs.

Milage

1,580

02/02/24
07:00

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-00023	Theft Prop Oth	TPOT	21	Investigation Complete
24-00024	Child Abuse	CHAN	21	Active
24-00031	Medical	INFO	21	Transferred to Other A
24-00044	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-00045	Vio Court Order	VICO	21	Active
24-00050	Req Traff Enf	TOFF	21	INFORMATION
24-00054	Incomplete 911	IN91	21	INFORMATION
24-00090	Traffic Stop	TOFF	21	Investigation Complete
24-00091	Abandon Vehicle	ABVR	21	INFORMATION
24-00114	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-00116	Hospice Death	HOSP	21	INFORMATION
24-00119	Information	INFO	21	INFORMATION
24-00120	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-00128	Abandon Vehicle	ABVR	21	Investigation Complete
24-00140	Business Alarm	ABLA	21	Cleared Adlt Exception
24-00159	Assault IV	INFO	21	Investigation Complete
24-00166	Medical	AMAS	21	Transferred to Other A
24-00203	Medical	AMAS	21	Transferred to Other A
24-00207	Agency Assist	ASST	21	Cleared Adlt Exception
24-00218	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
24-00274	Burg Bus Unl En	BNUE	21	Cleared Adlt Exception
24-00277	Utility Problem	UTPB	21	Investigation Complete
24-00293	Burg Bus Unl En	ABLA	21	Unfounded
24-00317	Patrol Request	PATR	21	INFORMATION
24-00324	Traffic Hazard	THAZ	21	Transferred to Other A
24-00370	Utility Problem	UTPB	21	Investigation Complete
24-00374	Business Alarm	ABLA	21	INFORMATION
24-00376	Medical	CITA	21	Investigation Complete
24-00381	Citizen Assist	CITA	21	Cleared Adlt Exception
24-00383	Suspicious	SUSP	21	INFORMATION
24-00388	Parking Problem	ABVR	21	Cleared Adlt Exception
24-00389	Medical	AMAS	21	Ambulance Service Prov
24-00402	Fish & Game	FGO	21	Transferred to Other A
24-00433	Traffic Stop	TOFF	21	Investigation Complete
24-00434	Traffic Stop	VNCO	21	Active
24-00467	Wanted Person	FTA	21	Cleared Adult Arrest
24-00470	Traffic Stop	TOFF	21	Investigation Complete
24-00483	Medical	AMAS	21	Transferred to Other A
24-00489	Medical	CITA	21	Investigation Complete
24-00505	Unsecure Premis	UNSP	21	INFORMATION
24-00515	Medical	AMAS	21	INFORMATION
24-00525	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-00533	Theft-Automobil	TVAU	21	Active
24-00548	Theft Prop Oth	INFO	21	INFORMATION
24-00556	Residential Ala	ALRA	21	Settled By Contact
24-00579	Citizen Dispute	CDIS	21	Investigation Complete
24-00597	Domestic Viol	DOMV	21	Investigation Complete
24-00625	Domestic Viol	ASIM	21	Cleared Adult Arrest
24-00684	Traffic Stop	TOFF	21	CLEARED DRIVER CITED

Total Incidents: 49

Report includes:

All dates reported between `00:00:00 01/01/24` and `00:00:00 02/01/24`

All agencies matching `SCSO`

02/02/24
07:00

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

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/rpttRWiVi-rplwiar.r1_4 ***

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Totals
Mileage																							
County	704	171	1100	1202	1325	1119	910	2468	679	2254	1192	2383	1617	881	16005								
Stevenson	31	0	134	257	40	50	135	198	222	148	17	207	141	0	1580								
N. Bonneville	30	0	67	148	21	10	45	51	71	114	14	68	80	0	719								
USFS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Title 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
PP&L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
TOTAL	765	171	1301	1607	1386	1179	1090	2717	972	2516	1223	2658	1838	881	20304								
Hourly Report																							
Vacation	0.00	0.00	0.00	0.00	10.25	0.00	0.00	0.00	0.00	0.00	0.00	20.50	30.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	111.50
Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00	37.00	24.75	51.25	0.00	0.00	0.00	51.25	0.00	0.00	51.25	0.00	0.00	0.00	0.00	0.00	0.00	164.25
Training	0.00	0.00	4.00	4.00	51.25	0.00	0.00	4.00	0.00	0.00	0.00	55.25	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.50
Administration	0.00	182.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.00
Patrol/Investigations																							
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K 9	172.50	0.00	0.00	0.00	0.00	0.00	24.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.25
County	0.00	0.00	66.00	53.00	48.50	164.00	47.25	93.00	60.00	58.25	33.75	47.25	33.00	0.00	876.50								
Stevenson	0.00	0.00	49.00	53.50	38.25	11.00	45.25	21.00	34.00	20.00	20.00	78.50	30.50	0.00	401.00								
Stev Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
N. Bonneville	4.50	0.00	21.25	16.50	8.00	5.00	7.50	9.75	10.00	16.00	14.75	17.50	18.75	0.00	149.50								
N. Bonn Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
USFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Gorge Scenic	0.00	0.00	17.00	25.50	10.00	0.00	0.00	32.00	2.50	32.00	30.00	0.00	2.50	0.00	151.50								
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00								
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
County Traffic Enforce.	0.00	0.00	17.00	21.75	8.00	0.00	23.25	0.00	0.00	0.00	0.00	10.50	39.00	0.00	194.25								
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Title 3																							
Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
SAR Missions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Title 3 Subtotal																							
SubTotal Reg	177.00	182.00	174.25	174.25	164.00	180.00	147.50	159.75	133.25	174.25	153.75	153.75	133.25	0.00	140.00								
OV Time																							
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
County	0.00	0.00	8.50	49.50	0.00	21.25	6.75	6.50	2.00	1.00	0.00	5.25	9.00	2.00	111.75								
Stevenson	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	3.50	0.00	0.75	12.00	0.00	0.00	21.25								
Stevenson Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
N. Bonneville	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
USFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Marine Patrol	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
County Traffic Enforce.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25	0.00	0.00	1.25								
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
SAR Title 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Total Overtime	0.00	0.00	8.50	54.50	0.00	21.25	6.75	6.50	5.50	1.00	0.75	28.50	9.00	2.00	136.25								
Total Title 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
TOT HRS	177.00	182.00	174.25	174.25	164.00	180.00	147.50	159.75	133.25	174.25	153.75	153.75	133.25	0.00	140.00								



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Water and Sewer System Development Charges and Monthly Rates
Meeting Date: February 15, 2024

Executive Summary:

The City Council held a public hearing on January 18th with a presentation by Brooke Tacia from FCS Group, Inc. on the water and sewer monthly rates and System Development Charges (SDCs). There was a council workshop on January 25th to further discuss the rates and SDCs. This memo will address the questions the council brought up and outline decisions for the council to make.

Overview:

Revenue Requirements

There were charts in the attached presentation from the January 25th meeting which showed the revenue requirement need for both the water and sewer fund. The charts below have the dollar amount for the revenue needs for each utility. The Capital Improvement Projects used to calculate the figures below are in the attached document "Rate Study CIP List."

Water	2024	2025	2026	2027	2028
Operations & Maintenance	\$ 893,000	\$ 939,000	\$ 936,000	\$ 980,000	\$ 1,010,000
Current Debt Obligations	\$ 61,000	\$ 61,000	\$ 61,000	\$ 37,000	\$ 37,000
New Debt Obligations	\$ 37,000	\$ 60,000	\$ 120,000	\$ 147,000	\$ 146,000
Capital	\$ 4,000	\$ 19,000	\$ 48,000	\$ 97,000	\$ 172,000
Revenue @ Current Rate	\$ 932,000	\$ 945,000	\$ 954,000	\$ 966,000	\$ 978,000
Surplus / (Deficiency)	\$ (63,000)	\$ (134,000)	\$ (211,000)	\$ (295,000)	\$ (387,000)
Sewer	2024	2025	2026	2027	2028
Operations & Maintenance	\$ 1,261,000	\$ 1,265,000	\$ 1,313,000	\$ 1,362,000	\$ 1,410,000
Current Debt Obligations	\$ 75,000	\$ 479,000	\$ 479,000	\$ 479,000	\$ 480,000
New Debt Obligations	\$ 16,000	\$ 40,000	\$ 40,000	\$ 104,000	\$ 103,000
Capital	\$ 254,000	\$ 2,000	\$ 30,000	\$ 1,000	\$ 32,000
Revenue @ Current Rate	\$ 1,461,000	\$ 1,477,000	\$ 1,488,000	\$ 1,503,000	\$ 1,518,000
Surplus / (Deficiency)	\$ (145,000)	\$ (309,000)	\$ (374,000)	\$ (443,000)	\$ (507,000)

Water Utility Rates

There seemed to be consensus regarding an across-the-board rate increase rather than either option to remove the 400 ft³ of usage within the base fee. The rates in the proposal reflect an annual increase of 7% for 2024-2028. The table below reflects this change.

	2023	2024	2025	2026	2027	2028
Meter Size	Inside City					
Up to 3/4"	37.04	39.63	42.40	45.37	48.55	51.95
1"	60.78	65.03	69.58	74.45	79.66	85.24
1 1/2"	146.72	156.99	167.98	179.74	192.32	205.78
2"	282.98	302.79	323.99	346.67	370.94	396.91
3"	508.52	544.12	582.21	622.96	666.57	713.23
4"	610.12	652.83	698.53	747.43	799.75	855.73
6"	1,625.27	1,739.04	1,860.77	1,991.02	2,130.39	2,279.52
Transient Lodging	18.52	19.82	21.20	22.69	24.28	25.98
	Outside City					
Up to 3/4"	54.62	58.44	62.53	66.91	71.59	76.60
1"	103.51	110.76	118.51	126.81	135.69	145.19
1 1/2"	211.29	226.08	241.91	258.84	276.96	296.35
2"	408.82	437.44	468.06	500.82	535.88	573.39
3"	737.86	789.51	844.78	903.91	967.18	1,034.88
4"	887.42	949.54	1,016.01	1,087.13	1,163.23	1,244.66
6"	2,353.13	2,517.85	2,694.10	2,882.69	3,084.48	3,300.39
	Usage (per ft ³)					
Inside Usage	0.047	0.050	0.054	0.058	0.062	0.066
Outside Usage	0.056	0.060	0.064	0.068	0.073	0.078
Hydrant Fees	0.056	0.060	0.064	0.068	0.073	0.078

Sewer Utility Rates

Similar to the water utility rates, there seemed to be consensus on an across-the-board rate increase rather than either option to remove the 400 ft³ for commercial customers. The rates below reflect an increase of 10%, 10%, 3.5%, 3.5%, 3% from 2024-2028.

Class of Service	2023	2024	2025	2026	2027	2028
Residential						
Single ¾" Residential	\$116.46	128.11	140.92	145.85	150.95	155.48
Multifamily-per dwelling unit	\$116.46	128.11	140.92	145.85	150.95	155.48
Non-Residential						
Transient quarters	\$58.24	64.06	70.46	72.93	75.48	77.74
Other Commercial						
¾" water service	\$116.46	128.11	140.92	145.85	150.95	155.48
1" water service	\$242.05	266.26	292.89	303.14	313.75	323.16

1.5" water service	\$360.65	396.72	436.39	451.66	467.47	481.49
2" water service	\$545.54	600.09	660.10	683.20	707.11	728.32
3" water service	\$782.72	860.99	947.09	980.24	1,014.55	1,044.99
4" water service	\$1,019.90	1,121.89	1,234.08	1,277.27	1,321.97	1,361.63
6" water service	\$1,684.03	1,852.43	2,037.67	2,108.99	2,182.80	2,248.28
Mobile Home Sites						
With or without individual connections-per dwelling unit/space	\$116.46	128.11	140.92	145.85	150.95	155.48

Usage² Rates for Non-Residential/Commercial						
Flow Surcharge	\$0.059	0.065	0.072	0.075	0.078	0.080
BOD Surcharge³						
Low	\$0.000	0.000	0.000	0.000	0.000	0.000
Medium	\$0.023	0.025	0.028	0.029	0.030	0.031
High	\$0.047	0.052	0.057	0.059	0.061	0.063
Very High	\$0.092	0.101	0.111	0.115	0.119	0.123

Cost of Service Adjustment

More information was requested regarding the adjustment to double the annual increases for High and Very High customers. There are two ways to go about this change. One is to have an across the board increase of double the annual increase (base rate, flow and BOD charge). With this change, the impacts for the first year for all customers in the High and Very High classes are listed below:

Meter	Strength	Account	Average Bill		\$ Change	% Change
			2023	2024 ATB	2024 ATB	2024 ATB
3/4	High	54-40 Brewing Company	\$ 127.06	\$ 152.47	\$ 25.41	20.0%
3/4	High	Big River Grill	\$ 727.41	\$ 872.88	\$145.48	20.0%
3/4	High	Gotta' Hava' Java'	\$ 137.27	\$ 164.73	\$ 27.45	20.0%
3/4	High	Gross, Justin	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Hunsaker Oil Company	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	La Casa de Sabor	\$ 174.09	\$ 208.90	\$ 34.82	20.0%
3/4	High	Main Street ... Singh	\$ 216.20	\$ 259.43	\$ 43.24	20.0%
3/4	High	Moon River Home & Living	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Red Bluff Tap House	\$ 425.98	\$ 511.17	\$ 85.19	20.0%
3/4	High	Red Oak Properties LLC	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Rock Creek Tavern LLC	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	The Cabin	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	The Kellogg Group	\$ 220.53	\$ 264.64	\$ 44.10	20.0%
3/4	High	Toledo, Carlos & Jennifer	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Walking Man Brewing LLC	\$ 346.38	\$ 415.66	\$ 69.27	20.0%

3/4	High	A&J Select Market	\$ 562.46	\$ 674.95	\$ 112.49	20.0%
1	High	El Rio	\$ 337.26	\$ 404.71	\$ 67.45	20.0%
1	Very High	LDB Beverage	\$ 1,730.27	\$ 2,076.33	\$ 346.05	20.0%
1.5	Very High	Eagles Lodge	\$ 716.99	\$ 860.39	\$ 143.40	20.0%
2	Very High	Port Tichenor Building	\$ 2,160.35	\$ 2,592.42	\$ 432.07	20.0%
2	Very High	Walking Man Brewing LLC- Brewhouse	\$ 150.23	\$ 180.27	\$ 30.04	20.0%

Another way to calculate the increase would be in the BOD surcharge rate since that is what is used to pay for the increased costs associated with the type of effluent. This allows the revenues to follow the increased expenses more closely, such as hauling biosolids. More BOD, more solids to remove. This leads to a different distribution on the cost-of-service impact as there are many businesses that don't use more than 400 ft³ of flow, and only have the 10% impact.

Meter	Strength	Account	Average Bill		\$ Change	% Change
			2023	2024 COS	2024 COS	2024 COS
3/4	High	54-40 Brewing Company	\$ 127.06	\$ 141.80	\$ 14.74	11.6%
3/4	High	Big River Grill	\$ 727.41	\$ 917.15	\$ 189.75	26.1%
3/4	High	Gotta' Hava' Java'	\$ 137.27	\$ 154.99	\$ 17.72	12.9%
3/4	High	Gross, Justin	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Hunsaker Oil Company	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	La Casa de Sabor	\$ 174.09	\$ 202.53	\$ 28.45	16.3%
3/4	High	Main Street ... Singh	\$ 216.20	\$ 256.92	\$ 40.72	18.8%
3/4	High	Moon River Home & Living	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Red Bluff Tap House	\$ 425.98	\$ 527.86	\$ 101.88	23.9%
3/4	High	Red Oak Properties LLC	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Rock Creek Tavern LLC	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	The Cabin	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	The Kellogg Group	\$ 220.53	\$ 262.52	\$ 41.99	19.0%
3/4	High	Toledo, Carlos & Jennifer	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Walking Man Brewing LLC	\$ 346.38	\$ 425.06	\$ 78.67	22.7%
1	High	A&J Select Market	\$ 562.46	\$ 680.07	\$ 117.61	20.9%
1	High	El Rio	\$ 337.26	\$ 389.22	\$ 51.96	15.4%
1.5	Very High	LDB Beverage	\$ 1,730.27	\$ 2,291.52	\$ 561.24	32.4%
2	Very High	Eagles Lodge	\$ 716.99	\$ 837.29	\$ 120.29	16.8%
2	Very High	Port Tichenor Building	\$ 2,160.35	\$ 2,834.09	\$ 673.74	31.2%
	Very High	Walking Man Brewing LLC- Brewhouse	\$ 150.23	\$ 174.83	\$ 24.60	16.4%

The Crossing and La Casa de Sabor have closed. They are currently being billed base fees as they don't go over 400 ft³ of water usage for the flow charges.

The first question is whether the council wants to move forward with the cost-of-service rate increase. If yes, does council want the across-the-board rate increase, or the change to the BOD rate only (variable impact to customers)?

Discount Tiers

The current discount is available to low-income seniors or those with social security disability with an income less than 200% of the federal poverty level. Customers complete the application process through Senior Services where they can be connected to energy discounts and other services.

Adding a moderate-income tier, at a 25% discount, would be applicable to customers with an income less than 400% of the federal poverty level, and less than the Moderate Income identified for Skamania County through the Community Development Block Grant (see attached 2023-CDBG Income Limits Chart). The number of customers which would qualify is unknown. From the 2015 American Communities Survey, Stevenson has a population of just over 48% that are low-moderate income.

The applications would go through Washington Gorge Action Programs and in discussions with them they request a modest fee of \$10-\$20 per application to cover staff time and associated costs.

These changes are reflected in the proposed ordinance changing SMC 13.10 Water and Sewer Service Charges, sections 13.10.100, 13.10.110 and 13.10.120.

Snowbirds/Temporary Shutoffs

The current ordinance allows customers to have their water be shut-off temporarily and not be billed monthly fees. Upon reconnection they will pay 5 months the base water fee, even if they are also connected to sewer. This is mostly used by residents who leave for long periods of time and come back periodically. The challenge for the utilities is the infrastructure they are connected to still needs to be maintained while they are away, and the capacity of the system takes into consideration their connection. The base fees cover the ongoing maintenance needs to ensure the system is available when they return. For snowbirds, this may be an annual shut-off of around 8 months (October-May).

For properties with existing connections and that have been demolished, there may be a few options for council.

- Continue to require the base fees to be paid and no system development charges will be required when rebuilding occurs. This would be like the requirement for snowbirds or developed properties with utilities that have been shut-off.
- Require the customer to pay the back-billing from time of disconnect to reconnect, or SDCs, whichever is less.

This change would be made by repealing Ordinance 2019-1153 and modifying the language in the updated legislation based on direction from the council.

Construction Water

The current ordinance allows properties under construction to be billed for water usage only and not pay any base fees up until the property receives final occupancy. There are currently 9 properties where this is implemented. Two of the properties are submeters for alternate billing of sewer charges (Walking Man Brewhouse separate from the Restaurant, and Skamania County Jail separate from the Courthouse Lawn). The remaining 7 are for building permits that have not received final occupancy, and most are very close, waiting on final inspections for Building, Planning and Public Works.

Once a property connects to the utility system, they are able to use that system at full capacity. It is also counted towards the city's overall capacity for connections. By not having a separate utility payment type for these customers, it also reduces the risk of billing errors. The new permitting process is online

and the Utility Clerk is not a CloudPermit user and would need to be notified of new certificates of occupancy outside of the system, creating a potential gap in the process.

The draft ordinance amending SMC 15.01.030 removes the need for a temporary water/sewer permit during construction and removes the ability to bill usage only.

System Development Charges

There seemed to be consensus regarding the scaling options based on size of home for both water and sewer system development charges. The ranges were chosen based on fixture counts for water connections and square footage for sewer connections for average home sizes in Stevenson. The rates in the proposal below reflect this change and the maximum allowable charge as identified during the study.

Water System Fees and Charges	
System Development Charges	
Meter Size	Fee
5/8": <25 Fixture Units	\$8,223
3/4": <55 Fixture Units	\$12,334
1": <130 Fixture Units	\$20,556
1.5"	\$41,113
2"	\$65,781
3"	\$123,339
4"	\$205,565
6"	\$411,130
Installation Costs	Time and Materials

Wastewater System Fees and Charges	
System Development Charges	
Charge Type	Fee
Residential ERU < 1,500 SqFt	\$6,683
Residential ERU 1,500-2,599 SqFt	\$8,910
Residential ERU > 2,600 SqFt	\$11,607
Commercial Flow(gallon)*	\$14.88
Commercial BOD (pound)*	\$5,666
Residential single-family service inspection	\$100
All other service inspections	\$300

*Flow can be calculated based on meter size for commercial use. The mid-point of the BOD class can be used for the BOD calculation, or it can be calculated.

There are additional types of use classifications in the existing rate table for SMC 13.10.080. Direction is needed on whether some of these classes remain, such as hotels and schools, or if all commercial customers will follow the flow and BOD calculations.

These decisions will be incorporated into changes to necessary ordinances and the rates will be added to a new revised comprehensive rate schedule resolution. The resolution will include all city fees, in addition to the utility rate changes.

Action Needed:

- Water Rates-Across the board annual increase of 7% from 2024-2028?
- Sewer Rates-Across the board annual increases of 10%, 10%, 3.5%, 3.5% and 3%?
- Move forward with the sewer cost-of-service rate increase for High and Very High?
 - If yes, across-the-board rate increase, or change the BOD rate only (variable impact to customers)?
- Adjust the income tier removing the senior and social security disability requirement and adding a second tier at 400% the national poverty rate for a 25% discount?
- Remove the ability to no longer be charged for a voluntarily shut-off meter (temporary/snowbirds)?
- Existing customers with demolition permits and no new building permit (vacant land):
 - Continue to require the base fees to be paid and no system development charges will be required when rebuilding occurs? Like the requirement for snowbirds or developed properties with utilities that have been shut-off.
OR
 - Require the customer to pay the back-billing from time of disconnect to reconnect, or SDCs, whichever is less?
- Remove construction water rate class?
- Implement the scaling options for System Development Charges?
- Commercial connections follow new flow and BOD calculations, or pull out some other standard rate multipliers similar to existing structure?



Utility Rate Study



Presented by
Brooke Tacia, Project Manager

January 25, 2024



Agenda

- **Summary of findings**
 - » Sewer
 - Revenue requirement
 - Cost of service
 - Rate design
 - » Water
 - Revenue requirement
 - Rate design
 - » System Development Charges
 - Water
 - Sewer
- **Discussion/Questions**



Sewer Summary

- **Sewer Rate Increases:**
 - » 10% annual rate increase for 2024-2025
 - » Re-evaluate rates for 2026 depending on developer extension decision
- **Cost of Service Options:**
 - » Explore options to improve equity between class
 - Define duration and constraints of phasing in results
 - » Apply rates on a system-wide basis
- **Rate Design Options:**
 - » Across the Board rate increases
 - » Scenario 1: Fully eliminate the usage allowance
 - » Scenario 2: Reduce the usage allowance
 - » Other options to be explored?



Step 3: Allocate Costs to Customer Classes

Class	2025 Rates at ATB	2025 Cost of Service	\$ Difference	% Difference
Single Family	\$ 752,844	\$ 573,113	\$ (179,731)	-23.9%
Multi-Family	622,185	576,776	(45,409)	-7.3%
Comm - Low	223,317	132,122	(91,195)	-40.8%
Comm - Medium	74,976	77,460	2,484	3.3%
Comm - High	69,528	209,140	139,612	200.8%
Comm - Very High	31,277	205,516	174,239	557.1%
Total	\$ 1,774,128	\$ 1,774,128	\$ -	0.0%

Note: ±5% of average is within cost of service

Paying More

- » Single Family
- » Multi-Family
- » Commercial - Low

Within Cost of Service

- » Commercial - Medium

Paying Less

- » Commercial - High
- » Commercial – Very High



5 Year Phase-In Scenario

System-Wide Increase	10.00%	10.00%	3.50%	3.50%	3.00%
Constraint Maximum	20.00%	20.00%	7.00%	7.00%	6.00%
Class	Annual Class Specific Rate Increase				
	2024	2025	2026	2027	2028
Single Family	9.90%	9.90%	3.50%	3.50%	3.00%
Multi-Family	9.90%	9.90%	3.50%	3.50%	3.00%
Comm - Low	6.00%	6.00%	1.50%	1.50%	1.00%
Comm - Medium	10.00%	10.00%	3.50%	3.50%	3.00%
Comm - High	20.00%	20.00%	7.00%	7.00%	6.00%
Comm - Very High	20.00%	20.00%	7.00%	7.00%	6.00%

- **Scenario constraints:**

- » Maximum increase twice ATB increase
- » Single Family and Multi-Family balance the revenue requirement

- **Results:**

- » Begins increasing equity between classes
- » Focuses on increasing costs for higher BOD customer classes



High and Very High Businesses (20)

54-40 Brewing Company

Big River Grill

La Casa de Sabor (closed)

Gotta' Hava' Java'

Scoopy's

Subway

Bigfoot Coffee Roasters

Main Street

Moon River Home & Living

Red Bluff Tap House

Rock Creek Tavern LLC

The Cabin

Clark and Lewie's

Walking Man Brewing LLC

A&J Select Market

El Rio

Eagles Lodge

LDB Beverage

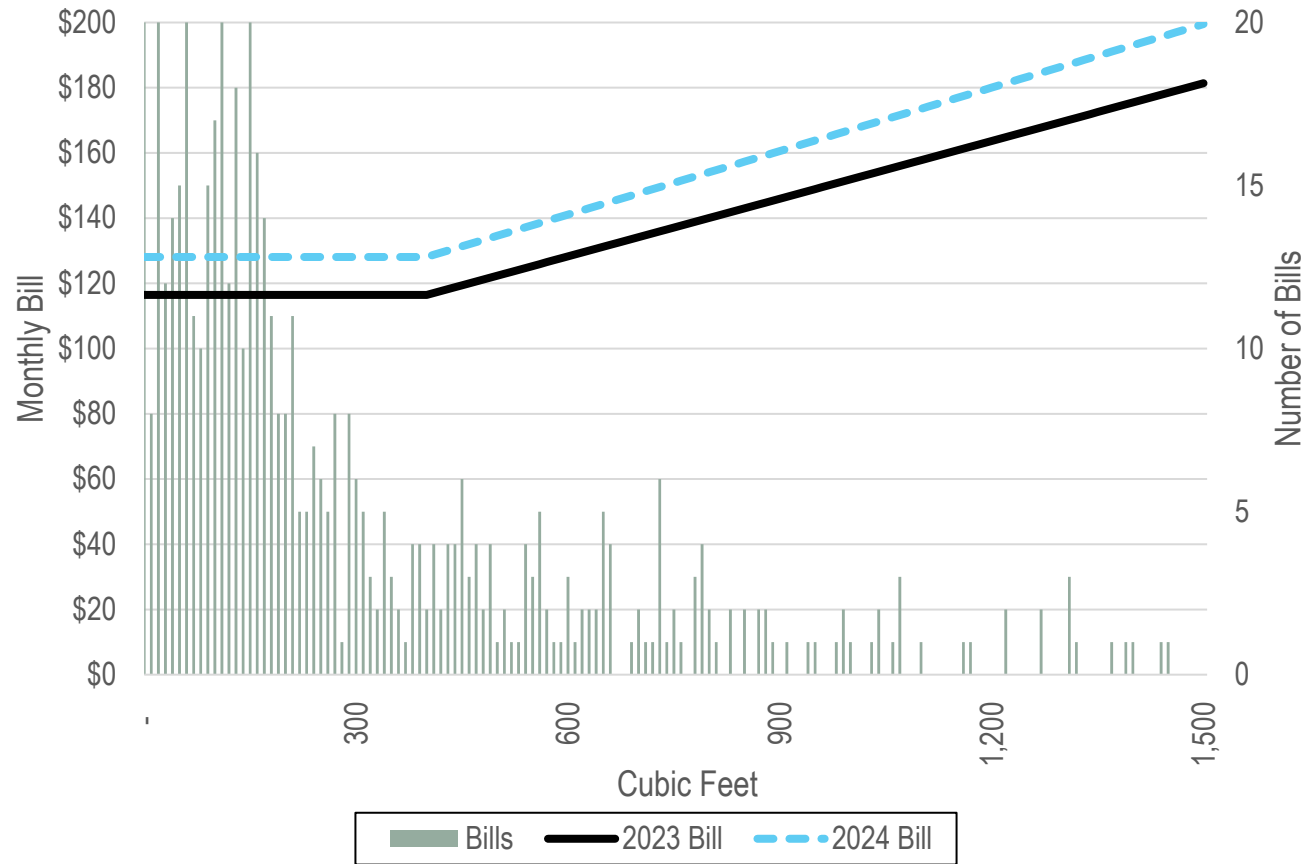
Backwoods Brewing

Skunk Brothers



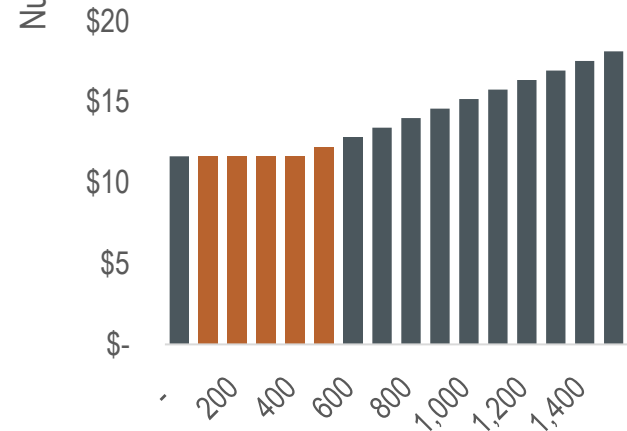
Across the Board Rate Increases

3/4" Commercial – Low* Bill Comparison



Charge	2023	ATB
Base	\$116.46	\$128.11
per cf after allowance	\$0.059	\$0.065

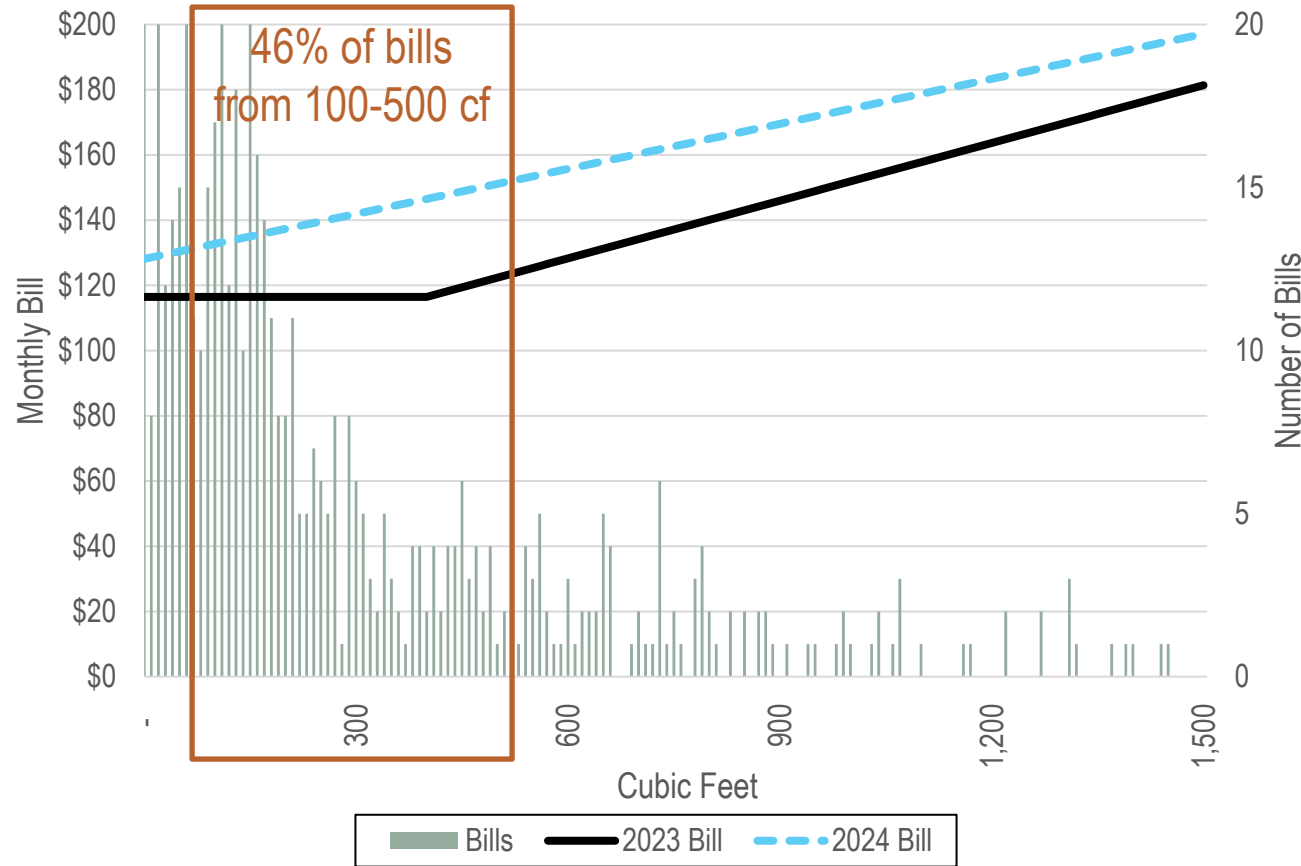
Change in Monthly Bill





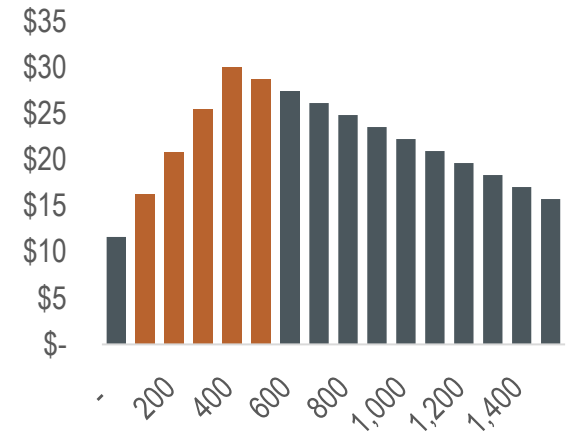
Scenario 1: Fully Remove Allowance

3/4" Commercial – Low* Bill Comparison



Charge	2023	Scenario 1
Base	\$116.46	\$128.11
per cf for all usage	\$0.059	\$0.046

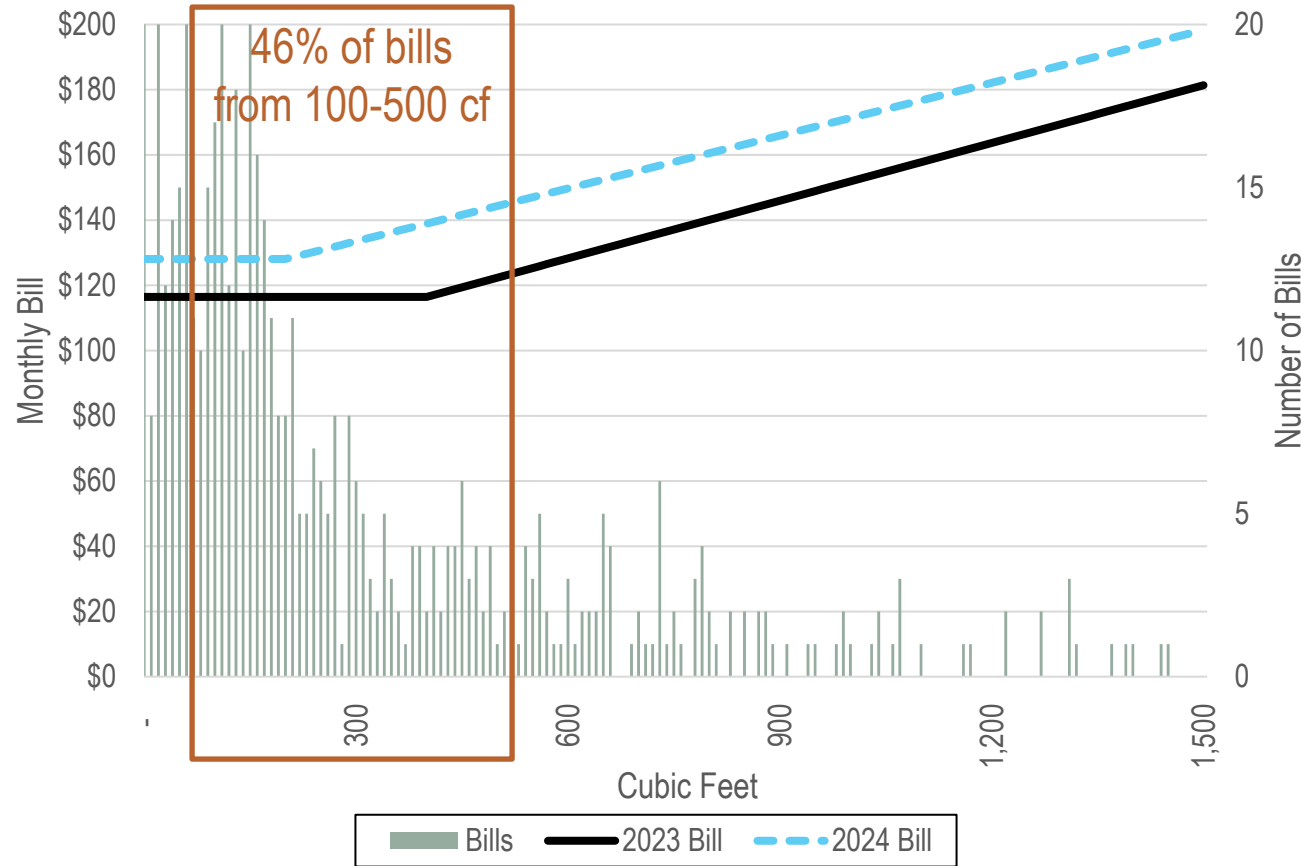
Change in Monthly Bill



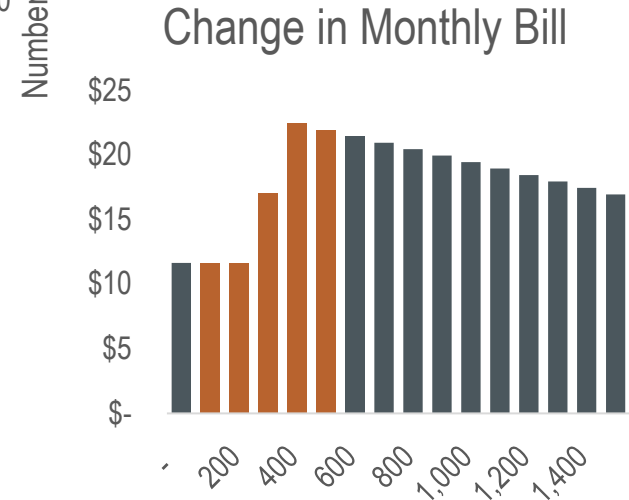


Scenario 2: Half Removal of Allowance

3/4" Commercial – Low* Bill Comparison



Charge	2023	Scenario 2
Base	\$116.46	\$128.11
per cf after allowance	\$0.059	\$0.054





3/4" Commercial – Low Bills by Usage

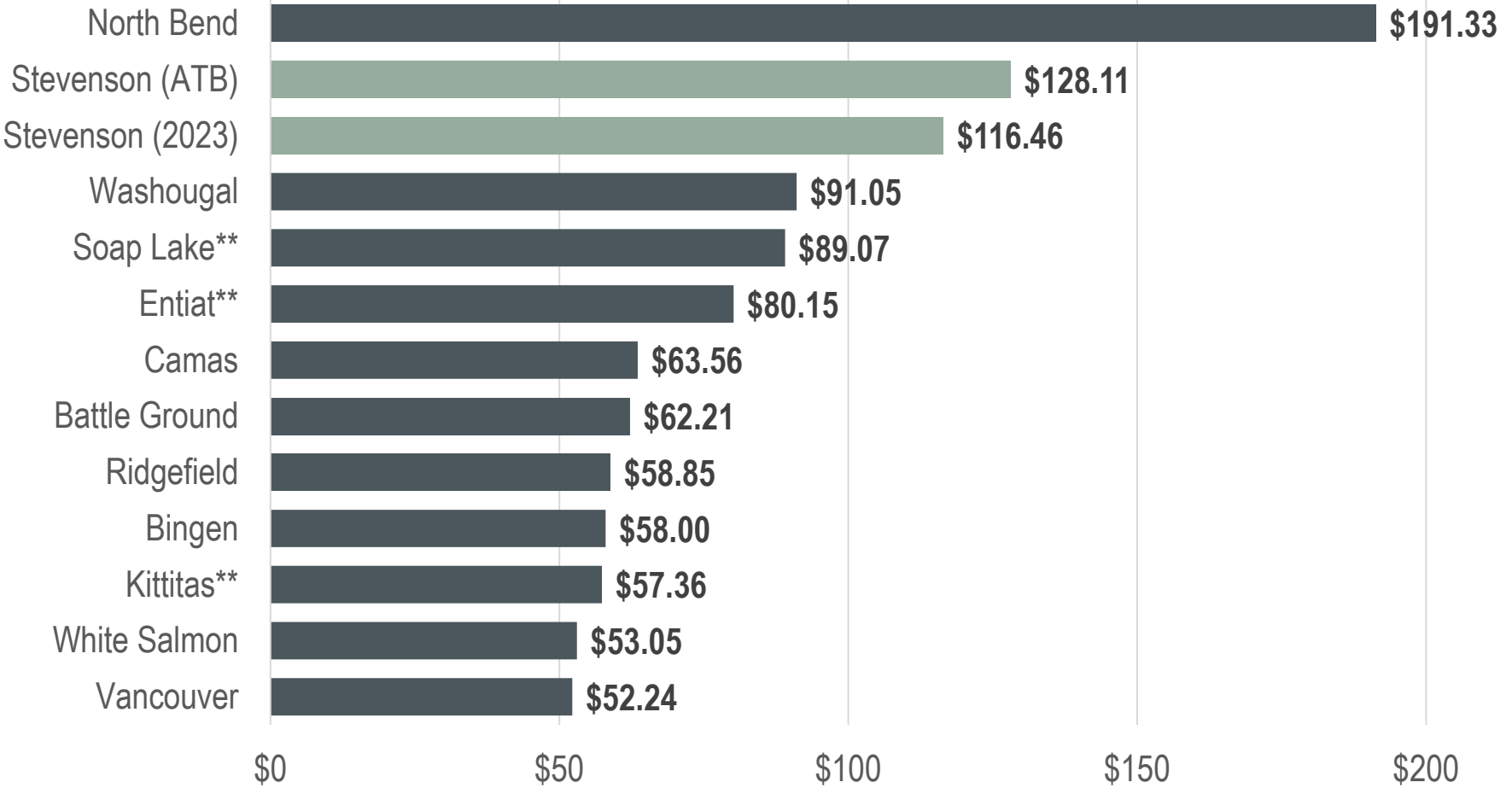
Usage	2023	ATB	\$ Change	Scenario 1	\$ Change	Scenario 2	\$ Change
0	\$116.46	\$128.11	\$11.65	\$128.11	\$11.65	\$128.11	\$11.65
300	\$116.46	\$128.11	\$11.65	\$141.91	\$25.45	\$133.51	\$17.05
600	\$128.26	\$141.11	\$12.85	\$155.71	\$27.45	\$149.71	\$21.45
750	\$137.11	\$150.86	\$13.75	\$162.61	\$25.50	\$157.81	\$20.70
900	\$145.96	\$160.61	\$14.65	\$169.51	\$23.55	\$165.91	\$19.95
1200	\$163.66	\$180.11	\$16.45	\$183.31	\$19.65	\$182.11	\$18.45
1500	\$181.36	\$199.61	\$18.25	\$197.11	\$15.75	\$198.31	\$16.95

- **City Hall Statistics:**

- » Winter: 235 cf
- » Summer: 440 cf



Single Family Sewer Monthly Rate Comparison*





Water Summary

- **Water Rate Increases:**
 - » 7% annual revenue increases for 2024-2028
- **Rate Design Options:**
 - » Across the Board rate increases
 - » Scenario 1: Fully eliminate the usage allowance
 - » Scenario 2: Reduce the usage allowance
 - » Other options to be explored?



Water Rate Design Options

Scenario 1

- **Fully Remove Allowance**
 - » Customers billed for all usage
- **Advantages:**
 - » Users have more control over bills
- **Things to Consider:**
 - » Utility revenue relies more on usage rates
 - » Lower users charged for usage not previously billed

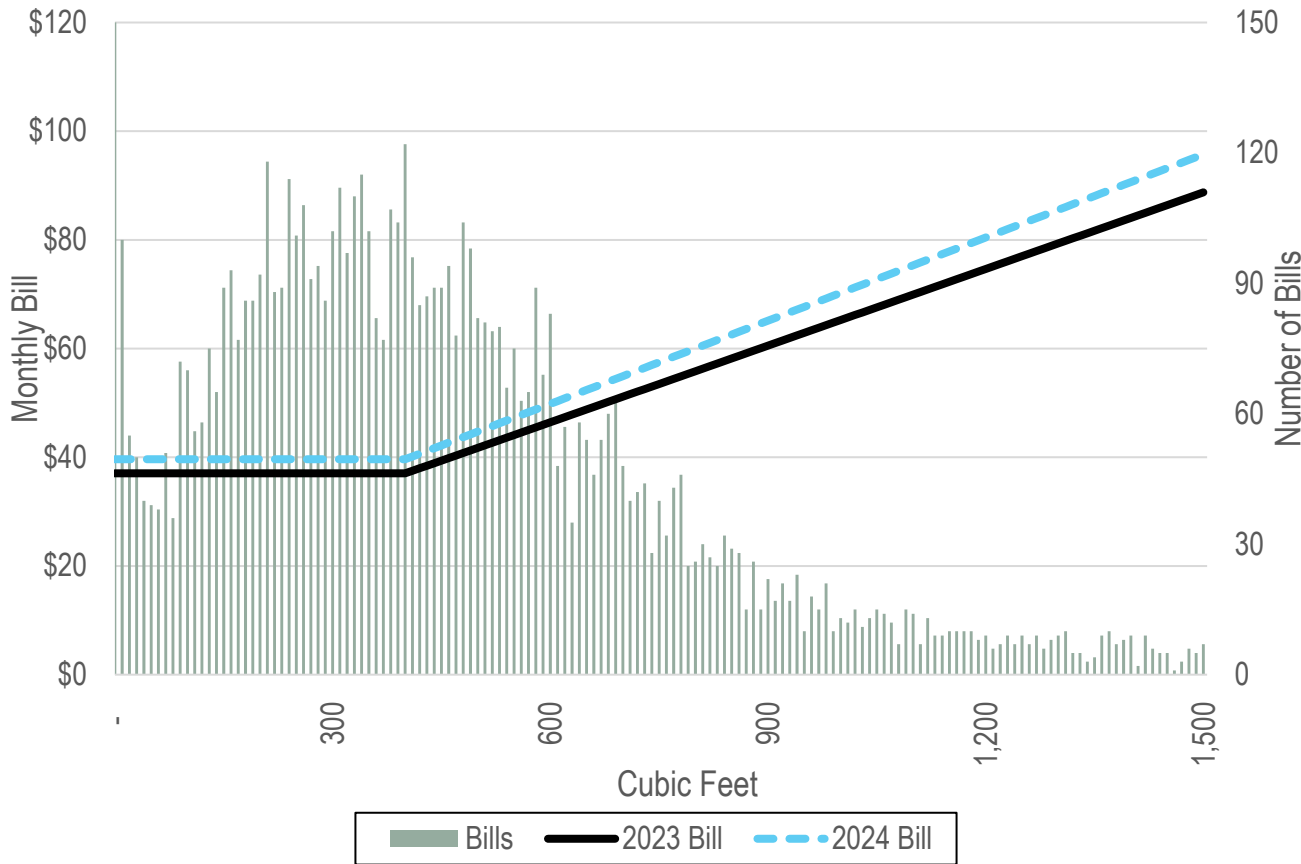
Scenario 2

- **Cut the allowance in half**
 - » Monthly allowance now 200 cf*
- **Advantages:**
 - » Finds a balance between current rate design and Scenario 1
- **Things to Consider:**
 - » Customers near original allowance now paying for half their usage



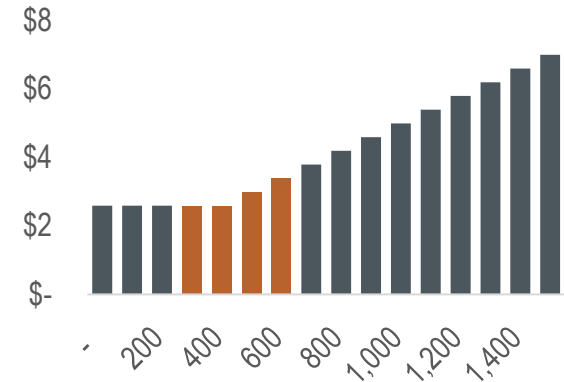
Across The Board (ATB) Bill Comparisons

Single Family Bill Comparison



Charge	2023	ATB
Base	\$37.04	\$39.63
per cf after allowance	\$0.047	\$0.051

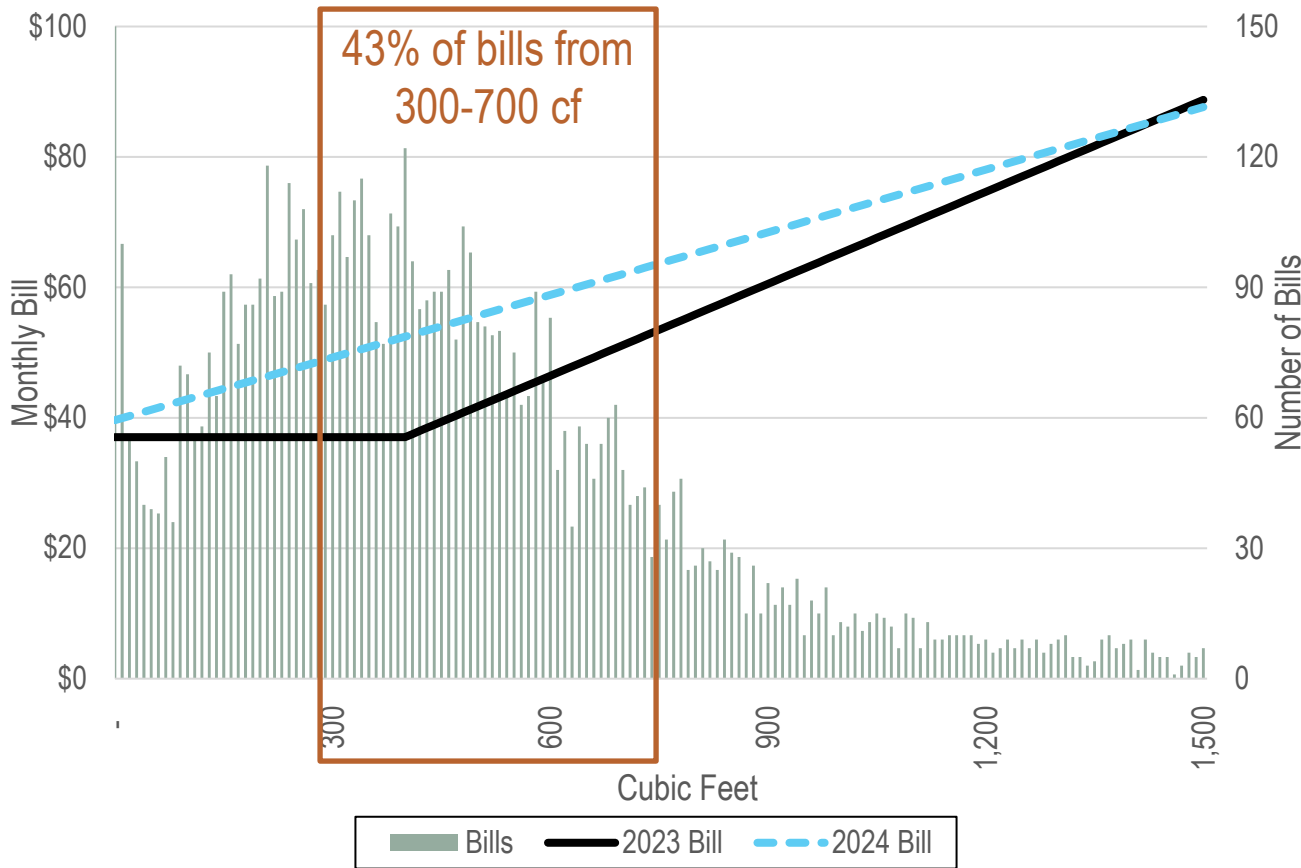
Change in Monthly Bill Black Line - Blue Line





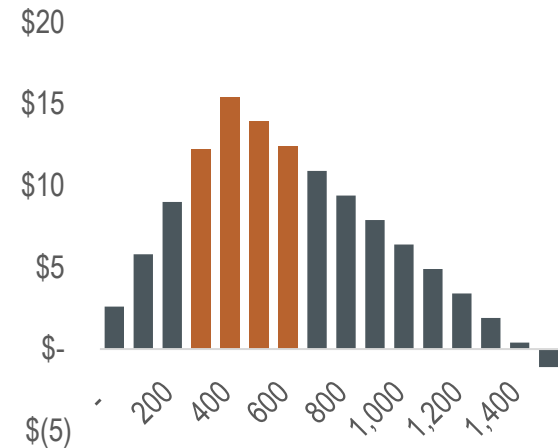
Scenario 1: Fully Removed Allowance

Single Family Bill Comparison



Charge	2023	Scenario 1
Base	\$37.04	\$39.63
per cf for all usage	\$0.047	\$0.032

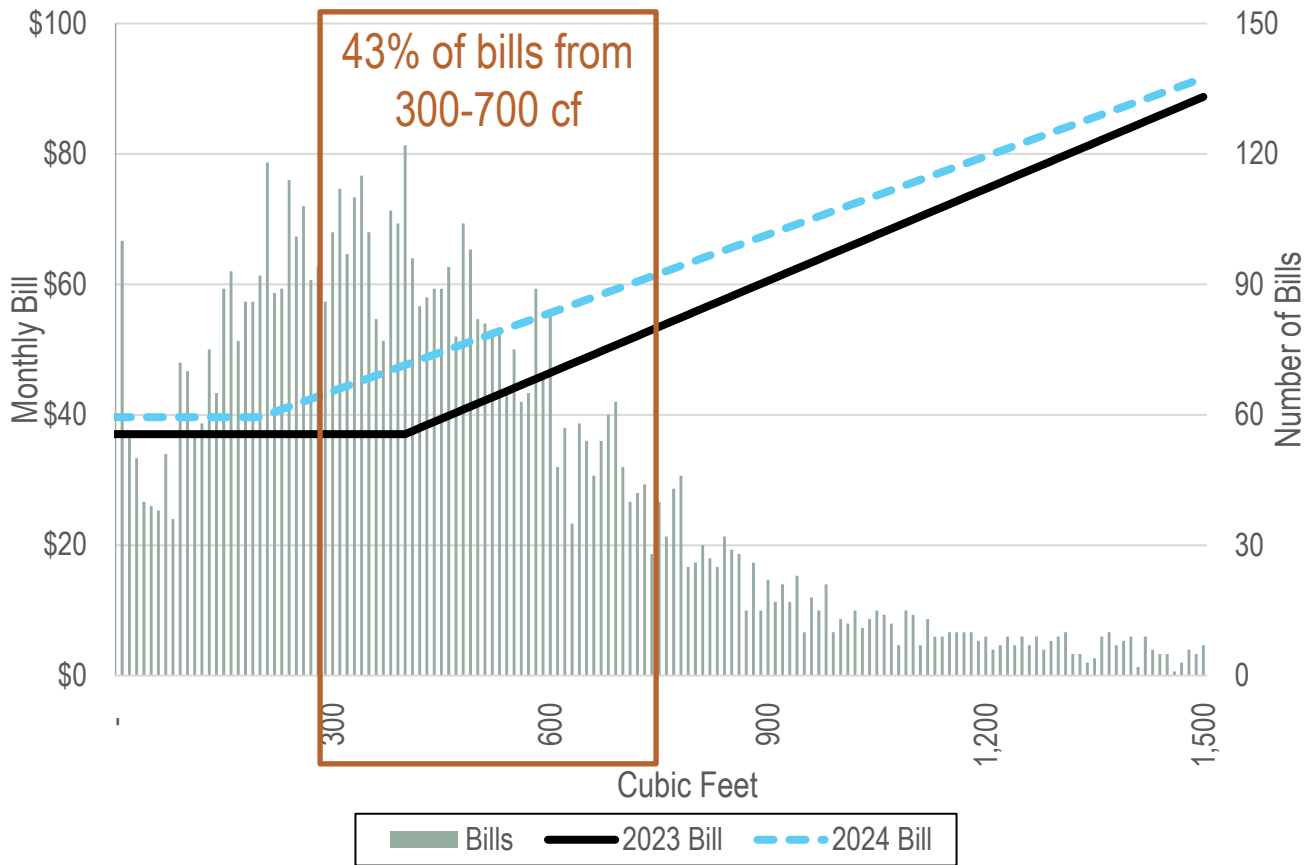
Change in Monthly Bill





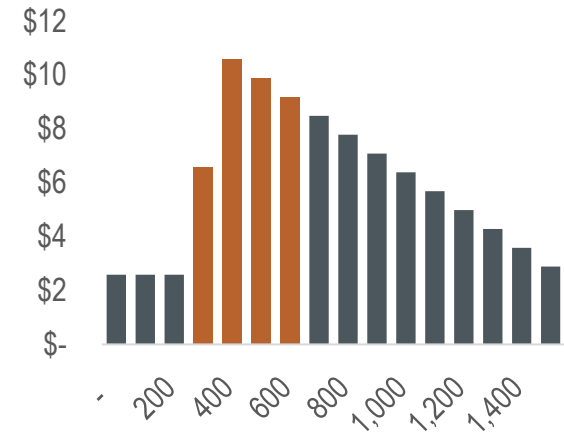
Scenario 2: Remove Half of Allowance

Single Family Bill Comparison



Charge	2023	Scenario 2
Base	\$37.04	\$39.63
per cf after allowance	\$0.047	\$0.040

Change in Monthly Bill





Single Family Bills by Usage

Usage (cf)	2023	ATB	\$ Change	Scenario 1	\$ Change	Scenario 2	\$ Change
0	\$37.04	\$39.63	\$2.59	\$39.63	\$2.59	\$39.63	\$2.59
300	\$37.04	\$39.63	\$2.59	\$49.23	\$12.19	\$43.63	\$6.59
600	\$46.44	\$49.83	\$3.39	\$58.83	\$12.39	\$55.63	\$9.19
750	\$53.49	\$57.48	\$3.99	\$63.63	\$10.14	\$61.63	\$8.14
900	\$60.54	\$65.13	\$4.59	\$68.43	\$7.89	\$67.63	\$7.09
1200	\$74.64	\$80.43	\$5.79	\$78.03	\$3.39	\$79.63	\$4.99
1500	\$88.74	\$95.73	\$6.99	\$87.63	(\$1.11)	\$91.63	\$2.89

- **Average Usage Statistics:**

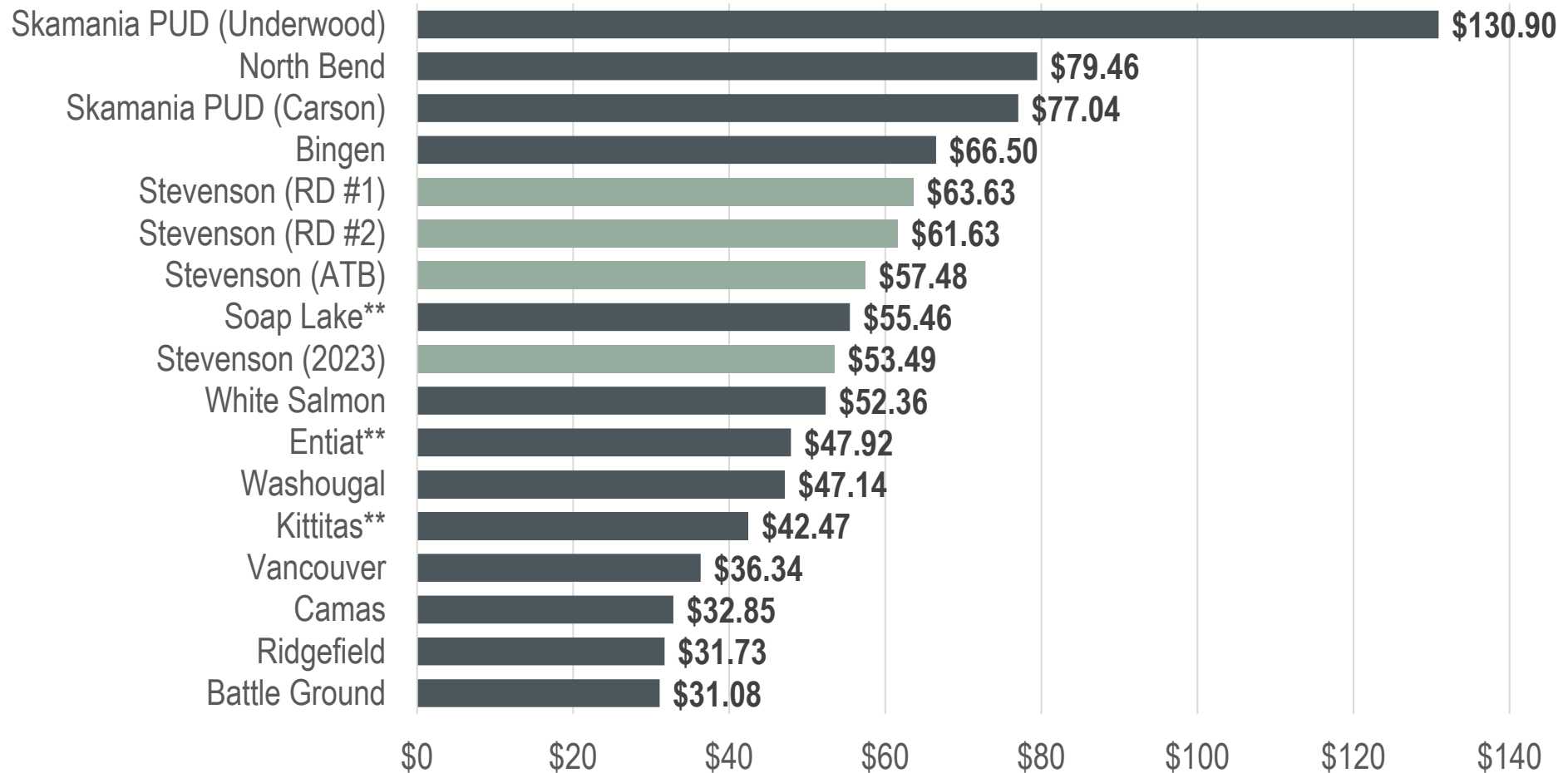
- » Winter: 470 cf
- » Summer: 960 cf

- **Median Usage Statistics:**

- » Winter: 380 cf
- » Summer: 580 cf



Residential Water Monthly Rate Comparison*



*Assumes 750 cf monthly usage

**Similar sized population



SDC Summary

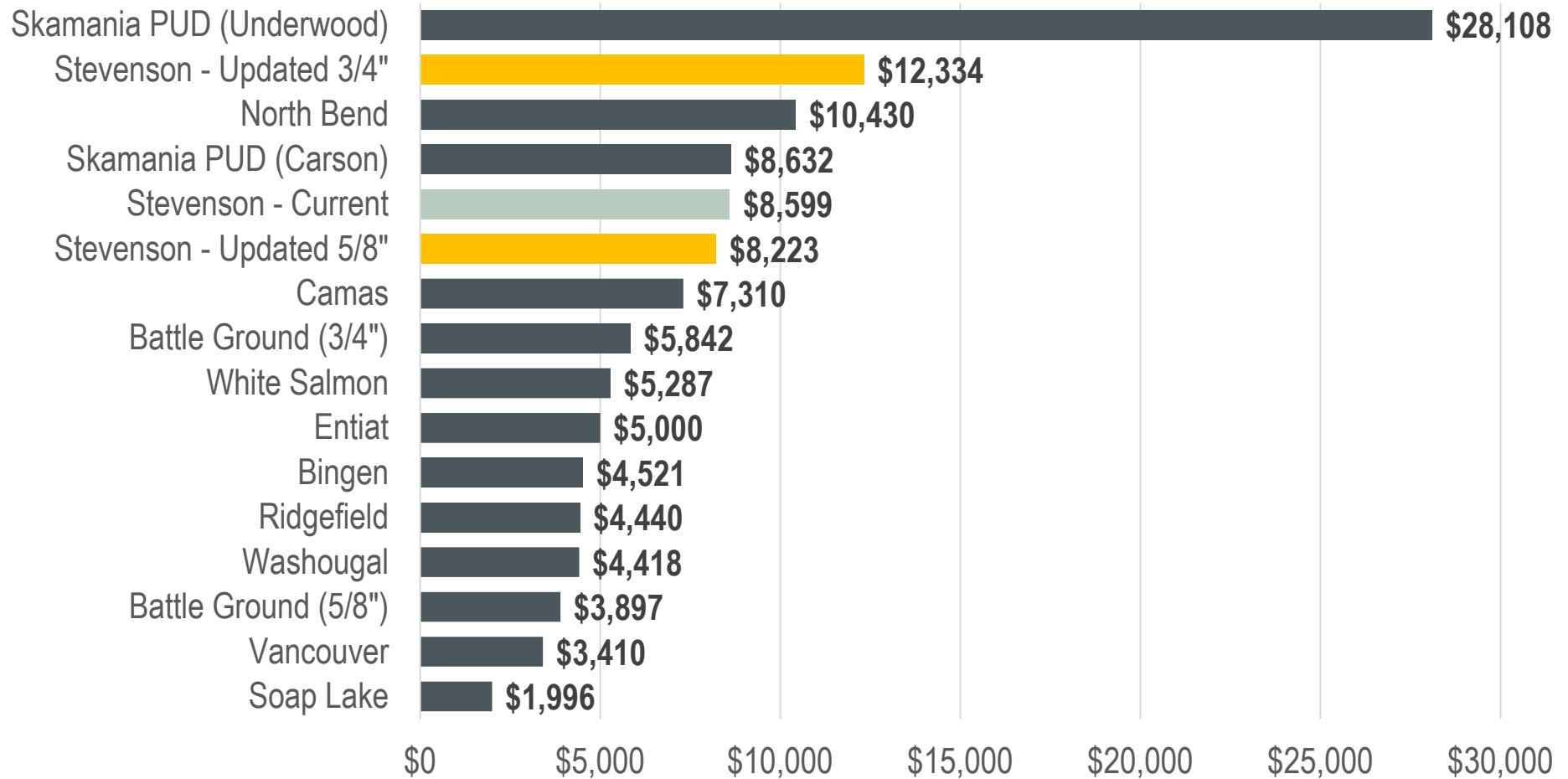
- **Water**
 - » Maximum \$12,334 per MCE
 - » Lower charge?

- **Sewer**
 - » Maximum \$8,910 per ERU
 - \$5,966 per flow ERU
 - \$2,944 per BOD ERU
 - » Lower charge?

- **Establish scalable residential options?**

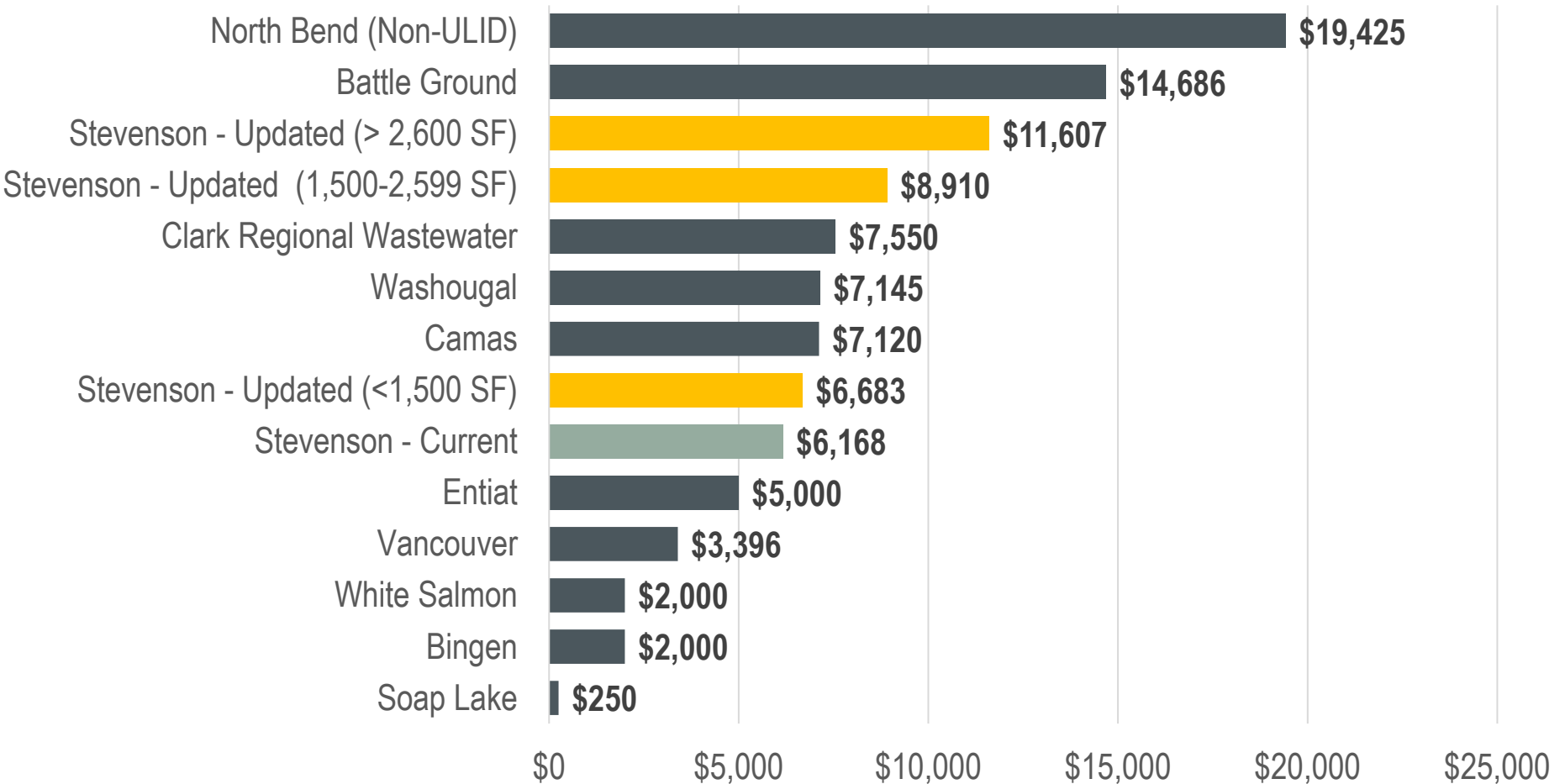


Water SDC per Residential Unit





Sewer SDC per Residential Unit





Water SDC Calculation

$$\begin{array}{c}
 \$12,334 \\
 \text{per MCE}
 \end{array}
 =
 \frac{
 \begin{array}{c}
 \text{Existing Cost Basis:} \\
 \$9.5 \text{ million}
 \end{array}
 +
 \begin{array}{c}
 \text{Future Cost Basis:} \\
 \$11.4 \text{ million}
 \end{array}
 }{
 \begin{array}{c}
 \text{Total System Capacity:} \\
 1,695 \text{ MCEs}
 \end{array}
 }$$

- **Maximum \$12,334 per Meter Capacity Equivalent (MCE*)**

Fixture Units	Residential Charge
5/8" : < 25 Fixture Units	\$8,223
3/4" : < 55 Fixture Units	\$12,334
1" : < 130 Fixture Units	\$20,556

Meter Size	Charge
3/4"	\$12,334
1"	\$20,556
1 1/2"	\$41,113
2"	\$65,781
3"	\$123,339
4"	\$205,565
6"	\$411,130



Sewer SDC Calculation by Component

Flow SDC: \$5,966 per ERU*	=	Existing Cost Basis: \$4.0 million	+	Future Cost Basis: \$6.1 million
		Total System Capacity: 1,681 ERUs		

BOD SDC: \$2,944 per ERU*	=	Existing Cost Basis: \$5.0 million	+	Future Cost Basis: \$5.0 million
		Total System Capacity: 3,403 ERUs		

House Size	Residential Charge
< 1,500 SqFt	\$6,683
1,500 – 2,599 SqFt	\$8,910
>2,600 SqFt	\$11,607

Component	Non-Res Unit Charge
Flow (gallon)	\$14.88
BOD (pound)	\$5,666



Non-Residential Examples

- **Medium – Laundry Mat – 4,100 cf per month**
 - » 1,000 gallons and 3.76 pounds of BOD per day
 - » \$36,184 (\$14,880 flow, \$21,304 for BOD)

- **High – Restaurant – 2,000 cf per month**
 - » 500 gallons and 5.42 pounds of BOD per day
 - » \$38,150 (\$7,440 flow, \$30,710 for BOD)

- **Very High – Brewery – 10,150 cf per month into the sewer system**
 - » 2,500 gallons and 52.16 pounds of BOD per day
 - » \$332,739 (\$37,200 flow, \$295,539 for BOD)



Input

Discussion

Next Steps

Thank you!

Brooke Tacia, Project Manager

(425) 502 - 6225

BrookeT@FCSTGroup.com

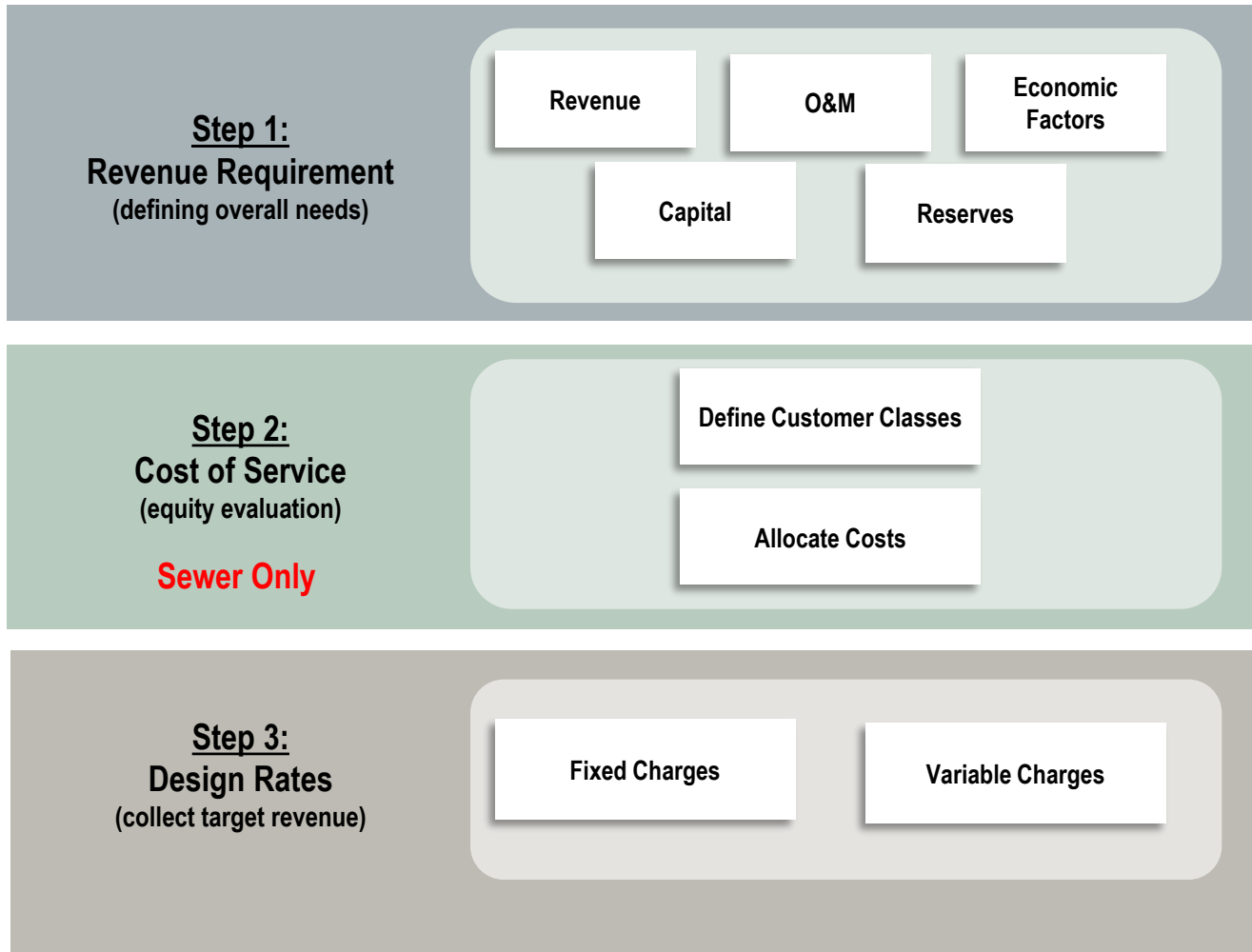
www.fcsgroup.com

Appendix Slides



Overview of Rate Setting Process

Financial Policies – Set the Management Foundation





Step 1: Revenue Requirement Overview

- **Determine the amount of annual revenue necessary**
 - » Operating and maintenance expenses
 - » Debt service (principal & interest)
 - » Capital costs
- **Meet financial parameters and targets**
 - » Debt service coverage ratios
 - » Maintain reserve balances
- **Evaluate revenue sufficiency over multi-year period**
- **Develop rate plan to balance financial needs and minimize customer impacts**



Step 2: Cost of Service Overview

- **An equitable distribution of cost shares that considers utility specific data:**
 - » Measures of usage and demand
 - » Planning, engineering and design criteria
 - » Facility requirements
- **Total cost by class (equity)**
- **Fundamental question: Do cost differences exist to serve different customer classes?**



Step 3: Rate Design Overview

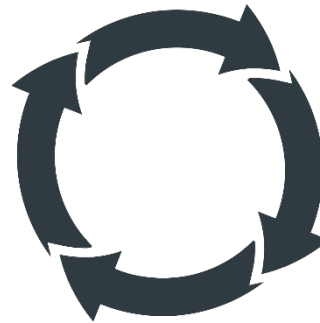
- **Development of fixed and variable charges assessed to customers**



Aligns fixed and variable costs with fixed and variable revenue sources



Generates sufficient revenue to meet utility requirements



Meet goals and objectives of the utility (e.g., conservation)



Evaluate monthly rate impact for different levels of use



Key Assumptions and Policies



Key Assumptions

- **Rate setting period 2024-2028**
 - » Financial model will evaluate twenty-year timeframe
- **Rate revenues forecasted based on 2020-2022 customer data plus the adopted 2023 rate increase**
- **Customer growth**
 - » ~1% system-wide; different growth rates applied to different classes
- **Expenses based on 2023 budget and staff input**
 - » Costs escalated by various inflationary factors (~3.1% average increase)
- **In process loan draws and recently awarded low-interest loans forecasted**



Fiscal Policy Targets

- **Help guide the financial management of the City**

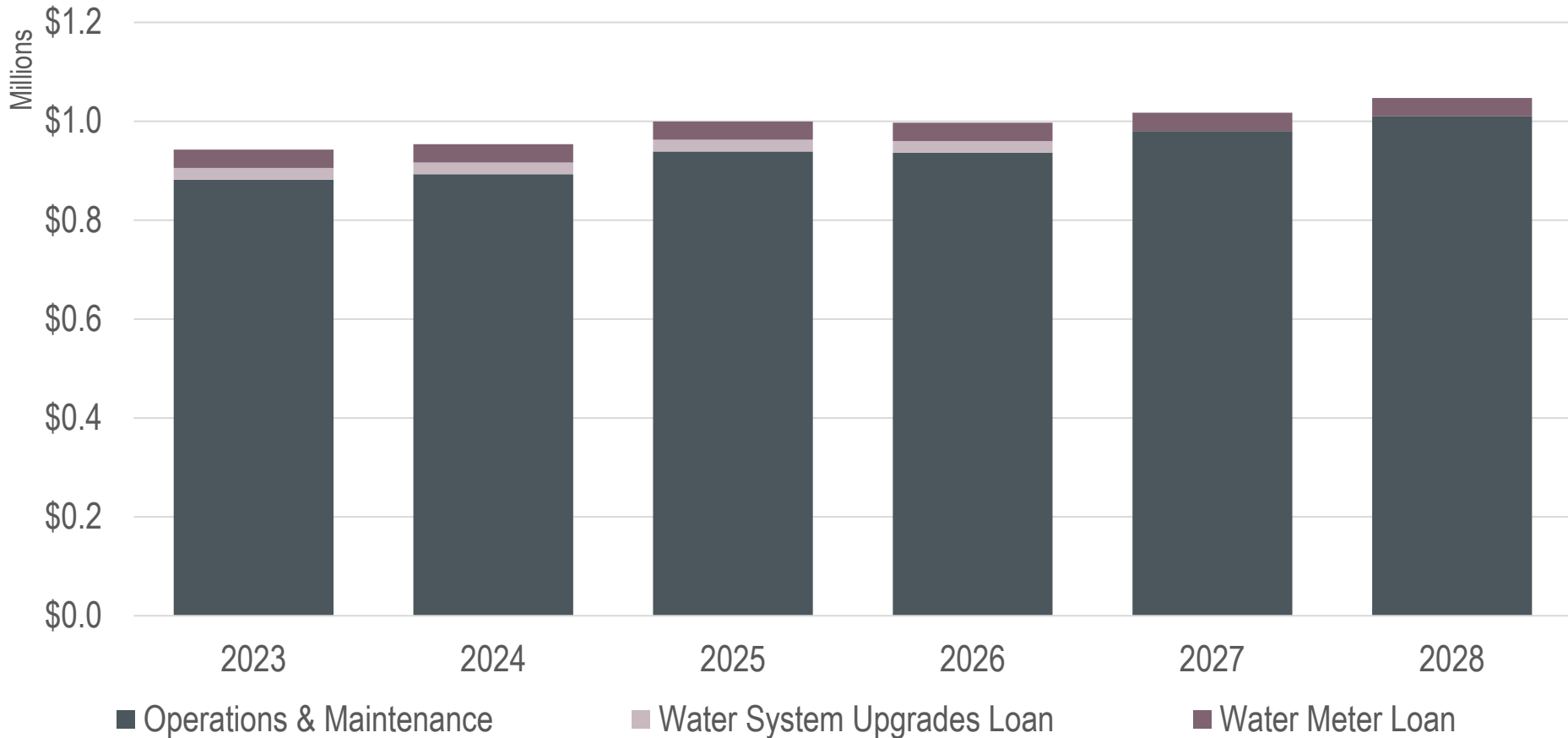
Policy	Purpose	Target
Operating Reserve	To provide sufficient cash flow to meet daily operating expenses (short-term, annual revenue cycles)	Water: 60-90 days of O&M Sewer: 45-60 days of O&M
Capital Reserve	To provide a source of funding for emergency repairs, unanticipated capital, and project cost overruns.	Minimum Target: greater of \$100,000 or 1% of assets in service
Debt Service Coverage	To ensure compliance with existing loan/debt covenants and maintain credit worthiness for future debt issuance.	Minimum Bond Covenant Requirement 1.25



Water Findings



Water Operating Forecast – Current Obligations



- **O&M Expenses**

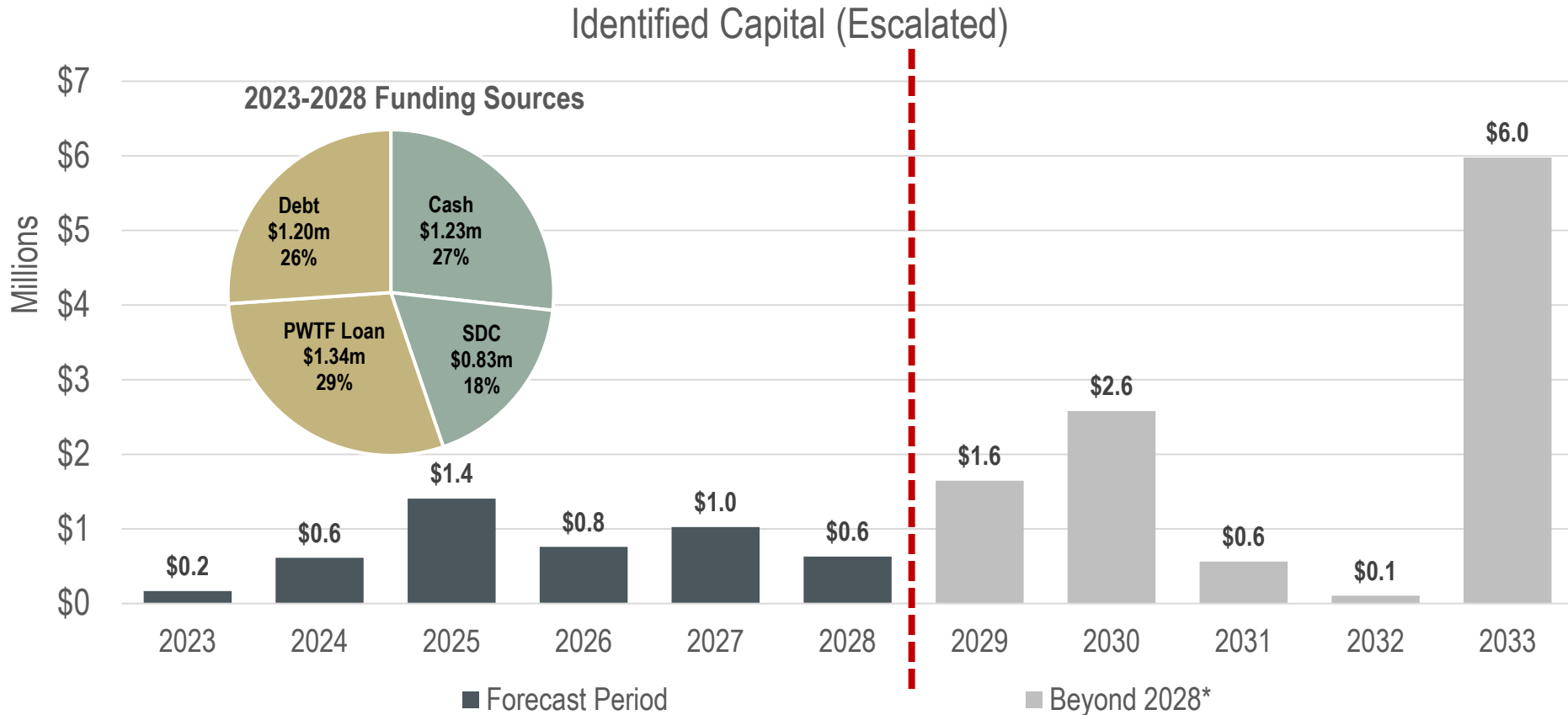
- » \$880,000 in 2023
- » \$1.0 million by 2028

- **Existing Debt Service**

- » \$61,000 annually from 2023-2026
- » \$37,000 annually in 2027 & 2028



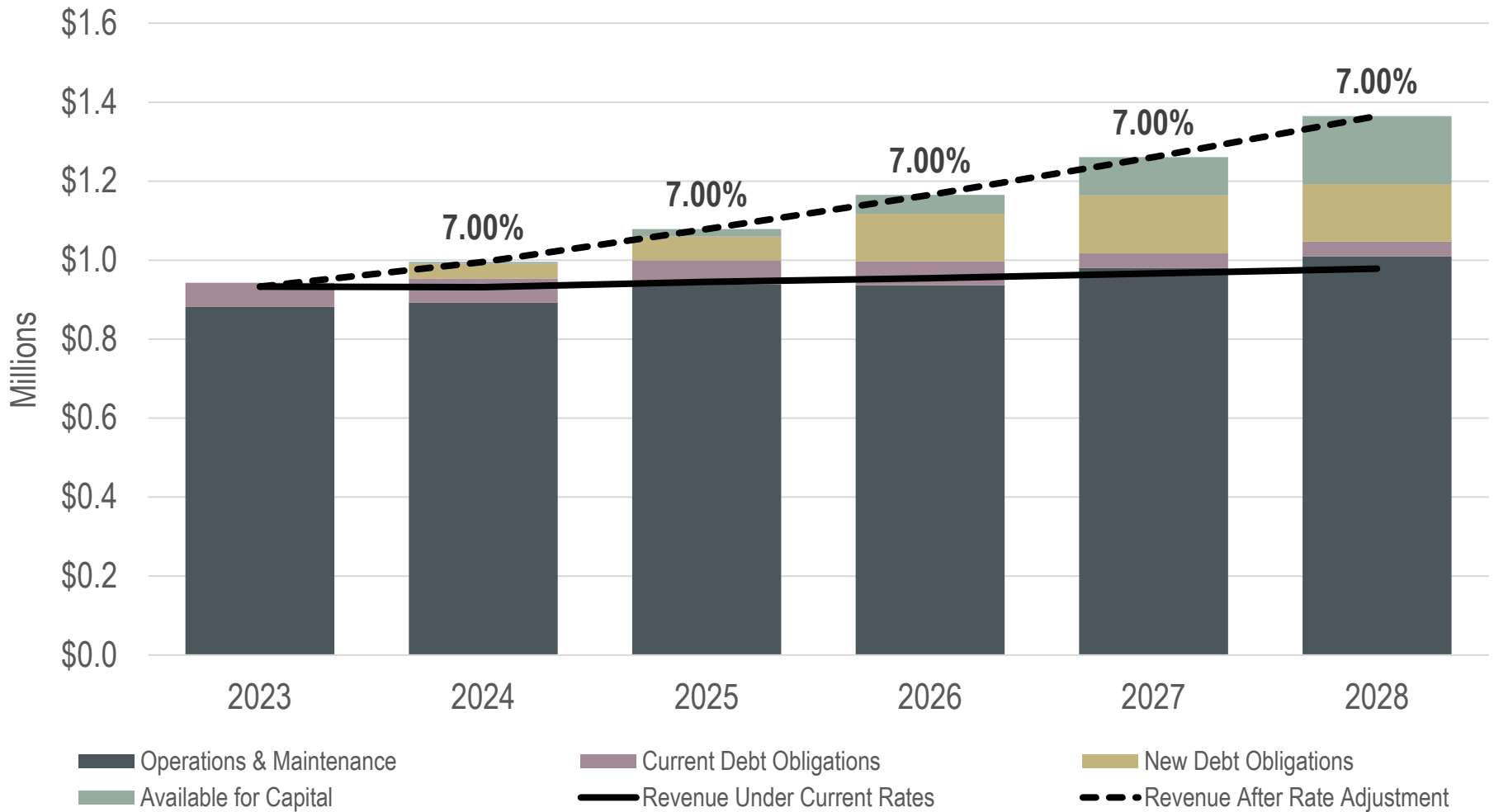
Water Capital Funding Strategy



- **\$14.5 million in capital projects identified from 2023-2033**
 - » 30% (\$4.6m) projected during the rate setting period
 - Rates set in preparation for capital beyond 2028



Water Revenue Requirement Summary



- **Annual 7% increases required to fund the capital program**



Current Water Rates

Charge	2023 Rate
Fixed Charge	
3/4"	\$37.04
1"	\$60.79
1 1/2"	\$146.72
2"	\$282.98
3"	\$508.52
4"	\$610.12
6"	\$1,625.27
per Unit*	\$37.04
Variable Charge (after 400* cf Allowance)	
per cf	\$0.047

*half for transient lodging

- **Fixed Charge**

- » Base fee is charged to all customers
- » Charge scales based on capacity available to the customer

- **Variable Charge**

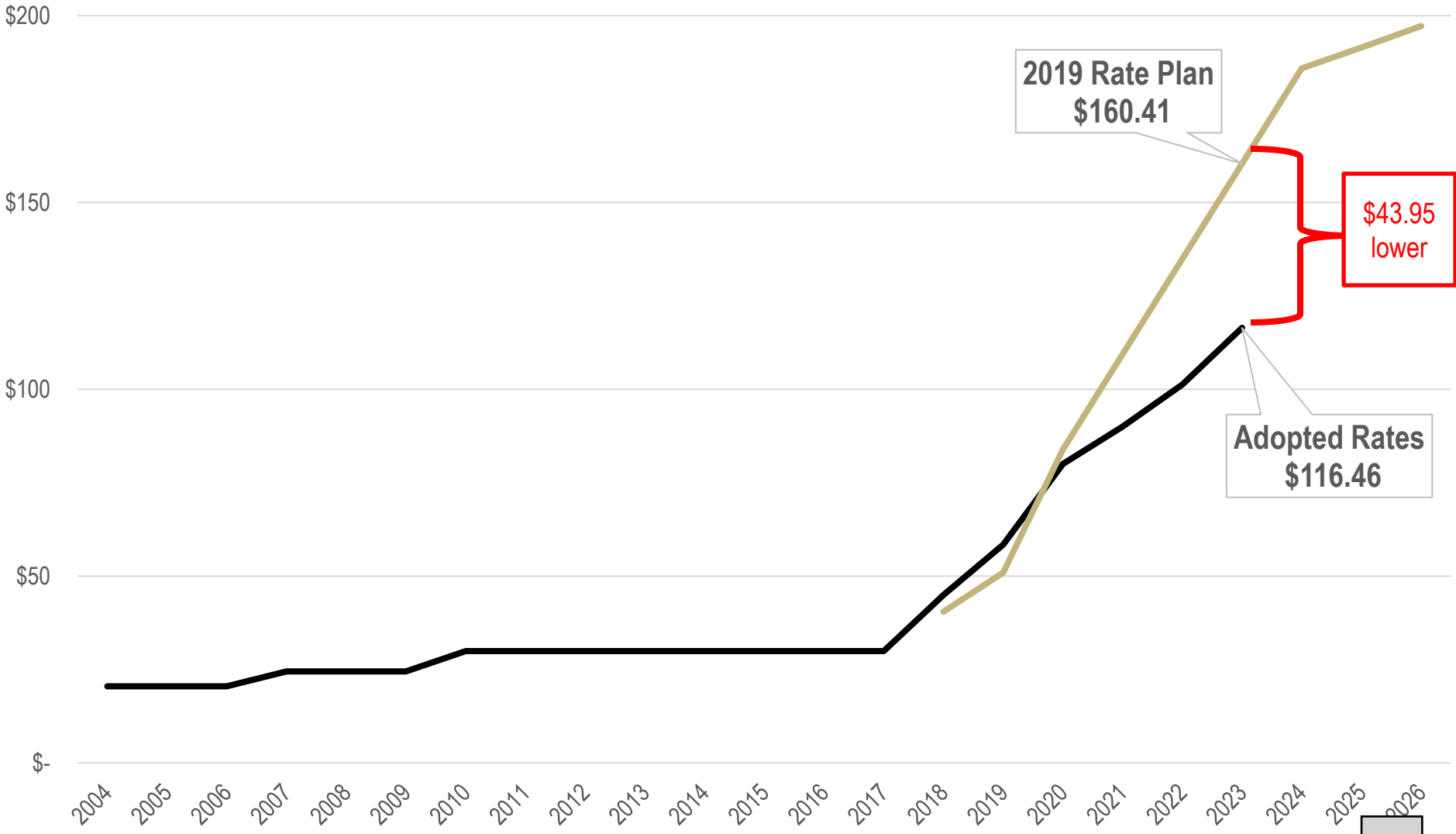
- » No charge for first 400 cf (\approx 3,000 gallons) of usage
- » Uniform charge per cf for all usage above allowance



Sewer Findings

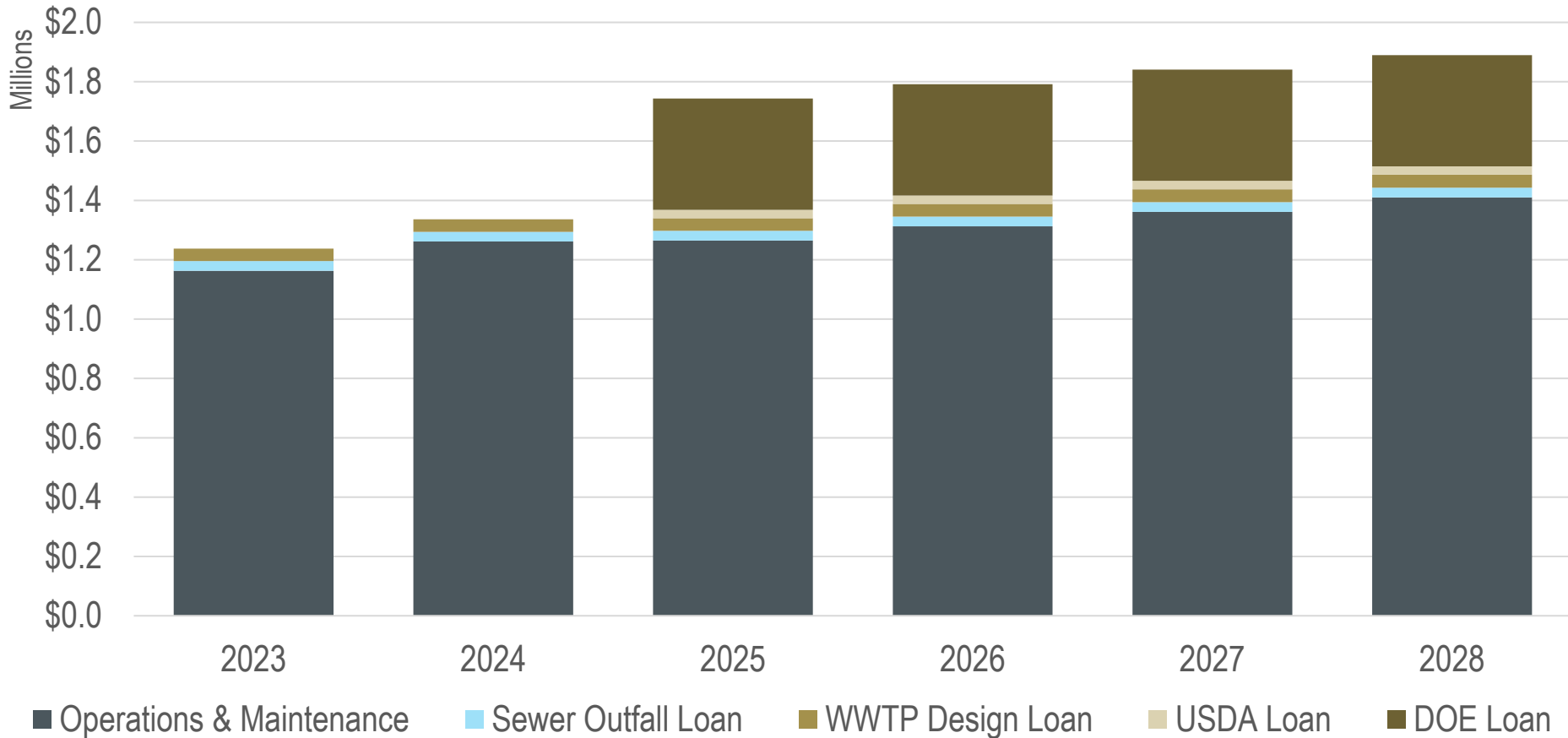


Historical vs Forecasted Residential Rates





Sewer Operating Forecast – Current Obligations



- **O&M Expenses**

- » \$1.2 million in 2023
- » \$1.4 million by 2028

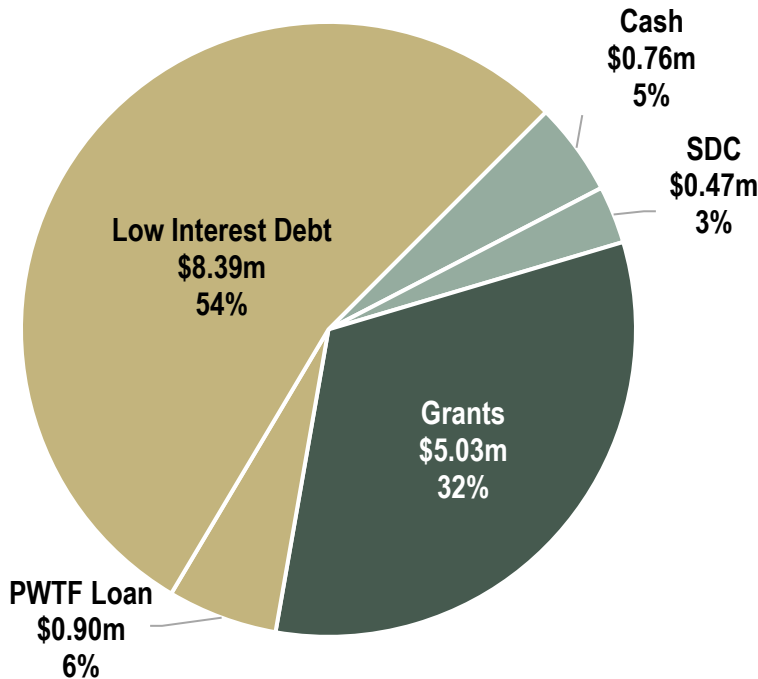
- **Existing Debt Service**

- » \$75,000 annually from 2023 and 2024
- » \$475,000 annually in 2025-2028

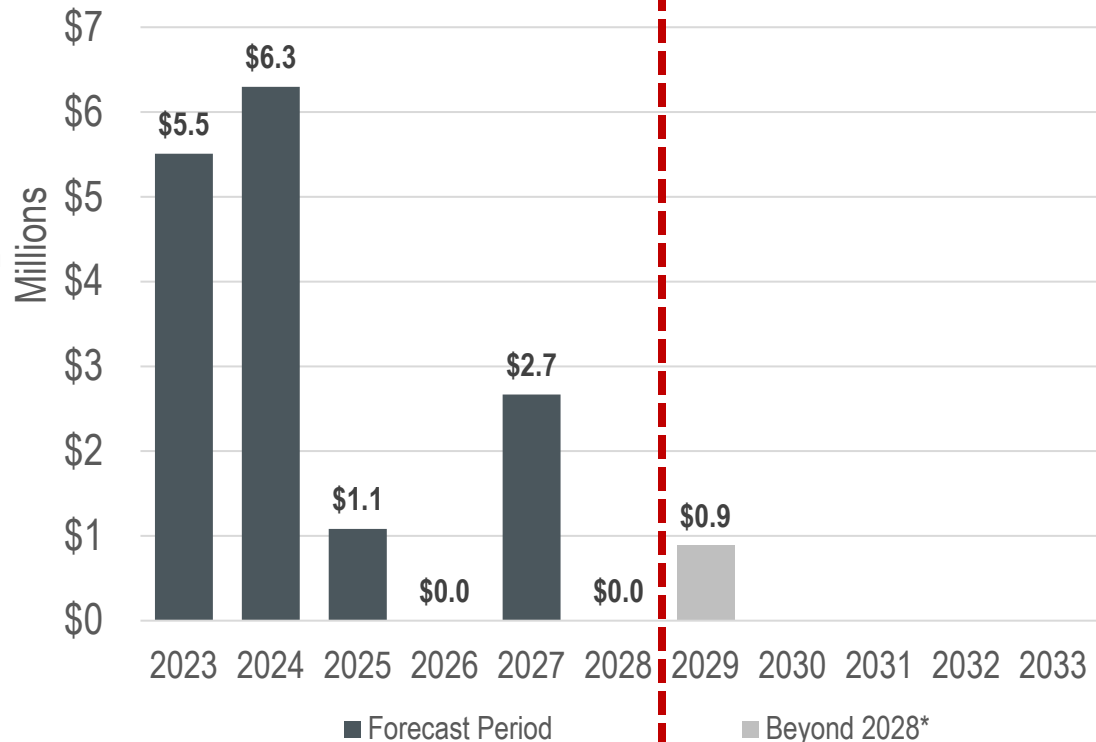


Sewer Capital Funding Strategy

2023-2028 Funding Sources



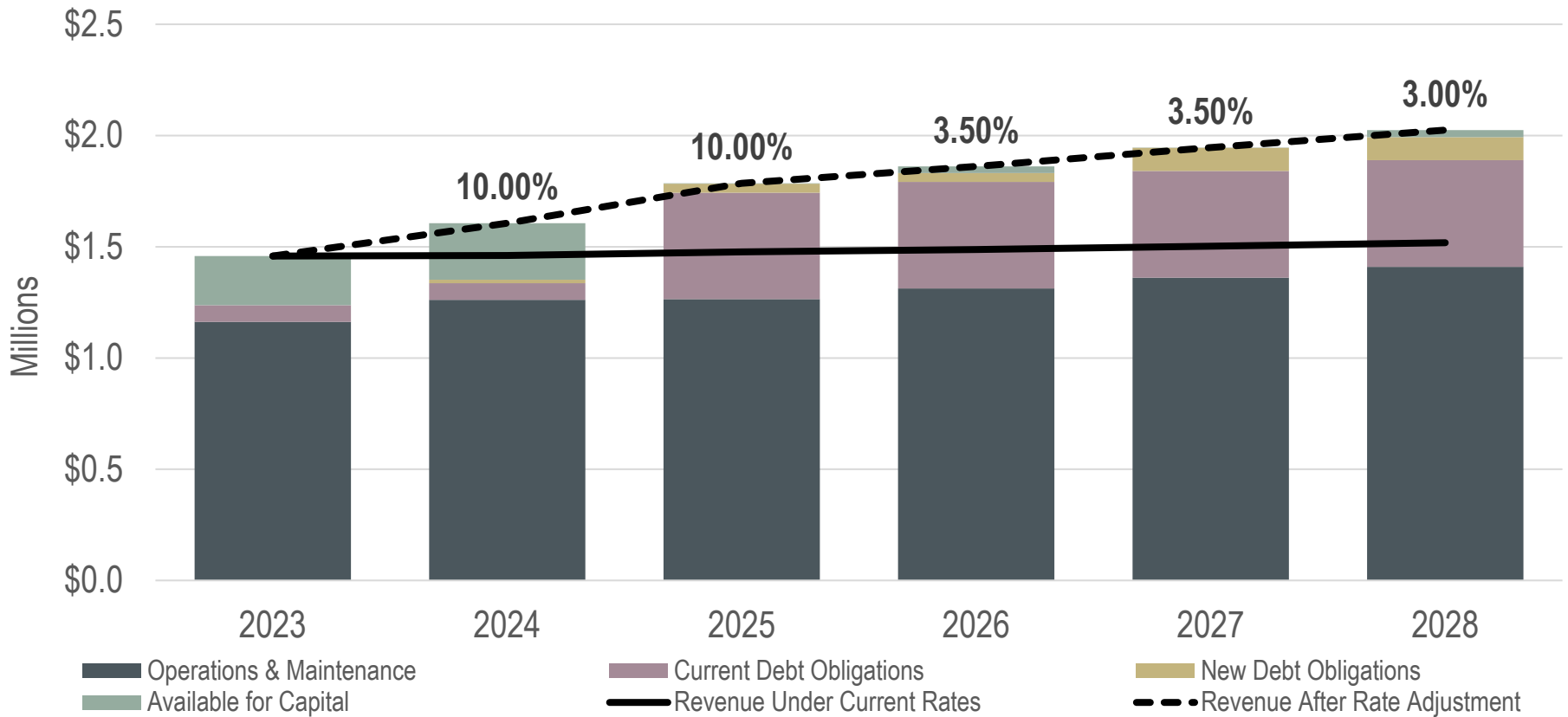
Identified Capital (Escalated)



- **\$16.4 million in capital projects identified from 2023-2029**
 - » 95% (\$15.5m) projected during the rate setting period
 - 32% of remaining capital needs funded through grants
 - 60% of remaining capital through 2028 funded through low interest loans



Sewer Revenue Requirement Summary



Sample Bill	Existing	2024	2025	2026	2027	2028
Proposed Increases		10.00%	10.00%	3.50%	3.50%	3.00%
Sample Residential Bill*	\$ 116.46	\$ 128.11	\$ 140.92	\$ 145.85	\$ 150.95	\$ 155.48
\$ Difference		\$ 11.65	\$ 12.81	\$ 4.93	\$ 5.10	\$ 4.53

2019 Rate Update = **\$197.23**
\$51.28 lower



Alternative Rate Scenarios

- **Extend sewer collections lines to areas currently not served by the City**
- **Project costs:**
 - A. Scenario 1: City rate-payers fund the extensions
 - B. Scenario 2: Developers fund the extensions
- **Major Assumptions:**
 - » All identified customers connect when sewer service is available
 - » No SDC revenues charged to septic conversion customers



Rate Scenarios

» Additional Customers:

	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Additional Customers	20	-	27	-	20	-	26	-	17	-	10

» Additional Cost (escalated):

	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Millions	\$0.8	\$ -	\$2.8	\$ -	\$3.1	\$ -	\$4.6	\$ -	\$2.1	\$ -	\$4.4

» Result

Scenario	2024	2025	2026	2027	2028
Status Quo Rate Plan	10.0%	10.0%	3.5%	3.5%	3.0%
City Rate-Payer Funded	10.0%	10.0%	4.5%	4.5%	4.5%
Developer Funded	10.0%	10.0%	3.0%	3.0%	3.0%

- **City rate-payer funded extensions would require 1.5% higher annual increases from 2026-2037**

» This analysis is independent of any capital beyond 2029

Cost of Service Process

- **Step 1: Allocate total utility costs to cost pools**

Sewer Utility Functions*
<ul style="list-style-type: none">• Customer• Collection• Treatment (Flow)• Treatment (BOD)

- **Step 2: Develop allocation factors using class specific information**
- **Step 3: Allocate costs to customer classes**

* Industry Standard Methodologies; Water Environment Federation Financing and Charges for Wastewater Systems Manual 27

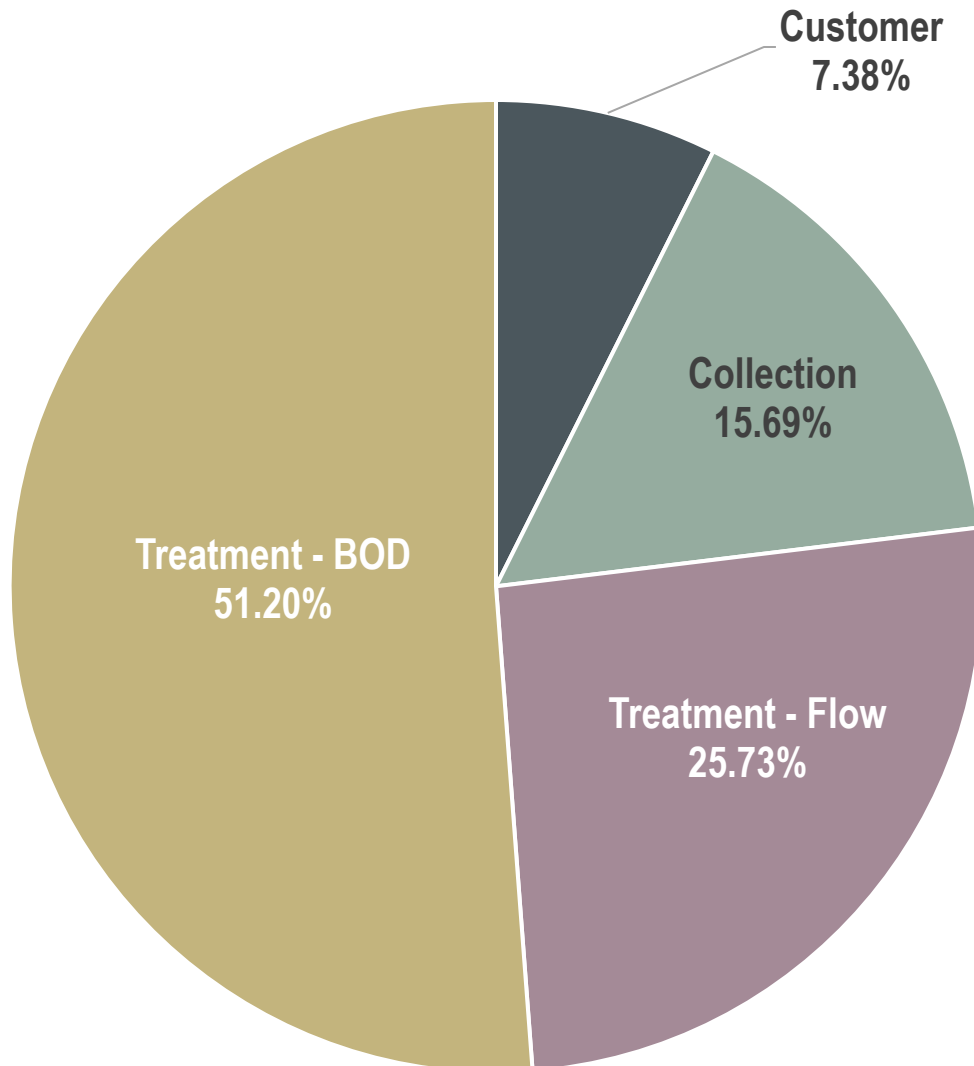


Customer Class Designations

- **Single Family**
 - » Single Family Residential
 - » Seniors
- **Multi-Family**
 - » Multi-Family Residential
 - » Multi-Family Transient
- **Commercial – Low**
 - » Public Facilities
 - » General Retail
 - » Offices
- **Commercial – Medium**
 - » Schools
 - » Laundromat
- **Commercial – High**
 - » Coffee Shop
 - » Bakery
 - » Restaurant
- **Commercial – Very High**
 - » Brewery
 - » Dairy
 - » Industrial w/ Process Discharge



Step 1: Allocate Sewer Costs to Cost Pools



Customer:
Administrative, billing
and customer service costs

Collection:
Maintenance of collection lines
and pumping to transport
sewage to treatment plant

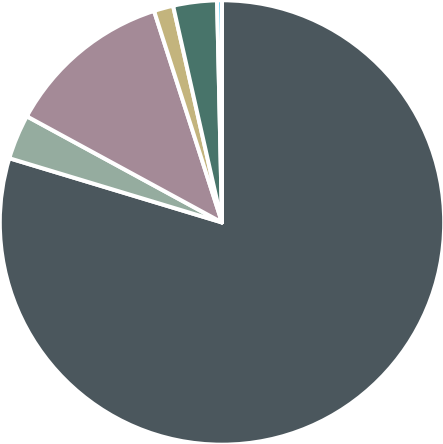
Treatment - Flow:
Cost related to treating the
flow component at the
treatment plant

Treatment - BOD:
Cost related to treating the
BOD component at the
treatment plant

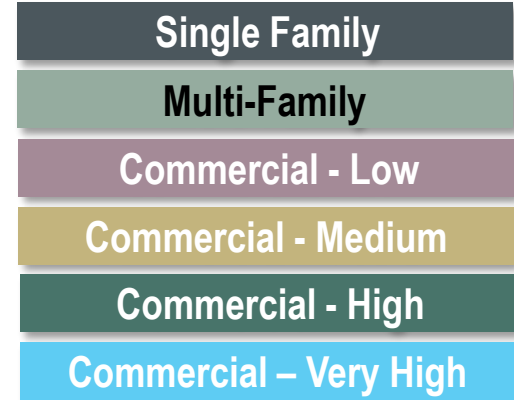
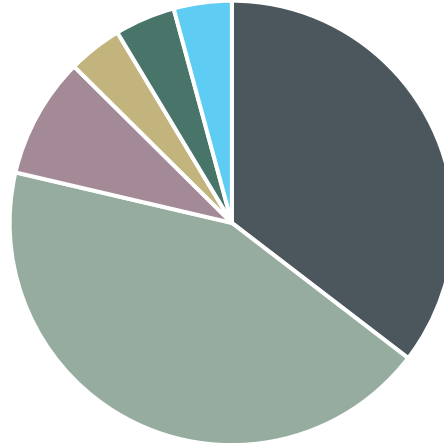


Step 2: Develop Allocation Factors

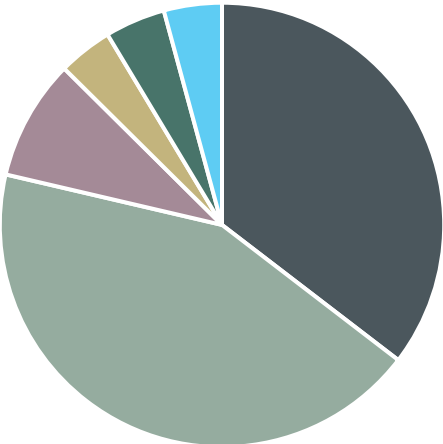
Customer - Accounts



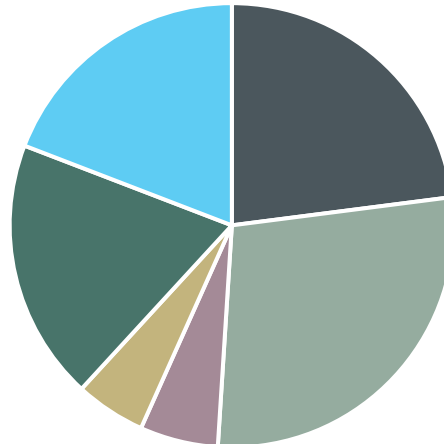
Collection – Sewer Flow



Treatment Flow – Sewer Flow



Treatment BOD – BOD Contribution



- **Single Family has 80% of accounts but only 35% of sewer flow**
- **Multi-Family is only 3% of the accounts but contributes over 40% of the sewer flow**
- **Commercial High and Very High has less than 4% of accounts and only 9% of sewer flow but contributes 38% of the BOD to the treatment plant**



Current Sewer Rates

Charge	2023 Rate
Fixed Charge	
Single Family	\$116.46
Multi-Family (per unit)*	\$116.46
Non-Residential	
3/4"	\$116.46
1"	\$242.05
1 1/2"	\$360.65
2"	\$545.54
3"	\$782.72
4"	\$1,019.90
6"	\$1,684.03
Variable Charge (after 400* cf Allowance)	
Flow per cf	\$0.059
BOD Concentration (charge per cf)	
Medium	\$0.023
High	\$0.047
Very High	\$0.092

- **Fixed Charge**
 - » Base fee is charged to all customers
 - » Charge scales based on capacity available to the customer using water meter size
- **Variable Charge**
 - » Only applies to non-residential
- **BOD Charge**
 - » Based on commercial use category



System Development Charges



Overview

- **Revised Code of Washington (RCW) 35.92.025 grants Cities the authority to fix rates and charges for connecting to water & wastewater systems**
- **One time charge imposed on new development or expanded connection to system**
- **Represents a prorated share of the cost of providing system capacity**
- **Based on cost of system infrastructure investment**
 - » Allows for both existing and future costs
- **May not be used to fund operation and maintenance costs**



General Methodology

$$\text{SDC} = \frac{\text{Existing Cost Basis} + \text{Future Cost Basis}}{\text{Total System Capacity}}$$

Existing Costs

- Existing assets (original cost)
- Less: Contributions (developer/grants)
- Less: Net debt principal
- Plus: Interest (maximum 10 years)

Future Costs

- Future capital
- Less: Repair and replacement projects

Water Projects	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Water Treatment Plant (Painting)	12,000	140,000	-	-	-	-	-	-	-	-	-	\$ 152,000
Long Term Water Supply	-	400,000	300,000	-	-	-	-	-	-	-	-	\$ 700,000
Water Meter Changeout	-	-	-	-	-	-	-	-	-	-	-	\$ -
Church Reservoir Transmission	-	-	-	425,000	-	-	-	-	-	-	-	\$ 425,000
School St. Waterline Replacement	-	-	-	250,000	-	-	-	-	-	-	-	\$ 250,000
Loop Road Waterline Replacement	156,000	-	-	-	-	-	-	-	-	-	-	\$ 156,000
Frank Johns South	-	-	-	-	283,000	-	-	-	-	-	-	\$ 283,000
Frank Johns PRV	-	-	-	-	157,000	-	-	-	-	-	-	\$ 157,000
Frank Johns North	-	-	-	-	237,000	-	-	-	-	-	-	\$ 237,000
SW Atwell Rd	-	-	-	-	-	-	-	263,000	-	-	-	\$ 263,000
Rock Creek Drive	-	-	-	-	-	-	-	375,000	-	-	-	\$ 375,000
NE Major St (water)	-	-	-	-	-	132,000	-	-	-	-	-	\$ 132,000
Vancouver West Waterline (not on plan)	-	-	-	-	-	385,000	-	-	-	-	-	\$ 385,000
Cascade Ave Water	-	50,000	1,000,000	-	-	-	-	-	-	-	-	\$ 1,050,000
Ryan Allen Waterline & Rock Creek PRV	-	-	-	-	-	-	644,000	-	-	-	-	\$ 644,000
Ongoing AC Pipe Replacement	-	-	-	-	-	-	-	-	-	-	-	\$ -
Engineering Standard Updates	-	-	-	-	-	-	-	-	-	-	-	\$ -
Water SDC Updates	-	-	-	-	-	-	-	-	-	-	-	\$ -
GIS	-	-	-	-	-	-	-	-	-	-	-	\$ -
Rock Creek Water Intake	-	-	-	-	-	-	-	-	-	-	-	\$ -
West-End Looping	-	-	-	-	-	-	657,000	-	-	-	-	\$ 657,000
Maple Way East	-	-	-	-	-	-	-	1,323,000	-	-	-	\$ 1,323,000
Maple Way West	-	-	-	-	-	-	-	-	412,000	-	-	\$ 412,000
Zone 4 Predesign	-	-	-	-	-	-	-	-	-	75,000	-	\$ 75,000
Zone 4 Improvements	-	-	-	-	-	-	-	-	-	-	4,038,000	\$ 4,038,000
Water System Plan	-	-	-	-	200,000	-	-	-	-	-	-	\$ 200,000
Total (Unescalated)	\$ 168,000	\$ 590,000	\$ 1,300,000	\$ 675,000	\$ 877,000	\$ 517,000	\$ 1,301,000	\$ 1,961,000	\$ 412,000	\$ 75,000	\$ 4,038,000	\$ 11,914,000
<i>Total (Escalated)</i>	<i>\$ 168,000</i>	<i>\$ 613,600</i>	<i>\$ 1,406,080</i>	<i>\$ 759,283</i>	<i>\$ 1,025,966</i>	<i>\$ 629,010</i>	<i>\$ 1,646,180</i>	<i>\$ 2,580,542</i>	<i>\$ 563,850</i>	<i>\$ 106,748</i>	<i>\$ 5,977,226</i>	<i>\$ 15,476,485</i>

Sewer Projects	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Main D Extension (phase 1)	18,533	-	-	-	-	-	-	-	-	-	-	\$ 18,533
Main D Extension (phase 2)	-	-	-	-	1,230,000	-	-	-	-	-	-	\$ 1,230,000
Sheppard-Major-Loop (WW Extension not es	-	-	-	-	-	-	-	-	-	-	-	\$ -
WWTP Improvements	-	-	-	-	-	-	-	-	-	-	-	\$ -
WWTP Improvements-Design	-	-	-	-	-	-	-	-	-	-	-	\$ -
WWTP Improvements (Const)	5,145,837	3,300,000	-	-	-	-	-	-	-	-	-	\$ 8,445,837
WWTP PUD Costs	-	-	-	-	-	-	-	-	-	-	-	\$ -
Collection System PUD Costs	32,000	-	-	-	-	-	-	-	-	-	-	\$ 32,000
RAS-Maintenance- Install	18,311	-	-	-	-	-	-	-	-	-	-	\$ 18,311
Collection System Upgrades-Consultant	293,982	-	-	-	-	-	-	-	-	-	-	\$ 293,982
Rock Creek PS	-	-	-	-	-	-	-	-	-	-	-	\$ -
Fairgrounds PS-Phase 1 &2	-	915,603	-	-	-	-	-	-	-	-	-	\$ 915,603
Cascade Interceptor	-	-	-	-	-	-	-	-	-	-	-	\$ -
Cascade Interceptor Phase 2 (MH CI-4 to 12)	-	-	-	-	1,050,000	-	-	-	-	-	-	\$ 1,050,000
Cascade PS-Phase 1 &2	-	580,136	-	-	-	-	-	-	-	-	-	\$ 580,136
Cascade Avenue Sewer (8-12")	-	50,000	1,000,000	-	-	-	-	-	-	-	-	\$ 1,050,000
Kanaka PS-Phase 1 &2	-	984,071	-	-	-	-	-	-	-	-	-	\$ 984,071
Ryan Allen (WW)-Waterline	-	-	-	-	-	-	500,000	-	-	-	-	\$ 500,000
Ryan Allen (WW)to Hollstrom	-	-	-	-	-	-	-	-	-	-	-	\$ -
Foster Creek Rd-by int. w/Rock Creek Dr. (W	-	-	-	-	-	-	200,000	-	-	-	-	\$ 200,000
Engineering Standard Updates	-	-	-	-	-	-	-	-	-	-	-	\$ -
Sewer SDC Updates	-	-	-	-	-	-	-	-	-	-	-	\$ -
GIS	-	-	-	-	-	-	-	-	-	-	-	\$ -
GSP update	-	75,000	-	-	-	-	-	-	-	-	-	\$ 75,000
Total (Unescalated)	\$ 5,508,663	\$ 5,904,810	\$ 1,000,000	\$ -	\$ 2,280,000	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 15,393,473
<i>Total (Escalated)</i>	<i>\$ 5,508,663</i>	<i>\$ 6,297,002</i>	<i>\$ 1,081,600</i>	<i>\$ -</i>	<i>\$ 2,667,278</i>	<i>\$ -</i>	<i>\$ 885,723</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 16,440,266</i>

2023 Income Limits
(effective 06/15/2023)

CDBG Non-Entitlement Areas by County									
County	Income Level and %	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Skagit	Very Low 30%	19,150	21,900	24,650	27,350	29,550	31,750	33,950	36,150
	Low 50%	31,900	36,450	41,000	45,550	49,200	52,850	56,500	60,150
	Moderate 80%	51,050	58,350	65,650	72,900	78,750	84,600	90,400	96,250
Skamania	Very Low 30%	23,700	27,100	30,500	33,850	36,600	39,300	42,000	44,700
	Low 50%	39,500	45,150	50,800	56,400	60,950	65,450	69,950	74,450
	Moderate 80%	63,150	72,200	81,200	90,200	97,450	104,650	111,850	119,100
Stevens	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Wahkiakum	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200
Walla Walla	Very Low 30%	17,950	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	Low 50%	29,900	34,150	38,400	42,650	46,100	49,500	52,900	56,300
	Moderate 80%	47,800	54,600	61,450	68,250	73,750	79,200	84,650	90,100
Whatcom	Very Low 30%	20,200	23,050	25,950	28,800	31,150	33,450	35,750	38,050
	Low 50%	33,600	38,400	43,200	48,000	51,850	55,700	59,550	63,400
	Moderate 80%	53,800	61,450	69,150	76,800	82,950	89,100	95,250	101,400
Whitman	Very Low 30%	17,750	20,300	22,850	25,350	27,400	29,450	31,450	33,500
	Low 50%	29,600	33,800	38,050	42,250	45,650	49,050	52,400	55,800
	Moderate 80%	47,350	54,100	60,850	67,600	73,050	78,450	83,850	89,250
Yakima	Very Low 30%	17,550	20,050	22,550	25,050	27,100	29,100	31,100	33,100
	Low 50%	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
	Moderate 80%	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2024-12XX**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA AMENDING CHAPTER 13.10
WATER AND SEWER SERVICE CHARGES; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, Stevenson City Council conducted a rate study for the water and wastewater utilities; and

WHEREAS, the Council held multiple public hearings on January 18th, February 15th, and March 21st on the changes recommended in the rate study; and

WHEREAS, the City annually reviews and updates an analysis of the capital demands of the water system and recognizes the needs for capital outlays for replacement/repair of existing facility; and

WHEREAS, the City Council desires to increase the ability for low-moderate income customers to receive a discount on their utility bills.

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

Section 1. Section 13.10 of the Stevenson Municipal Code Amended. The chapter of the Stevenson Municipal Code entitled "Water and Sewer Service Charges," codified as Stevenson Municipal Code (SMC) Chapter 13.10, is hereby amended to read as set forth on Exhibit "A" attached hereto and by this reference incorporated herein:

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

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall become effective for the _____ 2024 billing cycle.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this ____ day of _____, 2024.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson

Exhibit A

Chapter 13.10 WATER AND SEWER SERVICE CHARGES

13.10.010 Definitions.

As used in this chapter, the following terms are defined as follows:

- A. "Customer" means the person responsible for paying any water and/or sewer service charges established pursuant to the provisions of this chapter as shown on the records of the city water department.
- B. "Equivalent dwelling unit" or "EDU" means any residential or nonresidential use which has been reasonably found by the director of public works to place a demand on the city's sewage system approximately equal to the demands thereon by a single-family dwelling.
- C. "Metered service charges" means charges for delivery of an amount of water in excess of that included in minimum monthly service.
- D. "Minimum monthly service charge" means a minimum monthly charge for sewer and/or water services which shall be paid for any period of time during which the premises served are connected to sewer and/or water facilities of the city, irrespective of whether the premises are occupied. The minimum monthly service charge will include the charge for delivery of a set number of cubic feet of water as established by the city council from time to time as it deems necessary or appropriate.
- E. "Person" means and includes individuals, partnerships, corporations, governmental units and any other natural or legal entity competent, as matter of law, to enter into contractual relations.

13.10.020 Minimum monthly service charges.

- A. Minimum monthly service charges in such amounts as shall from time to time be determined necessary or appropriate by the city council shall be paid by all customers for water and sewer services furnished by the city. Such charges shall be paid for any period of time during which the premises served are connected to water or sewer facilities of the city.
- B. Minimum monthly service charges may vary among different classes of service. Classes of service shall be defined by the city council from time to time as the council deems necessary or appropriate.

13.10.030 Metered service charges.

- A. Metered service charges for such volumes and at such rates as shall from time to time be determined necessary or appropriate by the city council shall be paid by all customers for water service in excess of that included in minimum monthly service.
- B. Metered service charges may vary among different classes of service. Classes of service shall be defined by the city council from time to time as the council deems necessary or appropriate.

13.10.070 Water connection fees.

- A. Water connection and new service fees for all services except multifamily or mixed commercial/residential units shall be assessed according to the fee schedule as adopted by Resolution. The fees are fully due and payable prior to the installation.
- B. The city will not accept a connection fee unless it is accompanied by a valid building permit, unless it is a connection fee associated with an existing permanent structure.
- C. Connections to the system shall be made within six months of the time the permit to connect is issued. If connection to the system is not made within six months, the permit shall be void and the connection fee

shall be forfeited to the city except that one six-month extension may be granted by the city council due to circumstances judged to be beyond the applicant's control.

- D. Each dwelling unit within a multi-family, which includes single-family residences with accessory dwelling units (ADUs), or mixed commercial/residential structure shall be charged fifty-seven percent (57%) of the connection fee (or system development charge) for a single-family dwelling (3/4" or 5/8") or the cost of the size of meter, whichever is greater. Using this calculation, an ADU added on to an existing residence will be charged fourteen percent (14%) of the connection fee for a single-family dwelling (3/4" or 5/8").
- E. Detached ADUs do not require a separate utility connection from the main. A separate connection can be installed at the request of the property owner. If it is determined that a larger meter will be required the owner is responsible for the difference in the connection fee between the current meter and the larger size in addition to the installation costs billed at time and expense.
- F. The property owner shall be responsible for the cost to install the service lateral from the water main trunk line to the premises, which are billed on a time and expense basis.
- G. The city does not install service larger than two-inch (2"). For larger services, the customer is responsible for submitting drawings for city approval and for installation of the service.
- H. After the water service connection is approved and the water turned on, the property owner will be charged the minimum monthly rate as applicable to the lot, type of development and/or zoning.

13.10.080 Wastewater connection fees.

- A. The sewer connection fee (or system development charge) shall be calculated based upon the equivalent dwelling unit (EDU) of the use of premise that is being served. The EDU rate will be set according to the fee schedule adopted by resolution. The fees are fully due and payable prior to the installation.
- B. All new sanitary sewer service installations will be completed by the customer subject to city inspection and/or testing. Inspection fees will be charged according to the fee schedule adopted by resolution.
- C. Connections to the system shall be made within six months of the time the permit to connect is issued. If connection to the system is not made within six months, the permit shall be void and the connection fee shall be forfeited to the city except that one six-month extension may be granted by the city council due to circumstances judged to be beyond the applicant's control.
- D. Distribution of EDUs shall be as follows:

Type of Use	Unit	Per Unit
I. Residential		
1. Single family residential	each	1.00
2. Multifamily dwelling	each	1.00
3. Mobile home park	each space	1.00
4. Living Groups with Shared	each bed	.33
II. Nonresidential		
5. Hotel, Motel, Resort		
a. Without kitchen	room	.40
b. With kitchen	room	.60
6. Schools		
a. Day (nonresidential)		
i. Grades 9—12	12.5 students	1.00
ii. Grades K—8	12.5 students	1.00
7. Churches, lodges, clubhouses, theaters		
a. W/O kitchen facilities	100 seats	.90

b. W/kitchen facilities (added to amount calculated for seating)	each	.60
8. Institutions		
a. Convalescent/rest home	each bed	.30
9. Restaurant, lounge, tavern		
a. Full-service restaurant & card room (indoor seating)	every 6 seats	1.00
b. Fast food or tavern	every 12 seats	1.00
c. Fast food w/o seats		*(2)
10. Commercial and industrial		
a. Commercial and "dry" industry		*(2)
b. Special commercials		
i. Laundries (commercial)		*(3)
ii. Car wash		*(3)
iii. Laundromat (self-service)		*(3)
c. Service stations & garages		*(3)
d. "Wet" industry		*(3)
11. Irrigation meter		*(4)
12. Noncontact cooling water systems		*(4)
13. Determination of SDC for Other Uses: Other establishments not defined specifically in this chapter shall be determined on a specific use basis, consistent with the criteria of this section.		

*Notes to System Development Charge Schedule (SDC):

1. Restaurants, lounges or taverns located within a main commercial or industrial building shall be charged a separate SDC for the main building.
2. Fast food restaurant (9b) and commercial and industrial uses (10a through 10c) shall be charged based upon water meter equivalent size (MES).
3. System development charges for a "wet" industrial use (10d) shall be based on a separate engineering study by the director of public works. Such study shall assess the utility's actual costs to serve the specified use, but shall not be less that if calculated as a commercial or "dry" industrial use (10a).
4. Irrigation meters (11) and noncontact cooling water (12) shall be charged system development charges for water only.

13.10.100 Low-income ~~senior~~ citizen and ~~low-income~~ moderate-income ~~disabled~~ citizen utility rate—Granted.

There is granted relief to low-income ~~senior~~ citizens who meet the qualifications and requirements of Section 13.10.110 ~~and low-income disabled citizens who meet the qualifications and requirements of Section 13.10.120~~ from any municipal utility charges of the city of 50% of the minimum service charge for base rate for municipally operated water, sewer, and/or storm sewer service. Such a reduced rate does not apply to excess water consumption or other charges beyond the base rate for the services provided. The discount will be effective with the next regular billing following the approval of an application.

There is granted relief to moderate-income citizens who meet the qualifications and requirements of Section 13.10.120 from any municipal utility charges of the city of 25% of the minimum service charge for base rate for municipally operated water, sewer, and/or storm sewer service. Such a reduced rate does not apply to excess

water consumption or other charges beyond the base rate for the services provided. The discount will be effective with the next regular billing following the approval of an application.

13.10.110 Low income ~~senior~~ citizen utility rate—Requests and qualifications.

To qualify for the relief set forth in Section 13.10.100, a senior citizen shall:

- ~~A. Be sixty years of age or older at time of application.~~
- ~~BA.~~ Have an aggregate income, from all sources whatsoever, not to exceed 200 percent of the established federal poverty level as now or hereinafter amended.
- ~~CB.~~ Be a single occupant or the head of a household or the spouse of the head of household.
- ~~DC.~~ Reside in the dwelling unit as the applicant's primary residence and not rent the residence during the applicant's absence.
- ~~ED.~~ File an annual claim for relief with the clerk-treasurer of the city on forms provided by the clerk-treasurer. By filing a claim, the applicant authorizes the city to refer the applicant to the appropriate entity to process the application, such as Skamania County Senior Services or Washington Gorge Action Programs.

13.10.120 ~~Low income disabled~~Moderate-income citizen utility rate—Requests and qualifications.

To qualify for the relief set forth in Section 13.10.100, a disabled citizen shall:

- ~~A. Be legally disabled, handicapped or incapacitated as defined by any existing state or federal program, qualify for special parking as defined by RCW 46.19.010(1)(a) through 46.19.010(1)(g), be blind as defined by RCW 74.18.020(4), be developmental disabled as defined in RCW 71A.10.020(5), be gravely disabled as a result of a mental disorder as defined by RCW 71.05.020(37), or qualify and receive social security benefits due to disability.~~
- ~~BA.~~ Have an aggregate income, from all sources whatsoever, not to exceed ~~200~~400 percent of the established federal poverty level as now or hereinafter amended.
- ~~CB.~~ Be a single occupant or the head of a household or the spouse of the head of household.
- ~~DC.~~ Reside in the dwelling unit as the applicant's primary residence and not rent the residence during the applicant's absence.
- ~~ED.~~ File an annual claim for relief with the clerk-treasurer of the city on forms provided by the clerk-treasurer. By filing a claim, the applicant authorizes the city to refer the applicant to the appropriate entity to process the application, such as Skamania County Senior Services or Washington Gorge Action Programs.

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2024-12XX**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA AMENDING CHAPTER 15.01
CONSTRUCTION CODES, SECTION 15.01.030 GENERAL REQUIREMENTS;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, City Council adopted general requirements for construction inside the city in 2013;
and

WHEREAS, the water and sewer utilities have incurred additional loans to pay for needed
improvements to the infrastructure; and

WHEREAS, once a customer connects to the water and/or sewer system they can use the system
to its full capacity; and

WHEREAS, the City Council desires to amend SMC 15.01.030 to protect and preserve public
health, safety and welfare.

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

Section 1. Section 15.01.030 of the Stevenson Municipal Code Amended. The chapter of the
Stevenson Municipal Code entitled "Construction Codes," the section entitled "General
Requirements-All codes," codified as Stevenson Municipal Code (SMC) Section 15.01.030, is
hereby amended to read as set forth on Exhibit "A" attached hereto and by this reference
incorporated herein:

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

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this
ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the
validity of the remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall become effective for the _____ 2024 billing
cycle.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this ____ day
of _____, 2024.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson

Exhibit A

15.01.030 General requirements—All codes.

The city adopts general requirements for construction inside the city.

- A. To become vested in any current land use regulation by submitting a building permit application, the property owner must submit a complete building permit application as defined above, along with all required completed environmental applications (SEPA, shoreline, critical areas, etc.) and all relevant permit fees.
- B. To meet specific climatic and conditions the council adopts design criteria for the city of Stevenson as follows:

Roof/Grnd Snow Loads	Wind Speed	Seismic design category	weathering	Frost Line Depth	Termites	Decay	Winter Design Temp	Ice Shield Underlay	Air Freeze Index	Mean Annual Temp
50 PSF/@72 PSF	135mph @3 sec gust	D-1	Moderate	12"	Slight to moderate	Slight to moderate	25° F	None	172	55° F

- C. Any construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location removal and demolition of a building or structure will require an application for and issuance of a permit prior to start of construction. Accessory commercial buildings less than one hundred twenty square feet not intended to be used as dwelling units are exempt from this permit requirement and accessory residential buildings less than two hundred square feet not intended to be used as dwelling units are exempt from this permit requirement.
- D. Prior to the issuance of a permit for a building intended for use, as a dwelling unit, the applicant must demonstrate that potable water is available.
- E. No permit for a building requiring a septic tank or connection to sewer shall be issued without proof of an approved septic permit or approved connection with a public sewer as provided by SMC Section 13.08.050. If a septic tank is required the applicant must submit plans and specifications approved by the sanitation engineer to the building official.
- F. ~~Persons needing water and/or sewer during construction must apply for a temporary water and/or sewer permit.~~
 - ~~1. A person shall not receive public water and sewer services during the period between commencement of new construction and issuance of an occupancy certificate unless a temporary water and sewer permit has been issued to such person.~~
 - ~~2. To obtain a temporary water and sewer permit, the applicant shall submit a permit application on a form furnished for that purpose by the city clerk treasurer.~~
 - ~~3. An applicant for a temporary water and/or sewer permit must have a valid building permit.~~
 - ~~4. A temporary water and sewer permit shall be effective for a period not to exceed one hundred eighty days. To obtain a renewal of the permit, the applicant shall submit another form furnished for that purposed by the city clerk treasurer.~~
 - ~~5. The charge for water and sewer services obtained pursuant to a temporary permit shall be based solely on actual usage.~~



Stevenson City Council Meeting 1-18-2024 Proposal for Improved Water Rate Administration in Stevenson Washington for 2024 and the future

1 message

Mitch Patton <nwtsrinc@gmail.com>

Fri, Jan 19, 2024 at 12:38 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, City of Stevenson <citycouncil@ci.stevenson.wa.us>

Cc: planningcommissioners <planningcommissioners@co.skamania.wa.us>, Perry Colburn <perryleecolburn@gmail.com>, Jeanette Foster <jfoster@gorge.net>, abeer@gorge.net, shickey460 <shickey460@aol.com>, Dan LeSieur <dan@jedin.com>, Joe Birkenfeld <jab6883@gmail.com>, scpioneernews <scpioneernews@gorge.net>, Valerie Hoy <vfhoy@hotmail.com>

Dear council members and city staff,

I'd like to express the concerns I have regarding the functioning of the city government over the past few years, particularly concerning the water bill on your agenda. I will send a separate email for the sewer bills and hook-up.

First and foremost, I would like to address the matter of city water bills and hookups. It's crucial to prioritize keeping water bills as low as possible for single-family dwellings. As discussed in the recent meeting, the city needs to be cautious about how it charges water rates for everyone. I strongly believe that the public should be informed about the source of the city's water and the cost of purifying it for public use, especially for drinking water. Presenting this information in gallons, rather than cubic feet, would help the public better understand water usage per household and for commercial businesses.

I am wanting to propose a measure aimed at enhancing the administration of water rates for the municipal water system in the city of Stevenson Washington, particularly concerning businesses within the Stevenson water district. There should be a flat rate for meter hookup and a flat rate for usages over certain usages for single-family residences and a flat rate for commercial hook up and usages and then a flat rate for usages over a certain amount of usages for commercial use. see below my idea.

I suggest the introduction of a dedicated tax for businesses situated within the city limits of the Stevenson water district. The primary objective of this approach is to ensure the maintenance of lower water rates for individual homeowners or single-family residences. The rationale behind this proposal lies in the concept of equity. When a property is utilized for profit through commercial activities, it seems reasonable to impose a tax, reflecting the privilege of conducting business within the city of Stevenson and using the Stevenson Water District for profit.

Commercial activities inherently impose an additional strain on the water filtration system. Hence, the proposed tax is intended to offset the increased costs associated with filtering a larger volume of water compared to a property solely designated for use as a single-family residence.

I believe that this targeted tax would contribute to a more equitable distribution of costs and resources, aligning with the principle of fairness in resource allocation. Your consideration of this proposal is highly appreciated, and I am open to further discussions to address any concerns or questions you may have.

Thank you for your time and attention to this matter. Please add this to the public comment for the water bill issues. My number is below. Feel free to call at any time. Oh and one more thing "I propose that public comments be accommodated at both the beginning and the end of our meetings. If comments at the end specifically address the meeting agenda, it provides an opportunity for the public to express their views on agenda-related matters promptly, instead of waiting until the next meeting a month later."

--

[Mitch Patton 360-903-9040](tel:360-903-9040)

**"Never give up, for that is just the place and time that the tide will
turn."**

- Harriet Beecher Stowe, from "Oldtown Folks"



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Sewer Ordinance Committee Update
Meeting Date: January 18, 2024

Executive Summary:

After presenting an initial set of proposed sewer ordinance changes at the September 21st City Council meeting to address issues related to enforcement of the current ordinance, a committee was formed including members of the community, local business owners, elected officials, and city employees to gain greater understanding of these issues and brainstorm alternative solutions. The committee met five times in the past three months. The themes of these meetings are included in the attached report by Tracy Grotto. One result of committee discussions is that the ordinance regulations alone are insufficient to address underlying issues and a more comprehensive program is necessary. Commitment to the regulatory changes should spur commitment to the other (capital improvement, rate setting, etc.) aspects of the program also.

Additional notes and presentations are available on the city website at:

<https://www.ci.stevenson.wa.us/publicworks/page/committee-proposed-sewer-ordinance>

Overview:

Reason for the change:

Staff looked at the current sewer ordinance requirement to connect to public sewer to address the following goal elements within the current council strategic plan:

- Vision: "...natural beauty...high quality infrastructure...location on the Columbia River...recreation along the waterfront."
- Mission: "...improved infrastructure, stewardship..."
- Housing
 - Reduce System Development Charges
- Financial Health
 - System Development Charge and Rate Restructuring
- Utilities (Maintenance of current & new growth)
- Strategic Land Use Planning and Development
 - Develop Infrastructure Investment Areas

Summarizing these perspectives, the overarching goal is to provide equity of service, including availability of public sewer to all lots within city limits, in a fiscally responsible manner. The existing

code, codified in 1972 and with the burden solely on developers to fund new public sewer extensions, has not been successful in facilitating the extension of public sewer to city limits. To achieve the overarching goal of equity of services and effect change for the next 50 years, policy updates are necessary.

Committee Recommendations on Sewer Triggers:

Action	Potential Impact
Definition of “available” – Public sewer is “available” if a lot can connect without further extension of the public sewer.	Does not allow/require developer to extend public sewer, unless through specific actions further described below. City-led and funded extension projects will increase the financial burden on rate payers. WAC 246-272A-0025 requirement for sewer connection falls under the jurisdiction of the Health Department.
Existing Single-Family Residence on Septic	
System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.	May not legally be allowed to implement – confirmation requested. May need to be a tiered discount for incentive. WA State Law prohibits the gifting of public funds, except for the benefit of the poor and infirm. Able to implement for low-moderate income property owners.
If/when public sewer is available, 50% of the monthly base sewer fee is charged if not connected.	Penalty for not complying with a requirement to connect is allowable. Consideration should be provided for how this fee is determined. One idea is to calculate the monthly sewer base fee without the usage/flow component. The percentage (50% of monthly base sewer fee) may change.
After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.	May not legally be allowed to implement – confirmation requested.
Existing Multi-Family Residence on Septic	
System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.	May not legally be allowed to implement – confirmation requested. May need to be a tiered discount for incentive. WA State Law prohibits the gifting of public funds, except for the benefit of the poor and infirm. Able to implement for low-moderate income property owners.

<p>If/when public sewer is available, 50% of the monthly rate is charged if not connected.</p>	<p>Penalty for not complying with a requirement to connect is allowable.</p> <p>Consideration should be provided for how this fee is determined. One idea is to calculate the monthly sewer base fee without the usage/flow component.</p> <p>The percentage (50% of monthly base sewer fee) may change.</p>
<p>After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.</p>	<p>May not legally be allowed to implement – confirmation requested.</p>
<p>New Construction Single-Family Residence</p>	
<p>Connect to Public Sewer if available, septic if not available.</p>	<p>Does not allow/require developer to extend public sewer, unless through specific actions further described below.</p> <p>City-led and funded extension projects will increase the financial burden on rate payers.</p> <p>Creates a difference in public infrastructure funding requirements based on development type. Because this development type requires the least investment, it may be the most often pursued by a developer.</p> <p>May depress overall housing supply.</p>
<p>When sewer becomes available, same requirements as existing SFR.</p>	
<p>New Construction Multi-Family Residence</p>	
<p>Connect to Public Sewer if available, septic if not available.</p>	<p>Does not allow/require developer to extend public sewer.</p> <p>City-led and funded extension projects will increase the financial burden on rate payers.</p> <p>Creates a difference in public infrastructure funding requirements based on development type. Because this development type requires less investment, it may be more often pursued by a developer.</p> <p>May depress overall housing supply.</p>
<p>When sewer becomes available, same requirements as existing MFR.</p>	
<p>Remodel with Addition</p>	
<p>All remodels with addition on septic must have the septic system inspected and approved for condition and capacity before permitting.</p>	<p>Ensures functioning septic system.</p>

<p>If septic is in poor condition or undersized for addition, sewer connection becomes mandatory provided it is available.</p> <p>Public sewer system development charge paid for by owner.</p> <p>Septic system may be expanded if sewer is not available.</p>	<p>Does not allow/require developer to extend public sewer.</p> <p>City-led and funded extension projects will increase the financial burden on rate payers.</p> <p>Incentivizes connection when available.</p> <p>Allows the continuation of existing septic.</p>
New Short Plat Development	
<p>Treat all lots as new construction.</p> <p>If sewer is available to any portion of the property, the plat will require all lots to connect.</p> <p>Septic when sewer is not available.</p>	<p>Does not allow/require developer to extend public sewer.</p> <p>City-led and funded extension projects will increase the financial burden on rate payers.</p> <p>Creates a difference in public infrastructure funding requirements based on development type. Because this development type requires less investment, it may be more often pursued by a developer.</p> <p>May depress overall housing supply.</p>
New Long Plat Development	
<p>Treat all lots as new construction. Developer funded line extension required to make public sewer available.</p>	<p>Creates a difference in public infrastructure funding requirements based on development type. Because this development type requires the greatest investment, it may be the least often pursued by a developer.</p> <p>May depress overall housing supply.</p>
Commercial	
<p>Same as Long Plat. Developer funded line extension required to make public sewer available.</p>	<p>Public sewer is widely available in the commercial zones, minimal impact.</p>

The above triggers have been put into the attached table which will be part of the revised ordinance. There are some areas included which were not part of the committee decisions above and further direction is needed.

Additional Ordinance Change Clarification Needed

Appeal Process guidelines - State law requires an appeal process to address the following at a minimum (from MRSC article <https://mrsc.org/stay-informed/mrsc-insight/september-2015/administrative-appeal-process-must-now-be-offered>):

- Whether it is cost-prohibitive to require the owner to connect to the public sewer system.
- The public health or environmental impacts from allowing the replacement or repair of the septic system, particularly on surface water and groundwater.
- The impacts on public sewer system performance or financing from the replacement or repair of the septic system.

- If there are financial assistance programs or latecomer agreements available to the owner by the town, city, county, or state.

Are there additional items council wants to include when evaluating appeal requests?

Do these appeals go through the Public Works Director or the City Council?

Action Needed:

Direction on proposed changes and areas needing clarification.

Table 13.08.070-1: Sewage and Wastewater Disposal Options		
New Development	Public Sewer Available	Public Sewer Not Available
Commercial or Industrial	Connect to public sewer	Extend and connect to public sewer
Subdivision	Connect to public sewer	Extend and connect to public sewer
Short Plat Subdivision	Connect to public sewer	Install OSS ^{1,2,3} or Extend and connect to public sewer ^{4,5}
Multi-Family	Connect to public sewer	Install OSS ³ or Extend and connect to public sewer ^{4,5}
Two-Family	Connect to public sewer	Install OSS ³
Single-Family	Connect to public sewer	Install OSS ³
Alteration of Existing Development	Public Sewer Available	Public Sewer Not Available
Alteration of any Commercial, Industrial, or Multi-Family development type which necessitates expansion of existing OSS	Connect to public sewer	Continue use of existing OSS ³
Alteration of any Single-Family or Two-Family development type which necessitates expansion of existing OSS	Continue use of existing OSS ⁵ or Connect to public sewer ⁵	Continue use of existing OSS ³
Conversion of any Single-Family development to a Two-Family development which necessitates expansion of existing OSS	Continue use of existing OSS ⁵ or Connect to public sewer ⁵	Continue use of existing OSS ³
Alteration of any development type which does not necessitate expansion of existing OSS	Continue use of existing OSS ⁵ or Connect to public sewer ⁵	Continue use of existing OSS
Existing Development	Public Sewer Available	Public Sewer Not Available
All Development Types	Continue use of existing OSS ⁵ or Connect to public sewer ⁵	Continue use of existing OSS
<p>1 – Lots shall be proportioned to facilitate future land divisions. [Drafter’s Note: This statement currently exists with the 1977 subdivision code for lots served by septic. A similar statement has been drafted to amend the 1993 short plat code. As an alternative to this footnote, the short plat code could be amended to provide alignment.]</p> <p>OR</p> <p>All short plats 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 short plat subdivision approved after the effective date of this ordinance, it shall be deemed available to all lots within said short plat subdivision.</p> <p>3 – Installation or expansion of an OSS will not be approved unless the lot owner waives their right to “Something about SDC waivers/monthly bills/phase-in”</p> <p>OR</p> <p>...agrees to pay a proportionate share of the cost to make sewer available to the property.</p> <p>4 – Connection to public sewer is the only option when, according to the Capital Facilities Plan adopted and periodically amended by the City Council, public sewer will be available in the calendar year a complete development application is submitted or within the subsequent calendar year.</p> <p>5 – The lot is eligible for a Phase-in Allowance under SMC 13.08.074-----Something about SDC waivers/monthly bills/phase-in (50% of base rate for first 3 years. 100% of base rate thereafter)</p>		

Stevenson City Council
Report on Sewer Ordinance Committee
January 12, 2024
Submitted by: Tracy Gratto Consulting, Committee Facilitator

This document outlines the goals, main themes expressed and final recommendations of the Sewer Ordinance Committee. Additionally, it provides details about the process, evaluation results, notable challenges encountered and next steps.

Process

During the council meeting on September 21, 2023, an ad-hoc committee was formed to examine potential amendments to the sewer ordinance. Comprised of 15 members carefully chosen to represent diverse perspectives on the issue, including three Councilmembers, the committee convened four times. City staff provided background information on the topic, actively seeking input during these sessions. The final recommendation comprises elements or “triggers” that would inform the updated sewer ordinance and will be presented by committee member Wes Huston on January 18, 2024. City staff will also present a policy and legal analysis of those recommendations, potentially offering alternatives for consideration. Additionally, the survey findings and proposed edits to the Financial Policy will be presented by city staff.

Charter: Goals of Committee

1. Create a shared understanding of the sewer and septic trends in our community.
2. Validate or identify the need to alter the 1972 Sewer Ordinance assumptions/decisions, 2013 Land Use/Development assumptions/decisions and 2019 Rate assumptions/decisions.
3. Surface the potential impacts of proposed changes to the 1972 Sewer Ordinance.
4. Recommend a proposal with the least negative impacts.

Results

1. Fair Infrastructure Improvement and Expansion

A significant majority endorsed the necessity of expanding sewer lines within the city boundaries by 2040. Success entails ensuring a fair distribution of financial implications that avoids imposing excessive costs on residents transitioning from septic to sewer and extending sewer lines. The emphasis was on addressing the needs of low-income property owners and individuals interested in small-scale private development was noted. "Equitable" has been defined to encompass the financial contributions of all residents living within Stevenson city limits.

2. Final recommendations for triggers related to the sewer ordinance

Method: Two meetings were conducted to gather input regarding the criteria for mandatory connection to the city sewer system and the associated financial expectations. Next, the committee was asked to participate in an online survey addressing "triggers" to inform the development of an ordinance and proposed edits to the Finance Policy. On December 18, 2023, two committee members hosted an informal

meeting with an attempt to reach consensus on a set of "triggers" and a definition of "Available." Following the meeting, the identified triggers were circulated via email to members who were not in attendance, accompanied by an invitation to meet with Wes Huston.

The method of collecting final votes was unconventional yet deemed necessary. Seven members voted in person during the January 8, 2024 meeting, with an additional proxy vote included. Three members submitted their votes through email. As of now, one member has not yet cast their vote. 11 of 12 members voted.

Next steps: City staff will conduct a policy and legal evaluation of all recommendations, specifically noting areas of alignment and potential concerns. To foster transparency, this document will be publicly available throughout the entire process, ensuring documentation of the committee's recommendations in comparison to the final decisions made by the Council. A revised sewer ordinance will be presented to the Council on January 18, 2024.

The committee requested increased public awareness and education. Suggestions were social media, posters, fliers in businesses, committee members sharing information and ads in the newspaper are all methods the city should use to inform the public about the upcoming changes and hearings.

3. Financial Policy Recommendation

Method: Numerous efforts were made to gather opinions and ideas for modifying the existing Financial Policy, both through discussions in meetings and using a [Financial Survey](#). The survey remained open for a month and received three responses. Additional input was collected in the final meeting. Unfortunately, due to limited participation, staff couldn't present and collect votes on conclusive recommendations for the final meeting. As of January 9, 2024 we have 6 of 12 responses.

Next Steps: Staff will advance their recommendations to Council on January 18, 2024. The committee members who attend the Listening Session will have a chance to comment at that time.

4. Themes from the Committee's discussion and member presentations

- Stevenson should have a standard level of wastewater services and extend sewer lines to all city limits using a phased approach with a majority of the extensions being grant funded.
- Spread the cost to "everyone" and aim for a "fair share" approach.
Individual recommendations: rates, GO Bond, assessing fees, property tax, business tax, majority grants, commercial fair share, etc. There is concern about the negative financial impacts on property owners, including lower-income and those developing single-family homes or smaller developments.

- Hire a grant writer. Staff clarified grants can only fund a certain percentage of the cost of the lines, and the City has access to grant writers.
- Change the “available” definition of 300 feet. Recommend “immediately available,” or 0 feet.
- Failure of septic with no repair options available should result in hook-up to sewer lines.
- When the sewer is immediately available, hook-up is the ultimate goal. Assess fees if property owners choose not to connect and consider waiving System Development Charge (SDC) fees to encourage connection.
- The moratorium was not viewed positively and staff responded swiftly to concerns. Note: Moratorium lifted by City Council at the December 21, 2023 meeting.
- Development in Stevenson - there is a lack of consensus on the assumptions, approaches and processes related to development. Individual comments: no desire for growth, growth is coming and we should be planning better, people developing vacant lots need easier processes and regulations, development is not friendly in Stevenson, growth is not coming.

Facilitator Note and Challenges

Scope: The financial aspects related to financing the current and future needs related to wastewater infrastructure in Stevenson is a complex issue with an intricate array of solutions, as evident in the education offered by staff and witnessed in discussions at the meetings and survey outcomes. The group frequently tried to expand beyond the committee's initial scope on defining the city's financial policy to alleviate the impact on individuals compelled to connect. There was strong interest to identify the funding mechanisms for line extensions. It was communicated that financing solutions for sewer line extensions would be formulated as the lines are prioritized in the Capitol Improvement Program (CIP).

Who will pay: A key challenge emerged in striking a balance between addressing the concerns of individuals burdened by sewer line extensions within the city limits and the potential rise in rates if individuals are not expected to contribute. While there was limited discussion about the effects of Stevenson's rates on low-income individuals, it was acknowledged as a concern.

Assumptions: The methodology of promoting hook-ups to mitigate rate increases was considered invalid. Frustration was noted about the limited availability of information regarding the rate study.

Disruptions: Unfortunately, one committee member and her husband, who is now an elected official, made multiple attempts to disrupt and undermine the committee. For example, there were numerous out-of-scope public records and data requests, which not only confused committee members but also necessitated staff to provide extensive documentation to address straightforward inquiries. On December 4, 2023, the newly elected councilmember expressed concerns in an email, stating, "The fact that this committee operated in secrecy taints whatever

conclusion or recommendation it makes." Following this email, several committee members discontinued their involvement. There were two committee members who voted against an open meeting format, and all meeting notes were consistently posted after each meeting.

Evaluation Results Six of thirteen members filled out the evaluation, indicating mostly positive feedback. Opportunities for improvement were less process, more clarity on the financial aspects and uncertainty in identifying the need to alter the 2019 rate assumptions/decisions. Please review the results and comments.

Committee-specific materials are online [here](#).

Thank you for the opportunity to support this important committee process.

Facilitator hours:

Paid: 33 hours

Volunteer: 58 hours

Total: 91 hours

Appendix 1

Members of the Committee

Staff: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker

Facilitator: Tracy Gratto

Name	Perspective
Adam Miller	Extended line/Former septic
Brian McKenzie	Developer
Chuck Oldfield	Sewer
Dave Cox	Councilmember-Sewer
Gail Collins	Former PWD/Septic
Jeff Breckel	Sewer/PC Chair/Environmental Aspect
Jenny Taylor	Sewer/Septic/Former Council Member/Port Commissioner
Karen Rutledge	Sewer/Septic conversion cost concern
Mark Peterson	Septic/History of issue
Michael Johnson	Councilmember-Sewer
Rick Jessel	Septic
Rick May	Former Septic/Sewer/Developer
Scott Anderson	Mayor-Sewer
Shawn Van Pelt	Septic/Developer/Business Owner
Wes Houston	Property Owner-Septic

Appendix 2: Stevenson Wastewater Clarifiers January 8, 2024 Meeting

Final Vote for Recommendations on Sewer Triggers

The assumptions...

With cooperation between the City of Stevenson Council, Staff and its Residents, all properties within city limits can add enjoying sewer connection availability to the already long list of amenities being enjoyed by those who live, work and play here. This is assuming the following.

1. Current estimated extension benchmarks are provided with dates and associated costs when adopting any of the following.
2. Future financial goals are met, aimed at eliminating the need to raise to system development charges and causes for spikes in rates for current and new rate payers with regards to the funding of current sewer treatment plant upgrades, future sewer line extensions as well as regular maintenance of the entire system.
3. There will be a future public process with respect to these future extension costs and the effects on rates.

The triggers...**red indicates edits made during January 8, 2024 meeting**

- Available defined

Public sewer to which a lot can connect without further extension of the public sewer.

Same as "Immediately Available" definition that has been previously used.

(7) As Is

- Existing Single Family Residence on Septic

System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.

If public sewer is currently available or when available, 50% of the monthly rate is charged.

After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.

(5) As Is

(2) More Flexible

- Existing Multi Family Residence on Septic

System Development Charge (SDC) waived if connected within 3 years of public sewer becoming available.

If public sewer is currently available or when available, 50% of the monthly rate is charged.

After 3 years of public sewer becoming available, 100% of the monthly rate is charged whether connected or not.

(7) As Is

- New Construction Single Family Residence

Public sewer if available.

Septic if not available.

When public sewer becomes available then same as Existing Single Family Residence.

(7) As Is

- New Construction Multi Family Residence

Public sewer if available.

Septic if not available.

When public sewer becomes available then same as Existing Multi Family Residence.

(7) As Is

- Remodel with Addition

All remodels with addition on septic must have the septic system inspected and approved for condition and capacity before permitting. If septic is in poor condition or undersized for addition, sewer connection becomes mandatory provided it is available. Public sewer system development charge paid **for by owner.** **Septic system may be expanded if sewer is not available.**

(7) As Is

- New Short plat development

Treat all lots as new construction. If sewer is available to any portion of the property, the plat will require all lots to connect. **Septic when sewer is not available.**

(7) As Is

- New Long plat development

Treat all lots as new construction. Developer funded line extension required to make public sewer available.

(7) As Is

- Commercial development

Same as Long Plat. Developer funded line extension required to make public sewer available.

(7) As Is

+++

Voters...

January 8, 2024 in-person vote: Wes Houston, Rick Jessel, Karen Rutledge, Jenny Taylor, Jeff Breckel, Chuck Oldfield, Adam Miller Jenny acted as Gail Collins proxy

Verbal: Brian McKenzie

Email: Rick May, Shawn Van Pelt emailed full consensus

No vote: Mark Peterson

The process...

Choose your preference on the following proposed triggers.

Choose "As Is" when you feel the trigger needs no alterations.

Choose "More Flexible" when you feel the trigger should come in to play more slowly or with less financial impact to users than described. Or a lighter touch.

Choose "Less Flexible" when you feel the trigger should come in to play sooner than or with more financial impact to users than described. Or heavier handed.

The results...

When "As Is" receives consensus vote, trigger passes as a recommendation.

When "As Is" receives majority vote with "More Flexible" as runner up, trigger passes as a baseline recommendation with further recommendation to explore options with more flexibility in timeline and or less financial impact to users in the final ordinance.

When "As Is" receives majority vote with "Less Flexible" as runner up, trigger passes as a baseline recommendation with further recommendation to explore options with a more aggressive timeline and or more financial impact to users in the final ordinance.

When "More Flexible" receives majority vote, trigger is open for discussion and adjustment by majority.


When "Less Flexible" receives majority vote, trigger is open for discussion and adjustment by majority.

Submitted by Wes Huston 1/10/24

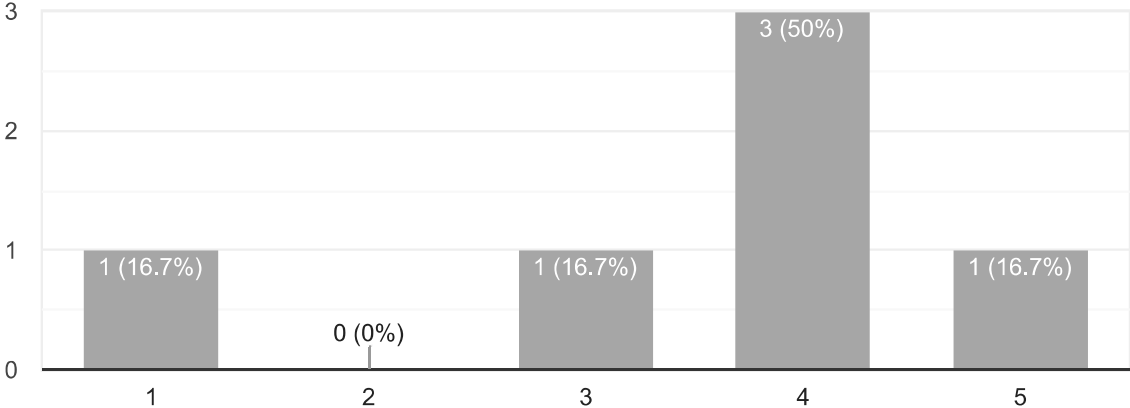
Sewer Ordinance Committee Evaluation

6 responses

Publish analytics

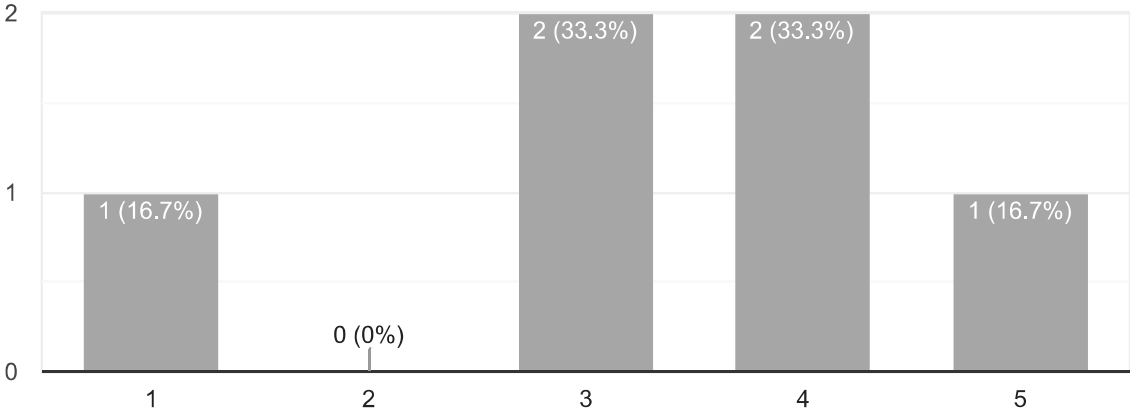
How well did the Committee create a shared understanding of the sewer and septic trends in our community.  Copy

6 responses



The engineering information presented:  Copy

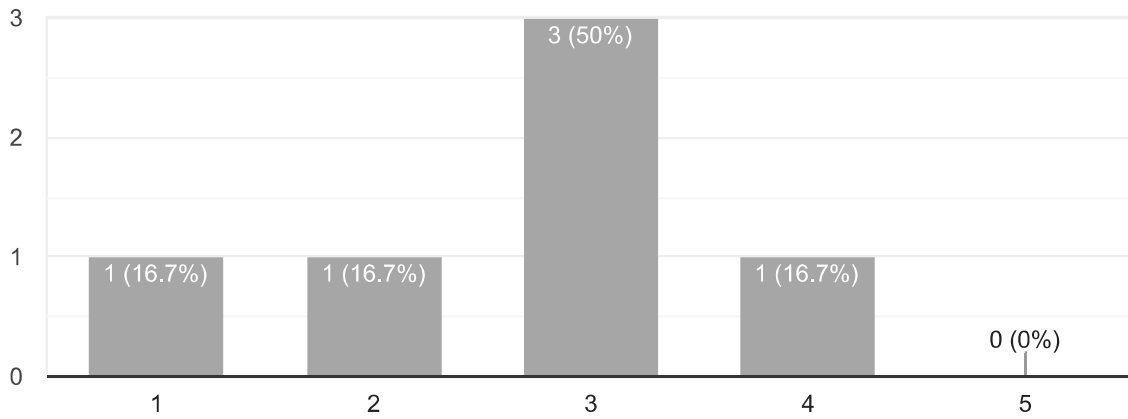
6 responses



The financial information presented:

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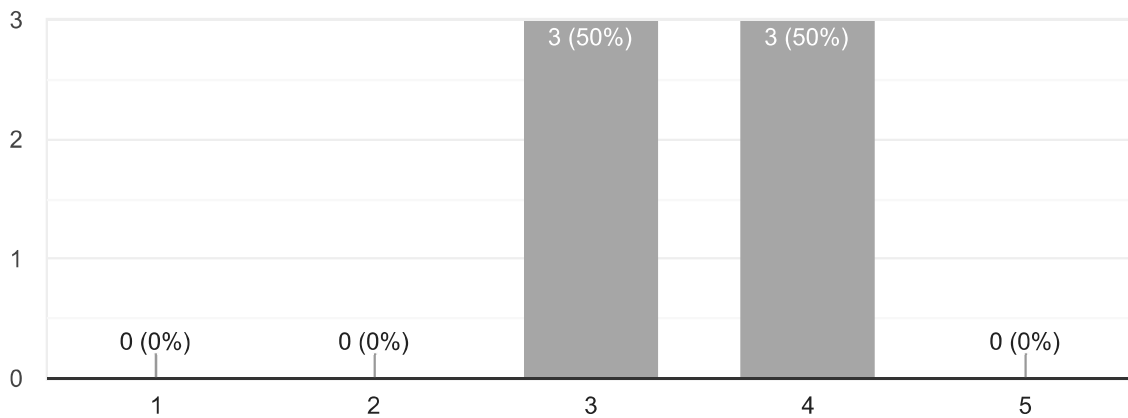
6 responses



How well did we surface the potential impacts of proposed changes to the 1972 Sewer Ordinance?

Copy

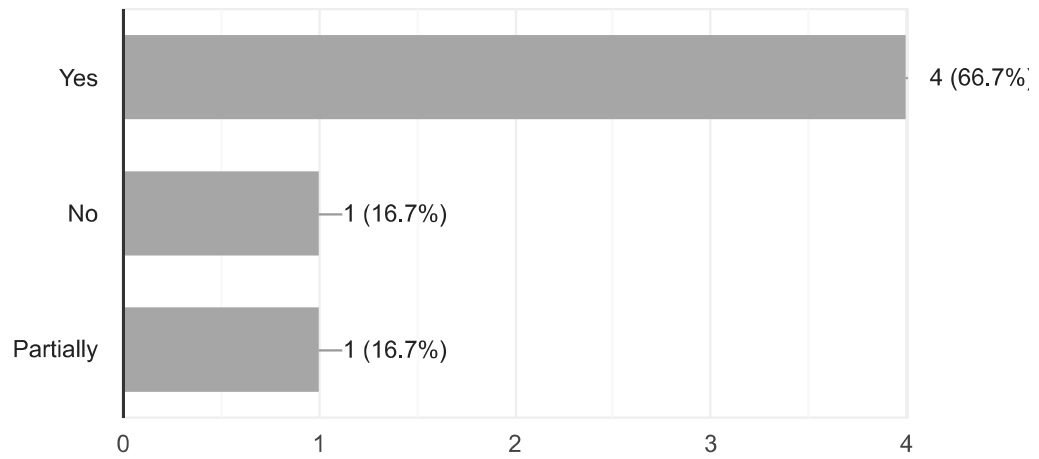
6 responses



Did we validate or identify the need to alter the 1972 Sewer Ordinance assumptions/decisions.



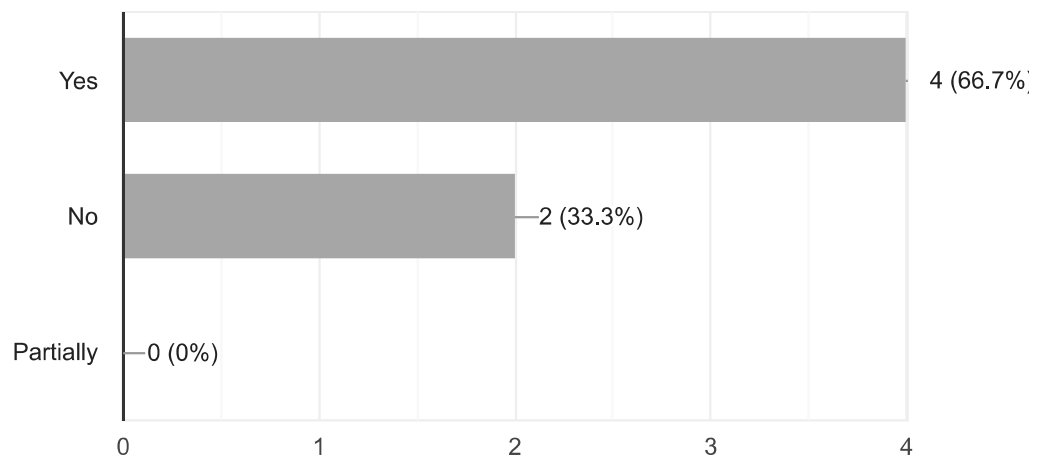
6 responses



Did we validate or identify the need to alter the 2013 Land Use/Development assumptions/decisions.



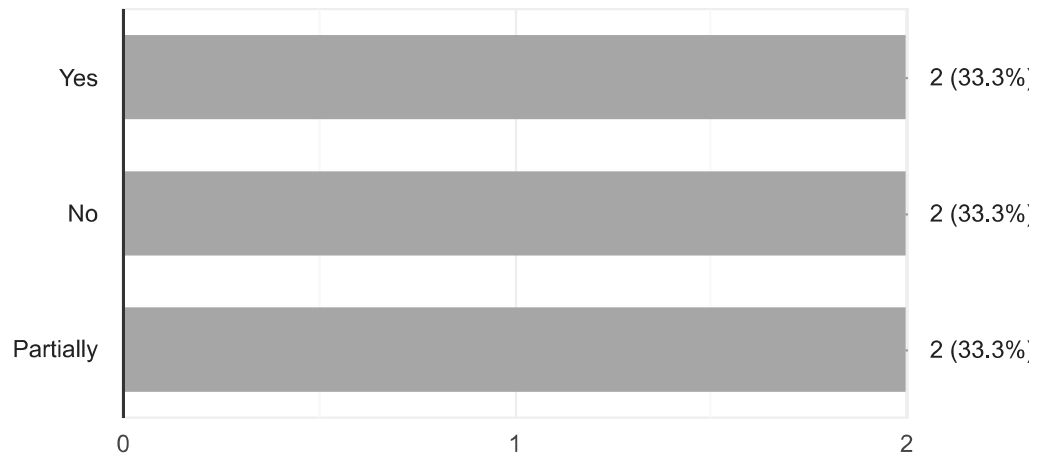
6 responses



Did we validate or identify the need to alter the 2019 Rate assumptions/decisions.



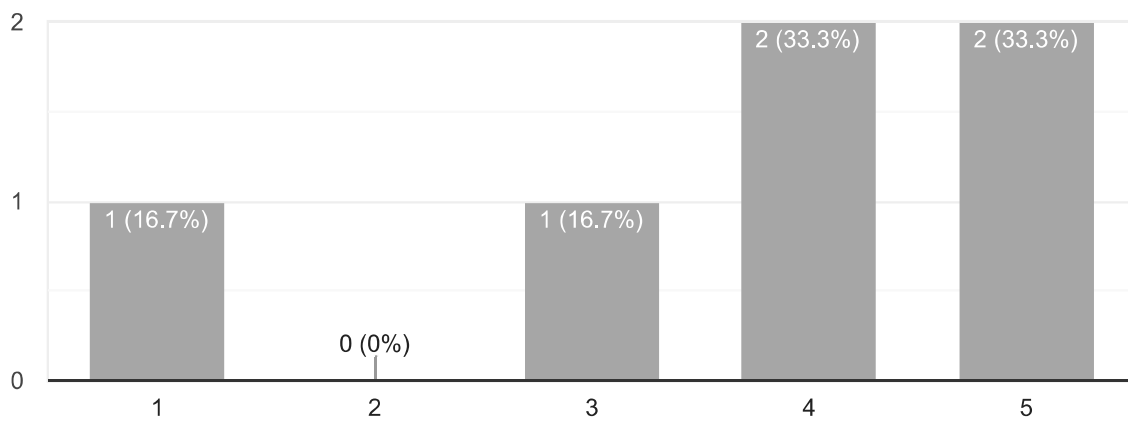
6 responses



How confident are you that city staff will use your input to recommend a proposal with the least negative impacts for all those impacted by the Sewer Ordinance (ratepayers, vacant lot builders, septic owners?)



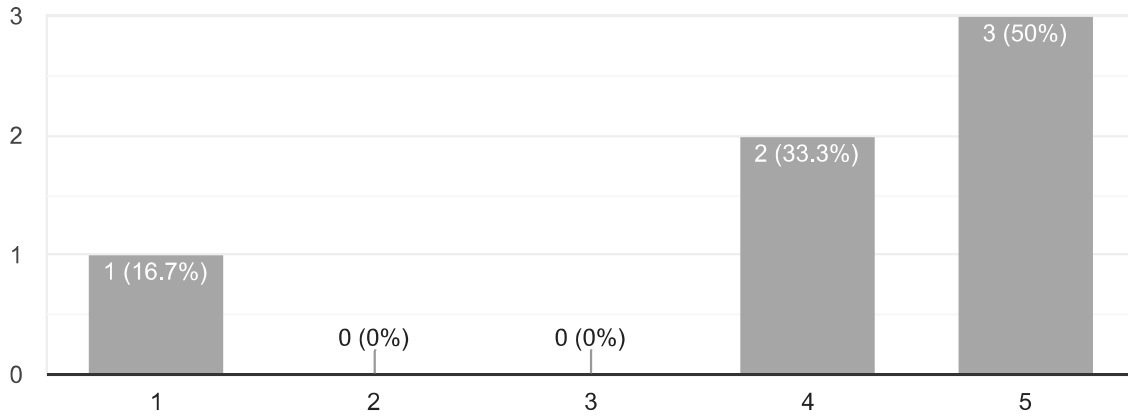
6 responses



The engagement opportunities offered through this Committee Process were:



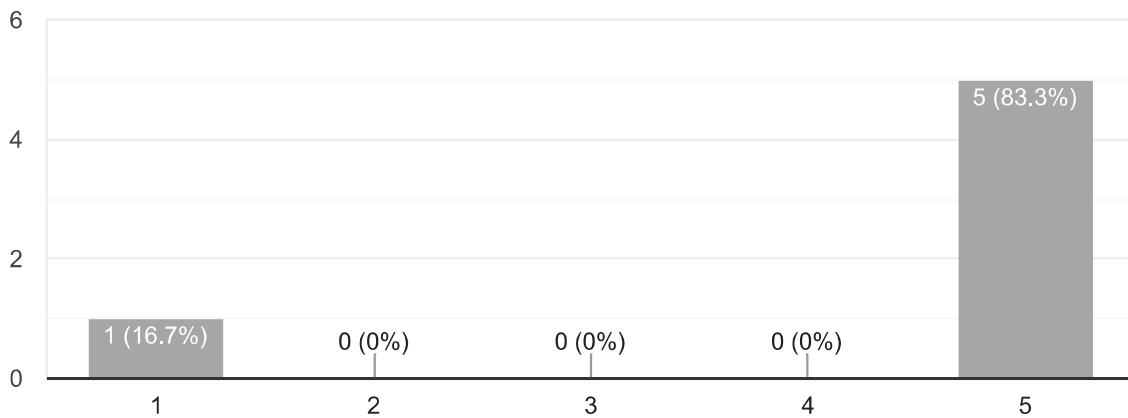
6 responses



My personal engagement with the opportunities offered was:



6 responses



The following factors contributed to my personal engagement in the committee process:

6 responses

Lack of trust of city staff, mayor and council. This was not about a Septic/Sewer issue.

Great meeting facilitator/organization

I felt change would come from work done.

Financial, environmental

small group discussions

care for my community

Please share what you think worked best in this Committee process.

6 responses

I don't feel like it worked great, however IF the recommendations are taken by council and staff, the process was worthwhile.

In my mind this is a very big if as I felt like the whole thing from the beginning was falsely brought forth in an effort to stop one persons development. I don't agree with the Council and Mayors history of using moratoriums to push their personal agendas. Moratoriums should be reserved for emergency situations. Ie: if we don't do something immediately, catastrophic consequences will entail. The moratorium here was used for no purpose as additional connections or septic installs during the 3 month process would not have had any significant affect on the sewer/septic issue, however the loss of potential developers, new home buyers/builders, business owners and general negative impacts of public opinion of the City in general and the Mayor, council, and staff in particular were a much greater and longer lasting effect.

Having friendly and engaged city staff available and part of work groups. Tracy kept meetings on tract and encouraged sharing/listening by all participants.

Education then brainstorming

open discussion

opportunities to share our personal thoughts

allowing citizens to form group and work on issues



Please share what you think needed to be improved in this Committee process.

5 responses

The city staff were not forthcoming with important information that was repeatedly asked by the committee members. When basic questions were asked that staff should have been able to answer given their position in this, ie: how many hookups does the new sewer plant support?, How many people are on septic/sewer? and most importantly Why do we need to do this now? the staff hid behind very embarrassing answers like "I don't know, I'll have to get back to you" and other vague responses to diffuse the question. Further when information was finally given at one point it came late, just before a meeting and in the form of 100's of pages of details to wade through, again presumed to create distraction from the real questions. If the staff and council desire to have committee type meetings, the expectation is that they come prepared to at least support their own proposal. If a business or developer came with such limited information and withheld vital details, the city staff would not look highly on their proposal. Same is true for the public looking at the city proposal.

I felt the finance end of the ordinance could have more detail.

I would expect more to do their homework

process: interesting word a little too much discussion of process and not enough substance

It feels like a lot of unnecessary words; it could be more focused.



What else would you like us to know?

5 responses

There is a great distrust and negative perception of the city personnel which really needs to be addressed. Many times I hear of clients who did not come away from their first interaction with staff feeling welcomed or like they were treated by helpful positive people. Generally I hear, 'can we even build here if we purchase this lot? Sounded like the city doesn't really want anybody to move here'. I can't disagree with that as all of my personal interaction over the past 4-5 years either for my own sake or my clients, has generally taken the same path, starting with a hard NO and working back from there rather than a "How can we make this work". It is definitely not a staff that makes anyone who deals with them feel anything other than an adversarial interaction even on the most minor issues. I don't believe this is something the staff can 'work on'. We just need to look at the possibility that the staff is not suited for the positions they hold in this small community. Quite possibly a much larger area where there is less or even no public interaction would be a better position for being so hard line, by the book, ruling type administration. Stevenson needs people who want to try to make things better for its residents and business rather than run people off and make those who can't leave wish they could. A complete reset of all positions in City leadership would inevitably result in fresh and new perspectives and remove the personal agendas that drive the current personnel.

Committee idea - start fund to generate revenue for sewer improvements.

thank you all

public information ordinance changes would be very helpful so every citizen knows whats going on and won't be surprised or confused.

thank you for including all of us

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Google Forms





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

Please include in this week's Council packet

1 message

Karen Rutledge <bakerkrn@gmail.com>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Wed, Feb 14, 2024 at 9:18 AM

Leana, please include as part of this week's City Council packet my attached letter to the editor (which is appearing in this week's Pioneer). Since you have included Ms. Gratto's false and unfounded statements about me and Pat in the packet, it is only fair that you include my attached letter. Please have my response be part of the sewer committee report itself.

Karen Rutledge

 **Rutledge Letter to editor on sewer committee.docx**
17K

Dear Editor,

Over the last three months I have served on the Stevenson Sewer Committee. Readers may recall that in November the Pioneer published a letter to the editor I wrote that was critical of this committee operating in secrecy. Members of the press and the public were not allowed to observe our work.

When Tracy Gratto, the facilitator the city hired for \$5,000, authored her final report, she wrote:

“Disruptions: Unfortunately, one committee member and her husband, who is now an elected official, made multiple attempts to disrupt and undermine the committee. For example, there were numerous out-of-scope public records and data requests, which not only confused committee members but also necessitated staff to provide extensive documentation to address straightforward inquiries. On December 4, 2023, the newly elected councilmember expressed concerns in an email, stating, ‘The fact that this committee operated in secrecy taints whatever conclusion or recommendation it makes.’ Following this email, several committee members discontinued their involvement. There were two committee members who voted against an open meeting format, and all meeting notes were consistently posted after each meeting.”

Ms. Gratto’s description of my husband, Pat Rice, and me is inaccurate. Washington State’s public records act does not allow Ms. Gratto to determine what a requestor’s motives are. However, all the documents I asked to review were directly relevant and needed to perform my duties as a sewer committee member. Furthermore, the documents were only requested after City Manager Leana Kinley refused to answer my straightforward questions.

It is true that both Pat and I were not pleased that the press and the public were not allowed to observe the committee’s work. Two members out of 17 wanting our work to be done in secrecy is not a good excuse to do so.

Ms. Gratto’s statement that we were disruptive does raise these questions:

Is a citizen disruptive when they ask for financial and other information related to the Sewer issue? Is it disruptive to request that the sewer committee meetings be

open to the public? Are the only appropriate questions those that are vetted by Ms. Grotto?

Pat and I were questioning the city about an issue that impacts all of us. Asking questions is the only way citizens will ever know what is going on at City Hall. Despite what Ms. Gratto may think of us, we will never stop asking questions.

Karen Rutledge
Stevenson



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: City Hall Hours
Meeting Date: February 15, 2024

Executive Summary:

City Hall began being open by appointment only on Fridays in October 2022 as a tool to improve productivity. These tools were prioritized during the strategic planning process. Staff are in the office, meetings are held, and the phones ring to direct extensions. Prior to the appointment only on Friday, City Hall was open Monday-Friday from 7:30am-5pm (47.5 hours). It is now open Monday -Thursday 7:30am-5pm (38 hours) and by appointment on Friday. An ordinance is being presented for council to determine what the hours of City Hall shall be.

Overview:

Council discussed this matter at the January 18th council meeting and the ordinance presented to council at the February 15th council meeting is a result of that discussion.

An option to consider would be to ask the public for input through a survey on how best they would like to be served by the City. A majority of residents commute outside the County for work and may not be able to show up at City Hall between the hours of 7:30 am – 5 pm regardless of the day. To help address this staff has focused on allowing residents to conduct city business 24/7 through online payment options at no cost to the customer, online building application submissions, and improving the city website for easier access to information. Future online tools include planning applications and code enforcement matters. A survey could help identify where to focus future efforts to improve customers' ability to engage with the city and conduct their business.

Action Needed:

Direction on the enclosed ordinance and whether to move forward with a city survey to get feedback on how best the community would like to be served.

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-12XX**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON, CREATING SMC
CHAPTER 2.02 CITY HALL AND SMC 2.02.010 CITY HALL HOURS OF OPERATION**

WHEREAS, the City of Stevenson is required by RCW 35A.21.070 to establish City Hall office hours by ordinance; and

WHEREAS, the City of Stevenson administration has determined staff would benefit from a dedicated work day; and

WHEREAS, the City of Stevenson administration has identified Friday as the day that will have the least impact on public needs.

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

Section 1. Adoption. The Stevenson Municipal Code entitled "City Hall," codified as Stevenson Municipal Code (SMC) Title 2.02, is hereby added to read as follows:

Chapter 2.02 CITY HALL

2.02.010 CITY HALL HOURS OF OPERATION.

- A. City Hall shall generally be open for the transaction of business with the public from the hours of _____ a.m. to _____ p.m., Monday through _____ except on holidays occurring during the normal business week of the city as may be established by state law or actions of city council.
- B. For the purposes of this section, transaction of city business shall mean staff availability for direct contact by members of the public. Such hours may be modified by the mayor or designee on a temporary basis as a result of staffing shortage, emergency, inclement weather, or as needed.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth
City Attorney

Leana Kinley, City Clerk

2024 APPOINTMENTS

MAYOR PRO TEM: Dave Cox

PLANNING COMMISSION (6 Year Terms)

Position No. 1	Anne Keesee	2029
Position No. 2	_____	2029
Position No. 3	Charlie Hales	2027
Position No. 4	Auguste Zettler	2027
Position No. 5	Jeff Breckel	2029

BOARD OF ADJUSTMENTS (3 Year Terms)

(Ensures that the City's land use and development regulations are applied in a fair and consistent manner by hearing and deciding appeals of administrative actions made pursuant to the City's land use and development regulations and by hearing and deciding variance proposals for projects within the City)

Brian Riffel	12/24
Dan McGill	12/25
Marilyn Butler	12/25
Mary Repar	12/24
Ed Feeley	12/25

BOARD OF APPEALS (1 Year Terms)

(Hears appeals related to action taken by the building official under provisions of the constructions codes).

Jason Ledesma	12/21
Jim Joseph	12/21
Pat Price	12/21
Mark Peterson	12/21
Martin Hecht	12/21

EX-OFFICIO PLANNING COMMISSION

(non-voting position, except Mayor does legally authorize this appointment to have the power to vote for quorum issues as discussed by ordinance and outlined in RCW).

Paul Spencer, with Tony Lawson as alternate.

COUNCIL & STAFF COMMITTEE/BOARD APPOINTMENTS

The following organizations need representatives from the City to serve on their respective boards.

CITY OF STEVENSON FIRE DEPARTMENT

- Meets locally every Monday at the fire hall at 7:00 PM.
- Fire Chief Rob Farris (elected by the fire department members)
- City Staff contact – Gordon Rosander (fire department volunteer, asst to Chief)

CITY OF STEVENSON VOLUNTEER FIREMEN'S BOARD

- Meets on an as needed basis locally; membership set by RCW.
- Established to deal with accident claims.
- Mayor (Scott Anderson), Fire Chief (Rob Farris), City Administrator (Leana Kinley) and Councilmember Dave Cox.

EMERGENCY SERVICE COMPENSATION BOARD

- By statute the Mayor and one council member must serve.
- Meets on an as-needed basis to deal with claims. (Has never met).
- Mayor Scott Anderson and Councilmember Dave Cox.

SKAMANIA COUNTY EMERGENCY SERVICES COUNCIL AND RADIO USERS BOARD

- Meets bimonthly in the evenings.
- Coordinates various emergency management groups.
- Fire Chief Rob Farris currently serving with Gordon Rosander as alternate.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

- Meetings quarterly on various days of the month at 4:00 PM. Typically, meetings take place on the third Thursday of the month, conflicting with Stevenson council meetings.
- Appointment is joint with the City of North Bonneville for two-year terms that expire even numbered years.
- Deals with regional economic development, approves loans to small businesses, and deals with Federal Economic Development Administration.
- Stevenson City Administrator Leana Kinley currently appointed.

SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

- Meets quarterly in Stevenson.
- Twelve-member board with rotating appointments of 2 years.
- The EDC's mission is to coordinate agencies dealing with business and industrial development and actively recruit new industry and business into the community.
- Ben Shumaker for 2023/2024.

STEVENSON DOWNTOWN ASSOCIATION

- Meets the second Tuesday of the month @ 6:00 pm @ the Chamber Office.
- Works to create a vibrant downtown with a focus on economic and community prosperity, historic preservation and connection to the Columbia River waterfront.
- Scott Anderson currently serving.

SKAMANIA COUNTY FAIR BOARD

- Meets on the second Wednesday of the month @ 7:00 pm. at Rock Creek Center.
- Coordinates and sponsors county fair.
- 2-year appointments.
- Dave Cox serving for 2023/2024

SOUTHWEST WASHINGTON CLEAN AIR AGENCY

- Afternoon meetings on the first Tuesday (@3:00 pm) of each month in Vancouver.
- Deals with enforcement & implementation of Clean Air Act.
- Annual joint appointments from City of North Bonneville and Stevenson.
- Ben Shumaker currently serving.

SKAMANIA COUNTY SOLID WASTE ADVISORY BOARD

- Meets on as needed basis.
- Appointments are annual.
- Deals with solid waste and garbage related nuisance issues.
- Carolyn Sourek serving for 2024.

SKAMANIA COUNTY REGIONAL TRANSPORTATION BOARD

- Meets during the afternoon of the 1st Wednesday of each month.
- Deals with the coordination of transportation planning regionally and reviews some Federal funding disbursements.
- Leana Kinley currently serving with Ben Shumaker and Carolyn Sourek as alternates.

SKAMANIA COUNTY LAW AND JUSTICE COUNCIL

- Mandated committee to establish a law and justice plan for the Skamania County community. Board membership is statutorily set.
- Appointment is annual, representing both city's courts
- Meets as needed, during the day.
- Leana Kinley currently representing the Cities.

SKAMANIA COUNTY DISABILITIES BOARD

- Meets locally on an as-need basis.
- Joint City appointment with City of North Bonneville
- Responsible for reviewing injury claims that are job related.
- Deanna Adams North Bonneville representative currently serving.

KLICKITAT-SKAMANIA UTILITIES COORDINATING COUNCIL

- Meets every other month in White Salmon during the day.
- Responsible for coordinating underground utilities.
- Carolyn Sourek currently serving.

COMMUNITY ACTION TEAM

- Meets on a quarterly basis.
- Sets priorities for community development projects for statewide grant prioritization.
- Pat Rice.

SKAMANIA COUNTY BOUNDARY REVIEW BOARD

- Meets on an as needed basis.
- Debi Van Camp serves as staff person.
- Valerie Hoy appointed for 2021-2023

TOURISM ADVISORY COMMITTEE

This committee meets at least once a year to recommend Hotel/Motel awards to City Council. Membership is set by RCW and must have two members who pay the motel/hotel tax and two members who receive funding from the tourism tax.

- Skamania Chamber Director (Angie Waiss)
- Funding Recipient Representative (Chris Kellogg-Clark and Lewie's)
- Skamania Lodge (Kara Owen)
- Artbliss Hotel (Tom Sikora)
- Council Member (Dave Cox)
- City Administrator (Leana Kinley)

SKAMANIA COUNTY HOMELESS COUNCIL

- Meets monthly on the Third Wednesday at 1pm in the Hegewald Center.
- Lucy Lauser currently serving.

LAW ENFORCEMENT CONTRACT COMMITTEE

- Meets bi-annually in June and December
- Responsible for reviewing and setting service level priorities, goals and metrics.
- Dave Cox.

AD HOC & TEMPORARY COMMITTEE APPOINTMENTS

(These are short term, special focus committees that will terminate with project completion.)

STEVENSON PUBLIC ART COMMITTEE (Functions as needed – whenever funding for projects becomes available)

- Marilyn Bolles
- Bill Yee
- Mark McCormick
- Mara Reynolds
- Pat Hood
- Laura Buchan
- Leana Kinley
- Michael D. Johnson

WATER INVENTORY RESOURCE INVENTORY AREA (WRIA)

This committee was created as part of a state water plan update. Stevenson is in section #29A. The other representatives on this committee consist of Skamania County, Skamania PUD and the Yakama Nation. Stevenson is on the committee as the largest city in the county. It meets as needed to assist with policy updates or to support a specific project.

- Ben Shumaker
- Leana Kinley (alt)

SWIM TEAM

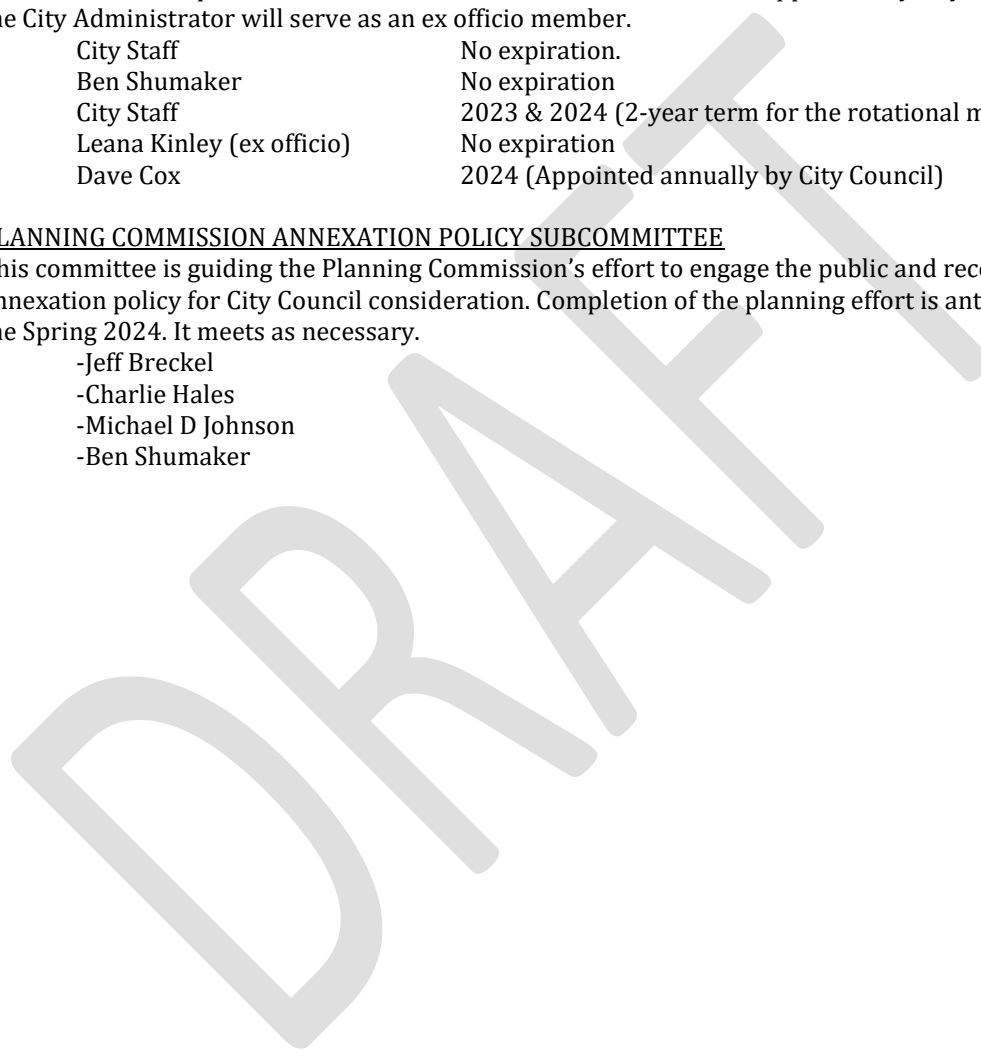
The SWIM (Stevenson Wellness Improvement & Maintenance) team consists of 3 members: one rotational and two permanent. In addition, a Councilmember will be appointed by City Council and the City Administrator will serve as an ex officio member.

- | | |
|---------------------------|-----------------------------------------------------|
| City Staff | No expiration. |
| Ben Shumaker | No expiration |
| City Staff | 2023 & 2024 (2-year term for the rotational member) |
| Leana Kinley (ex officio) | No expiration |
| Dave Cox | 2024 (Appointed annually by City Council) |

PLANNING COMMISSION ANNEXATION POLICY SUBCOMMITTEE

This committee is guiding the Planning Commission's effort to engage the public and recommend an annexation policy for City Council consideration. Completion of the planning effort is anticipated in the Spring 2024. It meets as necessary.

- Jeff Breckel
- Charlie Hales
- Michael D Johnson
- Ben Shumaker



CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2024-1207

AN ORDINANCE of the City of Stevenson, Washington, relating to the water and sewer system of the City; amending Ordinance No. 2021-1171; extending the maturity date of the City's Limited Tax General Obligation Bond Anticipation Note, 2021 (Non-Revolver Line of Credit); and providing for other matters properly relating thereto.

THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, DO ORDAIN as follows:

Section 1. Definitions. The words and phrases set forth in this ordinance with initial capitalization have the respective meanings given to such words and phrases in Ordinance No. 2021-1171, unless specified otherwise herein.

Section 2. Findings. The Council finds and determines that:

(a) The City passed Ordinance No. 2021-1171 on February 18, 2021, which authorized the City to issue and deliver its Limited Tax General Obligation Bond Anticipation Note, 2021 (Non-Revolver Line of Credit) (the "Note"), in the maximum principal amount of \$873,000 for the purpose of providing the funds with which to pay part of the Costs of the Project pending issuance of the Bond. The Note is scheduled to mature on April 1, 2024.

(b) Due to delays impacting completion of the Project, it is necessary and in the best interests of the City to extend the maturity date of the Note.

(c) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for the calendar year 2024 is \$384,371,428, and other than the Note, the City has no outstanding general indebtedness evidenced by limited tax general obligation bonds, notes, or leases incurred within the limit of up to 1-1/2% of the value of the taxable property within the City permitted for general municipal purposes without a vote of the qualified voters therein (\$5,765,571).

Section 3. Amendment of Sections 1(c) and 1(p) of Ordinance No. 2021-1171. Section 1(c) and 1(p) of Ordinance No. 2021-1171 are hereby amended as follows (deletions are ~~struck through~~ and additions are double underlined):

(c) "Bank Rate" means ~~1.40%~~ 5.62% per annum, calculated on the basis of a 360-day year consisting of twelve 30-day months.

(p) "Maturity Date" means the date specified as such in the Note, as amended in accordance with this resolution, that is not later than ~~three~~ five years after the date of issuance of the Note.

Section 4. Approval of Amended Bank Offer; Amendment of Note; Authorization of City Officials. The Bank has presented an amended to the Bank Offer, which written amended Bank Offer is on file with the Treasurer and is incorporated herein by this reference. The Council finds that accepting the amended Bank Offer is in the City’s best interest and therefore accepts the same. The Note will be amended in accordance with this resolution at City expense and will be delivered to the Bank in accordance with the amended Bank Offer. The Mayor, the City Administrator, the Clerk, the Treasurer, and each other person as they may designate are each individually authorized and directed to do everything necessary for the prompt delivery of the amended Bank Offer to the Bank and for the proper application and use of the proceeds of the Draws made pursuant to the Note.

Section 5. Severability; Ratification. If any provision of this ordinance shall be declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Note. All actions heretofore taken by the City consistent with the provisions of this ordinance are ratified, confirmed and approved.

Section 6. Effective Date of Ordinance. This Ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Stevenson, Washington, this 15th day of February, 2024, at a regular open public meeting thereof.

CITY OF STEVENSON, WASHINGTON

Mayor

ATTEST:

Clerk

(S E A L)

C E R T I F I C A T E

I, the undersigned, the Clerk of the City of Stevenson, Washington (the “City”), hereby certify as follows:

1. The foregoing Ordinance No. 2024-1207 (the “Ordinance”) is a full, true, and correct copy of the Ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on February 15, 2024, as that Ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is February 21, 2024.

3. A quorum was present throughout the meeting and a sufficient number of members of the City Council voted in the proper manner for the passage of the Ordinance.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of February, 2024.

CITY OF STEVENSON, WASHINGTON

Clerk

(S E A L)



Cashmere Valley Bank

February 15, 2024

Honorable Mayor and City Council
City of Stevenson, Washington
7121 E. Loop Road
PO Box 371
Stevenson, WA 98648

Dear Mayor and Members of the City Council

Thank you for the opportunity to propose an offer to provide an amended line of credit in support of the wastewater project for the City of Stevenson, Washington (the “City”) with the United States Department of Agriculture Rural Development (“RD”). Capitalized terms used herein but not defined shall have the meaning ascribed to such terms in the City’s Ordinance 2021-1171 adopted February 18, 2021. Cashmere Valley Bank (the “Bank”) has approved the borrowing facility outlined in this commitment letter under the following terms:

1. Borrower: City of Stevenson, Washington
2. Amount: \$873,000
3. Form: Fully registered tax-exempt Limited Tax General Obligation Bond Anticipation Note (Non-Revolver Line of Credit) (the “Note”) issued by the City and purchased by the Bank at private sale.
4. Purpose: To provide funding for the City’s Project as more fully described in the City Ordinance No. 2021-1171 adopted on February 18, 2021.
5. Note Description and Terms:
 - a) Interest Rate: The outstanding principal balance of the Note will bear interest at a bank qualified tax-exempt fixed rate of 5.62% *per annum*. Interest will accrue on the basis of 30/360 consisting of a 360-day year of twelve months.
 - b) Term: The Note will mature on April 16, 2025 (the “Maturity Date”). Interest on the Note shall be payable semiannually on each April 1, and October 1, commencing April 1, 2024. Principal of the Note is payable on the Maturity Date or the date of prior redemption. Interest on the Note is payable from Draws on the Note.
 - c) Draws: Draws on the Note can be made on any business day prior to the Maturity Date in an amount no less than \$25,000. A draw request must be accompanied by an approval of the draw amount from an authorized representative of RD. Draw

proceeds will be wire transferred into an account at the bank designated by the City. For same day funding, draw requests will need to be received and confirmed by the Bank by 11 am.

- d) **Security:** The Note will be repaid from proceeds of the Bond. The Note may also be repaid from other short-term obligations, other money legally available and to be used therefor and from Net Revenue as defined in the City's Ordinance. The Note will also constitute a general indebtedness of the City payable from tax revenues of the City. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Note.
- e) **Transferability:** The Bank will hold the Note with no intent to sell or transfer. The Note may be transferred only (i) in whole; (ii) to a single investor that is a 'qualified institutional buyer' as defined in United States Securities and Exchange Commission Rule 144A; (iii) if endorsed in the manner provided hereon and surrendered to the Registrar; and (iv) if the transferee provides the Registrar with an executed transfer certificate in substantially the form attached to the Note. Any such transfer shall be without cost to the Registered Owner or transferee (other than any cost incurred by the Registered Owner or transferee in preparing and delivering the transfer certificate) and shall be recorded on the Note Register.
- f) **Prepayment:** The City may prepay the Note, in whole or in part, at any time. The Bank will not charge a prepayment fee on any amounts prepaid by the City.

6. **Fees:** There is no fee due to the Bank. The City would be responsible for all other costs of issuing the Note.

7. **Additional Terms:**

The Note documents would be prepared by bond counsel to the City, would be in the standard forms customarily required by the Bank for municipal funding, and would include additional terms and conditions not discussed above. At closing, the financial condition and credit of the City and all other features of this transaction would be as represented to the Bank without material adverse change including the terms and status of the RD loans and grants, as supported by the documentation supplied by the City to the Bank as of the closing date. In the event of adverse material changes in the credit worthiness of the City, including litigation involving or claims filed against the City, any future offers or commitments would terminate upon notice by the Bank. RD must concur with this agreement for interim financing as stipulated in their Letter of Conditions dated April 16, 2020 and as may be subsequently modified ("Letter of Conditions"). Any future commitment would be non-assignable by the City. The City would designate the Note as a "qualified tax-exempt obligation" under section 265(b)(3) of the IRS Code for investment by financial institutions. The City would also be required to

City of Stevenson, Washington
Limited Tax General Obligation Bond Anticipation Note, 2021
(Non-Revolving Line of Credit)
Page 3

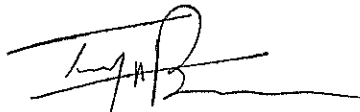
send the Bank an annual financial report for as long as the Note is outstanding.

8. Acceptance: This commitment is not binding unless the Bank receives a signed copy of this letter by February 28, 2024 at which time the commitment will expire without notice.
9. Closing: The Note is anticipated to close on or about February 29, 2024.

Oral agreements or oral commitments to loan money, extend credit, or to forbear from enforcing repayment of a debt are not enforceable under Washington law.

Thank you for the opportunity to work with the City on this project.

Sincerely,



Tom Brown
Vice President, Municipal Finance Manager

Acknowledged and accepted this ___ day of _____, 2024

CITY OF STEVENSON, WASHINGTON

Leana Kinley, City Administrator

cc: Marc Greenough, Foster Garvey PC
Marti Canatsey, USDA RD



City of Stevenson

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

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

Memo

To: Stevenson City Council
From: Anders Sorestad, Deputy Clerk/Treasurer, City of Stevenson
Meeting Date: February 15th, 2024
Subject: Current Code Enforcement Procedures

In response to the request of the Council, this memo is intended to (a) provide an overview for current Code Enforcement procedures for the City of Stevenson, and (b) request guidance from City Council for changes they recommend.

Nuisance Complaints: Complaints for violations of Stevenson Municipal Code are submitted to the City as a “Nuisance Complaint” This is terminology that has continued to be used through the years for consistency, even though not all complaints are necessarily a nuisance (i.e. reporting someone who is building without a permit, is not a nuisance, but is submitted to the City via a Nuisance complaint form)

Assigned Staff: For the past couple years, most Nuisance Complaints are initially assigned to the Deputy Clerk/Treasurer, with a small but increasing number being assigned to the Planning and Public Works Assistant. Department Heads may assist throughout the process of a Nuisance Complaint, depending on its complexity.

Investigation: Nuisances are investigated when reported by a citizen, or when they become apparent to City Staff within the performance of normal duties, such as observing intrusions onto City Right of Way when servicing a water meter. The purpose when investigating a Nuisance Complaint is to determine if evidence can be found to corroborate the original complaint, while also respecting the 4th Amendment rights of the property owner or its residents.

Review of Evidence: When evidence is found that appears to corroborate a Nuisance Complaint, it is reviewed to determine whether a Code Violation is present. Reviews usually include examination of the Stevenson Municipal Code and consultation with the Department Heads about any applicable codes.

Contacting the Property Owner: When a review confirms a Code Violation is present, the property owner is contacted. Direct contact where a live conversation can happen, usually over the phone is attempted whenever possible. If the property owner cannot be reached directly, email is the next resort, in coordination with a physical letter. If no email address is available, a physical letter will be sent alone. In many Code Violation matters, the owner is unaware that their property is non-compliant with City Code, so the two goals when contacting the property owner are to educate them about the Code(s) being violated, and acquire a commitment from the property owner to resolve the violation within a set period of time. Conversations over the phone are followed by a letter summarizing the key points of the

conversation, what resolution of the violation looks like, and the date of completion. In cases where initial completion dates are not met, City Staff will follow up with the property owner reminding them of the violation and need to resolve it.

Contacting the Complainant: Once the Code Violation has been resolved, the complainant is informed. In cases where either no evidence of a Code Violation could be found, the complainant is contacted and informed why Stevenson Municipal Code was not able to be applied to their complaint.

Closing the Complaint: Complaints are closed when all violations have been resolved.

Road Block: The main road block for City Staff in these procedures is when property owners are unwilling to resolve the violations on their property. Advisement from past Legal Counsel is that issuing fines and potential liens against the property are costly, take up staff time, and may cost more than it is worth. Also, the current system of using an excel spreadsheet to track all complaints, the actions taken for them, and status of their completion is inadequate and inefficient. Following up on delayed tasks is often missed due to this archaic style of project management. A new online system is in the process of being implemented that may help with this issue and allow more efficient status notification.

There are currently 14 properties with open violations of building code, land use or general nuisance which are unresolved dating back to 2018. Most have reached a status of non-compliance with voluntary correction and a need to go to court to pursue further.

Potential Instruction from Council: City Staff requests instruction from Council on which of three potential directions they would like direct Code Enforcement to be enforced.

A) Stay the Course: Continue enforcing Nuisance Complaints as primarily educational opportunities for property owners who are unaware that they are violating City code, and to not pursue fines or legal action against property owners who do not resolve their violation voluntarily.

Time to Implement: none

B) Pursue Litigation using Current Codes: Begin using the current Code Enforcement procedures and Stevenson Municipal Codes to fine and make liens against properties in order to gain compliance.

Time to Implement: 2 months

C) Complete Overhaul: Staff recommends this start with input from the City residents to determine what level of Code Enforcement they would like to see within City limits. If City residents and City Council determine they would like to see a relatively low level of Code Enforcement, staff would recommend removing violations that City residents and Council do not want enforced. If it is determined a higher level of Code Enforcement is desired, Nuisance Codes would need to be brought up to date, adding the ability for base fines for violations that can legally be issued under current State laws. Procedures would need to be updated to dedicate more staff time to responding to complaints, as well as systems developed to ensure that all complaints executed, tracked, and followed up on with equal attention.

Time to Implement: 6-12 months



CITY OF STEVENSON

Parks, Recreation, and Open Space Plan



Prepared by:



dcgwatershed.com

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sevaworkshop.com

ACKNOWLEDGMENTS

Thank you for the active participation and input from the community leaders including residents, the Advisory Committee, the Planning Commission, the City Council, City staff, community organizations, frequent parks system users, and others who contributed to this PROS Plan.

Mayor

Scott Anderson

City of Stevenson Staff Team

Ben Shumaker,
Community Development Director

Tiffany Andersen,
Planning & Public Works Assistant

Carolyn Sourek,
Public Works Director

Leana Kinley, IP City Administrator

COMMITTEES AND COMMISSIONS

Advisory Committee

Pat Albaugh, Executive Director,
Port of Skamania

Ingrid Colvard, Superintendent,
Stevenson-Carson School District

Tom Delzio, Stevenson Community
Pool District Commissioner

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Tom Lannen, District 2 Chair,
Skamania County

Expanded Advisory Committee

Pat Albaugh, Executive Director,
Port of Skamania

Dave Cox, City Council Member,
City of Stevenson

Tom Delzio, Stevenson Community
Pool District Commissioner

Jonathan Dexter, Utility
Maintenance Worker, City of
Stevenson Public Works

Ed Farrell, Grounds/Maintenance/
WHSE Supervisor, Stevenson-Carson
School District

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Tom Lannen, District 2 Chair,
Skamania County

Kelly O'Malley McKee, Executive
Director, Downtown Association/
Farmer's Market

Carolyn Sourek, Director, City of
Stevenson Public Works

Louise 'Lou' Palermo, Executive
Director, Columbia Gorge Museum

Stakeholders Interviewed

Pat Albaugh, Executive Director,
Port of Skamania

Andrea Byrd, Representative
Stevenson Community Pool

Ingrid Colvard, Superintendent,
Stevenson-Carson School District

Tom Delzio, Stevenson Community
Pool District Commissioner

Lonnie Gates, Resident,
Representative of senior citizen
community

Justin Gross, Resident, and small
business owner (Big River Grill
and SKA. CO. Skates)

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Ken Levy, Resident, Representative
of wind sport community

Torrey Lindbo, Representative,
Columbia Gorge Running Club

Kelly O'Malley McKee, Executive
Director, Downtown Association/
Farmer's Market

Kara Owen, Director of Group
Sales, Skamania Lodge

Carolyn Sourek
City of Stevenson Public Works

Louise 'Lou' Palermo, Executive
Director, Columbia Gorge Museum

City Council

Dave Cox

Michael D. Johnson

Lucy Lauser

Kristy McCaskell

Pat Rice

Planning Commission

Jeff Breckel

Charlie Hales

Anne Keesee

David Ray

Auguste Zettler

Consultants

DCG/Watershed

SEVA Workshop



Pebble Beach

Executive Summary

Stevenson is a small town with community access to a wide range of parks, trails, and open spaces.

The process of creating this Parks, Recreation, and Open Space Plan (PROS Plan) has engaged stakeholders and public entities in a conversation that the city hopes will lead to parks that are higher quality, better funded, and wider serving. Most of these public spaces are not owned or maintained by the city. The city recognizes this and relies on collaboration and shared resources to meet the community’s parks and recreation needs.

The impetus for creating this plan was the recognition by the City of Stevenson that many

lucrative grant funding opportunities require the adoption of a PROS Plan. Further, the adopted plan would require documentation that would demonstrate needs, community outreach, and consensus on priorities and recommendations. The city prioritized the formation of an Advisory Committee to collaborate on this plan to build relationships and define shared values between the entities that provide recreational opportunities to the public. In sharing an understanding of public needs and a vision for the future, the hope is that each entity can also share in working toward the solution.



MISSION:

To enhance Stevenson’s recreational and gathering spaces in ways that increase access to the area’s natural beauty and cultural heritage, for residents and visitors of all ages.

Gropper Loop Park

This PROS Plan is the first one created by the city. It builds upon recent planning projects including the recently updated 2022 Comprehensive Plan, the recently adopted 2023 Public Shoreline Access Plan, and the missions, plans, and visions of other stakeholders in the community. The intent of this plan is to create a six-year short-term vision for capital improvements, as well as a 20-year long-term vision for planning, operational, and capital projects. Projects identified by public agencies with an adopted PROS Plan are considered eligible for grant applications for six years from the date of adoption through Washington State’s Recreation and Conservation Office (RCO). The following is a summary of the plan results and recommendations:

GOAL 1: MAINTAIN WHAT WE HAVE

Ensure that parks are well-maintained, aesthetically pleasing, and safe for community use. Enhance the quality of park facilities and maximize the lifespan of park infrastructure. Fund, support, and implement site-specific maintenance projects, tailoring efforts to address the unique needs of individual park facilities.

GOAL 2: LET PEOPLE KNOW WHAT WE HAVE

Establish a community-focused approach to parks and recreation to create a more prominent presence of parks within the community, integrate park planning with city planning, and build organizational capacity for effective program management.

GOAL 3: FILL GAPS AND CONNECT PEOPLE TO WHAT WE HAVE

Improve access and connectivity to parks, ensuring equitable distribution, legible and accessible pathways, and inclusive amenities. Identify and address gaps in park coverage and create a connected sidewalk and trail network.

GOAL 4: IMPROVE AND EXPAND WHAT WE HAVE TO MEET DIVERSE COMMUNITY NEEDS

Develop a balanced system of recreational facilities, lands, and programs. Provide vibrant, accessible, and inclusive community spaces catering to the recreation needs of residents and visitors of all ages. Offer year-round recreational opportunities, activate underutilized spaces, address community desires, and ensure inclusivity for people of all ages, abilities, and backgrounds.

Capital Improvement Projects (6-year timeframe).

- 1st Street Sidewalk Trail Connection
- Stevenson Park Plaza
- County Fairgrounds Kayak Launch
- West Waterfront Trail
- Gateway Landscape Improvements
- Piper Road Trail

This plan identifies community-driven recommendations to improve and enhance parks, recreation facilities, trails, programming, and related services over the next 20 years. It will guide park enhancements in line with the city’s cornerstone principles: a desire for a high quality of life, natural/scenic beauty, a healthy economy, and an active waterfront.

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01

Community Profile



Stevenson’s character and identity is inspired by its proximity to natural areas and its relationship to the waterfront.

Stevenson Community Profile

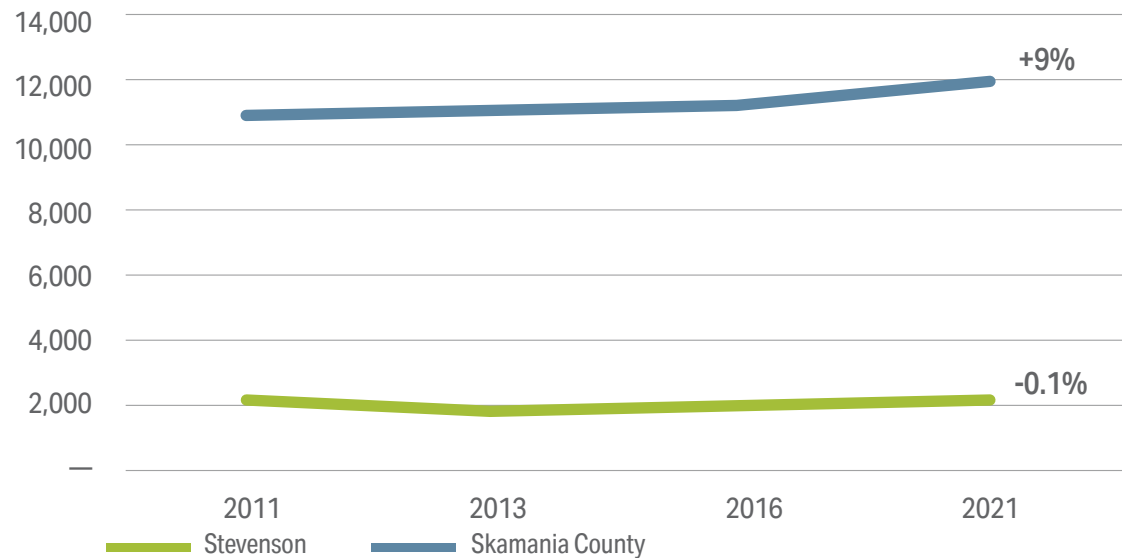
COMMUNITY CONTEXT

The City of Stevenson is 1.8 square miles (or 1,135-acres), located in southwest Washington along the Columbia River.

It is the county seat and one of two cities in Skamania County, and includes a large proportion of natural resource and forest lands. For purposes of this project, the Study Area includes the City of Stevenson and its unincorporated urban growth area (UGA) as shown in [Exhibit 1.2](#). All data presented in this report includes both the City and its UGA under the umbrella of “Stevenson”, unless otherwise noted.¹ This area includes 63.5-acres of parks and open space and 2.9 miles of trails.

The population of Stevenson is 2,049 and has remained consistent in size over the past decade (2011-2021).² While Stevenson’s population has been stable, the countywide population for Skamania County has increased 9% over the same 10-year period, concentrating in unincorporated areas. See [Exhibit 1.1](#). In Skamania County, unincorporated areas account for almost 80% of the population.³

Exhibit 1.1: Population for Stevenson and Skamania County, 2011-2021



1 - ACS data is summarized at the Census tract level, which may include a handful of individuals outside the UGA
 2 - 2,049 population estimate reflects OFM 2022 data. 2011-2021 estimates from ACS 5-year estimates.
 At the time of making this profile, this was the most current data available.
 3 - OFM population estimates, 2021

Stevenson at a Glance



Population: **2,049**



Size:
**1,135-acres, with
63.5-acres of park space**



Median Household
Income: **\$63,860**



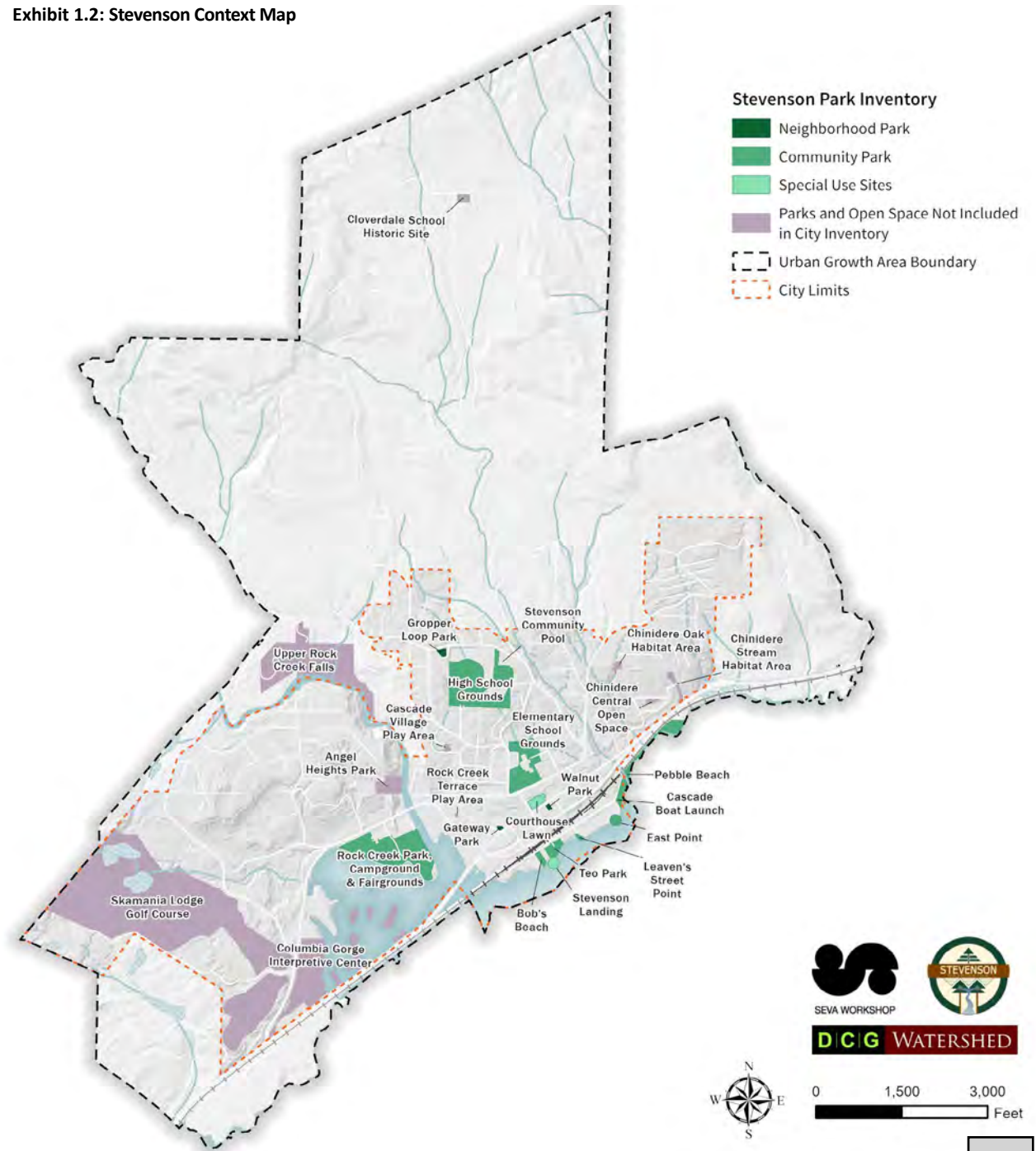
Race/Ethnicity: **84% White,
6% Hispanic, 10% non-Hispanic
People of Color**



Population with a
Reported Disability: **13%**

Sources: OFM population estimate for 2022;
ACS 5-year estimates, 2021.

Exhibit 1.2: Stevenson Context Map





Demographic profiles provide a snapshot of the City’s current or previous population. However, community makeup will shift over time and the hope for a PROS Plan is to develop a durable system of amenities that provides high quality of life to an evolving community. The needs of both current and anticipated future residents should be considered.

DEMOGRAPHIC TRENDS

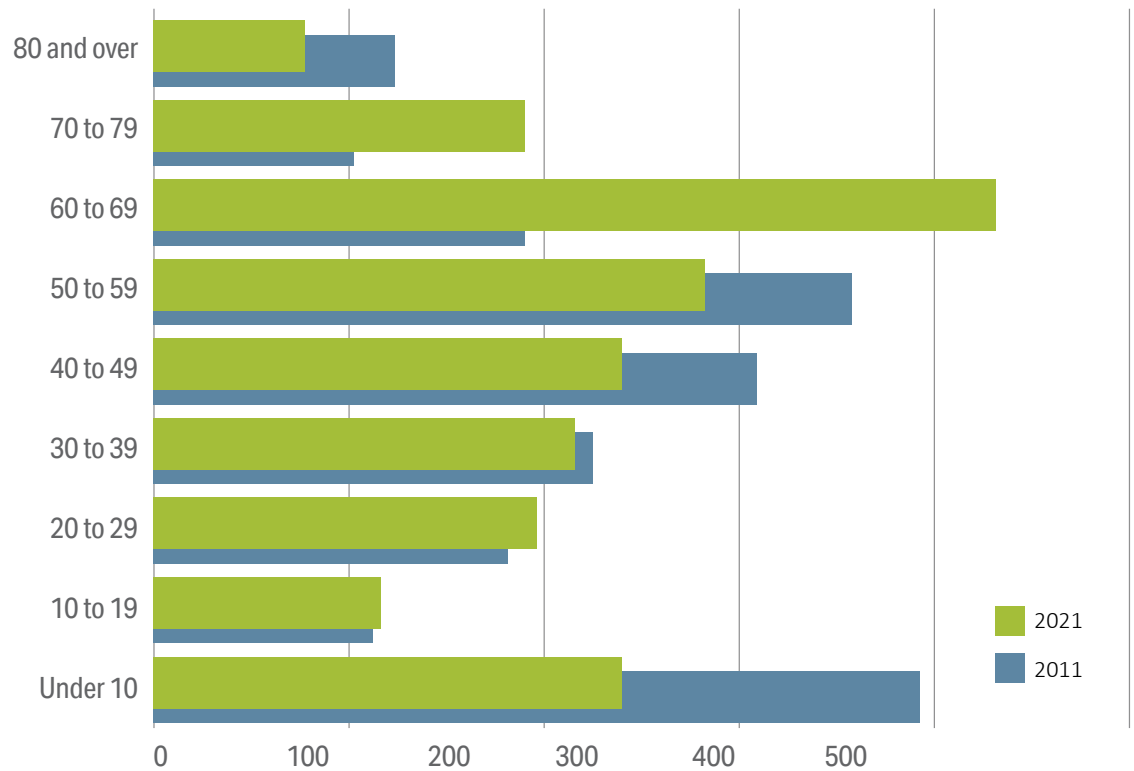
Stevenson’s population is trending older.

Compared to 2011, the current population has lower proportions of children under 10 and adults in the 30-59 age range. There are higher proportions of adults aged 60-79, a bracket that often includes many retirees. The population of children and adults aged 10-39 has remained relatively stable. See [Exhibit 1.3](#).

The aging population trend is observed in household composition as well, with a decrease in households that have children.

Today in Stevenson, 23% of households include children. In 2011, 28% of households had children.⁴ Given the age shifts observed in [Exhibit 1.4](#) (page 11), many of the added household types without children are likely to include adults aged 60-79. These trends may impact the types of parks and recreation services that will best meet the needs of Stevenson’s population in the coming years.

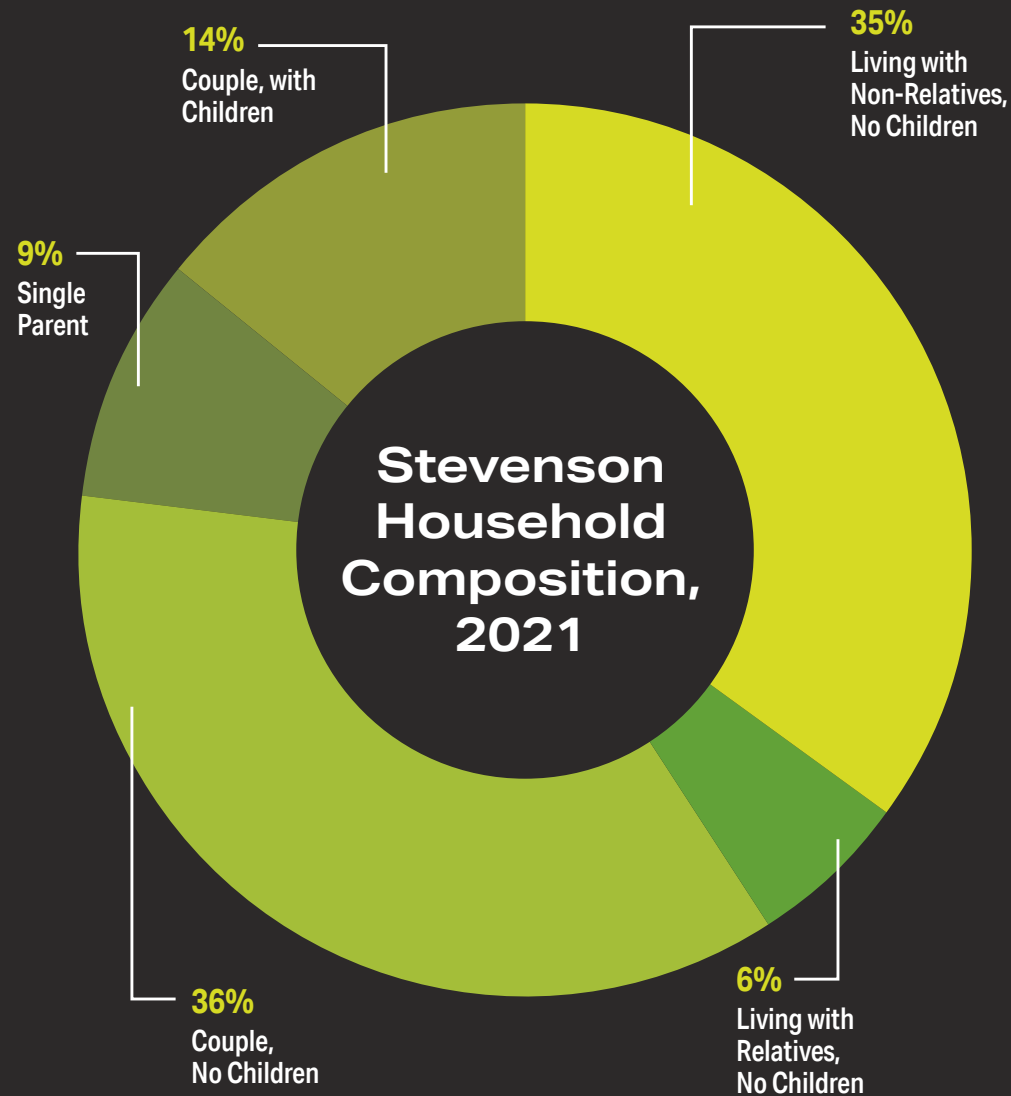
Exhibit 1.3 Stevenson Population by Age, 2011 & 2021



Sources: ACS 5-year estimates B01001, 2011 & 2021; Seva Workshop, 2023.

4 - ACS 5-year estimates B11005, 2011.

Exhibit 1.4: Stevenson Household Composition, 2021

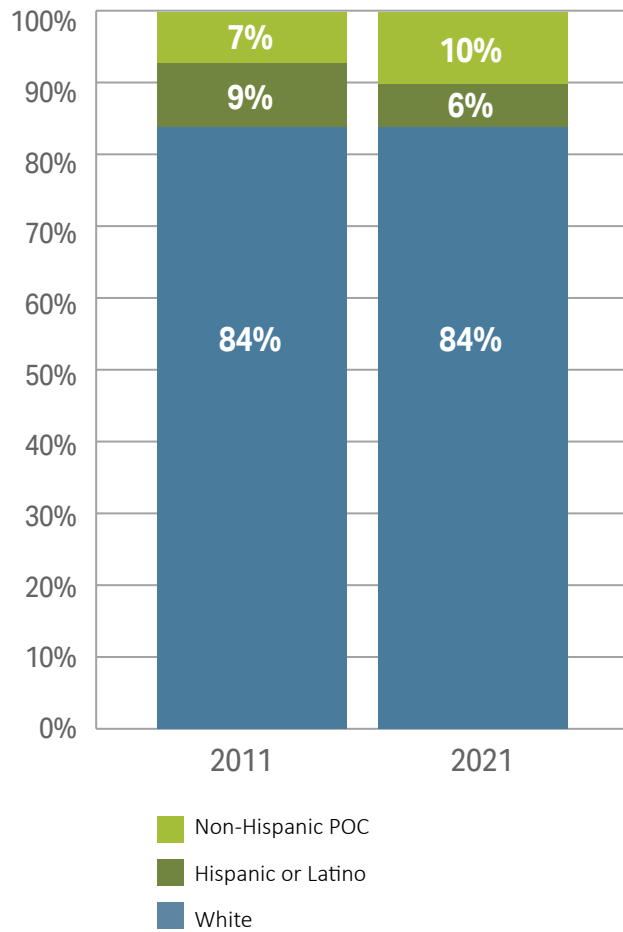


In 2021, 23% of Stevenson households include children. This represents a 4% proportional decrease from 2011, or a reduction of 39 households. This aligns with the population pyramid shifts, which show significant reduction in the population aged under 10 years old. The aging community may have different desires for investments in the park system.

Sources: ACS 5-year estimates B11005, 2021; Seva Workshop, 2023.

Stevenson’s population is 84% White (non-Hispanic), 6% Hispanic or Latino, and 10% Non-Hispanic People of Color. This is reflective of demographic trends across the County, although notably different from statewide demographics of 66% White, 13% Hispanic or Latino, and 21% Non-Hispanic People of Color as shown in [Exhibit 1.5 and 1.6](#).

Exhibit 1.5: Stevenson Population by Race and Ethnicity, 2011 and 2021.



Sources: ACS 5-year estimates B03002, 2021; Seva Workshop, 2023.



Exhibit 1.6: Stevenson Population by Race and Ethnicity, 2021.

RACE / ETHNICITY	STEVENSON POPULATION	% OF TOTAL	% OF TOTAL, WA STATE
American Indian/Alaska Native	38	2%	1%
Asian	4	0.2%	9%
Black	4	0.2%	4%
Native Hawaiian or Other Pacific Islander	12	1%	1%
Other race	98	5%	0.4%
Two or more races	46	2%	6%
Hispanic or Latino	120	6%	13%
White	1,672	84%	66%
TOTAL POPULATION	1,994		

Sources: ACS 5-year estimates B03002, 2021; Seva Workshop, 2023.

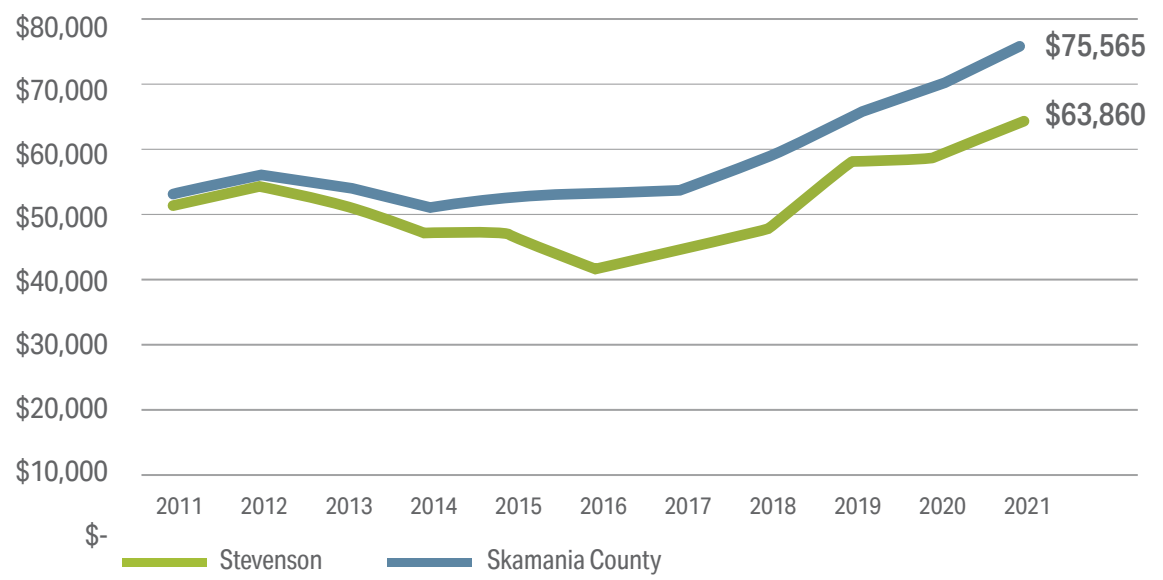


Stevenson households have lower incomes and have seen slower income growth over the past decade than those in Skamania County overall. The median household income in Stevenson is \$63,860. This is 15% lower than the median household income in Skamania County.⁵ In 2011, median incomes in Stevenson were similar to those for the county overall. However, from 2011-2021 the median income in Stevenson County grew by 24% while the median income in Skamania County grew by 43% over the same period. See [Exhibit 1.7](#). This information might suggest that Stevenson households were hit harder by impacts of the 2008 recession and continue to struggle with a full recovery.

Over half (58%) of Stevenson’s households have incomes that qualify at low-income levels or below. In 2021, households in Skamania County were considered low-income at \$77,350 or less.⁶ By this definition, approximately 18% of households are low-income and 40% are very- or extremely-low income. See [Exhibit 1.8](#) for details. Households with lower incomes are likely to benefit more from publicly accessible resources such as parks and trails, as they may lack access to quality outdoor space in their personal living situation.

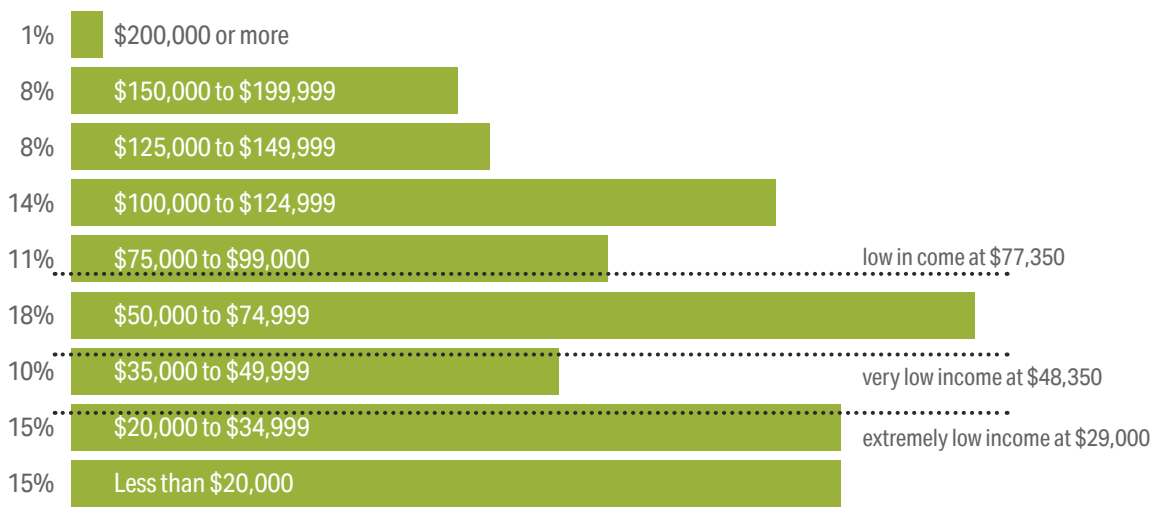
5 - ACS 5-year estimates B19013, 2021.
 6 - Based on HUD income limits, aggregated at the regional level, for FY 2021. Low-income thresholds are established at 80% of median household income, very-low income thresholds at 50%, and extremely low-income at 30%.

Exhibit 1.7: Median Household Income in Stevenson and Skamania County, 2011-2021.



Note: Each estimate reflects a 5-year summary of data. Therefore, impacts from events such as the 2008 recession are shown with a delay, as pre-2008 income information impacts estimates through year 2012.
 Sources: ACS 5-year estimate B1903, 2011-2021; Seva Workshop, 2023.

Exhibit 1.8: Household Incomes in Stevenson, 2021.



Sources: ACS 5-year estimates B19001, 2021; HUD income limits for the Portland-Vancouver-Hillsboro metro area, 2021; Seva Workshop, 2023.



Skamania County Fairgrounds in Stevenson, WA
 Source: Skamania Lodge

7 - Based on information available about cruise ship capacity and trip frequency from American Cruise Lines and American Queen Voyages. Assumes 121 trips annually across six vessels.

8 - Washington Department of Revenue [2019 Fair Report](#).

9 - SDA Branding Survey, 2021

TOURISM AND VISITORS

The Stevenson community attracts a wide network of visitors who enjoy the scenic landscape, the Columbia River, the Gorge winds, and regional events and festivals. Some visitors are once a year and event-specific, while others come regularly to enjoy the farmer’s market and waterfront amenities. A 2021 survey from the farmer’s market identifies between 280-450 annual visitors to Stevenson’s Downtown, with more than half of these visitors coming on a weekly basis. Downtown visitors, both residents and from outside communities, report enjoying the charming, small town feel; the beautiful surroundings; and a sense of friendly community spirit.⁹

Cruises and the County Fair attract up to 41,000 visitors each year, in addition to a selection of additional events and festivals hosted each year in the city. This list highlights Stevenson’s biggest tourism drivers:

- **Cruises.** Throughout summer months, two different river cruise lines with six vessels offer trips up and down the Columbia River,

stopping in Stevenson. If fully booked, these trips have the capacity to bring 21,000 visitors to Stevenson annually.⁷

- **The County Fair.** The Skamania County fairgrounds are located in Stevenson, hosting the annual Skamania County Fair and Timber Festival in August. Estimated attendance is 20,000.⁸
- **Events and Festivals.** A wide variety of events and festivals are held in Stevenson each year, including events, music festivals, and holiday celebrations.
 - Country Chic (craft bazaar)
 - Sip & Stroll (food and beverage tasting event)
 - Gorge Blues and Brews (music festival)
 - 4th of July Celebration
 - GorgeGrass (music festival)
 - Stevenson Waterfront Music Festival
 - Show & Shine (car show)
 - Christmas in the Gorge



02

Parks Inventory and Level of Service



Parks Inventory

The purpose of the parks inventory is to provide a comprehensive understanding of the existing recreational and open space resources within the City of Stevenson planning area.

This inventory extends beyond city-owned and maintained properties, and includes Skamania County, Port of Skamania, Stevenson-Carson School District, and Stevenson Pool District facilities within Stevenson that support public access and opportunities for recreation for the community. The assessment includes a report on the supply and condition of existing recreational facilities including the following key elements:

- Ownership and classification
- Supply and condition: outlines the current state of recreational facilities, noting

conditions and highlighting any weaknesses or areas requiring attention.

- Natural resources
- Other: programmed events, planned projects, or other notable features

The inventory serves as a foundation for proposed projects, allowing for a comprehensive evaluation of the condition, functionality, and sustainability of maintaining existing facilities. It identifies weaknesses and potential areas for renovation or replacement, and provides indicators of usage levels. The evaluation of level of service informs the needs analysis and identifies the capacity of the current inventory, determining whether facilities meet the demand for recreational activities.

In the 2022 Comprehensive Plan, Stevenson's parks are categorized into four classes based on size, characteristics, general use, and service area. The classifications in Stevenson's comprehensive plan included:

- Class I: Pocket Park
- Class II: Passive Green or Blue Space Park
- Class III: Neighborhood/Community Park
- Class IV: Sacred Places

These classifications no longer fully capture the diverse range of services and experiences that parks provide in the present day. As the city looks to enhance the parks and recreation system, there is a need to update these classifications.



Teo Park

Moving forward, this plan will adopt new classifications, grounded in National Parks and Recreation Association (NRPA) guidelines, which encompass three main categories: Parks and Recreation, Open Space, and Trails. The comprehensive plan should be amended to avoid conflicts between plans.

PROPOSED PARK CLASSIFICATIONS

1. PARKS AND RECREATION

a. Neighborhood Parks I

Neighborhood parks are relatively small, community-oriented spaces designed to serve the recreational needs of residents within a specific locality. These parks often feature playgrounds, green spaces, and amenities for passive and active recreation, providing a local gathering point for families and individuals. Neighborhood parks are located throughout the community to encourage access by walking, biking, and transit. Vehicular parking is not typically provided at Neighborhood Parks.

b. Community Parks II

Community parks are larger in scale and designed to serve a broader population, often drawing visitors from throughout Stevenson and outside of the community. They offer a wider range of recreational facilities and amenities to meet the needs of a wider user group. Community parks cater to a diverse set

of recreational interests. Community parks are typically located centrally within community to encourage access by walking, biking, transit, and vehicles. Vehicular parking is typically provided at Community Parks.

c. Special Use Sites III

Special use sites refer to areas within the parks and recreation system that have specific, unique purposes. Special use sites are typically tailored to meet distinct community needs or provide unique recreational experiences.

2. OPEN SPACE

In a community like Stevenson, the concept of open space extends beyond formally designated areas outlined by zoning or land use codes. Apart from designated open spaces or habitat areas, additional areas are safeguarded by critical areas ordinances, including shoreline and stream buffers, wetlands, and geologically hazardous zones, such as steep slopes. These preservation measures intend to preserve ecological health, biodiversity, and promote community well-being by limiting impact to these spaces to trails and passive recreation opportunities. It is important to recognize that areas outside critical zones lack the same level of protections, making them susceptible to potential land cover changes as Stevenson experiences growth. Despite existing open space requirements and development

incentives within city limits, there arises a need for a comprehensive inventory of preserved open spaces and perceived open areas in the future. Such an inventory would facilitate a thorough understanding of the potential impact of future development on the overall open space network, ensuring a balanced approach to urban expansion while preserving the ecological integrity of the community.

3. TRAILS

Trails are designated pathways or routes designed for walking, hiking, biking, or other recreational activities. They can traverse various landscapes, including parks, natural areas, and urban spaces. Trails provide opportunities for outdoor exercise, connectivity between different areas, and a means for individuals to explore and appreciate the surrounding environment. They can vary in length and difficulty, catering to a diverse range of users and recreational preferences. In addition to the recreational value of trails, these corridors often double as wildlife corridors.

Exhibit 2.1 locates existing park and recreation resources within Stevenson.

The following inventory identifies city and non-city owned and maintained parks and open spaces. **Exhibit 2.2** Summarizes the condition and amenities within those spaces.

Exhibit 2.1: Stevenson Parks Network by Ownership

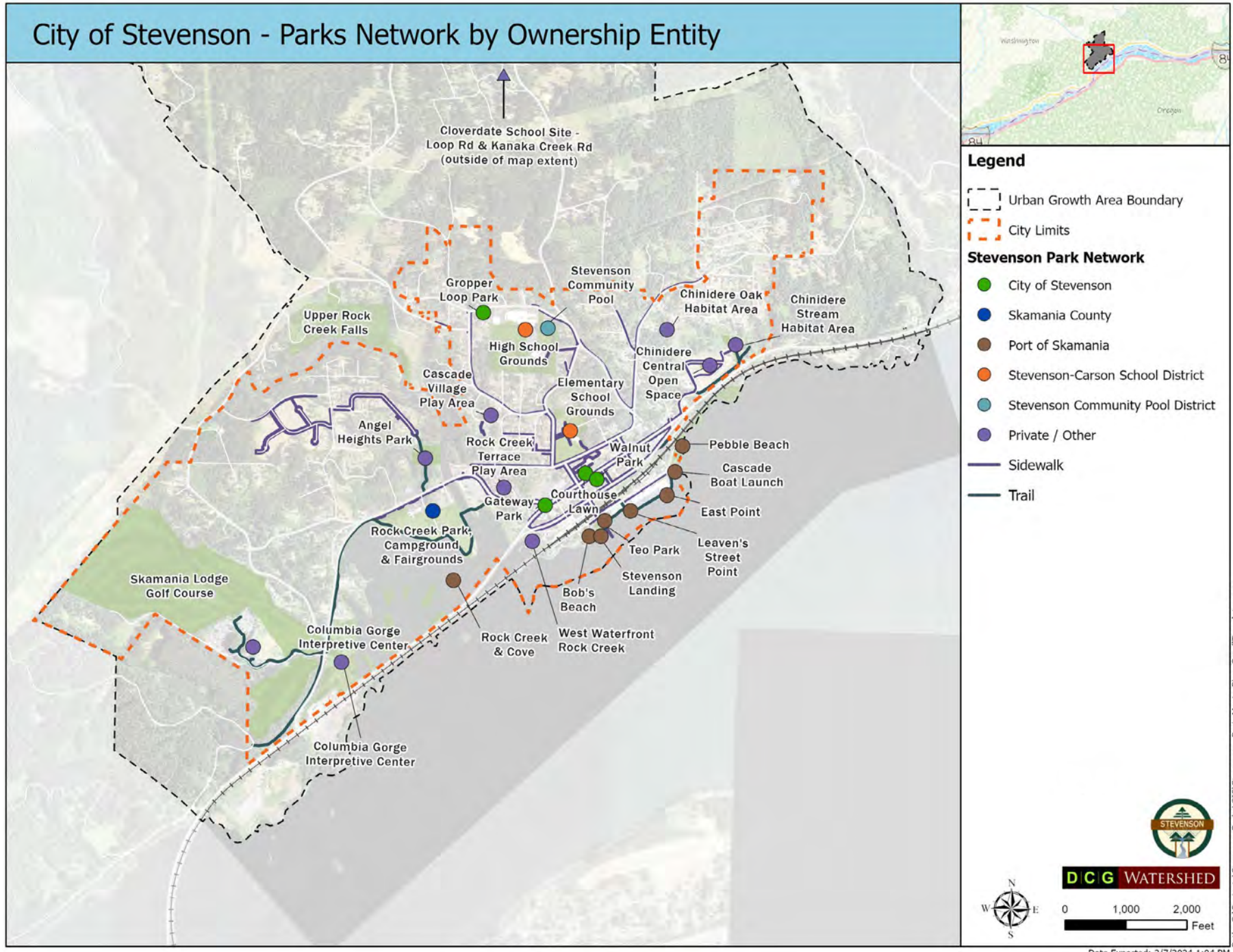


Exhibit 2.2: Existing facilities and amenities.

Park Name	N = Neighborhood Park C = Community Park SU = Special Use Site	Total (Count of Parks)	Gateway Park	Gropper Loop Park	Walnut Park	Stevenson High School	Stevenson Elementary	Stevenson Community Pool	Rock Creek Park & Fairgrounds	Bob's Beach	Teo Park	Leaven's Point	East Point	Cascade Boat Launch	Pebble Beach	Stevenson Landing	Skamania County Courthouse Lawn
Park Class			N	N	N	C	C	C	C	C	C	C	C	C	C	SU	SU
Total Acres		62.5	0.1	0.5	0.2	26.5	9.5		22.3	0.7	1.0	0.3	0.2	0.9	0.3		1.1
Active Recreation	Baseball/Softball Field	0						X									
	Basketball Court	1						X									
	Swimming Pool	1															
	Track	1				X											
	Fitness Equipment	0															
	Football Field	1				X											
	Soccer Field	1				X											
	Tennis Court	1				X											
	Skate Park	0						C									
	RV Camping	1							X								
	Boat Launch	1												X			
	Concession Stand	1				X											
	Fishing Access	3							X					X	X		
Passive Recreation	Flexible Use Lawn Area	9				X	X		X	X	X	X	X	X			X
	Picnic Shelter	1							X								
	Outdoor Musical Play Equipment	2								X	X						
	Play Structure	3					X		X		X						
	Dog Park	0															
	Water Feature (Pond/Lake)	8							X	X	X	X	X	X	X	X	
	Adjacent Water Feature	1							X								
	Natural Area/Open Space	1							X								
	Interpretive Elements	6			X				X		X	X	X				X
	Trails (Soft-Surfaced)	1													X		
Trails (Hard Surface)	5							X		X	X	X				X	
Amenities	Barbecue	0															
	Bench	8	X		X		X	X	X	X				X			X
	Bike Racks	3	X		X												X
	Bus Shelter	1	X														
	Changing Shelter	2								X				X			
	Community Garden	1							X								
	Informational Kiosk/Sign	4	X		X				X					X			
	Drinking Fountain	2											X	X			
	Flagpole	2							X								X
	Parking - Off Street	6				X	X	X	X	X				X			
	Picnic Tables	5			X		X		X					X			X
	Restroom	4							X	X	X			X			
	Shade Structure	1					X										
	Waste Receptacles	3			X				X					X			



Gateway Park

City of Stevenson

GATEWAY PARK

A 0.12-acre site located to the northeast of the intersection of Second Street and Rock Creek Drive in downtown Stevenson, Gateway Park was constructed in 2000 to beautify and soften the western entrance to downtown Stevenson. The park includes landscaping, irrigation, a bench, a bike rack, a bus shelter with a bench, rock walls and pillars, a Stevenson sign, a trash receptacle, and seasonal decorations.

The landscaping is showing signs of stress including areas of the lawn that are not being irrigated, shrubs that have died back, and a line of declining trees separating the park from the adjacent gas station. This site is underutilized as a space for community uses or gatherings. Although named Gateway Park, there are minimal features or indicators that this site identifies one of the gateways into downtown.

Classification: **Neighborhood Park**

Natural Resources: Ornamental landscaping

Other: Planned projects include irrigation repair



Walnut Park

WALNUT PARK

A 0.19-acre property located on the south side of Second Street between Russell Avenue and Leavens Street, Walnut Park adds pleasant greenery to Downtown Stevenson's urban fabric. As part of 2004's Second Street improvement project, this park was rehabilitated and now includes landscaping, tables, benches, bike racks, trash cans, rock retaining walls, interpretive signage, a directional kiosk, an in-pavement dance tutorial, and pavers purchased through community donations. The central space of the park is currently being leased by the adjacent business during the summer months to be used as an outdoor dining area.

Classification: **Neighborhood Park**

Natural Resources: The site contains a legacy Walnut tree that provides both shade and character to the site. A few younger walnut trees are also located on the site.

Other: Leased as an outdoor dining area

GROPPER LOOP PARK

A 0.54-acre site located on the south side of Gropper Road between its two intersections with Gropper Loop Road. The tree and grass open space is the result of a realignment of Gropper Road. Other than a series of decorative trees encircling the area and regular mowing, the site has never been developed or maintained for active park purposes.

Classification: **Neighborhood Park/Undeveloped**

Natural Resources: Street trees and unirrigated lawn

Other: N/A



Gropper Loop Park



Rock Creek Drive Multi-use trail

ROCK CREEK DRIVE MULTI-USE TRAIL

The Rock Creek Drive multi-use trail is an 8' wide asphalt paved trail, approximately 0.35-mile long, connecting Mallicott Road to the Mill Pond Trail. The trails converge at the intersection of SW Rock Creek Drive and SW Skamania Lodge Way.

Classification: **Trail**

MILL POND TRAIL SIDEWALK CONNECTOR

This 0.5-mile trail begins at Columbia George Interpretive Center Museum as an accessible concrete sidewalk and follows along the shoreline of Rock Cove, connecting to an extension of this trail on the Skamania County Fairgrounds. The trail along SW Rock Creek Drive and on the County Fairgrounds total 1.8 miles.

Classification: **Trail**

ANGEL HEIGHTS TRAIL

The Angel Heights trail is a 0.2-mile asphalt paved trail connects the Angel Heights neighborhood down the hill to the County Fairgrounds and is maintained by the city.

Classification: **Trail**

UNCATEGORIZED CITY LAND

Although not specifically inventoried in this plan, the city owns many uncategorized spaces such as underutilized areas, vacant lots, rights-of-ways, and utility corridors that hold significant potential to contribute to parks and recreation goals. These areas are maintained and indistinguishable from private land in most instances. They contain no amenities such as benches, trash cans, or signs.

Classification: **N/A**

Natural Resources: Some areas have been planted with street trees and provide stormwater management.

Other: N/A



Mill Pond Trail



Skamania County Fairgrounds



Courthouse Lawn

Skamania County

ROCK CREEK PARK, CAMPGROUND & FAIRGROUNDS

Rock Creek Park and the Fairgrounds are located on a 31-acre site owned by Skamania County between Rock Cove and Rock Creek. The site is home to many festivals and events, including the long-standing county fair which has been in Stevenson since 1908. The park offers camping, a place for leashed dogs, open fields, parking, picnic areas, a shelter, a play area, restrooms, and a viewpoint. Also on the site is a community garden, a decommissioned skate area, an arena, barns, and trails along Rock Cove. The Hegewald Center community center and a footbridge across Rock Creek provide connections for the larger Stevenson community. The property provides park amenities like a play area, indoor pickleball, trails and community garden which can be used by the community year-round.

Classification: **Community Park**

Natural Resources: Fairgrounds boast diverse natural resources, including a riparian area along Rock Creek, a shoreline along Rock Cove with sections restored and other areas protected by riprap.

Adjacent to Rock Creek Drive, a notable stand of old oak trees enhances the scenic landscape.

Other: Programmed Events held here include the County Fair and Timber Carnival, Columbia Gorge Bluegrass Festival, Community Garage Sale, Gorge Blues & Brews, 4th of July celebrations, and Christmas in the Gorge.

COURTHOUSE LAWN

This 1.07-acre site is located on the northeast corner of the intersection of Russell and Second streets. Home to the community's Christmas Tree lighting ceremony, first choice of political and free speech demonstrations, a natural amphitheater used for high school band performances, premier barrel rolling hills for the youngest area residents, and Armed Forces Memorial. The Courthouse Lawn has street-side benches and drinking fountain, a prominent flag pole, and small picnic area with a monumental petrified log. In 2020 the Stevenson Downtown Association opened the Stevenson Sreatery, which is a public gathering place for outdoor dining adjacent to Second Street which has picnic tables painted by local resident artists surrounded by railings.

Classification: **Special Use Site**

Natural Resources: Irrigated lawn with large trees throughout the landscape

Other: Programmed events held here include Christmas in the Gorge, Stevenson High School Band Concert. Planned Projects include planning underway for the development of a new Park Plaza. The project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement.

MILL POND TRAIL

This 1.3-mile trail follows along the shoreline of Rock Cove and connects along the cove as an asphalt trail on the Skamania County Fairgrounds. The trail crosses Rock Creek over a footbridge and connects to a crosswalk at SW Rock Creek Drive near Lotz Road. This trail connects to the City's portion of the Mill Pond Trail along SW Rock Creek Drive which extends another 0.5 miles to the Columbia Gorge Museum.

Classification: **Trail**



Stevenson-Carson School District

STEVENSON HIGH SCHOOL

An approximately 26.25-acre site located between Willard Street, Bulldog Drive, and Gropper Road, the Stevenson High School is part of the heart of the Stevenson community. The School facility has an indoor gym, auditorium, weight room, and library and meeting rooms. Outdoors, the School offers a stadium for football, soccer, and track, practice fields, and tennis courts. Some indoor and outdoor facilities, such as the gym and football field, are available to the community to rent.

Classification: **Community Park**

Natural Resources: The managed open spaces on the high school property are primarily either irrigated or non-irrigated lawn. Areas around the school entrance and near the pool building are landscaped

with ornamental plantings. A number of edges of the property contain significant tree canopy.

Other: N/A Community Rental Spaces

Natural Resources: The managed open spaces on the high school property are primarily either irrigated or non-irrigated lawn. Areas around the school entrance and near the pool building are landscaped with ornamental plantings. A number of edges of the property contain significant tree canopy.

STEVENSON ELEMENTARY SCHOOL

More than two thirds of Stevenson Elementary School's 9.5-acre site located to the northeast of the Vancouver Avenue and School Street intersection is devoted to open space and recreation. The facility offers a covered play area, multiple swings and play structures, grass and asphalt play areas, basketball hoops, benches, landscaping, public art, an undisturbed wooded area, and an indoor gym and auditorium. The outdoor play structures are old

and although many are in functional condition, they don't meet the standards for the appropriate age ranges and provide limited opportunities for kids with differing needs and abilities. Outdoor play structures are available for the public to use during non-school hours.

Classification: **Community Park**

Natural Resources: The managed open spaces on the high school property are primarily non-irrigated lawn. Areas around the school entrance and the parking lot are landscaped with ornamental plantings. The northern edge of the property contains significant tree canopy. The Southern edge of the property, adjacent to Vancouver Ave has a number of non-native and invasive plants that are a challenge to maintain.

Other: The School district is planning playground updates to provide age appropriate play opportunities.



Stevenson Community Pool District

STEVENSON COMMUNITY POOL

The Stevenson Community Pool is a popular aquatic facility in the community, providing a place for residents and visitors to enjoy swimming and aquatic activities. It offers various programs, including swimming lessons for different age groups, open swim sessions, water aerobics, and special events. This pool serves as a valuable resource for recreation, fitness, and water safety education in the Stevenson area. The pool parking lot is on a steep slope and may be difficult to navigate for individuals with mobility challenges. Next to the pool is a fenced area containing basketball courts. The surfacing is cracked and that area is underutilized.

Classification: **Community Park**

Natural Resources: N/A

Other: The bleachers next to the pool are going to be removed to make more space next to the pool.



Stevenson Community Pool



Stevenson Landing



Bob's Beach



Teo Park



Leaven's Point

Port of Skamania County

The port of Skamania County owns approximately 18-acres of land along Stevenson's waterfront. There are a number of parks and open spaces located along the waterfront connected by a continuous trail. Although not directly connected, these parks are thought of by the community as a cohesive park space and thus this string of parks can be considered a community park. These parks are:

BOB'S BEACH

Bob's Beach features a lawn open space, natural stone steps into the water, a covered changing cabana, easy spacious launching area, picnic tables, as well as public parking and public restrooms located at the Port of Skamania's offices.

Classification: **Community Park**

Natural Resources: Shoreline, beach, tree canopy

Other: N/A

STEVENSON LANDING

Stevenson Landing is a cruise ship pier located on the Columbia River at mile 150 in the heart of the Columbia River Gorge National Scenic Area. The concrete pier is 200 feet long, 15 feet wide and has a 55' by 6'6" adjustable steel gangway. Three sets of dolphins are centered on the gangway at 12', 66' and 156', which allow for a range of docking possibilities.

Classification: **Special Use Site**

Natural Resources: N/A

Other: N/A

TEO PARK

Teo Park is a one-acre site with amenities that include picnic tables, benches, outdoor musical play equipment, lawn on the Columbia River bank with views of the Columbia River and mountains of the Gorge, restrooms, Andrew Carson's kinetic wind art sculpture. Accessible parking is located in the adjacent parking lot. The Stevenson Farmers Market

is hosted on the adjacent Port owned potential development.

Classification: **Community Park**

Natural Resources: Irrigated lawn, shoreline, tree canopy

Other: The Stevenson Farmers Market takes place on the greenspace directly adjacent to Teo Park to the east.

LEAVEN'S POINT

Leaven's Point is a picnic area located just east of Stevenson Landing and provides nice views of Stevenson Landing. The site drops from the elevated level of the trail down to a lawn open space adjacent to the waters edge. The park includes interpretive signage, gravel beach access, slides that follow the slope, and outdoor musical play equipment.

Classification: **Community Park**

Natural Resources: Shoreline

Other: N/A



Pebble Beach



East Point



Cascade Boat Launch

EAST POINT

East Point is a water access point that is a favorite spot of kiteboarders. The upper portion of the site is adjacent to the waterfront trail and parking and has a picnic table, informational sign, and a small lawn area used by kiteboarders to lay out their gear. A narrow unimproved path connects the upper portion of the site to a gravel beach near the water. A restroom and changing cabana is located nearby.

Classification: **Community Park**

Natural Resources: Irrigated lawn, shoreline, beach

Other: N/A

CASCADE BOAT LAUNCH

Cascade Boat Launch is a free launch providing access for jet skiing, fishing, sailing, and kayaking, and is located just off of Cascade Avenue. It has a small parking lot, several picnic tables, a restroom facility and changing cabana, a water fountain, a lawn area, and an informational kiosk with a life jacket loaner station.

Classification: **Community Park**

Natural Resources: Lawn, shoreline, beach

Other: N/A

PEBBLE BEACH

Pebble Beach is a waterfront access point tucked away from the rest of the waterfront. The park contains unimproved trails and a wooden bridge over Kanaka Creek. Visitors can park at the Cascade Boat Launch parking area to access Pebble Beach.

Classification: **Community Park**

Natural Resources: Natural shoreline, beach, tree canopy

Other: N/A

WATERFRONT TRAIL

A 0.3-mile asphalt paved trail runs along the top of the Columbia River's shoreline, connecting Teo Park, Stevenson Landing, Leaven's Point, East Point and the Cascade Boat Launch. An informal unpaved trail section connects through Pebble Beach to the water's edge.

Classification: **Trail**



Annual Maintenance and Operational Costs

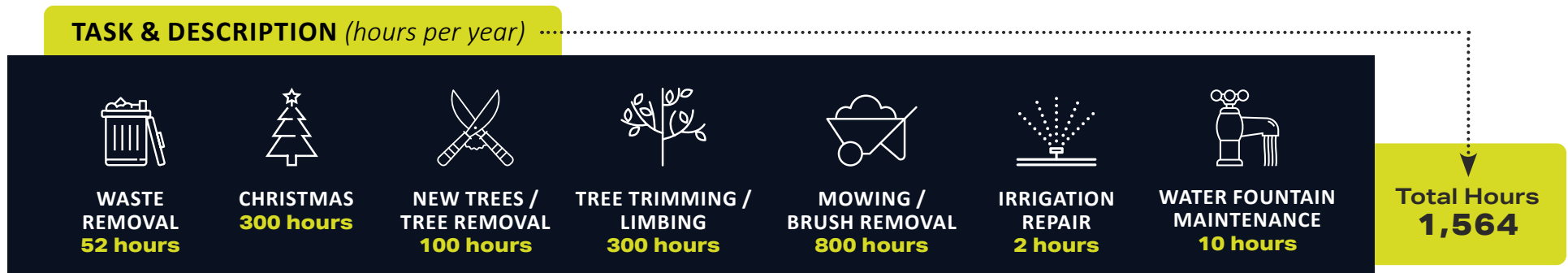
The following summary describes the annual tasks and costs associated with maintaining and operating each existing recreational site in the city by the City of Stevenson staff.

The city employs four, full time, Utility maintenance workers. The focus of their job is to maintain city utilities, and secondary to their duties is the

maintenance and upkeep of any park, streetscape, or open space owned by the city. Tasks include waste removal, tree care (trimming or limbing) and tree planting, mowing, brush removal, tree removal, irrigation maintenance and repair, water fountain maintenance and winterization, and the annual installation and removal of Christmas decorations.

The total approximate effort in hours per year to complete the above tasks is 1,564 hours (see table). This is equivalent to 75% of one FTE hours. Park

maintenance expenditures per year are estimated at \$100,000 including salaries. This breaks down to approximately \$46,500-\$57,750 to cover staff hours, and \$53,500- \$42,250 for equipment, maintenance costs, and other expenses. The city funds these yearly costs through their annual operating budget. For any capital projects such as tree planting, new landscaping, or other park enhancements, they attempt to locate grants to fund them. Currently there are discussions to purchase snow removal equipment for sidewalk maintenance.



3 - Stevenson Budget Book 2024

4 - <https://rco.wa.gov/recreation-and-conservation-office-grants/find-a-grant/>

Existing Demand and LOS for Park Services

Parks promote health and wellness, encourage early childhood development, build community connection, and contribute to resilience and ecological health.¹ The development and maintenance of a robust parks and recreation network is an important function that many cities assume. The City of Stevenson is a small community by population, and there is no official Parks and Recreation department. Still, the City owns and manages 3 neighborhood parks; residents have access to a variety of larger parks and open spaces via the school district, County services, and a handful of privately-owned spaces; and the Port of Skamania owns and maintains a breathtaking waterfront with public access along the Columbia River.

Recreation services in the community, such as youth sports leagues are offered via entities such as the school district, sport-specific nonprofits, and Skamania County's Cultural Events and Recreation department. Residents, workers, and visitors in Stevenson have access to an exceptional opportunity for waterfront access and recreation through the Port's spaces and amenities, as well as the Skamania Lodge and Golf Course. Given this, the focus of the City of Stevenson's future planning is to strengthen and support the parks network that is woven throughout city neighborhoods. These spaces provide direct benefits to the everyday members of the Stevenson community.

1- NRPA "Parks and Recreation is Essential"

Stevenson's public park network consists of 15 parks, totaling 63.5-acres and 2.9 miles of trails.

These parks range from small, neighborhood parks to large, regional highlights such as Stevenson Landing and Bob's Beach at the Port of Skamania Waterfront. In addition, a collection of undeveloped open spaces and privately owned recreation spaces add to greenspace in the city. The two largest parks areas – Stevenson High School grounds and Rock Creek Park Campgrounds and County Fairgrounds – account for 77% of the total acreage.

Level of Service (LOS) for this plan will focus on the 15 parks identified on the map in Exhibit 2.1.

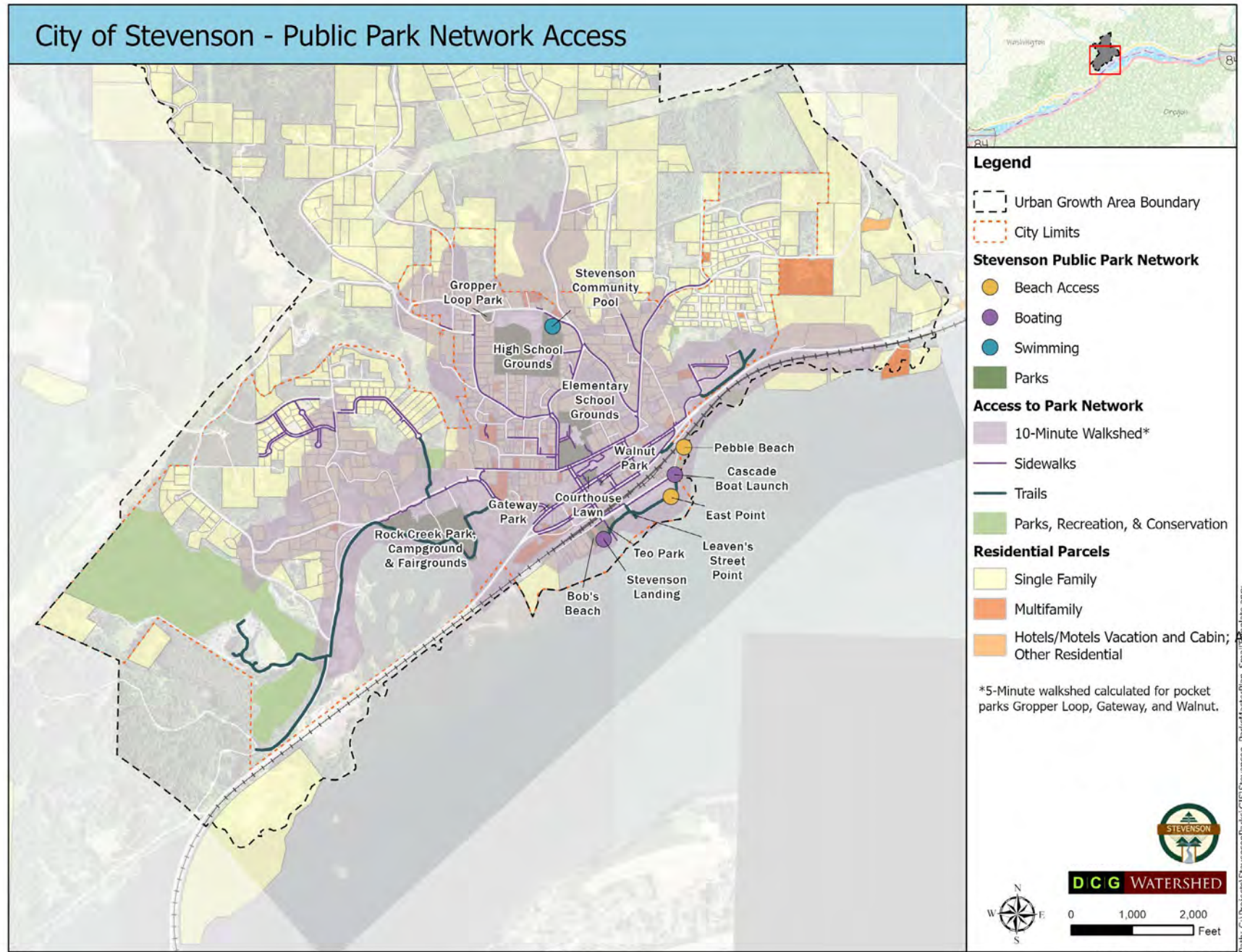
Additional undeveloped open spaces and privately owned recreation spaces are shown on the map as well. These spaces add value to a community in a variety of ways – offering outdoor recreation opportunities, improving air quality and tree canopy, and providing protected habitat spaces important to local biodiversity. However, these spaces do not offer public access in the same way as the parks included for LOS analysis. Some have paid entry (such as the golf course), some are closed off for general public access (such as multifamily building sites), and others are protected habitat areas with limited entry points for the general public.

These are considered in this project for a better understanding about neighborhood access to green space and amenities but will not be included for purposes of LOS calculations.

This LOS analysis considers 3 major categories of services, but these are not the only metrics that matter. For example, service is not broken out by park type. This means that acreage of all parks are combined, regardless of their use. This helps paint a good picture of the overall space and trail lengths available in Stevenson, but does not identify needs by type of space- such as preserved open space versus programmed park area. Another example is service levels for specific facility types, such as playgrounds or sport courts. With its smaller population, national metrics don't fit well for Stevenson in these categories. Instead, this PROS Plan takes a qualitative approach to evaluate facility and amenity offerings. As Stevenson continues to grow its population, additional approaches to LOS analysis may be needed to ensure adequate balance of preservation and open space/ conservation areas as well as programmed park space for community recreation.



Exhibit 2.3: Park Access Map, City of Stevenson





The map in **Exhibit 2.3** also shows a 10-minute (or ½ mile) walkshed around each park, indicated with purple, to explore access and LOS to park space geographically. Walksheds around neighborhood parks are reduced to 5-minute. This park access map reveals gaps of coverage for residential areas in northeast Stevenson and to the north of Rock Creek Fairgrounds. This walkshed coverage, however, does not take into account topography – which, in parts of Stevenson, presents a significant additional barrier to access for residents. Elevation changes in Stevenson are steep and can make even a short walk a high barrier to access for those who live nearby.

The table in **Exhibit 2.4** summarizes existing levels of service (LOS) in Stevenson for three main categories – total acreage, trail length, and percentage of households (or residential parcels) within the walkshed boundary. The Stevenson community has higher LOS for total acres of park space, at 31.0-acres per 1,000 residents than the national median of 13-acres (per NRPA). Trail access, however, is lower at 1.5 miles per 1,000 residents compared to 4 miles nationally. By walkshed, coverage within city limits is at 86% and within the full UGA boundary is at 69%. **Exhibit 2.3** identifies the residential parcels outside of the existing walkshed boundary.

Exhibit 2.4: Stevenson Parks LOS, 2023

	Stevenson	NRPA median for cities less than 20,000
Acres of park per 1,000 pop	31.0	13
Miles of trails per 1,000 pop	1.5	4
% of households* within the walkshed boundary (city limits)	86%	N/A
% of households* within the walkshed boundary (city + UGA)	69%	N/A

**Households, for this LOS metric, are defined as residential parcels from assessor data. These parcel counts have been cleaned for accuracy. Sources: City of Stevenson, 2023; OFM Population Estimates, 2022; National Recreation and Park Association, 2023; Seva Workshop, 2023.*



Teo Park



Stevenson Community Pool

NEIGHBORHOOD PARKS

Neighborhood parks, often referred to as “pocket parks” serve daily needs for residents, offering play spaces for children and recreation or relaxation opportunities for adults. These parks

are one acre or less in size. They are community focused and pedestrian-oriented spaces. They may contain features and amenities such as bike racks, benches, tables, or small play structures. Neighborhood park networks are important for ensuring a high quality of life to residents.

There are 3 existing neighborhood parks in Stevenson for purposes of LOS calculations, totaling 0.85-acres of space. All of these parks

are owned and maintained by the city: Gateway Park, Gropper Loop Park, and Walnut Park. Gropper Loop Park is undeveloped, while the other 2 offer amenities such as benches, bike racks, and informational signs. Walnut Park offers picnic tables, interpretive elements, and waste receptacles. None of these parks include play structures, fitness equipment, flex use lawn area, or restrooms. See a comprehensive inventory of amenities at these parks in [Exhibit 2.2](#).

COMMUNITY PARKS

Community parks are mid-sized parks that serve as active and/or passive recreation spaces. They range between one and ten acres in size; can be

pedestrian- or vehicle-oriented; and might include facilities such as a community center, sport or pool complex, hiking trails, or a boat launch. The network of community parks is an important system that provides recreation opportunities and gathering spaces within a city. With more specialized facilities, these spaces often serve a wider segment of the population or geographic area who may be driving to attend a youth baseball game or for a swim at the pool.

In Stevenson, there are 10 community parks, totaling 61.6-acres of space. These include Stevenson High School and Stevenson Elementary School (both owned and maintained by the Stevenson-Carson School District) the Stevenson Community Pool, operated by the Pool District, Rock Creek Park, Campground, & Fairgrounds, owned and managed by Skamania County, and the Port waterfront including Bob’s Beach, Stevenson Landing, Teo Park, Leaven’s Point, East Point, Cascade Boat Launch, and Pebble Beach. The Stevenson Community Pool is located on the site of the high school. The high school is a large, 26.5-acre site that includes many athletic facilities such as a track, football and soccer field, tennis courts, and flex-use lawn area. Indoor recreation facilities include a gym, auditorium, weight room, library, and meeting rooms. These spaces are available to the community, but access is controlled

through the school’s administrative office and community entry is not allowed during school hours.

The community pool was previously operated by Skamania County and then the Stevenson-Carson School District, but budget concerns led to its closure. The facility was reopened in 2022 and is now under management of the Pool District. It is open 6 days a week, with paid entry. Stevenson Elementary School is a 9.5-acre site. Much of its acreage is devoted to open space and recreation. There are play areas, basketball hoops, benches, and open space. Indoor facilities include a gym and auditorium available to the community outside of school hours via the school’s administrative office. Like the high school, outdoor spaces are open to the general public when not in use by students. A comprehensive list of these parks’ amenities and features can be found in [Exhibit 2.2](#).

While these 3 sites offer a wide range of recreation facilities and open spaces for Stevenson’s community benefit, each site has limitations for public access. Schools are only open to the broader community outside of academic hours and use by school-sponsored recreational activities. The pool has paid entry and limited hours, given the need for lifeguards and high levels of maintenance.



Courthouse lawn



Stevenson boat launch

SPECIAL USE SITES

Special use sites can come in any size but hold unique and intangible value to the Stevenson community. These spaces reflect community values, build civic pride, and help define a community’s identity. Special use sites often draw tourists or regional visitors as well. In Stevenson this consists of the County courthouse lawn and Stevenson Landing.

The Skamania County Courthouse Lawn is an important gathering site in the city. Its location is adjacent to downtown and the waterfront and serves as a civic commons and a hub for public life.

In addition to the Courthouse Lawn site, Stevenson Landing is identified as a special use site in Stevenson. This dock provides water recreation access to the Columbia River.

OPEN SPACE

Open space parks can be any size and are reserved primarily for natural area preservation and passive recreation. They may be pedestrian- or vehicle-oriented and could include amenities such

as bathrooms, shelters, picnic areas, open areas, or trails. These spaces are important within an urban environment for access to nature, providing connections through natural areas, and protecting habitats and/or view corridors. In addition to park space, the open water provides acres and acres of flexible space enjoyed by the community.

No open space parks within Stevenson are suitable for inclusion in LOS calculations. Angel Heights Park meets this description, but it is privately owned and primarily serves as an amenity for the neighboring subdivision. There is a publicly maintained multi-use trail within the park, and the remaining area is wooded and undeveloped.

FACILITIES

The range of active and passive recreation facilities available in a city should reflect the diverse interests and lifestyles of its community members. Passive facilities are those that are flexible and informal, such as open lawns, picnic shelters, and trails. These types of facilities are typically in high demand across all age groups and demographic

segments. Active facilities are more structured and facilitate certain types of recreation, such as playgrounds, sport courts or fields, boat launches, skate parks, pools, or community centers. These amenities may be more popular among people of certain age groups, genders, income segments, or cultural backgrounds. Demand for these specific types of activities may ebb and flow over the years.

There is no perfect balance of amenity and facility offerings in a community. Rather, a city should hope to respond to community interest and offer a range of options attractive to residents and visitors alike. The quantity and distribution of offerings will vary based on budgets, maintenance needs, geography, and available space. Passive facilities are important for their broad appeal – securing access across Stevenson’s neighborhoods to trails, playgrounds, and open space is an important goal of the park system. Active facilities add unique character, inspire and enhance recreation activity, and have a community-building impact. The table in [Exhibit 2.2](#) details a full list of existing facilities and amenities offered throughout Stevenson’s parks.



The open water provides acres and acres of flexible space.

PASSIVE RECREATION FACILITIES IN STEVENSON

Passive recreation facilities include lawn and picnic shelters, trails, and other features that contribute to flexible recreation. Rock Creek Park is the only space with picnic shelters. There are 4 parks that offer play structures or play musical equipment. Soft surface trails can be found at Pebble Beach and hard surface trails are featured at 5 of the parks.

By the numbers, as shown in the image to the right, Stevenson’s trail network falls short of national standards. The map in [Exhibit 2.5](#)

examines walkability across Stevenson, along with the locations of its current and proposed parks. Walkability was analyzed using both existing conditions inventory data and through public involvement and surveys about walking patterns and perceptions of safety. This map includes walkability via trails as well as sidewalks. Gaps in walkability persist across the community, particularly moving farther away from the

Columbia River. On the map, red- and orange-colored lines indicate poor pedestrian conditions, while light and dark green-colored lines highlight good walkability. There are some complete connections across Stevenson, but many areas do not have direct access to quality pedestrian paths that lead to parks. Residents and visitors in the center of the city and neighborhood along Angel Heights Road are most likely to be able to take a walk directly from their doorstep.

RECREATIONAL AMENITY DISTRIBUTION

In addition, core project amenities such as playgrounds, picnic tables, benches, and restrooms are not evenly distributed across the system. [Exhibit 2.6](#) highlights the location of these amenities in Stevenson. Community feedback confirms a desire for a stronger system of publicly accessible places to sit, gather, and play.



**City of Stevenson:
1.5 miles of trails per
1,000 population**

**NRPA 2023 cities of less
than 20,000
4.0 miles of trails per
1,000 population**

Exhibit 2.5: Stevenson Public Park Network Walkability

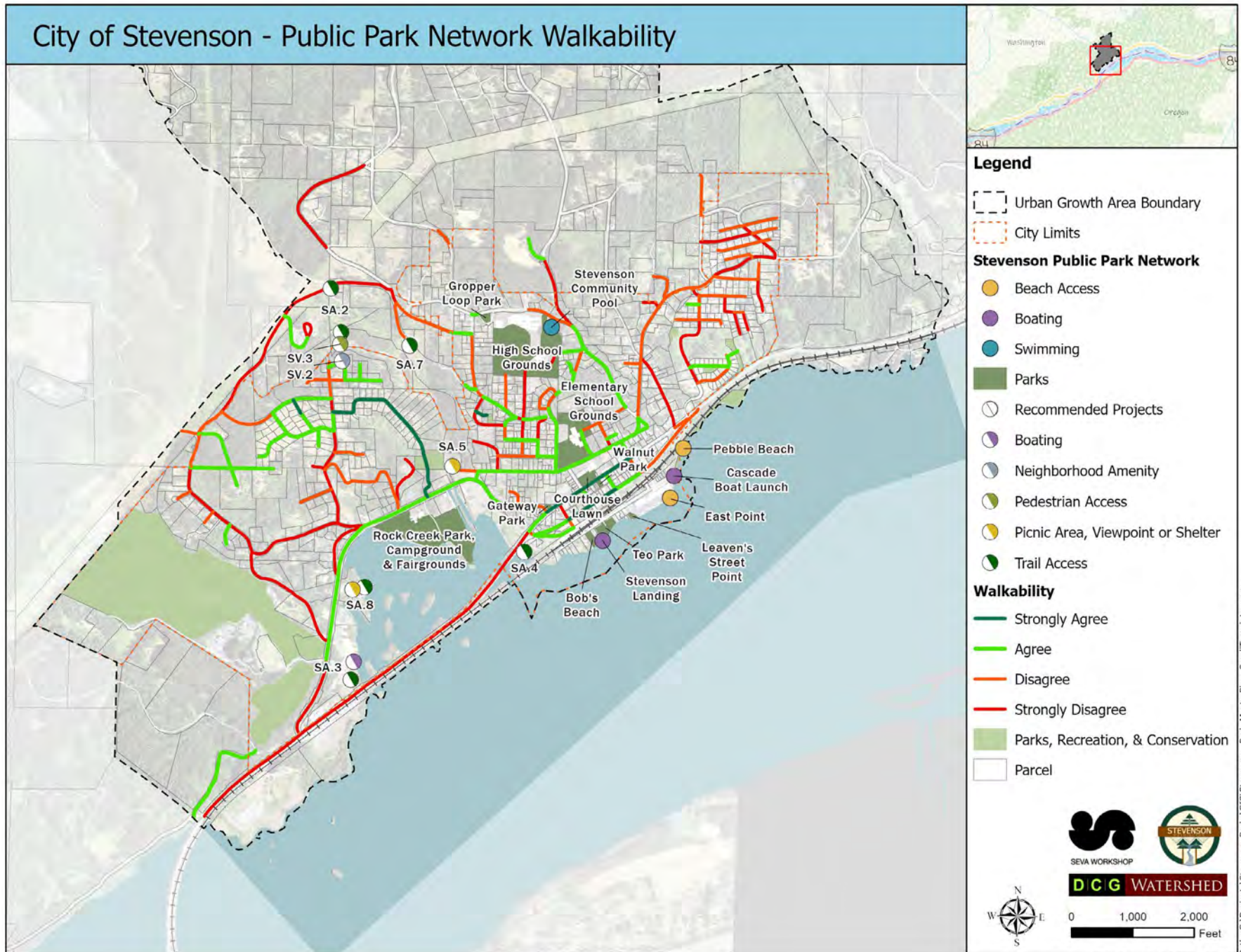
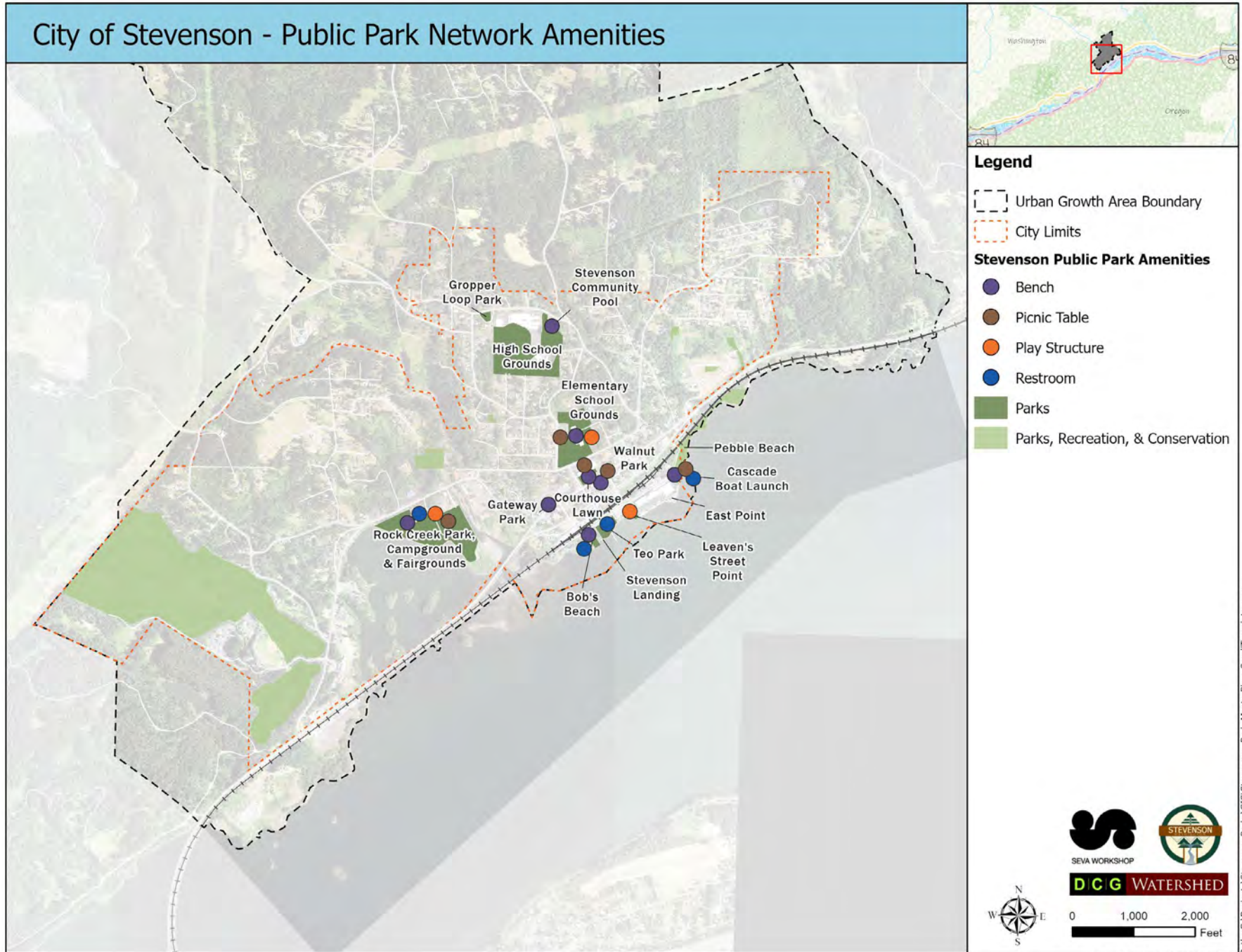


Exhibit 2.6: Stevenson Core Amenity Distribution





03

Public Involvement



Public Outreach Plan

The City of Stevenson desired to create a PROS Plan that would provide a roadmap for investment of resources into future parks development. The plan is based on many factors, but one of the most critical was input from the community through public outreach. This plan aimed to bring community stakeholders together in evaluating park opportunities and prioritizing the City's efforts to realize future projects. Public outreach engaged the community within the city limits and the UGA to solicit feedback and document attitudes and perceptions about parks and open spaces as well as public access needs and improvements.

Public Outreach Activities and Roles

The public outreach effort was a collaboration between the City and the Consultant (DCG/Watershed). The City led Advisory Committee and stakeholder identification, notification, and outreach. The City also handled event and project promotions, incorporating messaging and content developed with the Consultant. The Consultant created materials and facilitated engagement events to efficiently solicit Advisory Committee and stakeholder feedback relevant to the planning and design process. The Consultant also led the creation of an online public survey.

While the City of Stevenson has many public park spaces, the majority of these spaces are not owned or maintained by the City. In order to have a comprehensive understanding of all public amenities in the city, an Advisory Committee was formed with representatives from each agency that provides parks and recreational facilities within Stevenson. Throughout the parks planning effort, this Advisory Committee contributed knowledge about the current conditions, resources, needs, audiences, and opportunities at various existing locations. They also contributed more broadly to the development of the plan by providing feedback and insight at key times throughout the process. Committee members were identified by City staff based on the individuals' past involvement in providing recreational opportunities to the public through their agency, or their interest in the future of local recreational facilities and opportunities. The Advisory Committee included representatives from the following organizations and governing bodies:

- City of Stevenson
- Skamania County
- Port of Skamania County
- Stevenson-Carson School District
- Stevenson Community Pool District

In addition to forming an Advisory Committee, the City also identified a pool of key stakeholders and special interest group leaders. These selected

representatives were considered well connected to their respective groups and their role was to provide input on the plan that reflected the interests of their group in the community.

This Public Outreach Plan provides an outline of the public involvement effort.

- City created project webpage with content from the Consultant
- Consultant created posters and designs for social media posts to inform the public about the project and to invite the public to complete the public survey
- City printed, posted, and distributed advertisements and updated website
- Online survey was developed by consultant and reviewed by city staff
- Consultant led stakeholder interviews
- City led Pop-Up events with materials created by consultant
- Consultant led in-person advisory committee meetings. City facilitated communication and hosted the meetings
- Legislative meetings were attended by city representatives. Consultants provided materials and attended meetings as appropriate.



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

Public Outreach Strategies and Activities: Three Phases

Outreach was implemented through three separate phases: **1) visioning**, **2) sharing findings and generating ideas**, and **3) assessing success**.

Throughout these phases, various methods were applied to gather input: an online public survey, focus group meetings with the Advisory Committee, and one-on-one stakeholder interviews.

PHASE 1 - VISIONING

The first phase of outreach built public awareness of the PROS Plan and assessed needs and resources. This phase initiated the development of clear mission, goals, and objectives for the plan. Outreach methods in this phase included a focus group meeting with the Advisory Committee, an online public survey, and one-on-one stakeholder interviews.

PHASE 2 - SHARING FINDINGS AND GENERATING IDEAS

Having gathered robust information and ideas from stakeholders, the Advisory Committee, and the

general public, the Consultant facilitated a second phase of engagement in which an overview of the findings from Phase 1 was shared. A draft of the mission, goals, and objectives were presented and further input and feedback was solicited at that time. Finally, additional input and specific ideas about how to meet the needs and best leverage the resources assessed during Phase 1 was gathered. Outreach methods in this phase included a charette with the Advisory Committee plus select stakeholders, and more stakeholder interviews.

PHASE 3 - ASSESSING SUCCESS

In the final phase of outreach, the draft needs, goals, and objectives were assessed to determine if they accurately reflected the community and Advisory Committee’s values within the PROS Plan. Recommendations and the plan were presented for public comment. Outreach methods in this phase included a focus group meeting (Advisory Committee Meeting), a presentation of findings to the City Planning Commission, a presentation of findings to City Council, and final stakeholder interviews.



PHASE 1 VISIONING

August-October 2023

- Advisory Committee Meeting #1
- Stakeholder Interviews Phase #1
- Public Survey



PHASE 2 SHARE FINDINGS & GENERATE IDEAS

October-November 2023

- Advisory Committee Meeting #2 (charette)
- Stakeholder Interviews Phase #1



PHASE 3 ASSESS SUCCESS

December 2023-January 2024

- Advisory Committee Meeting #3
- Stakeholder Interview Phase #2

Methods of Gathering Public Input

1) ONLINE SURVEY

In order to maximize the possible input received from the general public on this plan, the method of creating an online survey was selected. To invite public participation in the online survey, a digital survey link was shared through the City’s webpage, via printed posters with QR codes, and through the city’s social media platforms. Print copies were made available and then collected at City Hall. Survey questions were developed to help identify the plan’s mission, goals, and objectives, and to assess the current uses and potential needs for local parks and amenities. The public was also asked to rate existing project ideas on how they address their needs. To gather sufficient data from a diverse segment of the population, the survey was designed to take less than ten minutes to complete. Optional demographic questions were included to understand the profile of respondents. The survey remained live from October 20, 2023, to November 27, 2023.

2) STAKEHOLDER INTERVIEWS

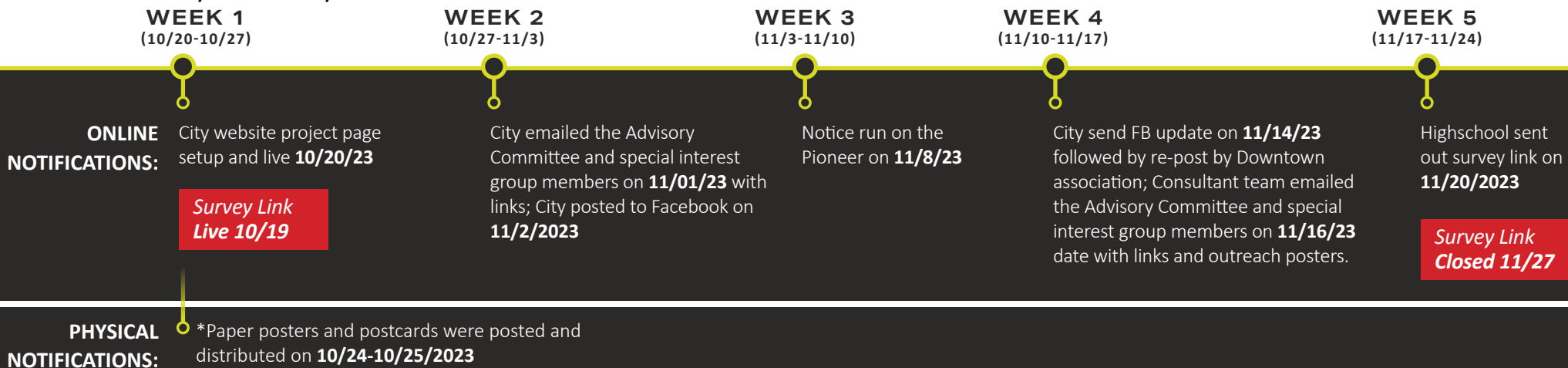
Throughout the process, local stakeholders were interviewed to better understand the needs, goals, objectives, and priority projects for local parks and amenities for specific groups. Initial interviews targeted local decision makers and Advisory Committee members identified by the City. Subsequent suggestions focused on special interest groups and representatives of active local committees or boards. Each stakeholder was prompted for recommendations for additional interviewees. Interviews were conducted one-on-one, virtually, in the form of real-time open-ended conversations. A digital brainstorming platform called Miro was used for note-taking and facilitation. A consistent framework of graphic prompts on the Miro board was used for each interview. Stakeholders represented the following organizations, governing bodies, and interest groups:

- City of Stevenson
- City of Stevenson Public Works

- Skamania County, Skamania County Fairgrounds
- Port of Skamania
- Stevenson-Carson School District
- Stevenson Community Pool District
- Stevenson Main Street Program; Stevenson Downtown Association
- Columbia Gorge Museum
- Skamania Lodge
- Wind Sport Community
- Columbia Gorge Running Club
- Other stakeholders represented the community in general and provided insight into the local economy, accessibility needs, and other related factors.

When attempts to engage a stakeholder were unsuccessful, a replacement was contacted if possible. The attempt to interview a representative for the cycling community was unsuccessful.

Exhibit 3.1: Summary of online survey outreach



*Locations: Columbia Hardware, Columbia Hardware No 2, High 5, Bigfoot Coffee Roasters, Skamania Physical Therapy, Stevenson Eye Care, Umpqua Bank, The Barber, Chamber of Commerce, NAPA, Big River Grill, Subwa Windermere, Columbia Gorge Title, A & J Supermarket, Bloomsbury, Out and About, Northbank Books, Skamania County Pioneer, Stevenson Hotel, Main Street Chevron, Traverse PNW Market Place, Skamania Acupuncture



Photo Credit: Port of Skamania - Bob's Beach

Phase one interviews included questions about the basic needs, goals, and objectives for local parks and amenities. Stakeholders described the available resources, primary uses, and existing audiences of specific sites. They also recommended ways to enhance existing sites and to plan and develop local recreational opportunities more broadly.

Phase two interviews were designed to gather more specific feedback about the drafted Plan and recommendations, and whether they were in line with earlier input. Stakeholders gave input on the draft mission, goals, and relevance of specific proposed projects to the mission and goals.

Questions included prompts for any final ideas, or points of contention, in relation to the Plan.

3) FOCUS GROUP: ADVISORY COMMITTEE MEETINGS

As with the stakeholder interviews, focus groups were created to gather more detailed information about current needs and perceived goals and objectives for local parks and amenities. The small group setting allowed for comprehensive, in-depth discussions with multiple stakeholders. The role of each stakeholder was to represent their knowledge of their specific park or recreation areas and the user group's needs and priorities for those areas.

The first meeting focused on mission and goals, existing inventory and use, and how this plan would incorporate future project ideas. A three-hour in-person meeting was held in the City of Stevenson. Goals included having a discussion of goals and vision, understanding the RCO grant process, and sharing ideas and information that was relevant to the plan process. A representative from RCO attended the meeting to present an overview of how the plan related to grant funding and to answer questions.



Skamania County Courthouse Lawn

The second meeting took the form of an in-person 3-hour charette. The core Advisory Committee was expanded to include special interest group leaders and stakeholders. This session began with an overview of the findings from Phase 1 including the online survey results and the completed stakeholder interviews, as well as a brief presentation and discussion around the drafted mission, goals, and objectives. Participants brainstormed a variety of specific ideas about how to meet the needs and leverage the resources assessed during Phase 1. The group was divided into three smaller groups to discuss specific geographic regions of the city that most closely related to each members focus. For example, the group focused on the waterfront included the representative from the Port, the entity that owns and operates the waterfront parks located there.

The expanded advisory committee included representatives from the following organizations and governing bodies:

- City of Stevenson (including Public Works, Planning, and a City Council member)

- Skamania County
- Port of Skamania
- Stevenson-Carson School District
- Stevenson Community Pool District
- Columbia Gorge Museum
- Stevenson Downtown Association

A final, 90-minute virtual meeting was held to discuss plan recommendations. The committee was asked to share feedback on whether the recommendations met the previously discussed goals and mission of the plan, and/or addressed the needs expressed in the plan. The committee was asked to provide feedback and contribute to any projects relevant to their organization.

4) PRESENTATIONS

The final outreach effort for public involvement was the presentation of the draft plan to city leadership. These presentations occurred at the end of the planning process and summarized the draft recommendations of the plan. The goal of this outreach was to seek input and insight from

city leaders, and to ensure the plan was on track for adoption. The draft presentation with excerpts from the plan was available for review prior to the meetings and was able to be accessed by the public once the meeting agenda was posted. Both meetings and presentations were open to the public and each meeting's agenda was structured to accept public input if requested.

The first presentation was to the city council. This provided an opportunity for discussion and questions from the council members. This council was able to provide big picture feedback on the plan, and the city and consultant team were made aware of any significant concerns prior to finalizing the plan and presenting it for adoption by the city council.

The second presentation was to the city planning commission. Similarly, this provided an opportunity for review, discussion, and questions from the commission members on the plan recommendations. Big picture feedback from the commission was able to be incorporated into the final plan.



04

Priorities and Needs Analysis



Stevenson Community Garden Gate

The City of Stevenson has access to a wide range of natural resource recreation options. Public input has confirmed the community's desire to enhance those recreation options while preserving the natural beauty of the area. This chapter summarizes the analysis and observations of current and future parks, trails, recreational facilities, and open space needs for Stevenson. The results also compare the current performance of these areas to standards elsewhere in the region. This analysis will help determine the plan and priorities for the City to move forward with future park improvements.

The priorities and needs analysis is based on analysis of:

- Public feedback from online survey responses
- Information collected from Stakeholder Interviews
- Knowledge and expertise of City staff and the Advisory Committee
- Community vision and values communicated in other recent planning documents
- State and national recreation trends

PRIORITIES AND NEEDS BASED ON COMMUNITY INPUT

Public input gathered from the online survey, stakeholder interviews, and Advisory Committee was compiled and

analyzed. See Chapter 3 for descriptions of methods used for gathering public input. See [Appendix A](#) for full documentation of results. This section focuses on future needs and priorities identified by the outreach.

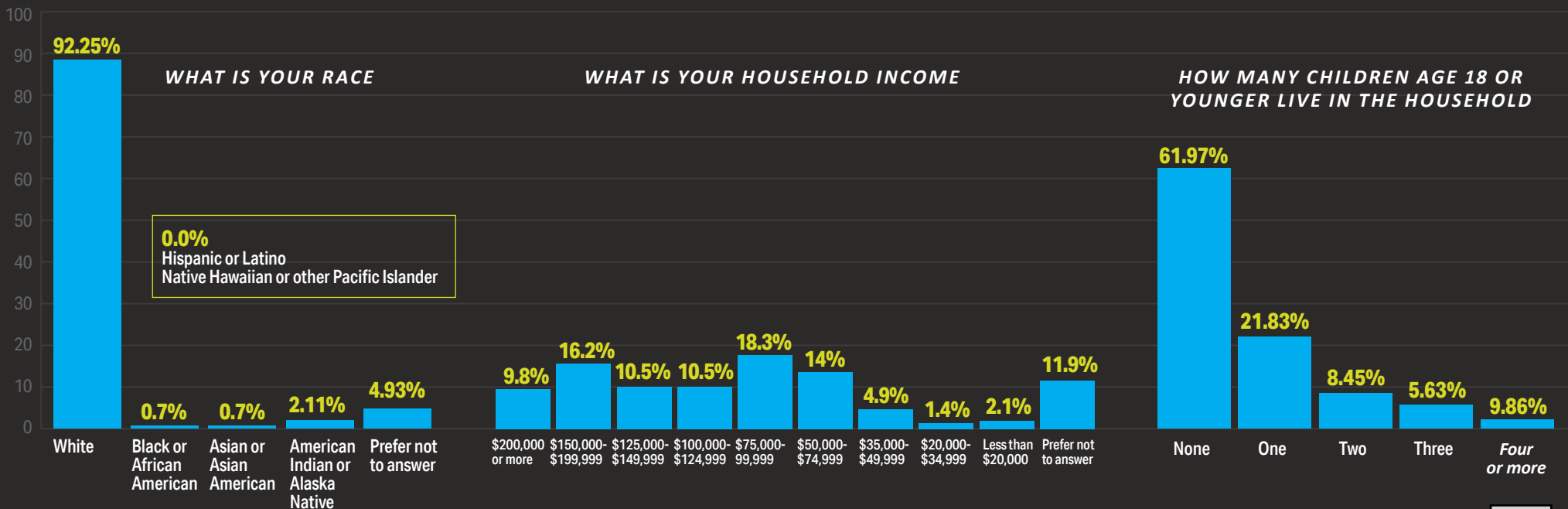
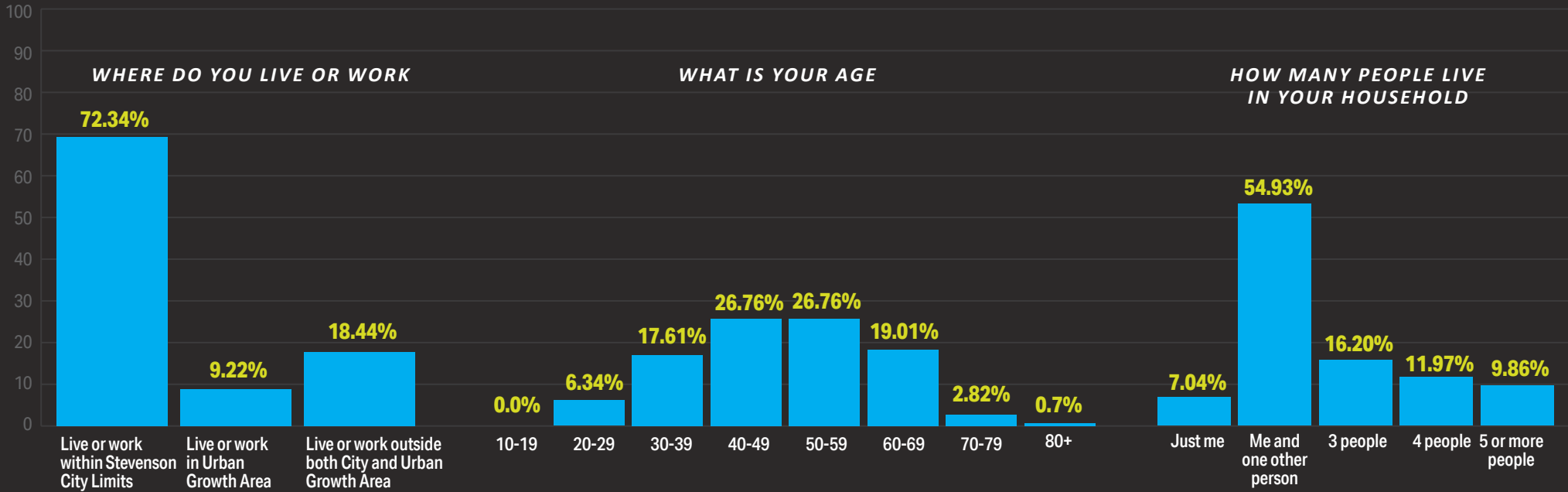
Online Public Survey

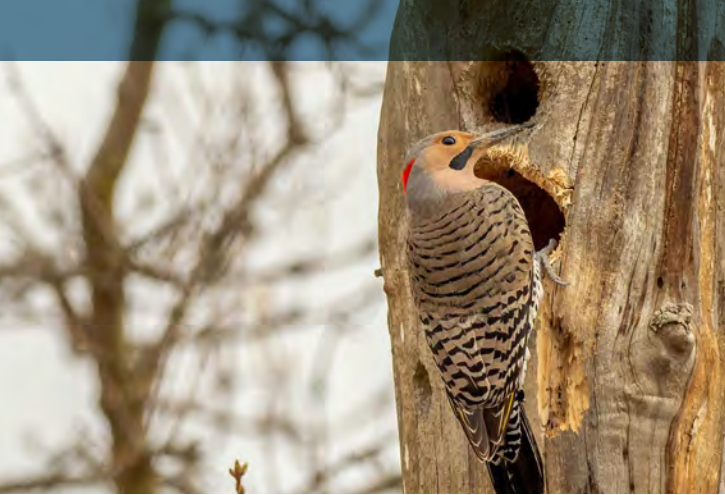
203 surveys of public opinion were completed for this project (200 online, three hard copies). While many of the survey questions were multiple choice or pre-scripted options, the survey also included many open-ended response questions that allowed respondents to elaborate on what new amenities or programs they desired, or other suggestions they had for park improvements.

Over 75 percent of respondents answered the optional demographic questions. Participant demographics can be viewed in the figure on the following page. In general, the respondents were representative of the community as summarized in the Chapter 1 community profile section using census data from 2021. Notable exceptions include an overrepresentation of white respondents (92% vs. 84%), an overrepresentation of high-income households (47% earn above the median-income vs. 31%), and an overrepresentation of adults in the 30-59 age range respondents.

Community Survey Responses

WHO DID WE HEAR FROM? 203 RESPONSES





PUBLIC SURVEY PRIORITIES FOR MISSION

The first two questions of the online survey focused on gaining insight into public support for what the Mission of the PROS Plan would be. Responses indicated what the public values in parks spaces and why they spend time outdoors. Results show that most respondents spend time outdoors to **connect with nature or observe wildlife, for fitness or exercise, or to enjoy solitude or peace and quiet.** However, a substantial 40% of respondents selected **fun, excitement or adventure** and 25% selected **discover new places** as one of the three most important reasons, respectively. Learning something new (i.e., a skill, natural history, or cultural history) and spiritual or cultural motivations ranked lowest on the list of options.

When asked “what do you look for in local facilities or recreation areas when choosing a place to spend time outdoors?” over 140 participants (72%) selected the **“views of nature, wildlife, or water”** option. This reinforced the earlier top response on what they valued in parks. The next most popular responses— **“Primitive trails or experience”** and **“Water access”** —were selected by 79 people (40%) and 75 people (38%) respectively. There was moderate support for facilities or areas that

are family friendly, easy to get to, and that have convenient parking. The least common responses were “interpretive displays or educational opportunities” and “large, flexible open space”.

In summary, the online survey conveyed a high priority for the parks Mission to focus on the natural experience, an individual experience, and an informal space.

PUBLIC SURVEY PRIORITIES FOR CURRENT PARK USE

The next section of the survey focused on existing and current park use and experiences. **The Port Waterfront, County Fairgrounds, and Rock Creek** are the most visited local recreational areas. Gropper Loop Park is the least visited of the sites on the list, with Gateway Park and Walnut Park receiving slightly more reported visitation.

When asked in an open response format “What do you usually do when you visit the areas you selected above?” the vast majority of respondents answered **“Hike/Walk”** (over 90 people selected this or 44%). Dog-walking was the next most common motivation for visiting the sites on the list (over 30 people selected this). Skating, feeding geese, and bird watching ranked lowest on the list.

When asked “What features do you like about the areas you selected?” the vast majority of respondents responses were able to be categorized under the theme of **“Nature/Scenery or Beauty,”** with **“Easy Access/Convenient/Nearby”** coming in second. These responses continue to enforce the Mission and values responses earlier in the survey by highlighting the importance of natural experiences and adding convenient location as an important factor.

Gropper Loop Park and several other sites are reported to NOT be visited often, mostly because respondents **“Didn’t know it was a park / don’t know where they are”** (over 60 people selected this reason or 30%). The second most common reason for the lack of visitation was that “There are **no park amenities** or reasons to be there / **not inviting.**” These responses indicate that if it were more apparent that these park spaces are available for public use, or if park amenities were present in these spaces, then visitation would increase.

Responses to questions about participation in existing programs and events in local recreational spaces reveal that in general, the community is actively attending local events.



PUBLIC SURVEY PRIORITIES FOR PARK IMPROVEMENTS

There were a wide range of responses to the question of what new facilities or amenities should be added to local parks, but the majority of respondents wanted **more restrooms** in local recreation areas. Respondents also expressed a strong interest in more **outdoor concerts and live music events**. Other answers reinforced earlier survey responses. Responses supporting the **value of natural character** included ‘Consider sustainability and impacts on wildlife’ and ‘Keep it natural’. Responses that correlated the **presence of amenities** with visitation and use included: ‘Basic park amenities need to be provided at parks - seating, trash, restrooms, landscaping, etc.’, ‘Need more year-round use covered spaces’, ‘Improve messaging about what parks are available to the

public’, and ‘Need to communicate with residents in close proximity to any proposed improvements.’ Responses that supported **hikes/walks** as the most frequent park use included ‘More trails’, ‘Improve pedestrian connections to parks- trails connecting parks, safety features like lighting and crossings’, and ‘More dog friendly.’

Increased **maintenance** was frequently suggested as a means of improving local parks and recreational areas. Notably, this suggestion was not prompted by any earlier survey questions. More frequent maintenance and upkeep, making parks clean and safe, and improvements to landscaping were all mentioned multiple times by respondents. Other responses related to **family-friendly improvements**—to provide opportunities for intergenerational audiences and for children of all ages and abilities.

EXISTING PROPOSED PROJECT RATINGS

The last section of the survey presented recent project proposals and asked respondents to rate them based on how well they responded to the needs and desires described earlier in the survey.

See [Appendix A](#) for complete results.

Stakeholder Interviews

14 virtual interviews were conducted with local Stakeholders throughout the parks planning process (between October 2023 and January 2024) in order to gather qualitative input that informed the plan’s goals, mission, and recommended priority projects. During these conversations, stakeholders discussed one or more sites or organizations that they were most familiar with. They described the ways in which local sites are already successful in providing the public with recreational opportunities, general ideas for improvement, and ideas for specific projects that align with each site’s mission (whether that mission be formal or more anecdotal) and that align with revenue interests.

Analysis of the collective interview results revealed several major themes related to **goals** for the Plan. These goals are categorized as: increase basic maintenance and updates; serve locals and tourists alike; create more gathering places; activate underutilized spaces; reinforce connections between parts of town; improve public communications; and increase the City’s support.

Analysis of interview results also revealed common themes for what the parks plan **mission** should include. Common priorities for the mission include: to provide the public with quality experiences; to create gathering spaces; to increase access to recreation; and to support the local economy.

Finally, stakeholder interviews included a “Mission/Money Matrix” activity in which participants placed a sticky note describing a **priority project** idea on a matrix that indicated how well that project would serve both the Mission and the revenue interests of the organization they represented. These project ideas were very site-specific and ranged from trail design to public art implementation to maintenance updates.

Below is an expanded summary of interview findings related to the goals, Mission, and priority projects for the Plan. See **Appendix A** for full documentation of results.

See **Appendix A** for data received from stakeholders as a result of these interviews (data is related to a range of topics including demographics, sales, marketing, and downtown foot traffic).

Figure 4.2: Example of completed “Mission/Money Matrix” activity

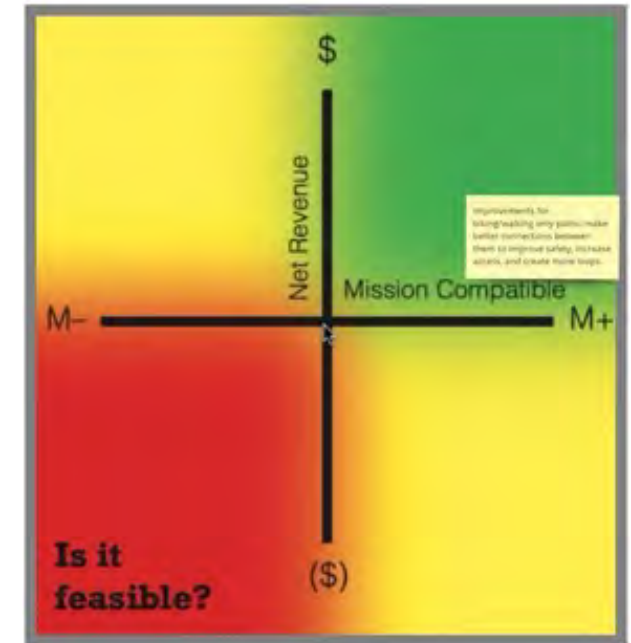
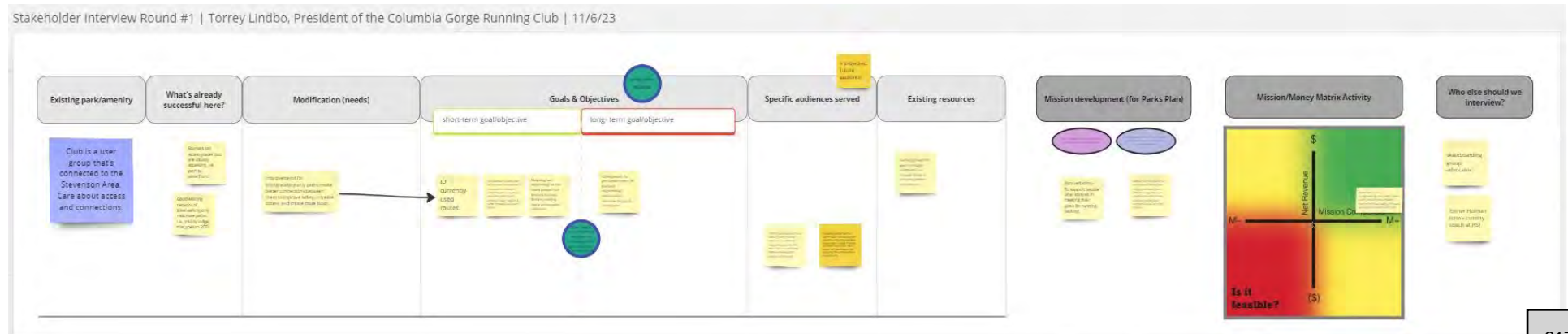


Figure 4.1: Example documentation from a completed Stakeholder Interview



STAKEHOLDER PRIORITIES FOR GOALS

Increase basic maintenance and updates

Nearly every interviewee described the need for basic maintenance and updates. These include updated playground equipment, new gating, increased parking, more public restrooms, and funding to pay for maintenance of facilities such as restrooms.

Fairgrounds

- Leaks and mold were a former issue, maintenance crew has worked to fix.
- Need City's support for maintaining key fairgrounds buildings.

Serve locals and tourists Stakeholders expressed interest in enhancing recreational and gathering spaces for local people and tourists alike, with some individuals expressing a slight preference toward improving recreational experiences for one or the other of these groups. Stakeholders want to contribute to a strong sense of community, and they also recognize the economic benefits of sustaining tourism year-round.

Create gathering places

A number of stakeholders described an interest in developing more places for people to gather together for concerts, food and beverages, public programs, etc. Interviewees felt that more indoor gathering places would enable recreational

opportunities year-round, including during rainy and cold seasons. Specific ideas included pocket parks, implementing an area to serve food and drinks at the Pool, and nature play spaces at the Museum and school.

Public Works

- Basic mission is to create a great, safe, clean place to live, for the people who live here. Safe, fun, easily-accessed places to recreate, gather, and connect with neighbors.

Pool

- Create more of a gathering place - for coffee, etc. Create a place to serve food to groups- through an agreement with local restaurants?

Activate underutilized spaces

Multiple stakeholders described the abundance of underutilized "dead spaces" in town. There were numerous ideas for activating these, including implementation of public art, installation of pocket parks, and basic maintenance.

Gateway Park

- Need to activate/beautify, i.e. with public art or some kind of welcoming into the town.

Loop Park (Green space)

- Nobody knows that it's there; that it's the City's.

Reinforce connections between parts of town

Stakeholders described the need for increased physical and visual connections: throughout trail systems, between different areas of town (such as the Museum and the Fairgrounds), and—from a branding and wayfinding perspective—throughout the City as a whole.

Improve public communications

Stakeholders described the need to better communicate to the public about availability and locations of resources.

Increase the City's support

Stakeholders expressed a desire to have more support from the City for implementing priority projects and basic operational and maintenance needs at various sites. Stakeholders said that support could be given in the form of funding, as well as through consistent follow-up and clear communication.

STAKEHOLDER PRIORITIES FOR MISSION

Provide quality experiences

Throughout the various sites and organizations that stakeholders were associated with, it is clearly important to offer a quality, enjoyable, safe, fun experience to all visitors. “Quality” looks different at different sites: at the Museum, the intended experience includes free-choice learning; at the Pool, a quality experience may involve physical exercise.

Create gathering spaces

Multiple stakeholders mentioned that offering a place for people to come together is a main purpose of the site or organization they were associated with.

Increase access to recreation

Accessibility—for all ages and abilities, and to diverse kinds of recreation—was cited as a key purpose or component of the Mission of multiple sites and organizations. Basic physical access to amenities (such as convenient proximity to trails and access to the water via boat ramps) was included in these discussions.

Support the local economy

Supporting economic development, bringing socioeconomic benefits to the community, creating revenue streams with events, enabling economic vibrancy, and generating “year-round tourism dollars” were all cited by interviewees as a component of the mission of the group they represented.



Cascade Boat Launch



Walnut Park

Focus Group: Advisory Committee Meetings

ADVISORY COMMITTEE MEETING #1

The first Advisory Committee Meeting took the form of a three-hour, in-person meeting held in Stevenson. Ten people attended.

An overview presentation by the consultant team described the plan and process. This was followed by a presentation by an RCO representative. That presentation described the grant award process and how this plan had the potential to be utilized by all committee members.” Discussions focused on the potential goals and vision of the plan. Participants described the interests of the governing bodies they represented. Key suggestions for the ultimate outcomes of the PROS Plan are below. In summary, these include

a desire for the plan to result in increased local revenue, strengthened partnerships and funding opportunities, clarity on how to balance active and passive recreation, improved local placemaking and an increased sense of welcoming, and enhanced experiences for local residents.

Representatives of the City discussed an interest in improved **placemaking** and the desire to develop a more cohesive, clear brand and identity for Stevenson (i.e. with a welcoming design). The importance of balancing **active and passive recreational needs** was also discussed. The City wanted to identify projects that multiple organizations had previously expressed interest in (including the County) in order to prioritize **partnerships and funding opportunities**.

Representatives of the County wanted to **increase revenue** by drawing more people into town to support businesses, implementing year-round

recreational opportunities, increasing parking and enhancing transportation, and building a new stage for concerts. The County also wanted to provide recreational **opportunities within existing natural resources**, by implementing systems such as water trails. They described an interest in **servicing local residents** through long-term opportunities, and to welcome people into the community and motivate people to get together by developing a clearer **sense of character** for the City.

The Pool expressed similar desires to increase the local sense of **welcoming**. Specifically, the Pool described ideas to turn its facilities into more of a **gathering place** by developing a space to serve coffee and food and to implement enhancements that make the pool more fun and accessible to more audiences.

See [Appendix A](#) for meeting notes from Advisory Committee Meeting #1.



ADVISORY COMMITTEE MEETING #2

The second Advisory Committee Meeting took the form of a three-hour charrette that took place in person in the City of Stevenson. After the Consultant team gave a presentation about public survey results and findings from completed stakeholder interviews, participants brainstormed a variety of specific ideas about how to meet the needs and leverage the resources assessed during earlier stages of the Parks Planning effort. Two main methods were used to gather these ideas: the first was a simple open discussion of what each participant perceived as a priority project for the site or organization they were most familiar with. The second was a group activity in which participants collaborated at different stations to brainstorm, sketch, and describe project ideas in relation to specific geographic regions of the City, using a large map of that area as a basis for discussion. Common themes that arose during discussions and group exercises throughout this session. The findings are similar to those of the stakeholder interviews because most of the participants of the interviews and the charette were the same. There were three additions to the categories outlined in the stakeholder interview summaries:

- Increase accessibility and ADA improvements
- Strengthen partnerships and collective marketing efforts
- Engage with Tribes.

See [Appendix A](#) for documentation from Advisory Committee Meeting #2 (the charrette).

ADVISORY COMMITTEE MEETING #3

The final Advisory Committee meeting took the form of a 90-minute virtual meeting. All members were in attendance apart from one of the two county representatives who was out of town. The consultant team first presented a recap of the earlier results of the committee, stakeholder, and public outreach, then presented the draft recommendations as proposed to be included in the report. The first recommendations included the mission and goals. The mission was read out loud and shown on the slide, and time was given for any reactions. Each draft goal including objectives and strategies was presented to the committee on the slide and time was given to both read through them and to ask questions or discuss specific strategies. The committee used virtual reactions such as ‘thumbs up’ to indicate they had enough

time to read through each of the goals slides. Next, the six recommended capital improvement projects were presented including draft descriptions and costs. Each individual project was presented, and the committee was prompted for any reactions. Draft amenity projects and park planning projects were also shown, as well as the draft exhibit for how proposed projects could affect operations and maintenance. The presentation concluded with an overview of how funding options and opportunities would be presented in the report. There were comments from each advisory member throughout the presentation.

Following the presentation the consultant team sent each member a project list specific to their organization for review and requested any corrections or additions to include in this plan in a special appendix. They were also sent draft language for the appendix that described the adoption process. This language was also reviewed by the RCO representative. Then, each member was contacted by the city representative and asked if they had any other comments and if the recommendations were in line with what they expected. The consultant team received confirmation and / or comments back from the all the committee members that were in attendance.

ADVISORY COMMITTEE PRIORITIES FOR GOALS

Increase basic maintenance and updates

There was substantial discussion around the need for maintenance and updates throughout existing sites. Specific needs that were brought up included updated playground equipment, new gating, increased parking, more public restrooms, and funding to pay for maintenance of facilities such as restrooms. Additional suggestions included maintenance and updates of the Port's boat ramp, developing a Parks Department to oversee maintenance efforts, and training people to maintain new facilities such as bathrooms.

Increase accessibility and ADA improvements

Ideas for improving access included ADA updates to the Pool parking lot, updating playground equipment to better fit user groups, flatter walking connections throughout town, and installing more benches and resting places.

Serve locals and tourists

There was more discussion around enhancing recreational and gathering spaces for local people and tourists alike. For example, physical barriers could be removed at the Museum so that the grounds become more accessible and more integrated with physical surroundings.

Create gathering places

Multiple suggestions were made regarding developing places for people to gather for concerts, food and beverages, public programs, etc. Specific

ideas that arose during this session included a permanent stage for concerts at the Fairgrounds, removing the bleachers at the Pool to create a gathering space, the general need to promote gathering, tourism, and spaces for locals, and creating an indoor athletics space at the School.

Activate underutilized spaces

Ideas for activating underutilized spaces were brought up during the charette, including implementation of public art, installation of pocket parks, and basic maintenance. There was discussion around the flat piece of land by the Museum becoming an RV park to generate revenue during large public events.

Reinforce connections between parts of town

Participants brainstormed options for increasing physical and visual connections throughout the City and beyond. Ideas included a public art walk between the Museum and Fairgrounds, bike paths, water trails, and connections between the Pacific Crest Trail, parks, and downtown.

Improve public communications

Stakeholders described the need to better communicate to the public about availability and locations of resources. Specific ideas included implementation of trail maps, developing a centralized location for parks information, and implementing a Parks Department.

Strengthen partnerships and collective marketing efforts

There was consensus that collective marketing

could be a way to leverage various stakeholders' expertise and momentum, share data and resources, and make the city more welcoming to both residents and tourists.

Engage with Tribes

The importance of engaging Tribes in the Parks Planning effort was discussed. As short- and long-term projects advance from this plan, local Tribes should be included in outreach to better understand how the cultural context and priorities and values of Tribes can be represented in these landscapes.

ADVISORY COMMITTEE PRIORITIES FOR MISSION

Participants discussed the draft Mission for a few minutes at the end of the charette. Two variations were proposed (see figure below). Comments were that perhaps economics should not be a major focus of the Mission, as fulfilling community needs is equally important.

DRAFT MISSION STATEMENTS



To enhance Stevenson's recreational and gathering spaces in ways that increase access to the area's natural beauty and cultural heritage, for residents and visitors alike.



To enhance Stevenson's gathering and recreational spaces, strengthening local communities and the economy year-round.

ADVISORY COMMITTEE COMMENTS ON RECOMMENDATIONS

The group’s discussion around each goal is summarized below.

Discussion of Goal 1 – Establish and sustain well-maintained parks

The group commented that this draft goal perhaps focused too much on strategies related to landscaping, and not enough on strategies for basic facilities maintenance. A suggested strategy related to facilities maintenance was to implement a master calendar that tracks which tasks are needed and by when. The group discussed including such a calendar in the “comprehensive resource database” proposed in Goal 1.3B. Another suggested strategy for addressing maintenance issues was to integrate methods of sharing expertise, for example in times when emergency support is needed. This could mitigate common capacity-based challenges associated with unionized entities.

Discussion of Goal 2 - Enhance community access to parks by increasing visibility and awareness

Feedback on this goal was positive. Participants appreciated the focus on pooled resources.

Discussion of Goal 3 – Improve proximities to and connectivity between parks

The group discussed the wording of this drafted goal, and potential issues with the way in which acquisition of land was described, especially

given the limitations on development in Skamania County. The consultant team explained that Goal 3 does mention acquisition, in reference to possible purchase of easements, and in consideration of longer-term increasing urban density and related needs for parks, playgrounds, walking distance standards, etc. Participants discussed who such acquisitions would serve, whether they would happen with local interests or tourism interests in mind. The opinion was raised that Stevenson should be the “trailhead” or entry point for county-wide recreation, rather than a place that gets developed for recreational purposes; that improving existing land should take priority over any land acquisition.

There was consensus that the Goal should be edited to indicate that alternate options should be considered prior to any plans for land acquisition, and to avoid communicating that the City intends to buy and develop new land.

Discussion of Goal 4 – Provide inclusive spaces to meet diverse community needs

Discussion revolved around this goal’s focus on the plaza at the Courthouse lawn, and current uncertainty about public opinion about that project. The consultant team advised, “everything we’ve heard from the community is reflected in elements of the Courthouse Plaza project, so maybe we need to make the recommendations within this goal less place-specific, and then down the road think about other places and projects for enacting some of these

goals.” There was consensus to edit this goal to describe a more general project type regardless of the Plaza project outcome, and to focus on multi-benefit projects which is key for grant eligibility.

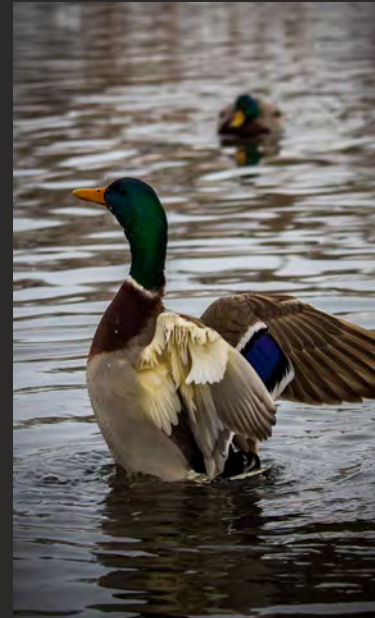
After discussing Goals, the group reviewed recommended Capital Improvement Projects. Participants confirmed that the draft document reflects all of the major capital improvement projects that they each intended to make on behalf of the entities they represent, within the next six years. There was agreement that more focus should be placed on indoor, year-round recreational opportunities, due to the amount of local rainfall. There was brief discussion, but no conclusion, about the best purpose for Gropper Loop Park. The group agreed that the Plan should better-reflect and document the community’s interests in improvements to the Fairgrounds, as well as outdoor nature play spaces and playgrounds, and that the Plan should describe more specific project possibilities in relation to these interests.

PRESENTATIONS

In addition to the above-described outreach efforts, the City and consultant team presented to the city Planning Commission and City Council throughout the project to give updates and receive feedback as the project progressed. The feedback was minor but positive and was incorporated into the final plan. The final plan was presented for adoption on February 15, 2024.

Figure 4.3: Stakeholders worked in groups to annotate maps with ideas for recreational enhancements.





TRENDS IN RECREATION

The Washington State Recreation and Conservation Office (RCO) conducts a survey to assess the demand for outdoor recreation participation as part of its statewide planning efforts. Survey results for the top 20 outdoor activities, ranked by participation rate, are shown in Exhibit 6.

Walking is the top outdoor activity statewide, with 91% participation on sidewalks and 90% participation on trails. This preference is consistent across almost all demographic groups studied in the report. This emphasizes the importance of providing quality trail and sidewalk networks to encourage this most frequent form of recreation. All 6 top activities feature forms of passive recreation – walking on trails or sidewalks, nature viewing, scenic drives, leisure time in parks, and picnics.

The 5 most popular structured activities include visiting a farmer’s market or community garden, visiting outdoor cultural/historic facilities (including cultural events), swimming, paddle sports, and attending concerts. Residents of Stevenson have access to all of these more structured forms of recreation locally.

Responses to the community survey for this project confirm these core recreation priorities in Stevenson. Survey respondents rate walking and hiking as far and away the most popular activity at existing park sites. Similarly, when asked what they look for in local facilities or recreation areas, the top 3 responses are views of nature, wildlife, or water; trails; and water access.

NEEDS ASSESSMENT SUMMARY: CURRENT GAPS

Current gaps in Stevenson’s existing network are examined from four different perspectives: types of parks, location of parks, trail networks, and facilities. Summaries under each of these themes are captured below. Key takeaways for addressing existing gaps in Stevenson’s park network are:

- **Trails.** Existing trail access in Stevenson falls below national standards for levels of service. Walking and hiking remain the most universally popular outdoor activities, confirmed both by national surveys and local community feedback. **Expanding access to trails is likely to provide high community benefit, and in Stevenson soft-surface trails are in particularly low supply.**
- **Core amenities and maintenance efforts within the existing park system.** Stevenson would benefit from investment in passive facilities such as bathrooms, playgrounds, nature playgrounds, exercise equipment, water fountains, and seating. These features could attract greater use and enjoyment of existing park spaces. Engagement confirmed community support for increased maintenance efforts to ensure a high functioning park system and a desire for more of these core amenities that are enjoyed by a wide segment of the community.
- **Park space in areas of northeast Stevenson and to the north of Rock Creek Fairgrounds.** Walkshed analysis reveals these areas of the city as priority zones for potential system expansion, as they are more geographically isolated from existing access. **The City should examine opportunities for creating new**

neighborhood parks or opportunities for developing trail systems in these areas.

- **Neighborhood and community parks.** Stevenson’s existing inventory of neighborhood parks is limited. Community parks are owned by other entities and have limited hours of access to the general public. **Future expansion of Stevenson’s park areas could focus on the quality and accessibility of these smaller and mid-sized spaces in the city.**
- **Open space.** Stevenson’s inventory does not currently include any dedicated open space areas. At the moment, the community enjoys some open space areas preserved in private parks, proximity to the water, and overall lower density development that makes this park type less of an urgent need. **As the city grows, however, increased considerations for publicly preserved open space may be an important focus.**

PLANNING FOR THE FUTURE

Stevenson’s 2045 growth target is a population of 2,338, reflecting 14% population growth from 2022. As the community grows, improvements and expansion of the existing park system can ensure high levels of service for everyone in Stevenson. The table in [Exhibit 4.4](#) details Stevenson’s current levels of service (LOS) and sets a target LOS for

Exhibit 4.4: Existing and Target LOS for Stevenson, 2022 and 2045

Type	Current Inventory	Existing LOS per 1,000 pop (2022)	Target LOS per 1,000 pop (2045)	Gap*
All Park Space (in acres)	63.5	31.0	31.0	9.0
Trail/Linear Park (in miles)	2.9 miles	1.5	4.0	6.45
Percent of households** within the park walkshed (city limits)		86% (city limits)	100% (city limits)	14%

*Gap acreage calculated assuming a 2045 population target of 2,338

**For purposes of walkshed LOS, households are defined by residential parcels

Sources: City of Stevenson, 2023; Seva Workshop, 2023.

the future. This analysis reveals a gap of 9-acres in overall park space, as well as 6.45 linear miles of trail. Addressing these gaps will maintain a consistent LOS for park acreage and an improved LOS for trail access, aligned with national standards. These broad figures can be further contextualized and better applied when considering factors such as geographic accessibility and a proper mix of the different classes of outdoor space. In recognition of this, Stevenson also developed a walkshed LOS. This LOS identifies that 14% of current residential parcels are outside the existing park walkshed boundary.

ADDRESSING GAPS

The project proposals presented in this Parks Plan address the gaps identified during project outreach and LOS analysis. There is no single project that will perfectly address the 3 LOS metrics presented in this report, but a combination of efforts and continued conversation with the community will result in a system that better serves community wellness. System expansion will be constrained by financial and operational resources in Stevenson, so a continued search for funding and partnership opportunities will enhance the impact of local resources. The Planning and Implementation chapter of this report outlines a set of project proposals, including an implementation plan, to advance this work.



05

Mission, Goals, Objectives and Strategies



East Point

Guiding Framework

The City of Stevenson’s vision and goals for parks, recreation, and open space form the foundation for the PROS Plan and create a guiding framework for planning and decision-making. Crafted through collaborative efforts between the city and the Advisory Committee, the mission statement reflects insights gathered from a comprehensive public survey and public comments, seamlessly integrating key elements extracted from the Comprehensive Plan. This mission statement serves as a forward-looking representation, articulating Stevenson’s aspirations and strategic direction for the future of its parks and recreational spaces.

Mission

To enhance Stevenson’s recreational and gathering spaces in ways that increase access to the area’s natural beauty and cultural heritage, for residents and visitors of all ages. In crafting the mission, important discussions were held that reflect the community’s values. Here are the key ideas that guided the process:

- Recognition of the need to strike a balance in park development that caters to both local residents and visitors.
- Emphasis on highlighting the area’s natural beauty and environmental features in park enhancements.
- Recognition of Stevenson’s rich history and diverse cultural influences, informing the mission to reflect the city’s heritage.
- Desire for parks that serve as community hubs, fostering gatherings that strengthen social bonds and build a sense of community.
- Commitment to providing parks and recreational spaces that are accessible and enjoyable for residents and visitors of all ages and abilities.
- Aim to capture the unique character and values of Stevenson as a small town nestled in the Gorge, ensuring that the mission aligns with the town’s distinctive identity.

Goals, Objectives, and Strategies

This section outlines the goals, objectives, and strategies that have emerged from a collaborative process involving input from community members, stakeholders, and evaluations of existing conditions and needs. These goals and objectives embody a commitment to enhancing the quality of recreational facilities, promoting community well-being, and ensuring the effective and sustainable management of open spaces. Shaped by the collective vision for the city's parks, recreation facilities, and open spaces, these goals lay the foundation for the implementation of this Plan.

The Parks and Recreation goals outlined in the city's comprehensive plan for Stevenson prioritize enhancing the quality of life for both residents and visitors. Acknowledging the town's Gorge destination status, the plan seeks to balance diverse recreational opportunities, encompassing premier outdoor activities and more community-based events. Key objectives include establishing a comprehensive plan for grant eligibility, preserving open space, ensuring proper maintenance of existing facilities, exploring sustainable funding sources, developing pathways and trails, providing a balanced recreation infrastructure, and actively promoting Stevenson's diverse recreational offerings through various media channels. The following goals build upon the foundational from the comprehensive plan, aiming to amplify the community's well-being and connectivity while further enriching Stevenson's recreational appeal.

In support of the City's goals for parks and recreation, the Plan identifies systemwide objectives and strategies that will guide the investment in parks, recreation, and related services. These elements are numbered for ease of reference; they do not appear in priority order. They are structured in the following format:

Goal X:

X.1. Objective

– a. Strategies

The strategies represent a mix of recommendations that should be taken to enhance the park and recreation system and achieve the City's vision for the future.



Goal 1: Maintain What We Have

Ensure that parks are well-maintained, aesthetically pleasing, and safe for community use. Enhance the quality of park facilities and maximize the lifespan of park infrastructure. Fund, support, and implement site-specific maintenance projects, tailoring efforts to address the unique needs of individual park facilities.

1.1 Provide high quality routine and preventative park and facility maintenance at existing parks and recreation areas.

- a. Provide enhanced maintenance at highly visible and heavily used parks.
- b. Develop a comprehensive maintenance management plan focused on landscape (independent of utility maintenance).

1.2 Increase maintenance of parks and recreation areas.

- a. Increase City staff hours dedicated to landscape management and maintenance.
- b. Increase specialized training in landscape management.
- c. Hire a staff person dedicated to parks/streetscape maintenance.

1.3 Facilitate partnerships with other agencies and organizations to share maintenance resources and costs.

- a. Each agency or organization quantifies and shares the costs associated with maintenance practices, including staffing, equipment, materials, and contracted services. Utilize standardized metrics and

reporting systems to track and evaluate the effectiveness and costs of maintenance practices.

- b. Research and determine the feasibility of implementing pilot programs for cost-sharing initiatives, such as shared equipment, joint contracts, and collaborative staffing arrangements, to optimize resources and enhance the sustainability of park maintenance efforts.
- c. Coordinate joint capital project planning and investments with other public and private agencies where feasible.
- d. Maintain a joint list of park, recreation, and open space grant programs for improvement projects that are updated as new opportunities arise.

1.4 Ensure adequate maintenance resources are available when parks or recreation areas are expanded or renovated.

- a. As new facility types are planned or developed, implement specialized training programs for maintenance staff to equip them with the skills and knowledge to manage new park facility types, including bathrooms and other updated amenities.
- b. Create a comprehensive documentation and resource database that maintenance staff can access for reference, including manuals, guides, and video tutorials related to new facility types.

- c. Establish a schedule for regular training updates to keep maintenance staff informed about evolving technologies, industry standards, and best practices relevant to new facility types.
- d. Purchase equipment necessary to maintain park facilities.

1.5 Explore alternative maintenance practices or management approaches that emphasize sustainability.

- a. Determine landscape planting types to implement based on criteria that consider aesthetic preferences, low-maintenance requirements, and support local ecosystems and sustainable practices (i.e. Converting regularly mowed lawn areas to low-mow meadow).
 - I. Introduce one demonstration area of landscape planting type to provide an opportunity to educate the public and train maintenance staff on best practices.
 - II. Select demonstration area for implementation based on current maintenance demand, visibility, and opportunities to engage the public.

Goal 2: Let People Know What We Have

Establish a community-focused approach to parks and recreation to create a more prominent presence of parks within the community, integrate parks planning with city planning, and build organizational capacity for effective program management.

2.1 Develop a comprehensive interactive online platform to provide detailed information on each park, open space, or trail within the City, including parks and open spaces maintained and operated by agencies and organizations other than the City. This information should include amenities, operating hours, upcoming events, and reservation options for facilities.

- a. Develop a comprehensive parks, recreation, and trails map for the City of Stevenson.
- b. Implement a centralized event calendar highlighting upcoming activities in parks and open spaces.
- c. Integrate a reservation system allowing users to book facilities or spaces for events.
- d. Establish a routine for updating and maintaining the online platform to ensure accuracy and relevance.

2.2 Assess the need and financial feasibility for establishing a dedicated staff position or Parks Department to manage parks projects, assets, and resources.

- a. Conduct a comparative analysis of similar-sized cities or municipalities that have successfully implemented dedicated parks management positions or established Parks and Recreation Departments to identify efficient organizational structures, staffing models, and budgeting strategies for long-term viability.
- b. Undertake a financial feasibility study to evaluate the costs and potential funding sources needed to establish a dedicated staff position or a full Parks and Recreation Department.

2.3 Integrate parks planning with city branding, marketing, and placemaking efforts, and coordinate with other agencies and organizations to leverage shared resources for broader reach.

- a. Develop a cohesive brand identity for parks and open space that aligns with the overall city brand. Develop consistent messaging across marketing materials.
- b. Establish partnerships with other city agencies, local organizations, and community groups to pool resources and collaborate on joint campaigns that highlight the interconnectedness of parks with broader community initiatives and events.
- c. Create a comprehensive signage and wayfinding plan that encompasses the entire city, outlining a unified strategy for guiding residents and visitors to parks and other key destinations.

Goal 3: Fill in the Gaps and Connect People to What We Have

Improve access and connectivity to parks, ensuring equitable distribution, legible and accessible pathways, and inclusive amenities. Identify and address gaps in park coverage and create a connected sidewalk and trail network.

3.1 Develop a pathways and trails plan to highlight Stevenson’s recreational, historical, and commercial sites, and to connect to existing parks and open spaces.

- a. Prioritize opportunities to connect existing pathways and trails.
- b. Include connections among the parks and trails of the City, its partner agencies, and private entities.
- c. Encourage private enterprise and intergovernmental agreements that will provide trail and pathway connections to parks and recreational areas.
- d. Include nature walks, scenic vistas, and connections to forests in the plan.
- e. Include wayfinding, signage, and placemaking so that routes to parks and open spaces are identifiable and recognizable as part of the larger trail network within Stevenson.

3.2 Develop trails that provide access to existing parks, water access points, and scenic areas.

- a. Partner with other landowners to develop formalized and accessible trails and viewpoints at the Piper Road landslide site and upper Rock Creek area.

- b. Continue to advocate for the construction of a multi-use trail along the Rock Cove shoreline connecting the Columbia Gorge Museum to the County Fairgrounds using existing easements.
- c. Purchase an easement from private landowners to expand the waterfront trail and establish public access to the water at the west end of the waterfront.

3.3 Explore opportunities for new park developments or expansions in areas with identified parks gaps.

- a. Initiate a feasibility analysis focusing on the acquisition of new park land by the City (e.g. evaluating land division guidance).
- b. Engage with the community to understand specific needs and preferences for new park land and amenities in gap areas.
- c. Target new development areas to reserve land for park space.
- d. Develop criteria, encompassing factors such as acquisition cost, natural setting, compatibility with park amenities, parking adequacy and proximity to user groups, to systematically identify opportunities for park land acquisition.
- e. Establish a permanent funding source for the acquisition and development of new park and recreation lands and facilities.

3.4 Explore Opportunities to Enhance Open Space Preservation and Recreational Opportunities within Open Spaces.

- a. Review critical areas and zoning codes and evaluate market-based open space preservation strategies for effective implementation.
- b. Consider using stream corridors and shorelines of the state as part of a parkway or greenway concept.
- c. Secure dedications and easements adequate for stream channel maintenance, trails, public open space, and future recreational use along all natural, permanent stream corridors.
- d. Utilize growth targets to identify and address risks to different open space types.
- e. Research regional tree codes and best practices to enhance tree canopy preservation within open spaces.

Goal 4:

Improve and Expand What we Have to Meet Diverse Community Needs

Develop a balanced system of recreational facilities, lands and programs. Provide vibrant, accessible, and inclusive community spaces catering to the recreation needs of residents and visitors of all ages. Offer year-round recreational opportunities, activate underutilized spaces, address community desires, and ensure inclusivity for people of all ages, abilities, and backgrounds.

4.1 Engage the community regularly to understand current needs and desires for park spaces in the community.

- a. Establish a parks related community advisory group that is comprised of community members that represent the diverse user groups in Stevenson.
- b. Conduct community engagement for parks capital investments.

4.2 Support parks and recreation projects that have public support and provide a geographically central, flexible space for year-round public use.

- a. Secure funding and develop the Park Plaza at the Courthouse lawn.
- b. Review community feedback from this plan and identify and roll-out program opportunities for flexible spaces.

4.3 Identify opportunities for local groups and/or public-private partnerships to become shared stewards and caretakers of city owned property.

- a. Collaborate with local artists to develop a public art plan that highlights the

opportunities for permanent and seasonal public art installations in underutilized city spaces.

- b. Partner with landowners of undeveloped properties to develop a pop-up dog park that will serve as a temporary space that will allow the City to determine a need for a more permanent off-leash dog area in the City.
- c. Partner with other local agencies and organizations to allow existing festivals and events to use and program underutilized spaces for small pop-up exhibits or concerts.
- d. Identify and collaborate with a community advisory group made up of adjacent neighbors, representatives from the High School, and youth groups to define long-term goals and a vision for Gropper Loop Park.

4.4 Provide public restrooms at existing facilities where feasible and invest in new public restroom facilities when parks and open spaces are upgraded.

- a. Provide a public restroom facility in conjunction with the proposed improvements at the Park Plaza.

4.5 Develop play areas that are current, accessible, provide opportunities for all weather play, and meet the needs of users of all ages.

- a. Support and encourage the development of plans to upgrade existing playground facilities at Stevenson Elementary School and Rock Creek Park. Develop an agreement for public use of facilities during non-school hours.
- b. Integrate formal and informal play features into the Park Plaza project.

4.6 Enhance accessibility and provide inclusive environments across all parks.

- a. Conduct an accessibility audit for parks that evaluates parking, pathways, entrances, amenities, and facilities to identify potential barriers and areas for improvement, ensuring that the park environment is inclusive and accessible to individuals of all abilities. Develop a prioritized action plan based on audit findings, addressing immediate needs, and setting a roadmap for long-term enhancements.
- b. Prioritize the incorporation of universally designed features such as inclusive playgrounds, seating, and facilities across all parks.

4.7 Determine the community need for a permanent skate park in Stevenson.

- a. After the new skate park in North Bonneville is complete, conduct a survey within Stevenson to determine if a new skate park is still desired in Stevenson or if the skate park in North Bonneville meets their current needs.

Goal 4 (continued):

Improve and Expand What we Have to Meet Diverse Community Needs

4.8 Establish new and enhance existing access to Rock Creek, Rock Cove and the Columbia River.

- a. Purchase an easement from private landowners to establish public access to the water from downtown. Develop water-based facilities such as an access point, viewing deck, or non-motorized boat launch.
- b. Support and encourage the development of plans to add water access points, docks and non-motorized boat launches at the Columbia Gorge Museum and the County Fairgrounds.
- c. Develop a water trail map in partnership with the Port of Skamania, the County, and the Columbia Gorge Museum.

4.9 Develop community gateways along Highway 14 that celebrate the character of Stevenson and welcome residents and visitors to the community.

- a. Determine what the most appropriate location is to install gateway features. Consider: east end and west end couplets, gateway park, and other city-owned underutilized spaces.
- b. Develop a landscape style and master plant list for use at all gateway sites to create a consistent look and feel.

- c. Engage the community to determine the most appropriate sign or monument to install at the gateways that best represents the character of the city.
- d. Create and implement the publicly supported plan.

4.10 Facilitate and support the development of major community recreation facilities for citizens, such as expanding the pool activity center, providing covered pavilion spaces, developing a youth center, and other spaces for recreation, physical fitness, and wellness classes.

- a. Explore feasibility of a centralized versus de-centralized approach to providing diverse indoor recreation opportunities to the community.
 - I. One centralized approach would be to consider the construction of a new community center. The city would consider what the minimum needs and size of the center would be, and what the minimum population, funding, and other support would be needed to move the idea forward.
 - II. An alternative centralized approach would be to look at existing recreation centers or facilities and opportunities to expand them to meet community needs.

- III. A de-centralized approach would be to unify the existing facilities through the use of a common organization or management system. For example they could be managed by a new parks district or staff position that focuses on centralizing information for the community, including the ability to see programs, hours of operation, or make reservations.



06

Planning and Implementation



Projects and Planning Recommendations

The PROS Plan goals and objectives can be achieved through sustained, committed implementation over the next 20 years. The following is a summary of project recommendations that vary from site specific projects to overarching policies. Each recommendation is based on the assimilation of input from previous planning efforts, public outreach, existing condition, feasibility, and

alignment with the mission, goals and objectives described in this document. This chapter outlines project proposals for a 20-year planning horizon, capital and operational planning details for a 6-year implementation period, an acquisition/disposal plan, and an exploration of potential funding sources for Stevenson to pursue.

CAPITAL PROJECT PROFILES







This plan identifies six priority capital projects that align with the vision and goals outlined in this PROS Plan. These six projects are described in this section, with additional detail for the projects prioritized for the shorter-term implementation period. Each project addresses one or more gaps identified in the Needs Assessment:

- Expand the trail network
- Add core amenities
- Improve the existing system of parks
- Expands walkshed access
- New neighborhood or community park
- Addresses LOS gaps for 2045 growth targets

Some projects enhance existing sites, while others expand the system by purchasing new properties or easements for trails. The projects are counted in **Exhibit 6.1**, and then described with greater detail in the project profiles. These projects are supported by the community, address gaps identified in the needs assessment, and improve Stevenson’s LOS metrics.



Exhibit 6.1: Proposed Capital Improvement Projects

								BUILD			ADD	RENOVATE, REPLACE, OR ENHANCE	
		Expand Trail Network	Add Core Amenities	Improve Existing System	Expands Walkshed Access	Neighborhood or Community Park	Add LOS Gaps for 2045 Targets	Purchase Land	Build on Existing Parcel	Purchase Easement	Add New Feature(s)	Specialized	Natural Features / Trails
1st Street Sidewalk Trail Connection	Trail	X					X				X		X
Stevenson Park Plaza	Special Use Site		X	X		X			X		X		
County Fairgrounds Kayak Launch	Community Park		X	X					X		X	X	
West Waterfront Trails	Trail	X					X			X			X
Gateway Landscape Improvements	Neighborhood Park			X					X		X		
Piper Road Trails	Trail	X			X		X	X					X
TOTAL		3	2	3	1	1	3	1	3	1	4	1	3

Capital Improvement Project Ranking Methodology

To determine which projects should be included as capital improvement projects, and how to rank them, the team considered four categories. The first category was community support, the second category was needs and gaps, the third category was existing investment, and the last category was community costs and benefits.

EXISTING INVESTMENT

The score for existing investment is based on the level of prior planning or investment of money, staff resources, or community groundwork that has already been contributed to the project. This also includes how advanced the project is on its path towards implementation. This category assumes that a project in progress has existing community support and investment, and/or stems from prior investment in a planning level analysis that justifies its advancement towards becoming a project. This category had an added influence on community support in that most existing projects were included in the public survey.

The other dimension to this category is time sensitivity. Time sensitivity recognizes the efficiencies gained by adding to an existing effort versus starting one from the beginning. Some of the proposed projects are prioritized based on the benefit a more immediate implementation would provide by leveraging existing efforts or progress currently in place. If those projects were not underway, the proposed project would not be as high of a priority.

NEEDS AND GAPS

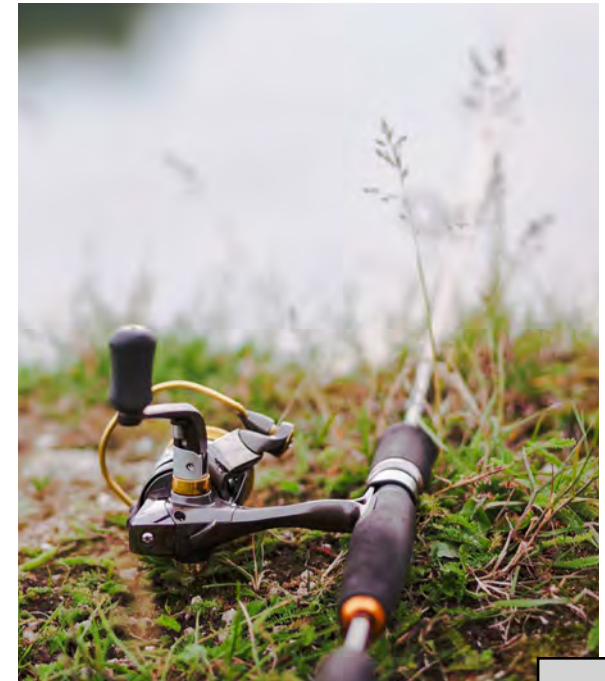
The second category was the degree to which the project addressed the plan's needs or gaps. The needs and gaps were identified in both the level of service analysis as well as the survey questions targeting amenity needs. These include a deficit in total trail length, as well as a need for wider park distribution and improvements to trail network connectivity. Gaps or needs for specific amenities or programs were determined based on community input. These included: playgrounds or general play spaces (such as a splash pad), bathrooms, non-motorized boat launches, and year-round use spaces, and space for more programs such as live music events.

COMMUNITY SUPPORT

Community support is represented by direct community comments, survey results, and whether the projects meet the plan mission, goals, objectives, and strategies that were created through community input. Community input had the overarching message to maintain and improve what the city already has, and to improve the experience of doing the activities the community loves most, in the places they love. While most of the support focused on existing spaces, there were still consistent requests for new amenities that would cater to different ages and abilities. The input has been distilled into four key priorities. The more priorities a project meets, the higher it scores.

Four Key Priorities

- **Walking and Trails.** The most popular activity is walking, with priorities for trail improvements or connections.
- **Water.** Connect to nature on the water, provide views of and access to the water. There was consistent priority given to projects on the water, and the parks and recreation areas the community loved most were along the water: at the Port waterfront, the County Fairgrounds, and Rock Creek.
- **Fix it Up.** Prioritize the improvement and upgrade of existing spaces and amenities as well as their routine maintenance and care.
- **Keep it Fresh.** A significant level of desire was still expressed for new amenities or program spaces (not currently existing) that serve a diverse population.

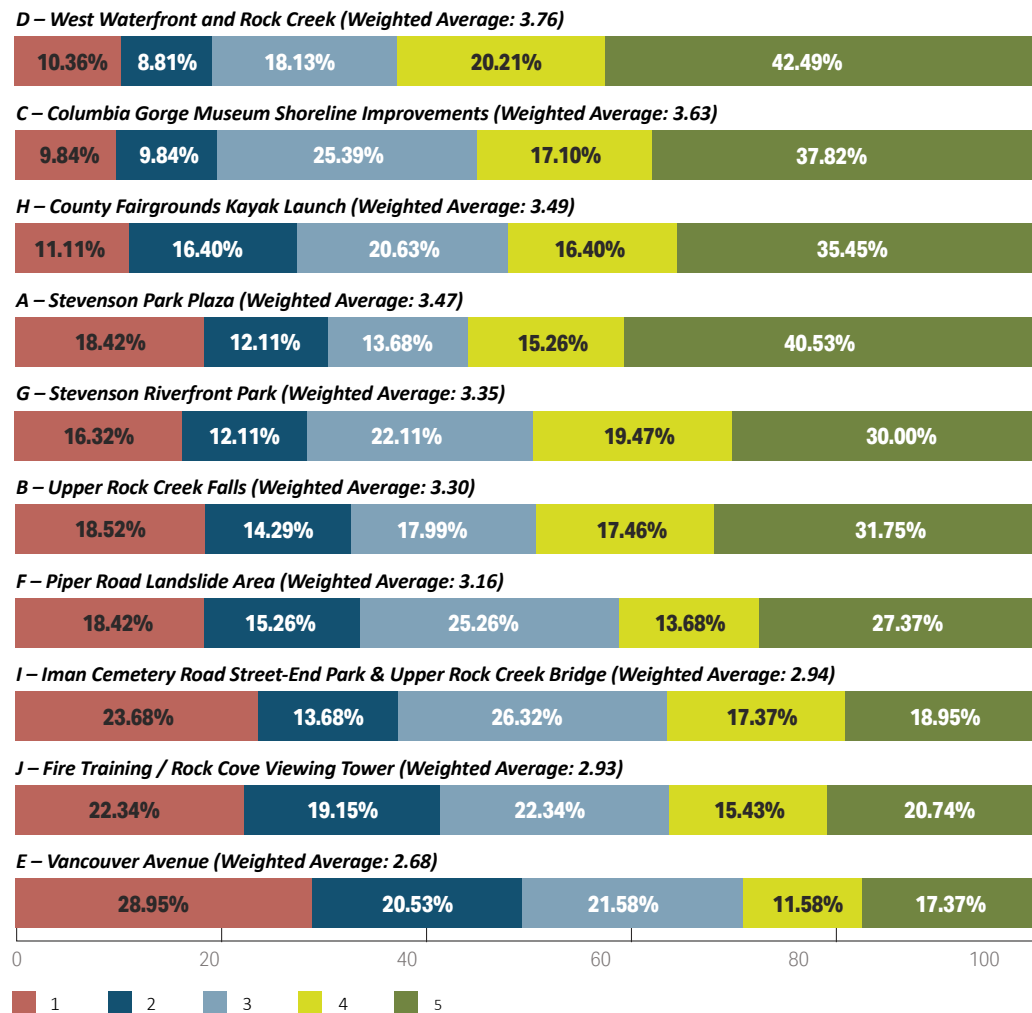




Four of the six projects were presented to the public in a community survey. The Gateway Landscape Improvements project emerged from stakeholder feedback conducted during project outreach and the stakeholder design charrette. The 1st Street sidewalk trail connection project developed as part of the Shoreline Public Access Plan, taking advantage of existing investments to the pedestrian network. Community members who took the online survey were asked to rank each project from 1 – 5, where 5 indicates the “best fit” for Stevenson. The results of this survey are presented in **Exhibit 6.2**. Projects that scored less than 3 were not prioritized (projects ‘I’, ‘J’, and ‘E’).

Exhibit 6.2: Community Survey Ratings of Park Project Proposals

Using a scale of 1 to 5 (where 5 indicates the best fit) please indicate how strongly each of these projects align with your needs and desire for local parks and recreation areas.



COMMUNITY COSTS AND BENEFITS

The last measure was that of community costs and benefits. This category was an evaluation that contrasted the perceived immediacy and directness of the benefit to the community, should the project be installed, weighed against the cost and maintenance investment that would result. This measure of benefit was based on how soon the project could be used by the public, how often the project could be used, how large the user group would be, and how diverse the user group would be. Project cost estimates and maintenance were then estimated for each project to represent costs. For benefit, projects that are expected to immediately serve a multitude of diverse users on a year-round basis would score highly, while projects that are building the foundation for future phases

of projects would score lower. For costs, projects that have a high investment and will result in a high level of maintenance and upkeep will score lower, while projects with a low investment and low or no maintenance will score higher.

CUMULATIVE SCORING FOR RANK

Exhibit 6.3 is a summary table of the scores and ranking based on the established methodology. An expanded description of each category for each project, as well as a more detailed cost break down is included in **Appendix C**.

Exhibit 6.3: Capital Improvement Project Scores and Ranking

CAPITAL IMPROVEMENT PROJECT NAME	PRIORITY	EXISTING INVESTMENT (HIGH 3, MEDIUM 2, LOW 1)	EXISTING INVESTMENT: TIME SENSITIVITY (YES 1, NO 0)	NEEDS AND GAPS (HIGH 3, MEDIUM 2, LOW 1)	COMMUNITY SUPPORT: FOUR KEY PRIORITIES	COMMUNITY COSTS (HIGH 1, MEDIUM 2, LOW 3)	COMMUNITY BENEFIT (HIGH 3, MEDIUM 2, LOW 1)	TOTAL
1ST STREET SIDEWALK TRAIL CONNECTION	1	3	1	2	2	3	2	13
STEVENSON PARK PLAZA (AT THE COURTHOUSE)	2	3	1	2	2	1	3	12
COUNTY FAIRGROUNDS KAYAK LAUNCH	3	1	0	2	3	3	3	12
WEST WATERFRONT TRAILS (PHASE 1)	4	1	0	3	3	3	1	11
GATEWAY LANDSCAPE IMPROVEMENTS	5	2	0	1	2	3	2	10
PIPER ROAD TRAILS (PHASE 1)	6	1	0	2	2	3	1	9

CAPITAL PROJECT 1:
**1ST STREET SIDEWALK
 TRAIL CONNECTION**

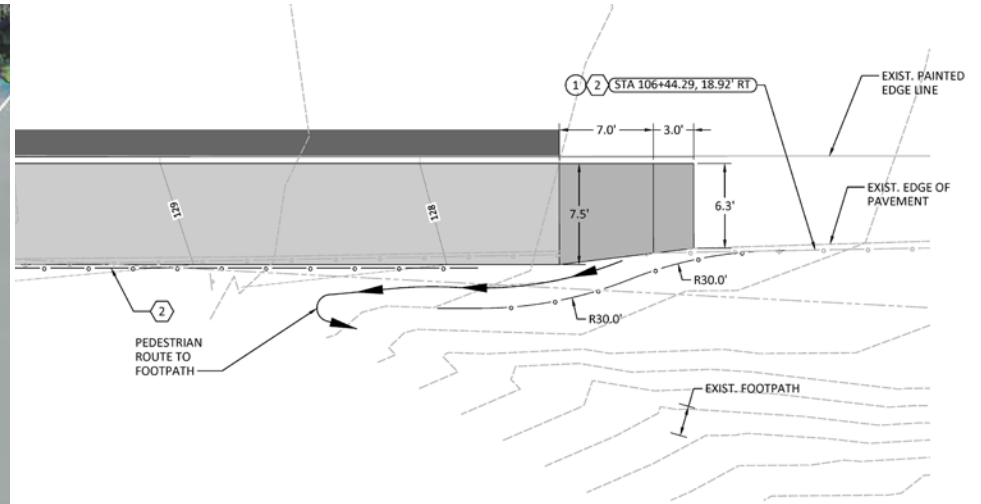
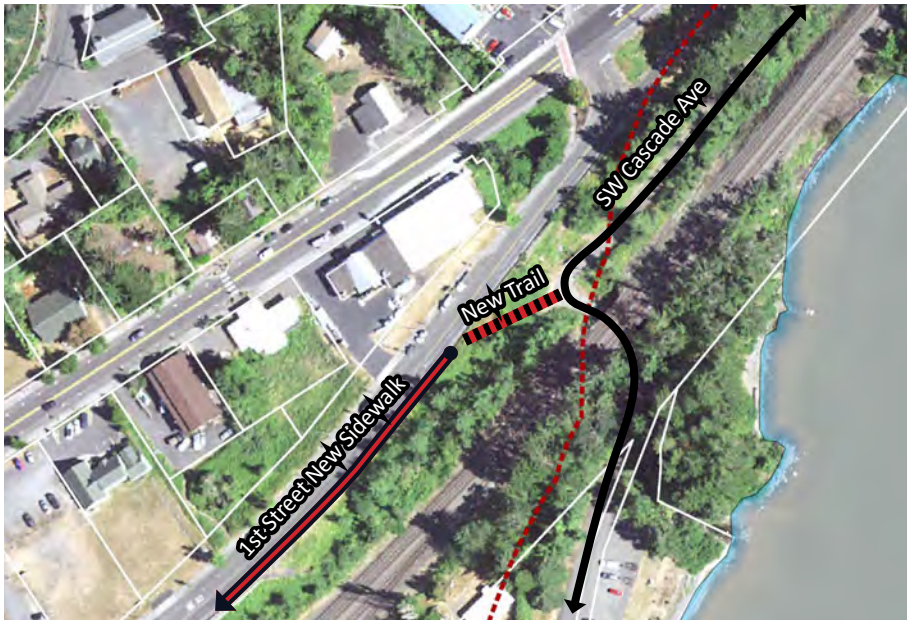


Exhibit 6.4: An excerpt from current draft plans by WSP USA acknowledge existing trailhead by allowing for a gap in the guardrail.

Description: The sidewalk expansion project has been under development since the creation of the city Comprehensive Plan in 2013. Studies and planning efforts discussed paving this trail segment in the future. The sidewalk project has been awarded funding and approved to move forward in the 2024 city budget. The current plan sidewalk expansion ends where this proposed trail would begin (see [Exhibit 6.4](#)). The project was also identified in the recent Public Shoreline Access Plan (2023) as a key link for pedestrians to access the east end of the waterfront safely. This project proposes to formalize a gravel footpath installed in 2018 with PCTA & WTA volunteers. This project was not included in the survey but leverages existing investment plans to improve waterfront access for the community.

- Existing Investment: Extensive coordination with WSDOT and over \$160,000 has been spent on design drawings for the sidewalk project. Another over \$800,000 has been approved to finish design and install the project this year, in 2024.
- Needs and Gaps: This project would add trail length and expand the network, as well as fill community identified gaps of safer water access.
- Community Support: This project supports the key priorities ‘Walking and trails’ and ‘Fix it up’.
- Costs and Benefits: The estimated cost to design and install this trail is \$18,000, assuming efficiencies by joining the existing effort. The benefit to walkers would be immediate, with minimal additional maintenance.

Justification: This project improves upon Stevenson’s existing pedestrian network and waterfront parks. The proposal is to join the newly extended 1st Street sidewalk to a trail leading to the eastern waterfront. This is a low-cost opportunity to leverage existing investments and add another point of connection to the waterfront.

CAPITAL PROJECT 2: STEVENSON PARK PLAZA



Exhibit 6.5: Design concept ‘Looking Towards the Future’ created by Rock Cove Design that was shared in the public survey.

Description: Today, the Skamania County Courthouse sits on a 1.07-acre site that is primarily open lawn, with some benches and picnic tables. The lawn slopes down starting level with the building but is above and separated by grade from the sidewalk level. The benches and tables are at sidewalk level. This site is walkable to Stevenson’s waterfront and central business district. This central park space is frequently used for community events and gathering.

Since the city kicked off the construction document phase for this project in 2023, the original concept created in 2016, and shown in **Exhibit 6.5**, has been modified to meet construction cost targets. However the goals of the project remain constant: to develop the site into an attractive park to act as a central gathering space in the city. Desired features include a water play feature, event space, seating, and a restroom.

- Existing Investment: Concept design development in 2016, \$275,000 investment in design fee for construction documentation in 2023-2024.
- Needs and Gaps: This project proposes the addition of community identified gaps in amenities, and provides space for programming.
- Community Support: Two key priorities are represented. ‘Fix it Up’, improving an existing space, and ‘Keep it Fresh’, providing new amenities that serve a more diverse community. Survey Ranking: #4
- Costs and Benefits: Estimated construction cost is \$3.2 million development, and a significant increase and diversification of future maintenance demands from city staff.

Justification: This project proposal received strong community support and aligns with the engagement findings that residents wish to continue improvements upon existing community assets. The Stevenson Park Plaza would transform an existing space from an open lawn into an engaging park, with unique features and amenities. The space connects nicely to Stevenson’s business district and waterfront park space. It could host public events with high community support, such as concerts and holiday celebrations. Programs could be hosted year-round and serve both locals and tourists alike. The water feature and other elements would serve also as informal play features for children of all ages.



Image: Community members gather on the lawn for the annual performance by the high school band.



Exhibit 6.6: Design concept ‘Community Terraces’ created by Understory Landscape Architecture, is one of three updated plaza design options presented to the community in a recent survey in December 2024.

CAPITAL PROJECT 3: COUNTY FAIRGROUNDS KAYAK LAUNCH



Description: This project would implement a formalized hand-carry boat launch and boat wash station along the shoreline at the fairgrounds, including shoreline restoration. For many years there has been public demand for a kayak launch on Rock Cove. The 2023 Public Shoreline Access Plan identified this as a project based on community input and the degraded condition of the shoreline from trampling and informal launching due to the lack of a formal facility.

- Existing investment: Relationship building and discussions with the county have been cultivated recently, beginning with the Public Shoreline Access Plan outreach process.
- Needs and Gaps: Improves existing system. Increase shoreline access. Community identified gap in need for specific amenities and programs: non-motorized boat launch.

- Community Support: This project represents ‘Water’, ‘Fix it Up’, and ‘Keep it Fresh’. It’s survey Ranking was #3.
- Costs and Benefits: The estimated cost for design, permitting and installation is \$107,000, however the city proposes to match funding by providing half this amount, \$53,000. The benefit would be immediate, year-round, and for a diverse community group. There would be no maintenance impacts for the city.

Justification: These improvements received high community support on the project survey. The result would be stronger waterfront connection and an improved experience for locals, visitors and event attendees. This project addresses the request to continue improving the existing parks system and would leverage shared investments and cross-agency collaboration promoted throughout this plan.



CAPITAL PROJECT 4: WEST WATERFRONT TRAIL: PHASE 1



Exhibit 6.7: Design concept of trails and shoreline access from the Public Shoreline Access Plan 2023.

Description: Phase one of this project seeks to take advantage of an opportunity to be a part of the future vision in this space by investing in public easements that would provide water access to the community. The city would purchase easements around the parcel perimeter including the future potential for public water access to Rock Creek and Rock Cove in a future phase of the project. The easement would be purchased from a private landowner. Future phases would include the build out of a permanent paved trail and formalized water access. The project would add 400 LF of trail. The cost estimate represents the purchase of two easement segments in this first phase, with a longer-term vision of adding the trail and water access in coordination with the development of the property.

- Existing Investment: Schematic plans to develop the private land at the west end of the waterfront have been explored in recent years with a focus on high-density residential development (Downtown Plan for Success! Adopted October 2022). The recent Public Shoreline Access Plan (2023) provided an evaluation by an assessor of the potential easements.
- Needs and Gaps: Future phases would add trail length and expand the network, as well as fill community identified gaps of safe water access.
- Community Support: Three key priorities are represented. ‘Walking and Trails’, ‘Water’, and ‘Keep it Fresh’. Survey Ranking: #1
- Costs and Benefits: Phase one of this project requires minimal maintenance, but the initial cost estimate to purchase the easements is on the high end at \$585,000. The benefit to the community is not immediate.

Justification: This project proposal received the strongest community support on the public survey. It expands the City’s trail network and adds public access to the waterfront. Waterfront activities rank highly in Stevenson. The overall cost and maintenance needs of this project are low and the result offers positive community benefit.

CAPITAL PROJECT 5: GATEWAY LANDSCAPE IMPROVEMENTS



Image: A rendering of the east couplet imagines a new style and landscape at the city gateways.

Description: This project would enhance the landscaping at three locations: Gateway Park, and the east and west end couplets of Highway 14. Landscape improvements would focus on local and low-maintenance plantings, with wayfinding and a parks system kiosk located at Gateway Park. As a part of this effort, a landscape plant palette and character would be developed to be repeated throughout the city as a unifying aesthetic. In addition to planting improvements, these spaces offer a unique setting to highlight local public art integrated into the landscape.

- **Existing Investment:** The idea for an informational kiosk at Gateway Park was proposed in the city's Wayfinding Master Plan, dated 2012. Both couplets have within them or nearby 'Entering Stevenson' type signage, and some degree of landscaping or decorative lighting.



Image: A rendering of Gateway Park depicts a new aesthetic and maintenance standard at the city gateways.

- **Needs and Gaps:** This project represents both 'Fix it Up' and 'Keep it Fresh' by improving existing spaces and adding new elements to them.
- **Community Support:** This project was not surveyed, but the desire for a more distinct gateway experience along SR-14 at each end of town was recorded in all community outreach methods.
- **Costs and Benefits:** The cost to implement this project is moderate at \$68,800. This may also require additional coordination with WSDOT. The affect on maintenance would not be significant when measuring total hours, however, the type of maintenance would be more diverse and more specialized. Training and equipment may be required. The benefit would be immediate and visually pleasing to residents and visitors looking for signs of more highly maintained spaces.



Image: A rendering of the west couplet reimagines the sense of arrival using natural elements and public art at the city gateways.

Justification: This project improves upon Stevenson's existing park network, turning Gateway Park into an identifiable gateway into town, celebrating Stevenson's natural setting, history and culture through public art and signage. The proposed concept emerged from stakeholder discussions in the design charrette, reflecting support from individuals with strong connections to the park network in Stevenson. It also addresses the public support for improving maintenance by developing a landscape that can be used by staff to develop maintenance techniques and explore lower maintenance practices in a small area.

CAPITAL PROJECT 6: PIPER ROAD TRAIL



Description: This project involves the purchase of easement agreements from a private landowner in the area affected by the landslide in 2007. The purchase of the easements would allow for the development of pedestrian trails, providing the public visual and potentially physical access to Rock Creek Lower Falls. This project was initiated during the development of the Shoreline Public Access Plan as an option to provide public access (visual and potentially physically) to Rock Creek and one of the waterfalls.

- **Existing Investment:** The Public Shoreline Access Plan included the investment in an official assessor report that evaluated the cost estimate to purchase easements on this property for this project.

- **Needs and Gaps:** This project represents ‘Walking and Trails’, and ‘Water’. It expands the existing trail network and park access walkshed.
- **Community Support:** The community desire a public option to access Rock Creek. The project survey Ranking was #7.
- **Costs and Benefits:** The estimated cost to both purchase an easement as well as finance the development of design documents advanced enough to be used for a grant application is \$106,000. The benefit would not be immediate. Once a trail is eventually installed the city would maintain it.

Justification: This project adds to Stevenson’s trail network and addresses the lack of walkable park space in northern parts of the city, as well as lack of public access to Rock Creek. The private landowner has expressed initial willingness to participate in the agreement if the City pursues.

CAPITAL IMPROVEMENT PLAN (CIP) COST SUMMARY

The CIP focuses on a 6-year horizon for implementation of proposed park improvements. The six projects selected for prioritization in this time horizon are detailed in the project profile section above. These projects received strong community support, address needs and gaps in the existing system, and have some existing momentum and promise that they could be achieved in a shorter timeframe.

A total of \$3,808,146 across six years is needed to complete these projects. The result would be the creation of a new community park (on an existing site), the addition of three new trails, two additional waterfront access sites, and improvements to the city gateways including one of the City’s existing neighborhood parks. Half of the estimated \$107,000 for the County Fairgrounds Kayak Launch project is included in this estimate with the assumption of a match-fund approach, but no formal agreement is in place.

Exhibit 6.8: Cost Estimates for Project Proposals in 6-year Implementation Plan

PROJECTS	2025-2030 EXPENDITURES
1st Street Sidewalk Trail Connection	\$55,000
Stevenson Park Plaza	\$3,200,000
County Fairgrounds Kayak Launch	\$53,500
West Waterfront Trails	\$585,000
Gateway Landscape Improvements	\$68,800
Piper Road Trails	\$105,673
	\$3,808,146



MAINTENANCE AND OPERATIONS

Currently, Stevenson maintains five physical spaces; three neighborhood parks Gateway, Walnut, and Gropper Loop, and two large landscape medians, the West End Couplet and the East End Couplet. These spaces total 16,200 square feet and cost about \$100,000 annually to maintain. This accounts for about 7% of the current General Fund budget in Stevenson. A consistent theme during outreach for this project was the desire for improved maintenance of existing park spaces.

The ‘Improvements on Existing’ in [Exhibit 6.9](#) details a maintenance schedule that could improve site conditions by doubling waste removal and integrating more landscaping services such as weed removal and landscaping services, including seasonal displays of flowering plants. Implementing this maintenance plan would increase annual costs by 9%. This would take maintenance costs from 7% of the 2023 General Fund total to 8%.

The right-hand column in [Exhibit 6.9](#) builds upon the improved maintenance to the current system plan, adding anticipated maintenance to the sites proposed in the 6-year CIP. These projects, if completed, would introduce some new categories such as bathrooms and splash pad maintenance. In total, the changes increase the maintenance budget by 27% over the existing. This would increase the maintenance fund to 10% of the 2023 General Fund budget.

Exhibit 6.9: Proposed Changes for Improved Maintenance of Existing Parks Network.

TASKS	HOURS (ANNUAL)	IMPROVEMENTS ON EXISTING	IMPROVEMENTS + CIP PROJECTS
Waste Removal	52	104	200
Christmas décor	300	300	350
Tree planting	100	100	100
Tree trimming/limbing	300	300	300
Mowing/Brush Removal	800	800	400
Irrigation repair	2	2	2
Fountain maintenance	10	10	10
Bathroom maintenance			500
Splash Pad Maintenance			100
Weed Removal/Landscaping		100	170
Total Hours	1,564	1,716	2,132
ESTIMATED COST	\$100,000	\$109,719	247,719



Cascade boat launch

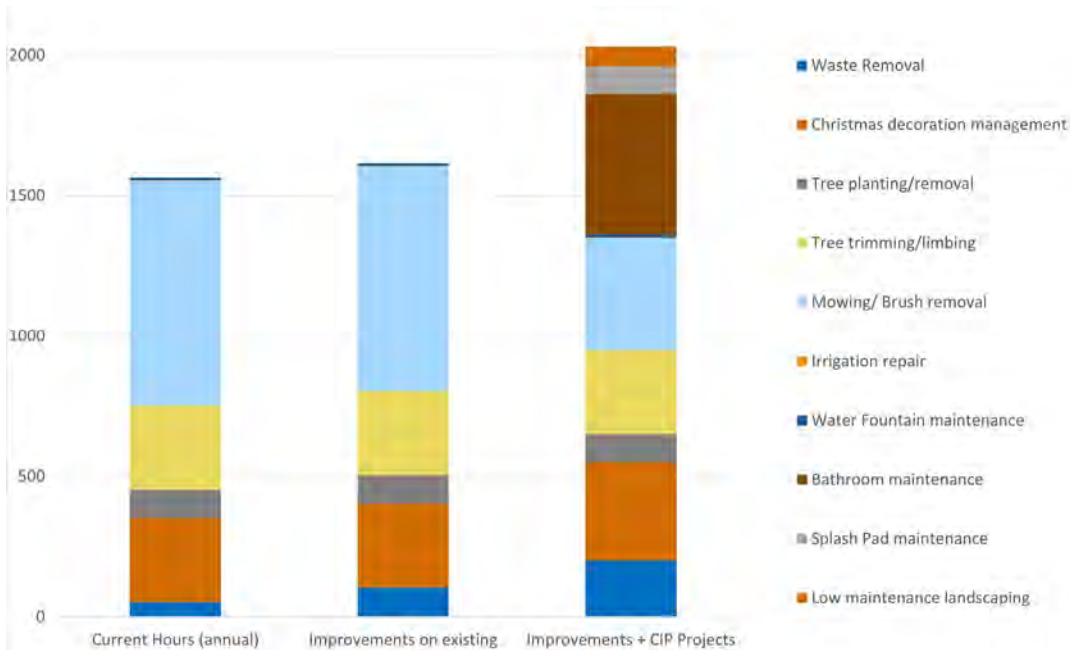


Exhibit 6.10: Projected Maintenance Budget Scenarios. Sources: City of Stevenson, 2023 for current conditions; DCG/Watershed, 2024 for estimated changes; Seva Workshop, 2024.

The weed removal/landscaping estimates assume City maintenance staff install seasons displays in existing parks or streetscapes. These will be rotated four times a year and areas will be weeded every two months. Soil will be amended and mulched every two years. New proposed projects will convert lawn to planting to achieve lowered mowing hours.

In general the proposed changes to maintenance may not greatly increase the city’s need to increase their annual commitment in spending, they do however propose to diversify the type of maintenance activities that would be needed to be performed by city maintenance staff. Currently the majority of time is spent mowing. A more diversified approach to maintenance may require additional training and equipment needs.

PLANNING PROPOSALS: 20-YEAR HORIZON

This section summarizes potential planning and feasibility projects for Stevenson to consider for the expansion and improvement of its parks system. These are called planning projects because they represent park project ideas in an early stage of exploration. More time needs to be spent considering each of these projects before a capital project could be created. Recommendations on how to address the needs identified related to Operations and Maintenance and Organization and Communication are described in the lists of strategies in Chapter 5. The descriptions below will include Amenity Focused Projects which consider different approaches to how to create a new project that includes the select amenity that was prioritized by the public. Master Plan projects similarly describe recommendations to move forward longer-term projects that were identified as a priority by the public.

AMENITY FOCUSED PROJECTS

Goal 4 articulates among other things the desire for amenities or facilities that meet diverse community needs. Specific park features were repeatedly requested during the public outreach process without association to any specific location. These requests were supported by the inventory which reflected an absence of these features. The following project pages describe each amenity or feature and provide possible options for how the city may move the project forward. Projects are numbered AP.1 through AP.12.

The project descriptions will use the following format:

APPROACH (1-3):

(Description).

Capital Cost: Low (\$ - \$\$),

Mid (\$\$ - \$\$\$), High (\$\$\$+);

Administrative Commitment:

Low (0-.01 FTE), Mid (0.01-0.05 FTE),

High (0.05-0.5 FTE)





Image Credit ©Earthscape

NEED:

Playground: AP.1

AMENITIES:

- Universal / accessible play equipment
- Nature Play
- Support broad age range

OBJECTIVES:

- 4.5
- 4.6

APPROACH 1:

The city partners with the School District to fund and create a playground master plan to replace the aging elementary school playground. The playground design could be expanded to meet city identified needs beyond the school needs. The city could expand the funding available beyond what the school district could have secured on its own.

Capital Cost: Low; Administrative Commitment: High

APPROACH 2:

The city partners with the Downtown Association to fund and create a playground master plan. The goal would be to pursue a public-private partnership with a downtown developer to provide a public amenity to the city. In return the city could provide funding, incentives or allowances to compensate the developer.

Capital Cost: Low; Administrative Commitment: High

APPROACH 3:

The city includes a playground as one of the primary amenities driving a future acquisition if/ when they develop an acquisition/disposal plan. The goal of providing a playground will influence the size, location, and features of a future acquisition.

Capital Cost: High; Administrative Commitment: High



NEED:

Dog Park: AP.2

AMENITIES:

- Dog-friendly
- Family friendly
- Flexible and natural space
- Easy to get to
- Benches and trash cans

OBJECTIVES:

- 4.1
- 4.2
- 4.3

APPROACH 1:

The city works with the Downtown association to identify a developer who owns vacant land and is willing to partner with the city to create a temporary dog park location. The city and Downtown association can partner to fund construction and maintenance. The city can work with the developer to identify incentives to use the land. The otherwise vacant space is now activated for both tourists and locals.

Capital Cost: Mid; Administrative Commitment: High

APPROACH 2:

The city includes a dog park as one of the primary amenities driving a future acquisition if/when they develop an acquisition/disposal plan. The goal of providing a dog park will influence the size, location, and features of a future acquisition.

Capital Cost: High; Administrative Commitment: High

APPROACH 3:

The city can work with Advisory Committee members to explore options to add a dog park to an existing park or publically accessible space. The city can offer to support the project though matching funding and/or maintenance support. The project design would be led by the landowner.

Capital Cost: Mid; Administrative Commitment: Mid



NEED:

Trail Connections: AP.3

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.1
- 3.2
- 4.8

APPROACH 1:

Move forward the proposed Rock Creek Drive streetscape improvements to connect downtown to county fairgrounds as proposed in project SA.1 in the Shoreline Public Access Plan (2023). The project could be timed with utility improvements or commence independently. Any landscape palette developed from the Gateway Landscape Improvements project could be extended to the plant median on this street.

Capital Cost: High; Administrative Commitment: High

APPROACH 2:

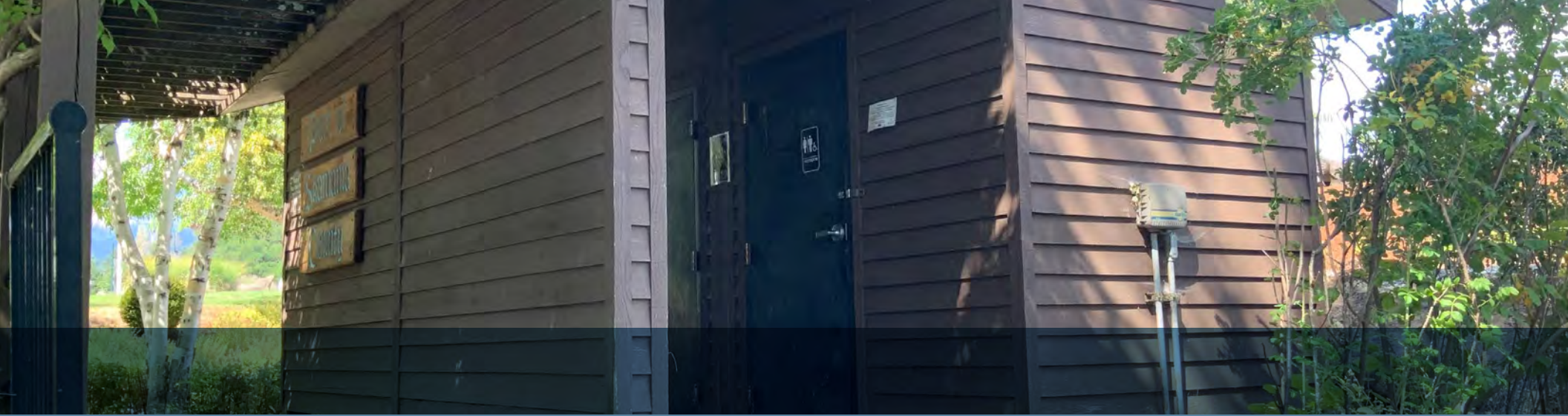
If/when the city develops a policy for pursuing acquisitions, create a plan and approach for delegated staff to monitor purchase opportunities and outreach to landowners in areas where there are gaps between existing trails. Consider acquisition or purchase of easements to prioritize connecting and extending existing trails.

Capital Cost: TBD; Administrative Commitment: High

APPROACH 3:

Work with county to provide safe and well-maintained access to Upper Rock Creek. The county owns a large area of land north of the creek near the falls. Explore opportunities to partner with the county or purchase easements to develop safe public trail access to the creek.

Capital Cost: TBD; Administrative Commitment: High



NEED:

Bathrooms

AP.4

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.3
- 4.4

APPROACH 1:

Provide a public restroom facility in conjunction with the proposed improvements at the Park Plaza project.

Capital Cost: High; Administrative Commitment: Low

APPROACH 2:

Partner with Advisory Board members to explore opportunities to expand existing restroom facilities. Work with partners to increase access to, awareness of, and accessible features of existing infrastructure.

Capital Cost: High; Administrative Commitment: High

APPROACH 3:

As potential projects arise over the next twenty years, analyze whether each opportunity should include a bathroom based on location and proximity to other bathrooms. For trail projects that will serve both locals and tourists, consider the seasonal use of a portable toilet if the trail is in a residential area (for example if a trail to Upper Rock Creek is developed).

Capital Cost: High; Administrative Commitment: High



NEED:

Shoreline Improvements: AP.5

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.2
- 4.8

APPROACH 1:

Support and encourage the development of plans to add water access and a dock at the Columbia Gorge Museum shoreline. The city could support a museum led project through matching grants or fund matching for the capitol project components.

Capital Cost: Low; Administrative Commitment: High

APPROACH 2:

Prioritize water access opportunities that arise with future park projects. For example, for the west waterfront trail project, the city should explore options for creating safe visual or physical shoreline access in phase two.

Capital Cost: Low; Administrative Commitment: High

APPROACH 3:

Continue to explore with the community any opportunities to develop the city-owned Vancouver Avenue property located adjacent to Rock Creek. Identify why the community response has been lackluster and whether an alternative approach would be more successful, or if not, whether the property could be considered for a disposal plan.

Capital Cost: Low; Administrative Commitment: High

ADDITIONAL AMENITY PROJECTS

Other preferences emerged from the public outreach efforts. While they did not make it into the 6-year CIP, it is good to be aware of these preferences for future plan updates, or if applicable grant funding is available. They include:

- AP.6: Improve access to community pool.
- AP.7: Add shade, through trees or structures, to parks.
- AP.8: Increase indoor recreation opportunities.
- AP.9: Create a safe swim beach.
- AP.10: Provide year-round flexible spaces for programs serving both locals and tourists.
- AP.11: Preserve the experience of quiet and views of natural scenery in parks.
- AP.12: Add exercise equipment to parks or trails.



PARK PLANNING ACTIVITIES

Several park planning activities were identified during the plan creation process. These planning activities are recommended to provide the information necessary to take the next steps in developing future parks and facilities. Planning projects are labeled PP.1 through PP.10.

- PP.1: Skate Park – a need for a skate park was expressed. It was also reported that a skate park is expected to be built in North Bonneville.
 - Once built, conduct a survey to see if a new skate park is still desired, or if the skate park in North Bonneville meets the community’s current needs.
 - If not built, then add to list of future desired capital projects.
- PP.2: Access to Upper Rock Creek – continue conversations with the county, or explore feasibility of acquisition of land to provide safe access to Upper Rock creek.
- PP.3: Identify locations for future parks in underserved and UGA areas to fill park system gaps.
- PP.4: Community Center – investigate options to provide a community center. Explore how existing facilities could be better connected to serve the functions of a community center. Alternatively, research what factors or requirements would need to be met to consider a larger capital improvement project to build a new community center. A new or restored building, such as the Grange building, might replace other aging facilities and physically centralize indoor recreation and gathering spaces.
- PP.5: Develop water trail master plan with the Columbia Gorge Museum. Continue conversations with the museum to explore ideas for providing more water focused amenities to the public including shoreline access and upland amenities that would support a water trail.
- PP.6: Develop master plan for Gropper Loop Park; engage local neighborhood.
- PP.7: Develop a master plan for Walnut Park.
- PP.8: Develop a master plan for the County Fairgrounds.
- PP.9: Develop a public art plan. Inventory areas that could host art installations, form an art advisory council, engage the public and create a plan.
- PP.10: Create a community-wide comprehensive trail, streetscape and utility improvement plan.

ACQUISITION STRATEGY

Over the next two decades, the City may want to proactively pursue property purchase to expand its parks network along with population growth. To achieve LOS targets for 2045, another 9.0-acres of park space and 6.45 linear miles of trails need to be added. The existing list of potential projects includes several acquisition and easement purchase agreements:

- West Waterfront trail easement
- Piper Road trail easement
- Upper Rock Creek Falls park site

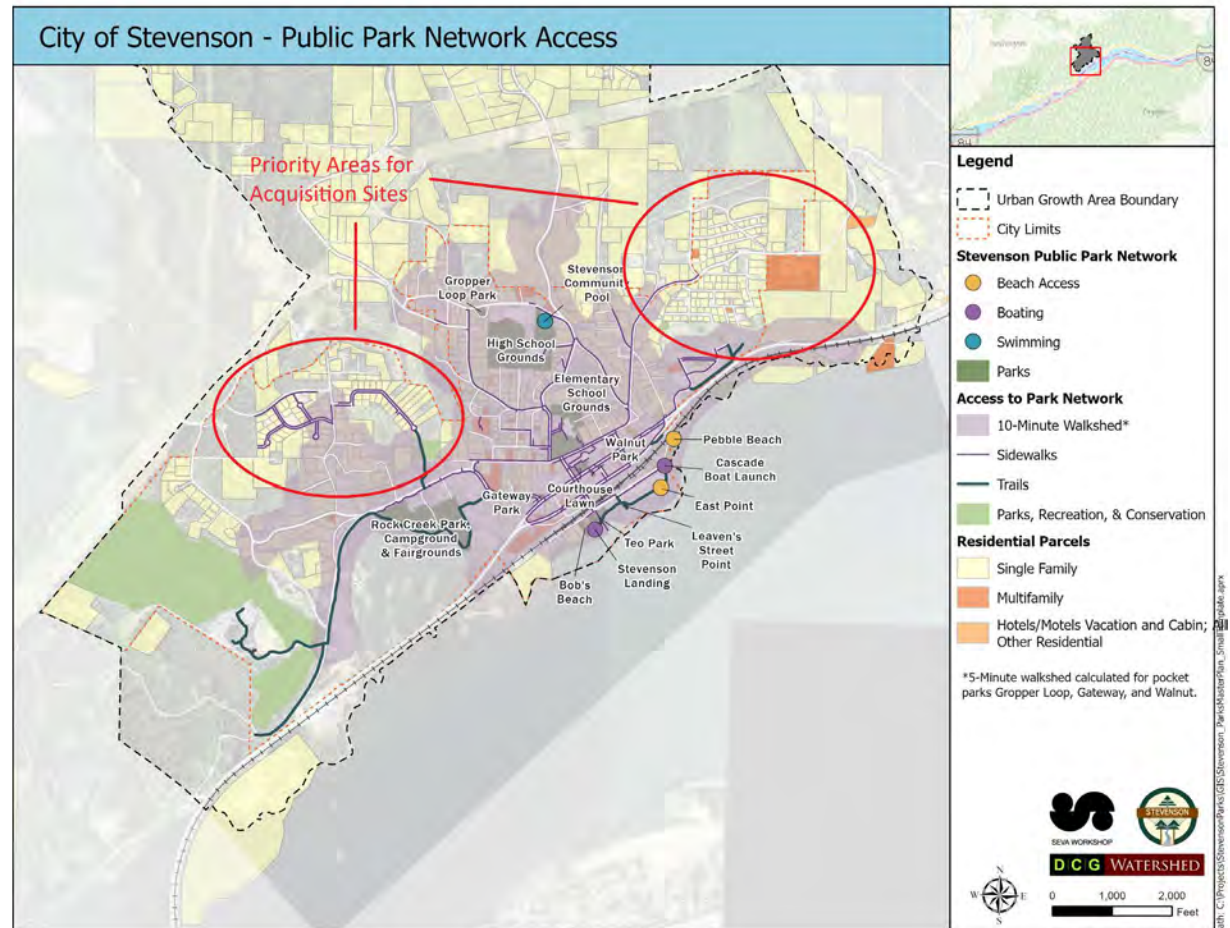
Other opportunities for acquisition could follow these strategic guidelines:

1. Continuing to purchase easements for trail development, particularly when segments can connect with existing pedestrian networks or other trails.
2. Explore neighborhood park opportunities, particularly in areas with residential parcels outside the existing walkshed. See map in [Exhibit 6.11](#).
3. If Stevenson considers annexation of any areas in its UGA, it is likely that additional park space for these residential areas would be an important consideration.

The current cost of land acquisition in Stevenson varies widely across the community, depending on location, zoning, and other features. Ranges from \$5- \$25 per square foot could be expected within residential areas.¹ To acquire 9-acres, a range from \$2- \$10 million might be anticipated for budgeting purposes. Existing easement

agreements greatly range from \$25,000 per linear mile of trail in non-developable sites to \$2.5M per linear mile of trail in more highly desired commercial or shoreline areas. An additional 6.45 linear miles of trail, if not part of acquired park land, could range from \$160K to over \$2M.

Exhibit 6.11: Stevenson Park Network Access Map



Sources: Skamania County Assessorm 2023; Seva Workshop, 2024

¹ - Estimate based on Redfin property sales, January 2024

FUNDING OPPORTUNITIES

In Stevenson, the existing capital improvement fund uses a real estate excise tax (REET) as its primary source to fund construction of major capital facilities. Revenue varies from year to year, but in 2021 the REET generated \$53,950.² There is, however, competition from a range of projects intended to benefit from this fund. In 2022, other projects supported by this fund included the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project, and the Joint Emergency Facilities project.

Intergovernmental Grants are another important way to identify funding for capital projects. In 2024, Stevenson is anticipating receiving \$382,252 from a combination of the Department of Commerce and a transfer from the Tourism Fund. The hope is that this cash infusion can create a ‘shovel ready’ project by the end of the year.³ Additional state and federal grant programs could provide funding to support the feasibility of the PROS Plan implementation. These sources are competitive, however, and many of the grants require matching funds or are restricted to specific types of expenditures.

With an adopted PROS Plan, the City is eligible to submit grant applications to the Washington Recreation and Conservation (RCO) Office. There are many different grant programs to consider, with some of the largest being the Land and Water Conservation Fund (LWCF) and Washington Wildlife and Recreation Program (WWRP-Recreation).⁴ The adoption of this plan will help Stevenson qualify for many more state recreation resources.

Development agreements are an important tool for ensuring that new residential development considers the open space needs of its future residents. With these agreements, master planned developments must provide a designated ratio of park space to households. This is an impactful way for additional park space to be provided without direct City financing resources being required. However, the resulting park space is often managed by a private homeowners association (HOA) and access is restricted to residents of the community.

Additional Funding Options and Opportunities

- Enhanced local funding
 - Create a Parks and Recreation Bond
- Volunteer Efforts and Donations – Volunteers can be quite effective in terms of contributing cash, materials and labor. City may need to update their policy to support additional options for sponsorships and donations.
- Public-private partnership
 - Explore revenue sharing agreements with concessionaires and vendors at parks and recreation facilities. Revenue can be used to pay for capital improvements.
 - Explore corporate sponsorships, health organization grants and conservation stewardship programs.
- Explore formation of a Park District – A junior taxing district formed for the purpose of providing permanent dedicated parks, recreation, and open space funding. May be within the City or also include areas outside the City.



2 - 2022 Stevenson Budget Document

3 - Stevenson Budget Book 2024

4 - <https://rco.wa.gov/recreation-and-conservation-office-grants/find-a-grant/>



Appendix A

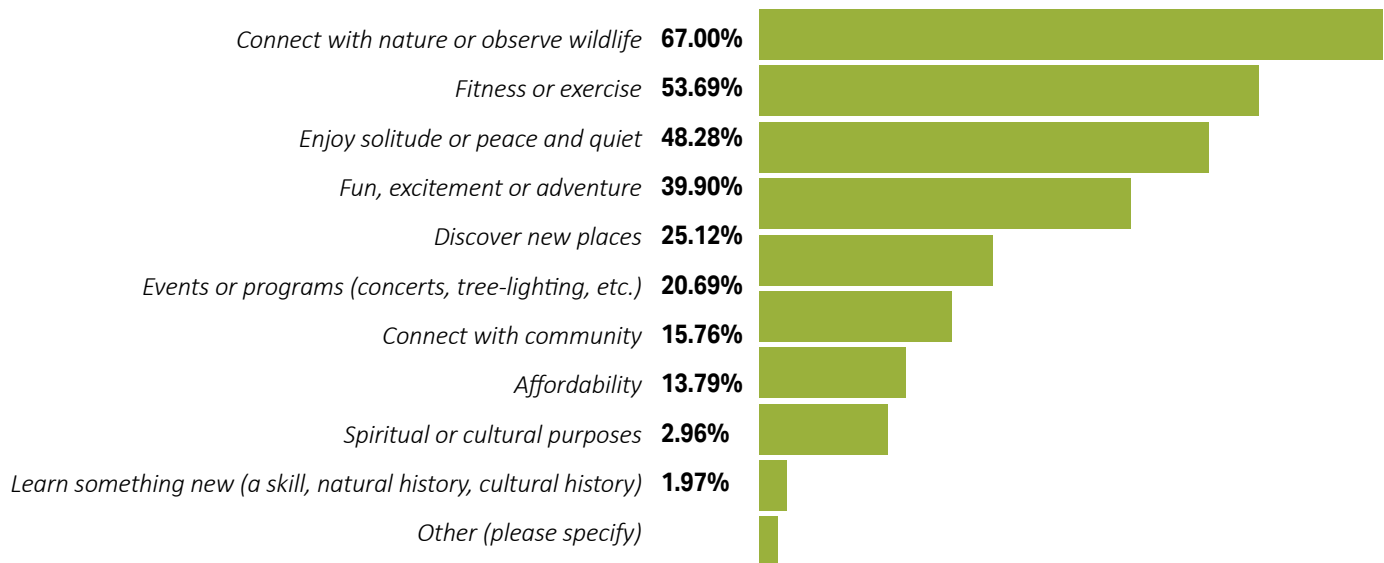
Public Outreach Summaries

Online Public Survey Responses
Stakeholder Interview Summaries
Advisory Committee Meeting Summaries
Surveys by Others

QUESTION 1 - 203 Responses

What are the three most important reasons why you spend time outdoors?

ANSWERS:	ANSWER CHOICES
Hunting/fishing	Connect w/ nature
Pickleball	Fitness/exercise
My son loves playing outdoors	Fun
Pickleball	Fitness/exercise
work in my yard/garden	both connect w/ nature & solitude
To get away from people, don't ruin it here by bringing in more people	Solitude
Because the outdoors is my favorite place! :)	Fun
My toddler loves being outside as well	Fun
Entertaining my children	Fun
Walk my dogs	Fitness/exercise
Teen events	Events or programs
exercise the dog	Fitness/exercise
Dog park	Fitness/exercise
Be away from people	Solitude

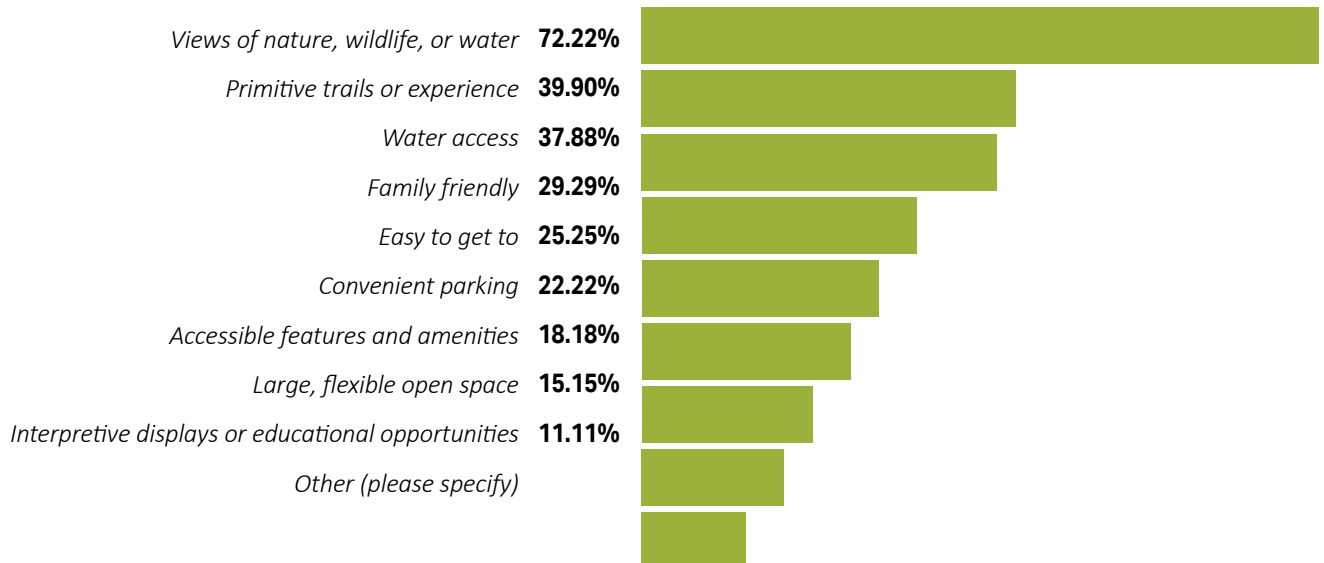


QUESTION 1 - 198 Responses

What do you look for in local facilities or recreation areas when choosing a place to spend time outdoors? Choose up to three.

ANSWERS:

Safe for walking and biking	Dog friendly
Somewhere not overrun by people	Dog friendly for off leash play
Less crowded.	Bikeable
no people	Wherever the least amount of people are
Pickleball would be great!	Dog/family friendly, respect for native wildlife and plants
Pickleball at least six courts	Covered recreational area for bikes, skateboards, etc
Whether it seems inviting, not a lot of pavement/concrete roads, walkways, and buildings; not near highways and noise	Dog park
Quit bringing people here	Events open to all abilities
Hiking	Free
safety	Dog friendly
Ones that have not been advertised as portlands playground and are not being ruined by people from out of town	Outdoor sculptures that you come across on walks.
safe parking sadly so many hiking areas in the gorge I won't go any more fear to come back to broken windows	No people, their spare change tourism isn't worth their presence.
Solitude	Trout fishing
Highly walkable	

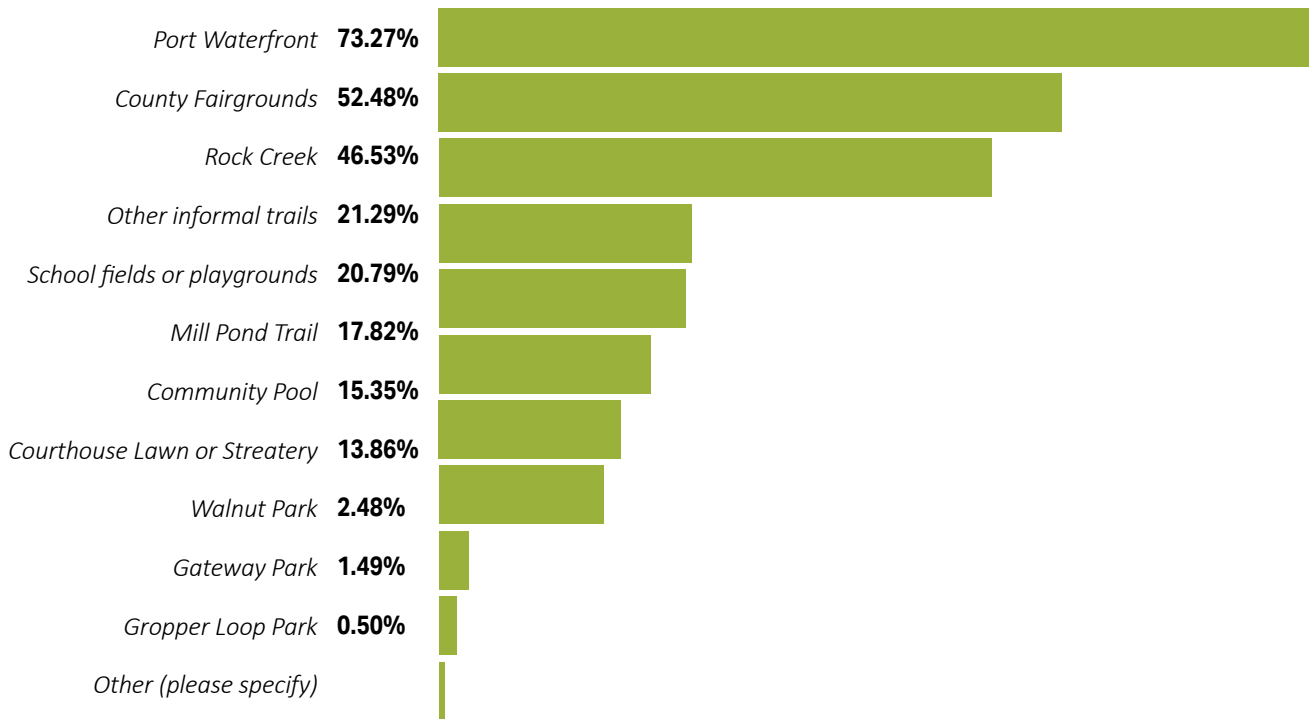


QUESTION 3 - 202 Responses

Which local recreational areas do you visit the most? Choose up to three.

ANSWERS:

Ash lake road
Bobs Beach
Museum
Trails around the lodge, trail to 40 foot falls, trail from the boat launch heading east to the bluffs along the railroad and Columbia river. trail behind the cemetery
Tennis courts and the fairgrounds pickleball area
Rock Cove
Pickleball Courts at Stevenson High School
Skamania Lodge trails since they are unpaved
Skamania lodge trails
strawberry island
PCT trailheads and Hamilton Island rec area
Beacon Rock State Park and Strawberry Island
More walkable trails!
Forest roads
Kite beach
North Bonneville trails
North Bonneville bike trails



QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected in Question 3?

ANSWERS:

Eat a meal, kill time when waiting for an appointment. County Fair.
exercise or watersports
Hike/walk
Enjoy what the area has to offer
Access playground equipment for my son, take pictures with mountains/water backdrop, look at birds & parasailing
walk around
County fair, sport events
Go on walks, attend the fair and other events, and look at nature.
Run, socialize, concerts.
Watch sports/school events, spend time with family
Hike/walk
Swim, breathe, paddle board, relax
Fair and blue festival
Walk
Paddle boarding jogging
Hang out with friends and family
Join a event,...enjoying a peaceful moment at waterfront...socializing/eating at eatery
Walk the dog, and exercise
Walk the dog and get exercise myself
Swim, walk
Photos
Walk
Walk
Walk/run and let my kids play in the water and at the playground d
Walk either alone or with the dog, visit with others out and about.
Would like to sit and look at the water we like to go for a walk
Exercise or picnic
Play with kiddos
Hike and hangout
Hike, observe wildlife
community events, bike ride, walk
Hike with my dogs
Hiking, Walking, Sporting events, Swimming at the pool. Concerts, Water play
Run, walk, launch canoes or kayaks
Walk
Walk dogs. Swim.
Walk the dog, swim at times, walk with family/friends that are visiting
Paddle
hiking, bike riding, entertainment & events
Spend time with family and friends
Generally looking for water access.
Walk
Walk
Walk/hike/run, observe and enjoy nature, spend time with others who feel the same
Walk, enjoy the sights, and participate in community events.
Attend events
Play pickleball! We could use more real courts. The people in Stevenson deserve and need some indoor dedicated courts. So good for your health!
Play on the play structure, walk around the Rock Creek trail, walk around the water front trail
Hike, fish, explore
Enjoy concerts, music, good food. Take my sisters, and soon my own children to play in safe outdoor places
Walk, picnic, watch action on river
Walk, ride bike, explore with friends.
Walk around, take photos, read educational plaques, go to the fair
Play Pickleball
Walk/jog, listen to live music
Let kids play and walk. I haven't heard of the other 3 parks and have lived in Skamania county all my life.
Walk, attend events like the county fair and classes at the Hedgewald, swim at the pool.
Walk, walk my dog, enjoy a local meal or ice cream (streatery), enjoy local musicians, meet other dogs/people.

QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected in Question 3?

ANSWERS:

Hike, explore
Walk
walk, run, dog walk
Visit events at the county fair and the farmer's market
Swim, run, walk my dogs
Either eat a lunch I brought with or just sit and relax and enjoy the beauty ... it's just so peaceful
Let my toddler run around outdoors
Walk the dog, enjoy the views, play in the water.
Walk
Walk, watch birds and other animals
Walk, enjoy the views, people-watch, play bagpipes
Exercise either run, hike, or cycling.
Relax and gather thoughts my happy place
I walk the paved pathway around Rock Creek that connects to the sidewalks
Wall trails, play at playground, eat our food. Relax and enjoy the outdoors
Paddle outrigger canoe
Special occasions
Photography
Sporting/school events. Holiday events
Bike with family or run with dogs.
walk with dog
Walk my dog or show to visitors
Hike, exercise, meet with friends
Bitch about other people being there and tourists being stupid
Casual stroll, Walk the dog & concerts
Go on Walks with my family
Walk, let kids play in water or on playground
Walk, picnic, watch water sports participants
Walk
Walk
Walk, sit and relax, visit friends
Walk
Walk
Mostly walking
Walk

Eat
Paddle on the river and hike with my dog
At the Streatery, I chill out and eat food/have coffee, admire the art! Waterfront, I watch all the cool activities & gaze at the waters. At the pool, I work on my swimming skills!!! The pool is super important!
Walk, talk, and eat (and obviously exercise)
walk alone or with dog(s)
Usually attending a function or simply enjoying "being".
Farmers Market, walk, bike, swim, use playground
paddleboard, play music, look at the scenery
"Waterfront- walk the trail, visit downtown shops, restaurants on the waterfront
Courthouse lawn for events like the Pride Parade, and the County Fair parade"
Lounge, hike, paddle
Talk with family/friends
Play with my son
"Regular hikes in areas I love and have done for decades.
Hunting and gathering mushrooms, huckleberries,
I do mill pond with my grandson and daughter for quick easy walk "
Play (kids), walk, attend events
Walk or ride my bike
Walk around, look for wildlife, enjoy an event, use the playground, sit and relax (I miss the old Carson Christmas tree lighting)
Run. Walk dog
Walk the dog. Swim.
walk dogs, take children to walk play, enjoy the walk fresh air
Walk, picnic enjoy outside
Fishing
Surfski and swim
Walk, listen to music
Play at the playgrounds
Paddle, swim, events
Walk, attend events

QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected above?

ANSWERS:

Walk and enjoy the area
Bike ride, river kayak, hike/walk
Walk
I like taking my young son out to burn energy. Whether at a park or on a walk.
Jog, walk
Walk or kayak
I like taking my dog on walks or when we go to upper falls creek falls we go swimming.
Walk or hang out with people
Run, dog walk
Walk, view nature, play with my dog and kids
Spiritual stuff
walk dog or kids
Boating, Fishing
Farmers Market, Streatery, concerts, swim/SUP
Hike, playground
Take kids or family to view easy access spaces with beautiful scenery, bonus points for kid activities.
Hike with my dog, bird watch
Walk my dog, hike, bike ride
Hike, exercise, relax and enjoy the quiet
Walk and look at the scenery
observe event
Walk my dogs
"Walk with our dog and grandchildren
Swim at least 3x per week in pool- also take grandchildren there as much as possible"
Swim, bike, play
Let children play
Meet friends
Exercise and look for wildlife
Feed the geese/ducks appropriate food. It would be nice to have signs showing food that is safe for them to keep people from feeding them bread.
Kayaking Community events
Walk w dog, observe nature, community event, kids on play ground
Swim, walk, play the instruments and ride the slides

Bring my 2 children and often dogs, walk, play, explore.
Walk and talk
The port is extremely relaxing.
Walk dogs, play in the river, swim
Walk, run, skate
Let my kids play
Events
Swim, play with my dogs, walk
Swimming, sailing, drinking with friends
Swim, paddle , ride bikes
walk the dog, visit the farmers market
hike, bike, kayak
Walk, ride a bike, find pretty rocks, swimming in the summer
Creek hike and/or water play. Play at park with family. Attend events at fairgrounds.
Be in nature and away from people
Water aerobics, walking, hiking
hike with my dog, swim in the creeks
Play.
Walk or swim. Talk to people coming off the ships
Walk, read a book, kayak, observe nature
Walk,run,explore with dogs.
walk, eat, I can't wait until the Saturday Market is bigger with local growers participating. Hopefully I can get involved with the Saturday market one day, work is currently an issue.
Complain about the tourist and be upset that I thought I could run to town to get something with having to deal with all of the tourist.
Take in the scenery, enjoy some peace and quiet
Walk
relax and observe nature

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

The waterfront and fairgrounds has lots of parking available. The courthouse lawn usually doesn't have a lot of people on it. It's peaceful, but loud because of the highway noise.	Usually going for a specific reason: attending fair and music events; meeting friends
convenience, facilities and scenery	Access
Paved or dirt trails are nice. To feel safe and cleanliness.	attractive grounds, views of nature
Convince of attending those areas as I please.	I like to be able to walk around my neighborhood from my front door, in loops, far enough to get at least 5 miles of exercise before I return home. I like open natural spaces to let my dogs run around and to enjoy the beautiful surroundings. I like to visit all of the natural water features to enjoy the local waterfalls and areas to swim.
Playground equipment for children, nature/beauty scenery and convenience	Easy parking and water access
Fun	Quiet, not a lot of people
They are in beautiful locations and have lots of nature.	The pool is great. Rock creek area is pretty. The whole area and fairgrounds should be improved.
Paved trail is nice for running and biking. They are close in to the community and my house.	Clean, areas blend in with nature, trash cans available, restrooms nearby, dog friendly
Open areas, events.	Accessibility and family friendly
They're usually clean, safe, and there isn't a ton of people.	the access
Water	Music, events, food, shopping.
Large space, more parking and family oriented	They are utilized by Skamania County/Stevenson residents and benefit our community. Oftentimes Stevenson is solely interested in serving tourism.
They feel safe and have a beautiful view	Non paved areas. Wildlife
Access to water views	Quite
Ease of access, balance of sun and shade	Beauty, health of the ecosystem, maintenance without overbuilding
Easy accessible... friendly atmosphere...connecting with my community	Love the views of the river traffic and activities,
Easy access from home, nice paths, nice views	Nature
Circular trails. The fairgrounds/ Mill pond needs trash receptacles.	Everything. The view the weather and the people
Water access	Able to get off grid for exploring away from the crowds .
Scenic	Covered areas in Rock Creek Park, open spaces, views of the gorge, play structures
Flat, paved walking area	Water views
Quiet and beautiful	No traffic, safe, convenient parking.
Finally new bark at the playground happened. I enjoy the paved path for stroller/wagon.	Beautiful, easy to access, close to restaurants/bars
Good walking trail at Hagewald and down along river front. Watch people in water kite boarding etc go swimming.	Good parking
Open area lots of parking	No pavement on trails at Skamania Lodge (pavement/ concrete not good for walking and jogging on--bad for knees, etc.); live music available; viewing wildlife and water sport activities...
Easy parking. Clean	

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Fun for kids but would love more for adults and children together	Views, water
Convenient, not crowded, inexpensive.	safe convenient
Ease of access and proximity, seeing neighbors, listening to great music at Clark & Lewie's	Open, easy use year round
The views	Close to home and downtown Stevenson. Paved trail on waterfront
Water and views	Parking, dogs are welcomed, lots of room to run
I like away from others, cars. solitude, watching the river activities ie: kite boarders, barges.	The view
Vendors at both the county fair and farmer's market	Beautiful scenery with mountains and water
Pools provide health, safety, and rec opportunities. Stevenson is a beautiful place to run and be with my dogs	Being outdoors and seeing the wildlife
The natural beauty... Easy access	Food and drink
the interactive toys throughout the water front and rock creek park	The pool is something we are so so lucky to have! I am a swimmer and am very happy we have this amenity available to us. The streatory and the courthouse lawn (and future chill zone) is also THE BEST!!! It's a great place to meet friends and just take in the vibe of the town and smile at everyone! :) The waterfront is also an absolute GEM and should be built out even more with more trails to admire the water from! What a wonderful resource we have.
Easy access is key! The pond loop is perfect for a quick change of scenery.	I LOVE our water access on the waterfront!
Access	Natural beauty and movement
Views of the water and the gorge, peaceful, activities going on, easy to access.	Waterfront
Water, grass	natural beauty and peacefulness
They are local areas to use.	Events and taking in the surrounding beauty. We have so much to sit back, relax and enjoy!
I like that it's scenic with water and Mountain View's, and it's paved.	Kids able to play near nature, easy parking and access, kids enjoy.
Nature and convenience and the amenities	the waterfront trail and instruments are neat. Easy to get to. Convenient restrooms
natural environments	interactive music displays on the waterfront, active watersports, connection to launch sites
The events	Lots of space
Wildlife	"Swimming pool Play structures
Community. Family.	I like how some of them are easy and safe for a toddler
Easy parking, beautiful views, paved trails, trash cans for dog bags.	Family friendly areas
safe for dog to be off leash	Easy to get to and Nice paths to ride my bike on.
Open space for my dog to run around. Good views.	Benches, public bathrooms, playground, walking paths, protected but naturally observable wildlife and plant life
Nature and quite	Off-road path that has views of river and Gorge, and connects to other places
The beach that was created at the port is soooooo stupid!	
The views	
Clean and better up keep when it's not summer. And a new park and skate area at the fairgrounds	

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Not crowded. Trails.
people need to leash their dogs so I can feel comfortable taking my dog
quiet, less people than others
outdoors"
Open, not crowded
Bob's has easy access, changing rooms, bathroom and green space for visiting with friends
Peaceful, good views, easy parking
Kids can run around and explore
Close by, accessible
The scenery, walking trails, events
Open and user friendly
Peaceful. Walking distance.
I don't have to worry too much about watching for traffic and parking is easy.
Nature views
Easily accessible, clean, affordable
I easily run into people I know and usually our parks are well kept and if there is trash we either pick it up or someone else does.
Walkability and conducive to public gatherings and community
Safe, away from traffic, natural beauty
Family friendly
Water, access
The thing I do not like about Rock Creek is stepping in goose poop and dog even picking up on her feet. Safety and openness is important, cleanliness-
Non crowded boat launch
Views of Gorge mountains, gathering with community
Accessibility, views
Steatery- people watching, plenty of seating
Waterfront- view, farmers market, Clark & Lewies
Fairgrounds- planned activities
Views and variety of trails and looping trails.
I like that they are accessible, I can let my dog run, and that they are beautiful.
Natural scenery and a sense of calm

Beautiful scenery and quiet
open space
Safe, interesting, lots going on, socializing
Kid friendly, safe, still have a wild feeling, not overly groomed, peaceful
Play equipment and bathrooms
Beautiful places to gather
Cheap and or free and the peacefulness
Quiet, less tourism
Solitude Ease of access Multiple access points Spaces are open
Level trail, view, play equipment, rest room, dog post, farms market, concerts, community events
Slides and instruments on the waterfront are cool
Easy access, safe for kids, wildlife, happy places for kids and dogs
Not crowded, but diversity in interacting or just watching activities
I like that the pool has so many community members using it. Love to see locals all having fun.
Dog and family friendly with bathroom facilities. Can see wildlife. Love having an indoor pool.
Family friendly
Access, parking, maintained
The new dock
Access to water- and paved trail- but a dirt track , pump track or covered skate /bike park would be better
Accessibility, scenery, dog friendly
some short dirt trails at the waterfront, easy water access at port and rock creek
The footbridge over Rock Creek, the views, the wilderness feeling of the creek canyon upstream of the bridge.
Rock creek is diverse in many ways, including depth for swimming or wading.
Large. Able to be outdoors but not too busy
The pool has decent hours and good classes. Waterfront is nice for picnics.
private, not populated, beautiful, close

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Water, added slide, activities for our kids
Wildlife Clean n safe
Convenient, free, I have space to my own thing, and getting some exercise is always a plus
Nice view, good paths/trails for more causal walks.
I love the wild life , the water, the fresh air, the trains, the boardwalk , the view.
The rain, it keeps most of the tourist away.
(Mostly) accessible, beautiful views
Nice lighted path. Right down by the river.
water access and views

QUESTION 6 - 192 Responses

Which local recreational areas do you NOT visit often? Choose all that apply.

ANSWERS:

Busy doing other things

I can't visit the transfer site often enough due to work. ;)

Hegewald park

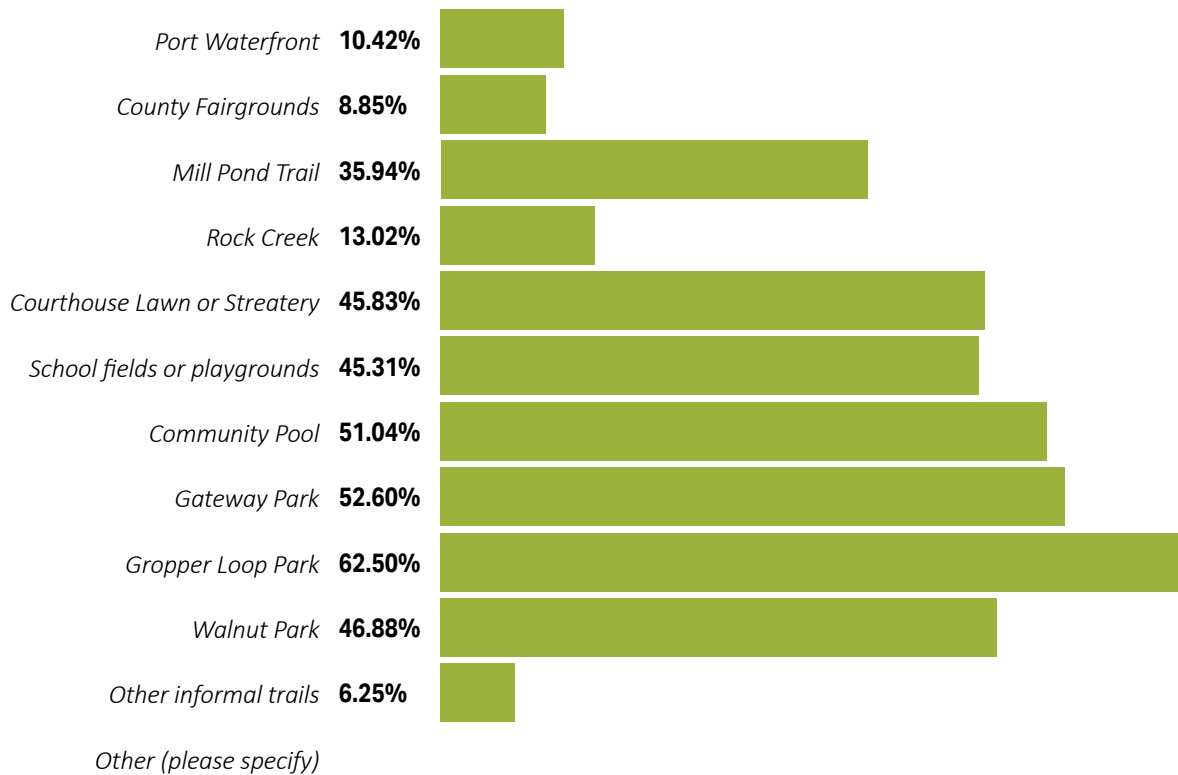
There are numerous parks listed that I don't even know of

Lived here my entire life and have literally never heard of gateway park or gropper loop park...

Pool is too cold! Otherwise we'd go regularly. Also- courthouse lawn/streatery needs a PLAYGROUND with a waist high fence so kids can safely play while parents eat

Nothing to do for kids

Obviously can't use cute Walnut Park since it was given to a private party



QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

I didn't even know Gropper Loop park was a thing until I just looked at the map. Gateway park is the green area in front of Main Street store where the mentally ill folks hang out when they aren't in the bus shelter. It's not a park. It's a piece of grass in the middle of two busy roads by a major intersection. My kids have aged out of the pool.	No reason. Go where mood strikes.
Too much traffic at courthouse, pool never seems to be open, I think Gropper loop is the one that feels like someone's front yard (uninviting/no signage), and i don't know where the other trail/parks are	Too small and close to residences
Because limited hours. I like to head out the door and at my leisure.	Not stroller friendly
Didn't know they existed	do not know where they are
I don't know	They are not spacious with room to walk or view the lovely scenery
To many people	Nothing there to do, No amenities.....
I was unaware there was a Gropper Loop Park and have lived on Gropper Rd for 8 years. I don't go to the pool because I don't go swimming and I Walnut Park is kind of hidden, but not really inviting.	Too peopley.
Rock Creek is hard to get to or to understand whether I'm trespassing or not.	I didn't even know they were parks.
Nothing that interests me about these or I didn't know they existed.	No children
I'm not sure.	I have no reason to go to the school or playgrounds, and there is to much chlorine & chemicals in the community pool
Nothing to do for older kids and the pool is to stuff and over chlorinated	Difficult parking and I have no idea what these trails/parks are.
I didn't know about the two parks and I prefer our natural bodies of water.	Courthouse lawn is not convenient. It's a hill. Streatery is a hazard with traffic. Have never heard of the other parks listed.
Kids aged out, like yo move outdoors	Too many people
No the activities I'm looking for	Because I do not even know where these parks are...
I don't hike.	Work and business hours. ;)
Not a swimmer, gateway is small, didn't know gropper was public	Not familiar with these areas. New residents. Would like to have additional information posted on website to familiarize ourselves with offerings.
They are so small and there is nothing to do but pass by. Most of them look nice though	Too many out of people
I don't know where they are	Nothing there interests me I suppose. No real reason
Not on my walking loop	Don't know where they're at
No interest in these areas	To many people
Too many people	Besides the courthouse lawn, and the community pool, I don't know where many of those locations are. Don't visit the pool often because I'm unsure of hours or if they're open
Nothing to do for kids	I don't know where Gateway Park is, if Gropper Loop Park is what I think it is, it doesn't seem very interesting, and I don't love swimming, so I don't go to the pool much, although I'm very glad we have a pool and were able to keep it open.
	High traffic area or out of the way. Also too small
	New in town, no kids
	Don't know about them. Nothing to do there.

QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

The Streatery is really cool but I'm not fond of hanging out next to cars continually driving by/a highway. I didn't know there was a park on Gropper.	Don't have kids, not applicable
Either too close to traffic/ crowds or unheard of to me	Not much parking and Main Street is usually busy and hectic when nice out.
Don't have kids and not sure where Walnut or Gropper Loop parks are.	Not good for walking or playing
Not easily accessible or available; the county fairgrounds outdoor areas are an absolute waste of potential. Could easily be a year-round, interactive space for all ages if redesigned and repurposed.	Used to go to the pool when the County managed it but only once since then (shortly after the school reopened it). Why would I go to some place along 14 when the river is so close? Guess I go to Walnut park to eat at BRG but don't know the other listed parks. I also go to the school fields to watch sporting events but mostly in Carson.
I have never heard of them and lived her 22 years	No interest
Lack of familiarity	Never heard of them
Unfamiliarity	I'm happy with the ones I do frequent. Not that interested in discovering new ones.
Accessibility and parking	Too many people, not enough parking
Some I have never heard of or have ever been to. I like to know what to expect out of an outing	No interest
I've lived here my whole life and have never heard the formal names for those parks.	Have not made a priority
"Allergic to chlorine	I have no occasion to visit them or I didn't know about them
Playground equipment too small for adults"	I'm too old and hungry
Do not have kids.	I have my favorite places and these are not on my list, I guess.
Never heard of most of them, no interest in visiting the schools	I am not a lil kid, thus I do not go to playgrounds or school fields, LOL.
The courthouse lawn is too underdeveloped. Walnut park is not accessible during good weather because it's leased out to a restaurant. I have no idea where Gateway park is. Is Gropper Park connected to the pool???	Not much to do there
To many tourists	lack of familiarity and not as close to my home
water sports	Gateway and Gropper are not developed. Gropper would be a great place for High School students to eat lunches, commune with nature and simply hang out, outside with friends. Maybe with a few fruit trees for snacks and chess/checkers tables. ? Mill Pond Trail: I simply have never been.
Don't swim	Don't know what they are. Hard to access/primitive. Not kid friendly (Rock Creek).
Too many people resulting in lack of wildlife.	some I didn't know about. Others I just haven't made it a point
Not an outdoorsy person.	not even sure where those parks are...
Rock Creek area is not as accessible and safe for a single woman compared to waterfront and Mill Pond trails. Need to make time to lap swim at community pool. Didn't know about Gropper Loop Park or Walnut Park.	Not sure
idk some of them	Just a big plot of grass in the middle of town
My child is older	Not family oriented
Who wants to hang at the courthouse and the pool wasn't wanted which was obvious via voters	

QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

Because I don't wanna walk up the hill. I'd rather walk down the hill to the river.	Unkept, undesirable people, or I've never even heard of it.
Not very accessible/ usable. The courthouse lawn is a huge slope next to a road and the school grounds are being used fairly often for school events and my kids are very young	Length of trails or not trail. They are not long enough.
I value having the pool, but don't use it personally. And I would need to look up where Gropper Loop and Walnut Parks are located, but I suspect they are either small or undeveloped areas that I may have seen, but never spend time at.	I didn't know about them.
I tend to not visit areas where dogs must be on leash unless were specifically training leash skills.	I did not know they were freely open to residents of the community
traffic on the hwy noisy, goose poop and garbage at rock creek	Too many people.
No real reason	don't hike
I don't have the time or information	Never heard of them.
Too many people	Dusty and or muddy, not well maintained
We like to play at playgrounds with the toddlers	I don't like mixing cars and kids. It would be so cool if Stevenson had a little car-free plaza area with food trucks . Would also love dedicated bike trails especially connecting towns
Nothing to do. Do not like indoor pools, chlorine smell.	Lack of features, seating, and bathrooms
No particular reason	I don't think about them
New to the area. Still learning where I enjoy recreating here	Because they are not aesthetically pleasing to me
Not a swimmer.	I don't have kids and the pool feels more child driven
Right on the main road. Concerned about my kiddo taking off. And it's not always weather friendly to go there. And when it is it seems crowded.	"Court house- area too busy, parking etc
Broken equipment, drugs/paraphernalia, messy	School- thought they are for school.
I don't have kids so there's no reason to go to those places.	Not aware of Mill, Gateway or Gropper."
It's for kids	Where are they?
Some parks I don't know of where they are, I don't enjoy swimming, schools feel unwelcoming, especially if my canine exercise companion is along	Where are these places??
Never heard of them	I don't know about them
Just have not made it there yet	Didn't know about them. Would like to know about trails in the city.
sorry listed above- dirty, unsafe and prefer not using swimpool	I don't know where they are.
Don't have children, not sure of the location of some of them	Access
Never heard of a few of them	Don't know where they are. Pool too hot and not much fun
	Gropper Park Loop is not very appealing. It does not appear to be a park for the public. I would like to see this changed if the idea is to make it an actual park.
	Children, not interesting, chlorine
	Besides the courthouse lawn , I have no idea where these other parks are and /or what they have to offer
	Unaware of Gateway (Is Gateway really a park?) and Gropper, others are not dog friendly

QUESTION 8 - 200 Responses

Which of these programs/events have you attended? Choose all that apply.

ANSWERS:

The Fair

Columbia Gorge running club events

Music at walnut, teo and Clark Lew lawn

Blue grass festival. Pride Parade!!

How do high school events tie into this?

National Night Out, Autumn Social

County Fair

Trunk or Treat

Shabby chic/ garage sales

live music at Walking Man and waterfront

Organized group runs and foot races count as organized sports, right?

Trunk or treat

All the seasonal parades, the county fair, car shows and the old Carson tree lighting. I would like to see more things geared toward young kids and teens because most of our events in the county are based around drinking and adult activity. I understand that the parents/adults have the money, but the kids need thing to do and be excited for. We have huge problems with bored kids doing stupid things and young people hate it here. We need to engage the local kids to get them excited about their home and keep them busy

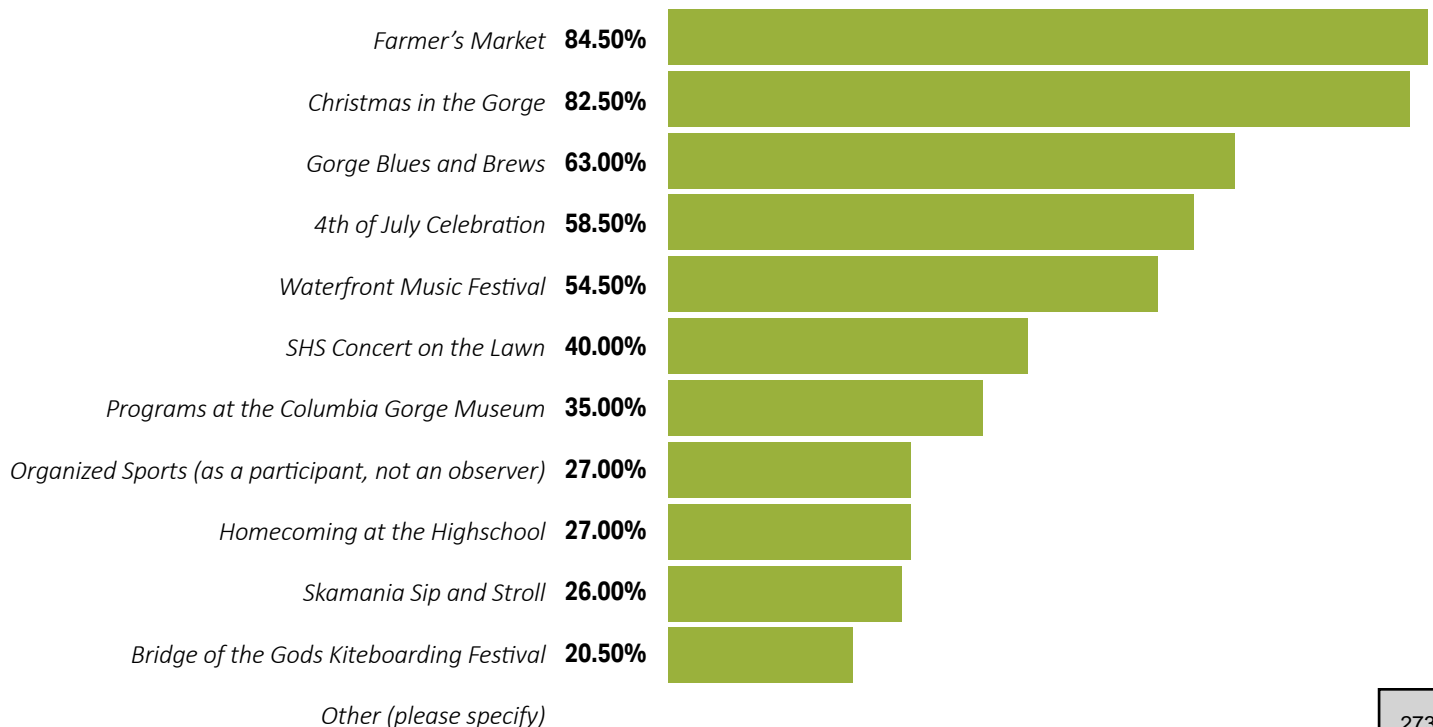
only school events for family not for personal recreation

Assuming organized sports includes running club trail runs.

Will do more when I have time

Christmas parade, trunk or treat

I avoid those things, the money brought in to a few people that sell convenience to tourist isn't worth the headache and damage they bring.

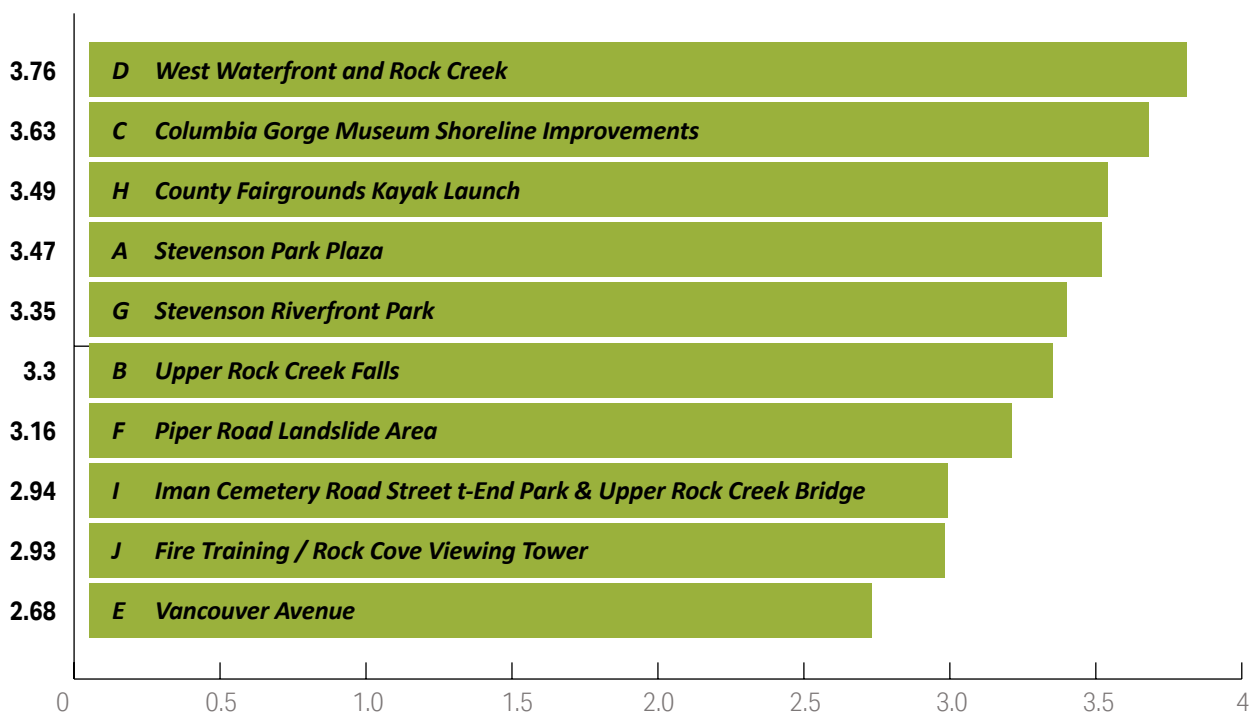


QUESTION 9 - 196 Responses

In recent years, public project ideas have come up based on public input and design consultations. Using a scale of 1 to 5 (where 5 indicates the best fit) please indicate how strongly each of these projects align with your needs and desires for local parks and recreation areas.

PROJECT IDEAS:

D	West Waterfront and Rock Creek - Expand the waterfront trail along the west end of the waterfront and create a water access point for public use.
C	Columbia Gorge Museum Shoreline Improvements - Enhance the museum shoreline by adding a trail with educational signage, restoring the landscape, and adding water access to Rock Cove with a small dock/hand-carry boat launch.
H	County Fairgrounds Kayak Launch - Install a public access hand-carry boat launch along the Rock Cove shoreline at the county fairgrounds. Future potential to add boat wash station.
A	Stevenson Park Plaza - Build a plaza at the Courthouse with community gathering places, performance space, a water feature, and outdoor seating.
G	Stevenson Riverfront Park - Develop a new public park along the Columbia River that provides an open, flat, multi-purpose green space and parking to be used as an alternative venue for festivals or events.
B	Upper Rock Creek Falls - Install limited parking area and accessible trail access to a viewing area for Upper Rock Creek Falls. Future potential to expand access to the creek.
F	Piper Road Landslide Area - Create a trail through the Piper landslide area with views to Rock Creek and the Lower falls within an easement that connects existing street ends.
I	Iman Cemetery Road Street-End Park & Upper Rock Creek Bridge - Develop a pocket park at the end of NW Iman Cemetery Road to provide public views of Rock Creek. Future potential to install a pedestrian bridge over the creek.
J	Fire Training / Rock Cove Viewing Tower - Construct a training tower for the fire department that can also be used by the public to gain views over Rock Cove and the Columbia River. Location to be determined.
E	Vancouver Avenue - Create a pocket park with a natural landscape, 2 parking spaces, a picnic table and a gently sloping beach on Rock Creek.



QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

I think a kayak launch at Rock Creek Pond is a good idea, but there isn't enough parking to support locals and people from out of town there. yes, there is parking, but not enough. There are tennis courts at the high school. No more is needed. I would recommend cleaning up eye sores like the garbage dumpster at Manor Apartments. Demand that the landlord do it. Fine him/her every time garbage goes flying out of that space. I'm not a jet ski person but why there is no company that rents out jet ski's that I know of. That would be huge for a local to start up. The tourists would love it. Locals too. I definitely think amenities should be private business, not tax payer dollars being used.

Something to ensure that these "parks" aren't overran with homeless people.

The biggest problem is getting to the parks without driving. few roads outside of the downtown have sidewalks or even safe space to walk or run. We need more space for people so we don't have to drive everywhere. I think signage at the existing park areas is low hanging fruit, since it can help people find them and not encroach on private land. kayak launch at rock cove is huge, to reduce competition with power boats at the current boat launch.

Pickle ball court, frisbee golf, child safe rock wall, toddler friendly play structures

Dog park, upgraded playground equipment, viewing deck

Some sort of turf area that stays watered throughout the summer where a variety of pickup sports can be played.

Motocross track

Pedestrian tunnels under the highway and the railroad. More shade.

Continued improvement of the fairgrounds, rock creek playground and rehabilitation of the Mill Pond trail.

A multi-sport complex would be awesome. An ice skating rink would be amazing! I don't know of one anywhere nearby. It might draw people in during those slow winter months :-)

Skate park, picnic area, green space

Picnic shelter and bathrooms that aren't gross

Interpretive signage

Water fountains/benches to enjoy the ambiance

Dog park. Other than that, nothing specific, but need to be sure there's budget for maintenance. For example, bathroom cleaning

Garbage cans and doggy poop bags. Maps of area.

We need a better/ updated play structure at the fairgrounds. A skatepark would also be great. An outside volleyball and badminton area would be amazing- maybe sand volleyball at the waterfront?

Better playground equipment

More Year round public restrooms

A splash pad for younger kids would be amazing. A nice beach space/park along the river.

Exercise areas along paths. Benches for people to sit and rest.

Covered basketball court

Picnic pavilion for undercover concerts

More picnic areas I

An outdoor pool, a climbing gym, a dance studio, workout gym

Upkeep of current tennis courts at the high school or new ones (with night lights), Improve covered shelter by rock creek

Tennis courts, walking paths, boat launch

restrooms

Half of the courthouse lawn needs to be metered parking. Entrance and exit off Russell and the proposed park redesigned smaller for the other side.

First off, figure out how to appropriate your funds to maintain what we currently have. Your local "parks" are underutilized because of your inability to keep the homeless and associated drug paraphernalia out of the path of our children. Utilize our money where it can be productive to our community. Again, it appears as though you are looking to serve tourism.

Public restrooms

I think a skate park

Basketball courts Pickleball courts

More play structures, that are actually bigger and more fun

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

Pickleball courts with permanent nets	Pickleball courts Bathrooms
Get home valley ball fields in mint condition	Soccer fields, dog parks, food carts
New play structure at Rock creek, update public bathrooms	Restrooms
A modern playground or a nature adventure playground. A swim beach	None
Bathrooms	More benches and seating areas
Concrete ping pong table would be fun.	The courthouse plaza is the most important!! It's a huge space that will be great for the whole community! I can't wait until it's done and we can all hang out there. Other facilities and amenities- a covered or indoor all-purpose exercise space would be wonderful! We could have community yoga classes, an adult basketball league, and other movement modalities for kiddos, for the elderly, at a low or no-cost for community members. Local parks- lots of seating, some covered for rainy days please! Lots of trees and nooks and crannies for sitting & chatting, lots of native plantings to help the pollinators and look beautiful for the people who visit. Overall: More trails!!! Would love to see us have a trail along the entire riverfront to mirror what they have on the Oregon side!!
A botanical garden (and fountain?), a beach area for spending time at Rock Cove, a roller skate park or indoor roller rink, additional art museums, an indoor performing center, a slide park, and a PROPER thrift store	Tennis and/or pickleball courts
Picklball Courts. At least six courts are needed for a destination venue. Currently I travel to other cities to play.	Covered basketball court (with nice surface and hoops...not a lot of places to play basketball) More hiking trails around town
Definitely should rebuild the picnic shelter at the Fairgrounds, repairing the beautiful historic fireplace. It is a great location for small gatherings, especially for music jams, etc. Or build something similar.	Bike pump park, skate park
I like the outdoor exercise machines I've seen and used at different parks. Built in and permanent. Makes outdoor activities better. We have tennis courts but I think especially visitors aren't aware	Non invasive sports spots, like redoing the concrete at the fair grounds where they have basketball hoops, or cleaning up the tennis courts we already have at the high school.
Kayak launching points and trails along the river	Gropper Park turned into a space for Teens, as is next door to the high school. Would be a great place to hang and eat lunch on nice days or to simply be outside with peers, hanging out.
Exercise equipment route	pickleball?
Not sure	New pool
More paved walking trails.	Making sure what we have is kept up would be better than adding anything new
Volleyball court	Play equipment under covered area.
Bodyweight fitness equipment for adults	
Bike paths?	
Bathrooms at all parks Garbage cans at all parks Picnic tables No exercise equipment, waste of money!!!! We hike, bike, walk & play on the water.	
Basketball court	
Safe water access for recreational boat launching	
Skate park bmx track	
I am happy with the facilities available.	
Parking & simply enjoy the use of outdoor space	
Skate park	

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

I like the idea of the existing volley ball court at Rock Creek Park, so more small and not invasive spring areas, like repairing the pavement and basketball hoops in the fair grounds parking lot. And advertising the sporting areas to the schools	Circuit exercise equipment through the town at different locations
Lighting	Boat launches for Rock Cove
I appreciate that there are places for people to stop and rest along the existing trails- benches, picnic tables. I suspect there may be additional opportunities to find places where people might want to stop and enjoy the views and/or spend time eating with friends and family	restrooms, public art, picnic tables, walkable connection to downtown, wayfinding
Dog park.	Updated playgrounds.
Picnic tables, garbage cans with service, green grassy areas	Parking, seating, restrooms
A small boat house and gym for the Gorge Canoe Club and other kayak/ canoe activities	A dog park
Basketball court, public restrooms, water fountains	Pickle ball courts (outdoors) and mountain bike trails. It would be nice to have a long paved trail for road biking.
Outside splash pad, smaller play areas for toddlers, skate park	Tennis courts would be great
More picnic tables	Trash and recycling cans
Bicycle Pump Track Mountain bike trails	none
Climbing walls.	Pickleball courts
I would love a more toddler friendly park, maybe even a covered one. And more parking for 2nd street in some way.	Again- courthouse plaza plan needs to include a PLAYGROUND (ideally with a half fence so kids are safe but parents can see- benches around the edge both inside & out. I've seen this work beautifully all across Europe! Especially when combined with easy food access. These 3 ingredients (food + plaza + playground) can make a town. And again- dedicated bike paths!
Public restrooms	More benches and seating.
Better play equipment for kids, ADA Compliance	Exercise or sports facilities
A beach volleyball court would be amazing with the new additions. I do think upper rock creek falls really needs new stairs! That should be on the to do list this year because someone is going to get hurt trying to get down there.	public beach access for swimming (not board sports)
Fully connected trails (to make the entire city as walkable as possible- but more trails the better generally)	There are a handful of tennis courts already, but nowhere for people who want to rollerskate or rollerblade. The texture of a tennis court is perfect.
Working, clean bathrooms Garbage cans that don't blow away or disperse contents during wind events	Water Trails, access points for kayaks. Swimming area rock cove, boat launch Portable bathrooms
Fenced dog park and play area	Level trails. Pickle ball is becoming popular to play inside. Out house?
"keep as natural as possible	Update restroom facilities at Rock Creek, add play are for under 5 year olds at Rock Creek, skate park, fitness trail along Rock Creek and/or Waterfront trail.
picnic tables, garbage cans and service"	Exercise equipment
	Skate park
	Would like an offleash dog area. Grass and shade with picnic tables, water fountains and bathrooms.
	Pickleball courts
	Gym with sports and weight equipment

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

Exercise equipment, water sport equipment rentals, age appropriate play equipment for older kids.
Teen rec areas
Tennis courts, food truck areas, parking
Covered areas for bikes and skateboards- pump tracks ,box dirt track , skateparks
Off leash dog park with a small shelter for picnic tables
more dirt trails for hiking/biking
Restrooms open year-round, more covered picnic areas/gazebos for cold weather use
Tennis and other outdoor sports.
Canoe/kayak rentals, skatepark, ice skating rink, greenways to connect the parks
pickleball
Our stevenson park needs upgraded and monitored better, my kids love that park but after news of a child stepping on a needle I didn't feel safe taking my kids there as much. A splash pad would also be fun.
Public restrooms
keeping grass and natural areas as comfortable for wildlife as possible and allowing public use of school tennis courts, outdoor basketball, etc that already exist. Reading benches are nice to have and places to lay down a blanket in the grass.
More trash cans. Some areas have a decent amount of trash cans, others do not. Also some are not emptied often and overflow. Also more public restrooms are always a plus.
Please leave Stevenson natural. We have such a beautiful area, this sounds like we are trying to build something like Vancouver. Make walkways dotted with trees, and bump outs with full views. Please don't just try to make it a tax revenue generator. We pay taxes to live in this beautiful place, please don't destroy that.
Jobs so that people don't have to commute 2 hours a day, work on the mill, or take crap from service / retail "customers".
More public restrooms
Skate park, pump track.

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

The Kite Festival is nice because its something that doesn't have to do with music & alcohol. We seem to have a lot of events that are music and booze. The city and port are crazy for not taking MORE advantage of the wind here. The kite boarding and wind surfing could be huge incomes. These folks don't have many places to stay in Stevenson is also the problem. The lodge is too expensive and places like the new hotel across from Manor Apartments has no place to park trailers with the long boats.

Park clean up days would be great if we want to add all these new areas.

Free swimming lessons for youth at the pool if they live in the area that supports it with taxes. Too much water here for people to not be safe in the water

Outdoor activities for kids & seniors

Animal adoptions, discount vet resources

Motocross track

Summer concert series. Second run movie theater at the Columbia Gorge Museum.

Expanded community events like 4th of July and the fair.

See above

Tree lighting, Halloween jack o lantern wall, bubbles in the park, green space

Adult recreational sports

Exercise options

NA

Mixed bag festival like we had in the past. Reservable covered picnic areas with bbqs

Covered picnic areas with grills and charcoal disposal areas. (Birthday parties, reunions, etc). Seasonal bathrooms?

Bring back summer camps for kids at the pool

Zumba classes

Outdoor concerts other than at clark and lewies

Movie nights indoor or outdoor

Acoustic music

Sunfish sailing classes

a skate park & bmx bike park

More kid friendly exercise (yoga, dance, etc), painting/art, festivals, and carnivals.

Maintain what we currently have, then build on that.

Salmon festival. Much like the clam chowder festival that Olympia used to have. Local restaurants set up booths with samples for purchase using their favorite salmon recipes

Skate park, martial arts, dance, yoga

Something for kids of all ages

Pickleball courts with permanent nets. Possibly covered

After getting home valley ball fields in mint condition, expand the possibilities of of sports for all.

Guided walks

Outdoor performances, such as a partnership with Big Britches , a larger area for the farmers market, or a botanical garden

I'd like to see more paved walking/biking paths like North Bonneville has. The section of Loop Rd that's closed off to cars would be an easy route to dedicate to pedestrians & cyclists.

Pickleball Venue and Tournaments. Draw visitors to Stevenson. Give visitors other activities to keep them here longer.

Guided mini water tours (kayaks, etc.); indoor racquet ball courts or additional pickleball courts. Exercise classes like aerobics--may need a new facility with wood floors.

Farmer's market

Food, beverage, art festivals

Not sure

Volleyball

Small music performances, theater in the park.

Sorry, nothing comes to mind

Halloween Festival once Park Plaza is completed

skate park for kids

More programs for older kids skateboard competitions bmx etc

Outdoor art placed sporadically for interest

Expand Gorge Canoe Club or develop a Stevenson specific canoe/surfski club.

Outdoor concerts

Any thing for teens, dances, cooking classes, financial classes.

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

None
Seems like many are all ready underway
Yoga! Basketball! Movement classes (strength, cardio, mobility, other sports). Learning programs for adults and for the elderly (not just for the kiddos)! Volunteer opportunities for community members!
Senior activities
Youth center. summer camps or activities throughout the summer for different age groups. From little kids to young adults.
Would love to see open air plays and more live music, etc.
more activities for children
Promote the area for more events
Water sport activities for free or reduced for tweens and teens. Things that are fun for young kids to keep them out of trouble Hiking club
I'm all for any community programs/events
Things that are kid friendly and promote wildlife education or physical activity/ sports
I like the current blend of music festivals, paddling and wind sport events. We could do more of those, which even if I don't participate, are fun to have people come enjoy our city and support local businesses.
More concerts with better sound engineering.
More activities for teens
A country western music event
Folk music festival Rock Creek white water festival
Music.
Movies in the park
Safe skate park
I think there should be off leash places for dogs to run.
More runs (like official 5k type things) perhaps? Even more gatherings or concerts?
None that I'm aware of
Concerts or movies in the park
School kids learning about outdoors, don't make a big come to the gorge and bring more people from the outside...we have over used areas already
Camp
None

Art, theater, music, markets
Kayak rentals
More community building events for young people!
More live music from more contemporary and diverse genres
none
I'd love to see more music and theater happen here.
Movies in the park. Concerts/families in the park events like Hood River does.
Water sports
The point of being in Stevenson is to get away from places that are overly developed and geared towards tourists. Locals do just fine getting in and out of the water with kayaks, SUPs, etc and additional docks etc just feels like its more for our Portland visitors that don't want to use the area naturally
Swimming area in rock cove for youth. Alternate site for wingers than the boat launch. They already have swimmers thinking it's a swim beach. Get county to fix up home valley. Weed maintenance..including blackberries
Information talks? Farming talks?
Affordable group rental space
Adult recreational sports
Local plant identification
Water the park in Stevenson and make it look inviting. Improve what you have before you add more.
Outdoor recreational classes for kids, teens and adults, gardening/foraging classes for kids and adults.
Dances for kids and adults, themed get togethers, movie nights in summer
Summer camps for kids that are physically active outdoors- biking , skating , paddling
kid adventure programs, more live music events
More sports options for our kids!
Native history programs, foraging programs, invasive species identification and eradication programs, wild mushroom festival (I think this would attract a lot of visitors), programs for low-income youth to try/learn kiteboarding and windsurfing, which could possibly be funded by charging other people for lessons.

CONTINUED...

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

music festivals
All inclusive programs! As a parent with two children on the autism spectrum and the number of children with disabilities growing nationwide we need more inclusion in skamania county. Sensory sensitive activities, for example miracle leagues are a option in Washougal and vancouver but we have to drive there.
Let people use as they please. Encourage chess or checkers or similar where more active play isn't as good of a fit.
N/A
Dog parks. Community garden for youth who maybe under the poverty line to grow food. Work program for youth to earn money toward sports equipment or instruments.
Local only events that build community, instead of tourist leaving trash while a small group of people benefit.
I would love to see more events on the weekends where people are playing instruments!
None
adult recreational sports leagues, more local concerts

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

A solid plan on how these sites and any new sites will be maintained. This means physically and who is going to police them in regard to making sure they do not turn into places for the houseless to set up camp (think inside and outside city limits). The Rock Creek park play structures is are in disrepair and needs help.

Any new sites along Rock Creek (the creek its self) will become like the west end of the county on hot days. Drunks. Fights. Water rescues. The internet ruins everything. Once the word gets out it will not be a place for locals any longer. Look what happened to the Oregon side. Now they are permitting use. You have to schedule seeing the waterfall.

Connecting both sides of town with a bridge over Hwy 14 is interesting but I can see problems with a bridge. Signs, graffiti, protests, kids dropping stuff from it. Directing the path into town where speeds are lower and people can use a crosswalk is better and less expensive.

As a Stevenson resident I do think the speed limit in Stevenson needs to be dropped to 20mph. The city of white salmon did it. We can too.

I believe that the walking bridge would be such an eyesore for the community.

Don't feel like parking needs to be big or expensive. Think trailhead for the parks outside of the downtown. No need to pave or install curbs, etc. Keep it natural please

Just make them clean and safe.

Pick up all the drug needles

Better links between the existing pathways are a must. Downtown waterfront to the Mill Pond Trail. Downtown waterfront to the east side of Stevenson. Milk Pond Trail around the County Property, behind the old folks home and museum. Connection to the Bridge of the Gods. A mini-Snoqualmie Falls-type trail in upper Rock Creek would be amazing.

Focus on completing the highest identified priority and updating what already exists vs numerous poorly done projects/falling apart existing infrastructure.

When can we purchase the old co-ply property and do something amazing there?

Green space! ♥

Coordinate with county for more robust programs like in the 80s and 90s

More landscape maintenance

Water fountain/benches to enjoy the ambience

Garbage cans, dog disposal.

Volunteer host program to maintain the parks. Post work 20 hours per week for free RV hookup and internet. Responsible for groundskeeping and trash collection. This is done at all of the Oregon State. Hatcheries.

Please don't mess with the upper Rock Creek Falls access- there are already too many Portlanders going there

No

Spruce up landscaping

Interpretive and educational signage

"YES!!! I have sooo many ideas and would love to join on the planning process/committee.

MOST important is to create access to the water features, waterfalls, swimming areas, beaches and trails that connect and extend throughout the county so people can get out, connect, share and enjoy view all the precious and valuable resources that Skamania county has to offer. "

Please DO NOT build anything on Iman Cemetary road. There are lots of folks and animals that love the natural area there. We don't need our residential area to be a tourist attraction! PRESERVE NATURE!

"Minimal bright colors on equipment installed...I think the boat launch area has bright colors on musical features that do not blend in with the setting

Maybe offer water fill stations"

no overnite camping unless in a designated camping area that you have to pay for in the parks

Parking and pedestrian safety are a huge need before any of these attractions are completed. Russel and second street needs a stop light or pedestrian light or parking completely off at least one side of the street.

See all comments above.

Maintenance. Maintenance. Maintenance.

Keep homeless and drug use maintained

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

Check with all close proximity local residents before construction that will allow more foot traffic near their homes. Part of the beauty of this community is the opportunity to maintain one's own solitude in their home.	Improve bathrooms and signage
Get the boardheads an kayakers off the boat ramp at the port.	I love what's being done. More trails and options are always great. It would be nice to have trails that are not right at the waterfront and more up in the neighborhoods.
We need more FUN things for children of all ages. We have too many bars and breweries, we need facilities with fun zones for children, like an arcade, skating, movies	More groomed trails
Speed the process up! The courthouse lawn improvements should have been done already. You want to embrace tourism, facilitate it.	Quit letting Judith try to play dictator over Russell ave by the courthouse... you know what I'm talking about so don't pretend you don't.
Parking access	Like some of lower rated ideas like tower but don't think it should be public access
Tacoma's Pointe Defiance Park, Chambers Bay, and Golden Gate Park in San Fran all have some really great ideas.	Get rid of the railroad....
I'd love to see all of the projects in this survey happen!	LitTer patrol daily
Indoor Pickleball Facility is needed to draw visitors to Stevenson during off season and retain existing residents. Otherwise everyone leaves for Arizona as soon as the rain starts.	No
Install pervious pavement when constructing any new parking or re-finishing any old parking. Put in grass pavers as much as possible--they are so beautiful and they let the rainwater go back into the ground, reducing the need for more stormwater infrastructure. They've been used in Europe for a long time and I've seen them even in some new neighborhoods in west Vancouver. I'd even tear out all the newly paved areas of Bob's Beach and put in pervious surfaces, especially grass pavers.	More trails, more community shared spaces, more programs for learning and helping our fellow community members.
Clean up trails, more benches, restrooms, and eating areas	Trails so people can enjoy walking around town
Invest in the pool	Indoor place for young people to go and hangout during the day/afternoons
Not at this time but I certainly am glad that it will be improving	There are not two "alike" people, so our parks should reflect diversity of enjoyment, not a one size fits all. I personally like to hike, however, I would be much more apt to enjoy spaces with activities/entertainment.
free parking. If you charge to park or use, I will likely not visit	This survey didn't have costs associated with any of the parks proposals- would like to see that info also, thanks!
Since we have to pay a new Parks tax, please provide Garbage cans at Rock Creek along the paved pathways.	No
Green grass	Don't over pave. You don't need to create more parking when there is lots of parking not being used. You need to address the issue of publicity for these public spaces, not build on top of our county's natural beauty. Give the people affordable things to do, and give people more accessible information about these areas.
	Finding ways to connect and enhance the paths and trails we have should be a priority
	be sure safe, free garbage, free goose poop on trails
	We need more things for teenagers. When I was in high school, everybody hung out at the skate park. Now they have no place to go except for the basketball courts at the middle school. Which is inconvenient if you don't have a ride to Carson.

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

More interesting interpretive displays. Maybe add some non traditional displays that aren't just historic or that describe natural features.	Keep it natural
Skating areas	Water access. Access for Community Members. Clean up water weeds
Dog friendly places would be ideal.	Impressed by ideas
A focus on ... -Trails -The walkability of the city -The quality of the the public gathering spots	Create a splash pool /water park for summer use on the cement pad outside the pool.
Leash law enforcement, manage homeless encampments	Volunteer days to help sand/paint picnic tables, create murals, childcare for events so parents can participate
More parking, more dog friendly, more bike paths for families	Take advantage of water front. Splash pad?
keep them clean	Fix the skate park.
None	Keep the homeless population out of them
Just having a plan is a great first step!	Kids focus on our local kids
Public indoor space for kids. Indoor play area or skating rink.	More parking
Pave the gravel road next to ash road for road biking through the town. Add mountain bike trails to washout areas. Mountain bike trails are severely lacking in this area of the gorge. Create more waking pathways through and around town.	Every summer people form a makeshift trail from Rock Creek Drive to the excellent swimming hole at the lower falls. In some spots it's very unsafe, with large boulders and active landslides falling down the cliffs. Establishing a safe trail to access the pool below the falls should be a priority.
Improve messaging about what parks and recreational areas are available to members of the community, as well as exactly how to find these areas	Less parking and events, more natural spaces and celebrations of local culture and nature
leave all as is. Rock Creek is not stable, does flood at times. Courthouse Lawn is beautiful as is and provides lawn to sit on to view concerts, Easter egg hunt, temporary signage space. Already in place is extended sidewalk for dining or Christmas in Gorge activities.	I believe our kids would benefit from a splash pad for the summer, revamp our stevenson children's park (take a look at hood river) also again all-inclusive example swings for children in wheelchairs. Since being a mom of special needs children its sad that I have to say our county has no options for my kids to be included and we have to travel for out of county opportunities.
I would love to see the planned plaza, in front of the Skamania County Courthouse, come to life... it is really the heart of the community and has so much potential.	Less emphasis on public drinking, beer festivals. Way less..
Rewilding and tree planting so there are shady places to enjoy the summer from. Big trees feel good to be around.	Signs letting people know the space is open to use would be more welcoming
More seating and better upkept play equipment for kids.	N/A
N/A	I love our parks, if you put too many activity in our scenic areas, we will loose the beauty. Please keep in in the same vein as it is now. Nature as our focal point, little views buildings and activities.
I would love to see the West Waterfront/Rock Creek trail system completed. I walk the riverfront daily and wish I had more scenic trail to walk further across town	Keep them small and keep quiet about them.
	More restrooms and trash cans, I constantly see empty alcohol containers around the main street.
	We need more walk ability

QUESTION 14 - 141 Responses

Where do you live or work?

ANSWER CHOICES:

I live or work within Stevenson City Limits **72.34%**

I live or work in the Urban Growth Area **9.22%**

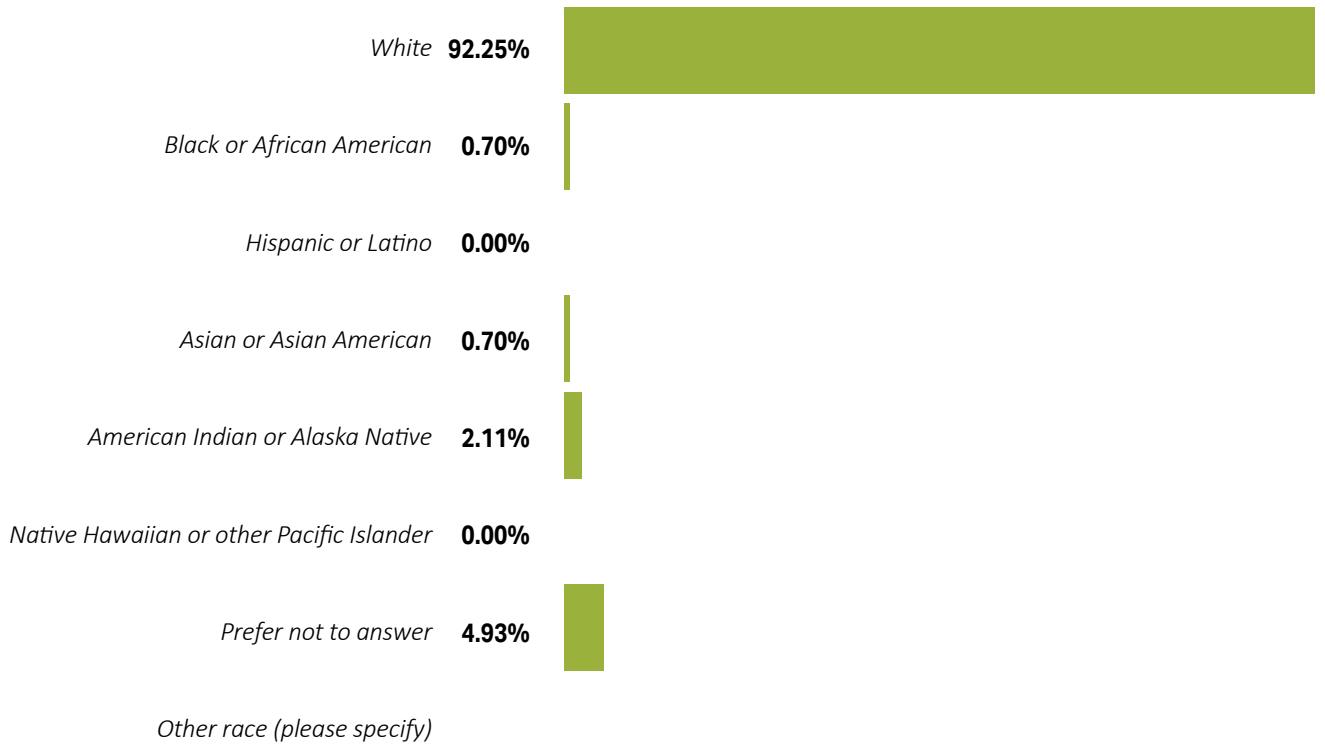
I live or work outside of both the City and
the Urban Growth Area **18.44%**



QUESTION 15 - 142 Responses

What is your race or ethnicity? Check all that apply

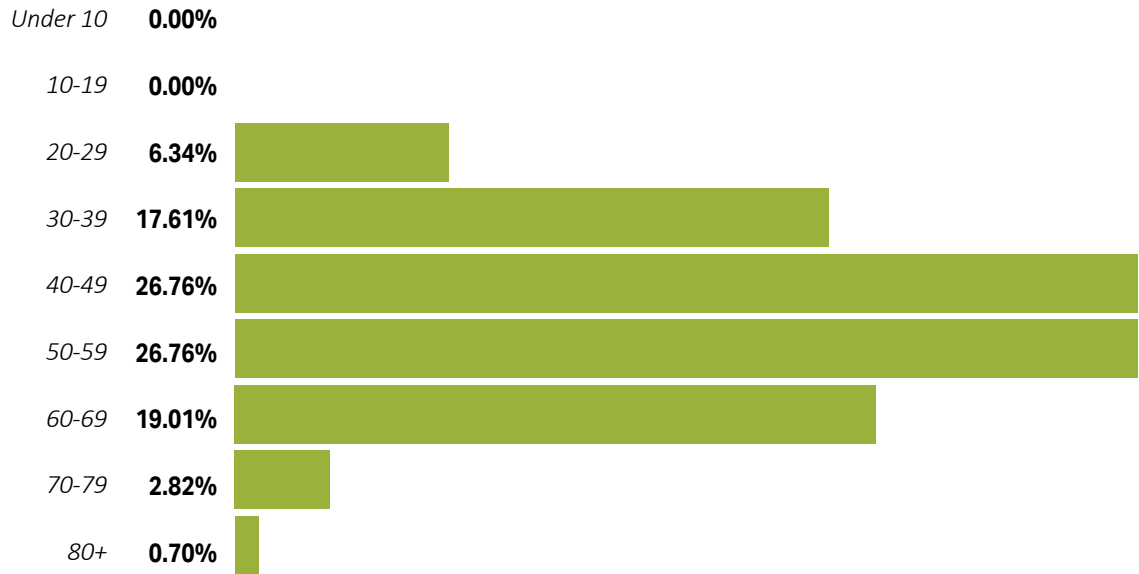
ANSWER CHOICES:



QUESTION 16 - 142 Responses

What is your age?

ANSWER CHOICES:



QUESTION 17 - 142 Responses

How many people live in your household?

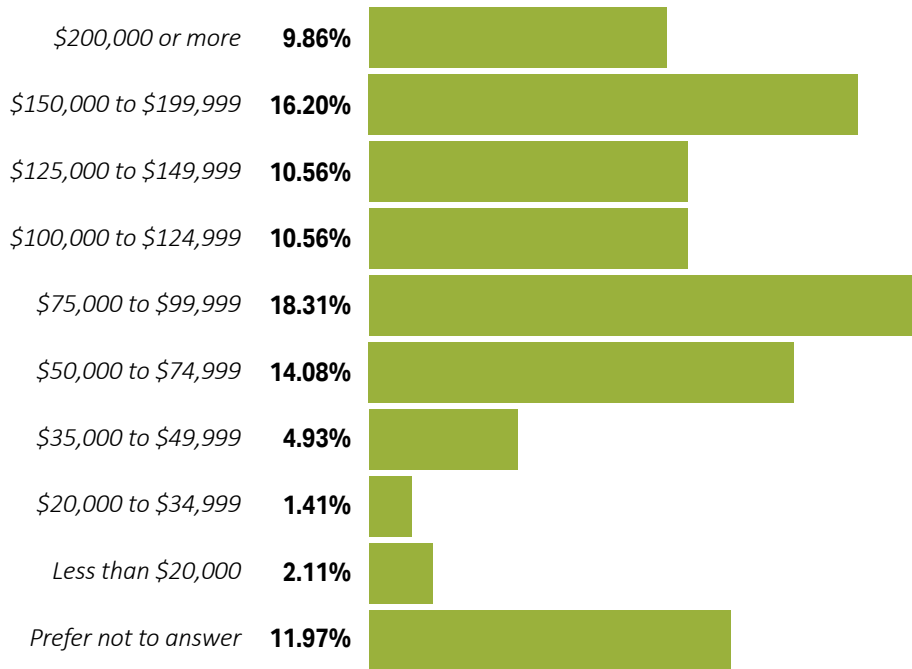
ANSWER CHOICES:



QUESTION 18 - 142 Responses

What is your household income?

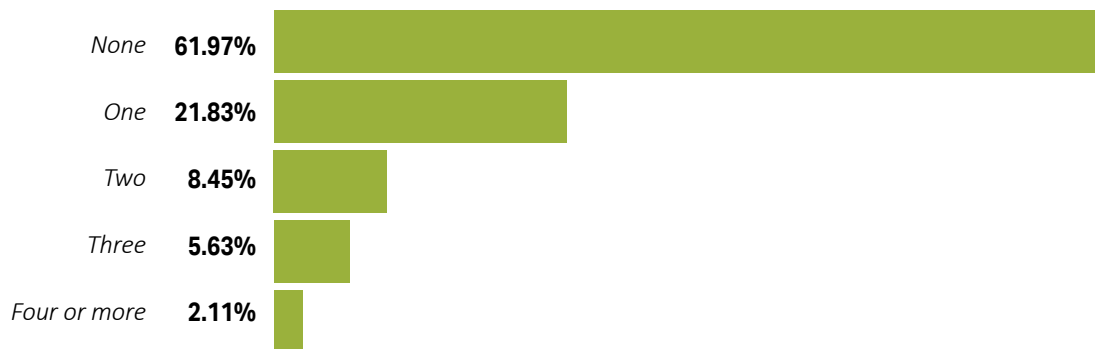
ANSWER CHOICES:



QUESTION 19 - 142 Responses

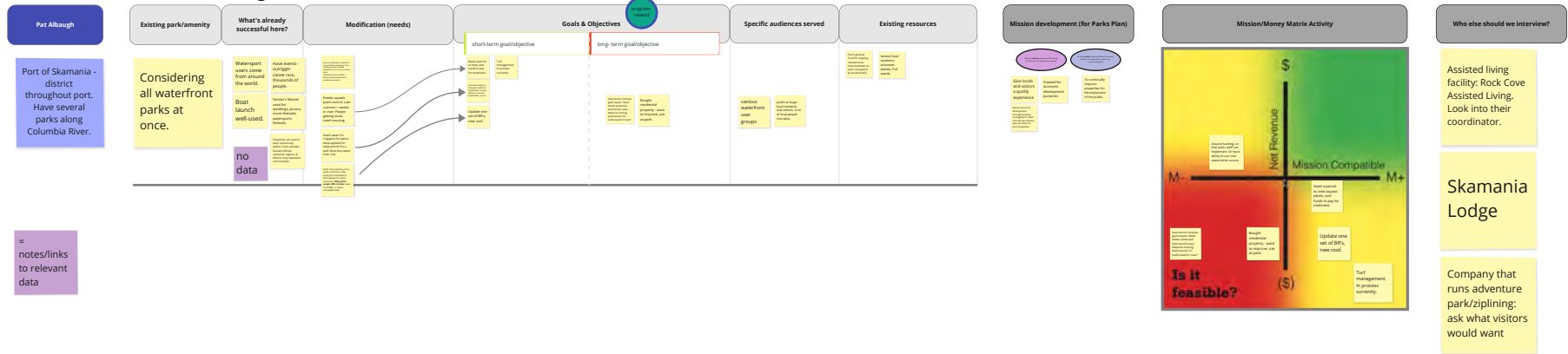
How many children age 18 or younger live in your household?

ANSWER CHOICES:

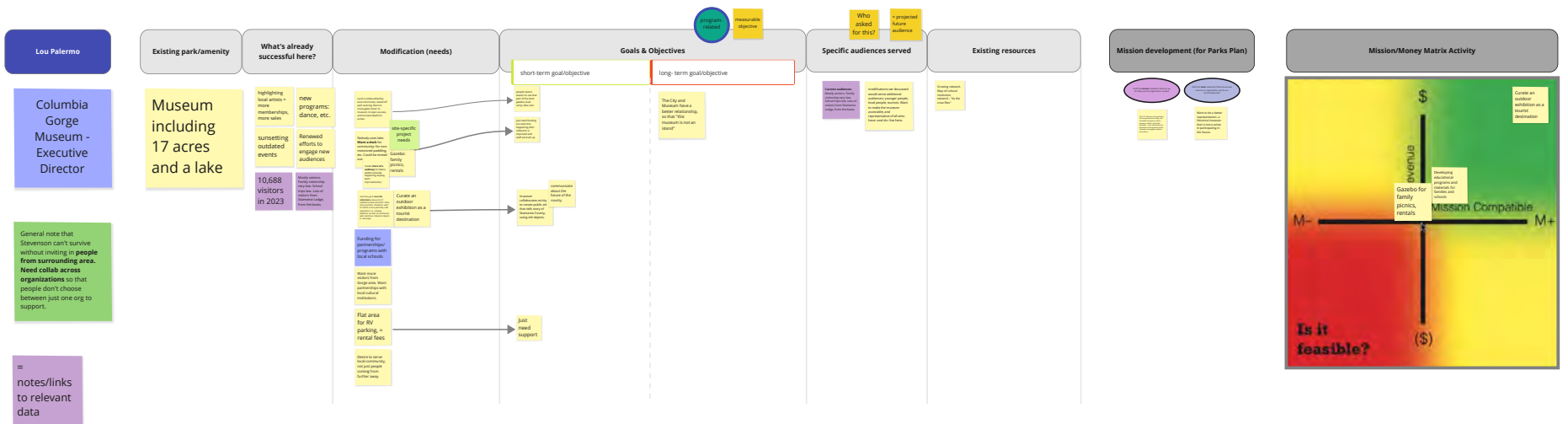


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Pat Albaugh - 10/18/23

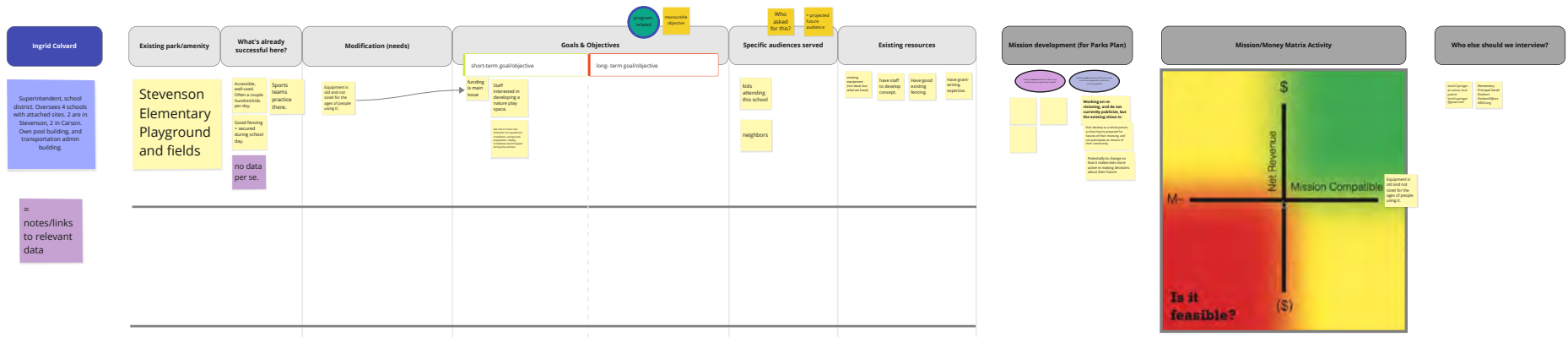


Stakeholder Interview - Lou Palermo - 1/18/23

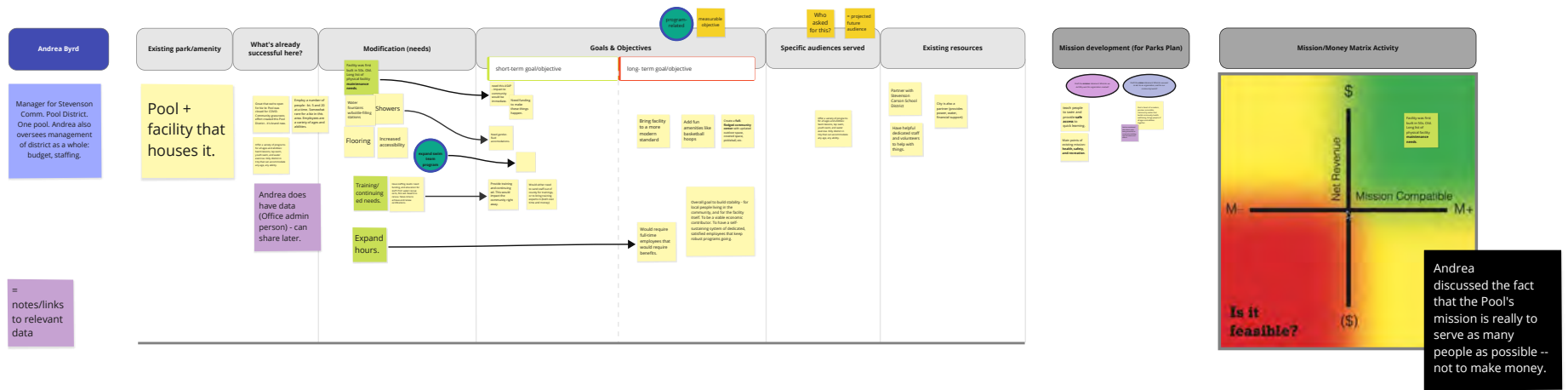


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Ingrid Colvard - 10/24/23

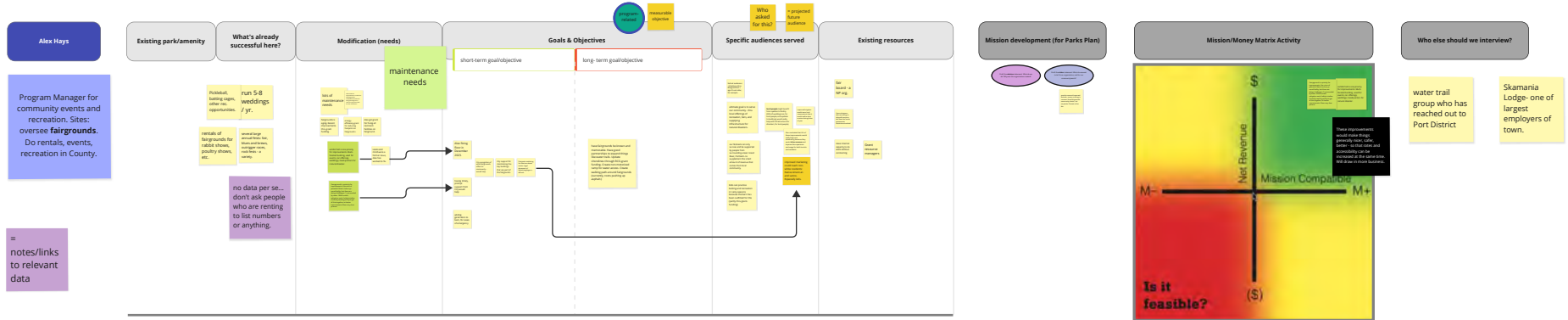


Stakeholder Interview - Andrea Byrd - 10/25/23

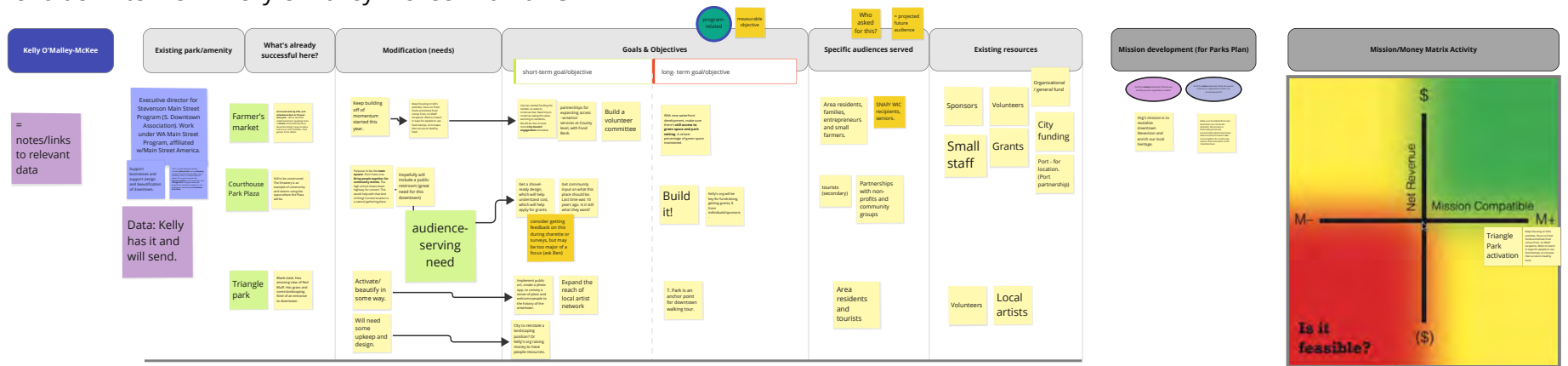


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Alex Hays - 10/26/23



Stakeholder Interview - Kelly O'Malley-McKee - 10/26/23



STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Torrey Lindbo (President of Columbia Gorge Running Club) - 11/6/23

Existing park/amenity	What's already successful here?	Modification (needs)	Goals & Objectives	Specific audiences served	Existing resources
<p>Club is a user group that's connected to the Stevenson Area. Care about access and connections.</p>	<p>Runners can access paths that are usually a parking lot path by roadrunner.</p> <p>Good existing network of bike/walking only paths in park. (i.e., trail by lodge and game to etc.)</p>	<p>Improvements for bike/walking only paths: make better connections between them to improve safety, increase access, and create more loops.</p>	<p>short-term goal/objective</p> <p>Identify currently-used routes.</p> <p>Map out routes to see if they are safe and accessible. Identify potential safety concerns and create a plan to address them.</p> <p>long-term goal/objective</p> <p>Identify routes for potential future use. Identify potential safety concerns and create a plan to address them.</p>	<p>Project future audience</p>	<p>Running group has path to lodge community, i.e. through lodge - trail and general route.</p>

Mission development (for Parks Plan)

What is the mission of the park? To support people of all abilities in meeting their goals for running, walking.

Mission/Money Matrix Activity

Who else should we interview?

skateboarding group advocates

Esther Holman (local country coach at HG)

Stakeholder Interview - Tom Delzio - 11/10/23

Existing park/amenity	What's already successful here?	Modification (needs)	Goals & Objectives	Specific audiences served	Existing resources
<p>Tom Delzio, Commissioner, Pool</p> <p>notes/links to relevant data</p> <p>Pool</p>	<p>Pool programming has been very successful.</p> <p>Well-used by groups of older women.</p> <p>Birthday Party Room/rental facility is very successful.</p> <p>Update dressing room for more gender fluidity.</p>	<p>Want more programming to bring more people in.</p> <p>Build capacity to have more programs.</p> <p>Re-do the floor in reptable room.</p> <p>ADA requirements, for best access into building.</p> <p>audience-serving need</p>	<p>short-term goal/objective</p> <p>Re-do the floor in reptable room.</p> <p>ADA requirements, for best access into building.</p> <p>long-term goal/objective</p> <p>Create more of a gathering place for coffee, etc. Create a plan to serve food to groups through an agreement with local business?</p> <p>Remove old bleachers. Remove old concrete slab.</p>	<p>Who asked for this? Project future audience</p> <p>after school kids (weekend)</p> <p>Elderly women</p> <p>Elderly men</p> <p>Lap swimmers</p>	<p>Tennis courts = level land</p> <p>Peace of land next to pool that could be better used.</p>

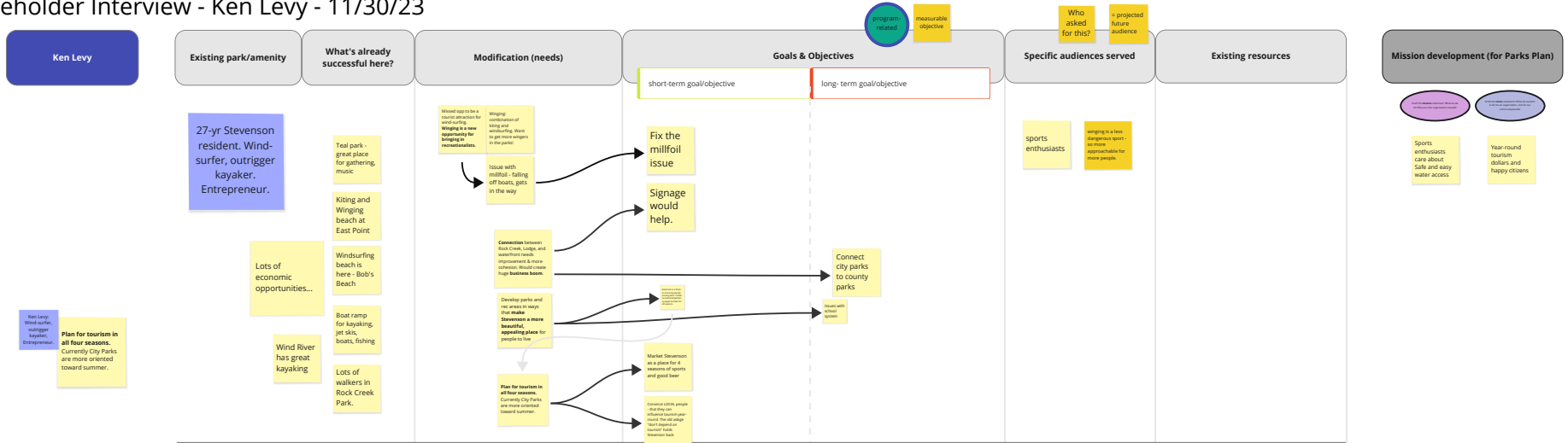
Mission development (for Parks Plan)

What is the mission of the park? To support people of all abilities in meeting their goals for running, walking.

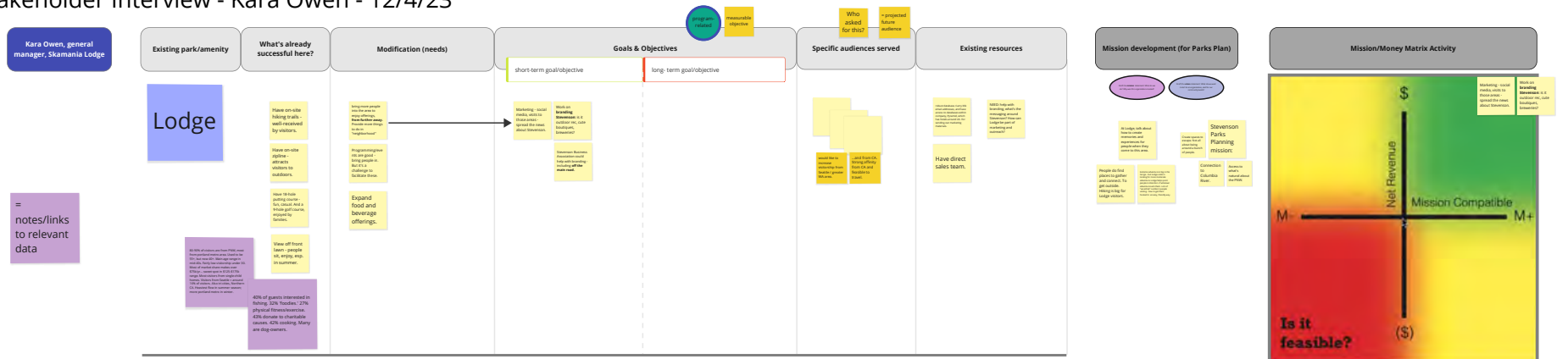
Mission/Money Matrix Activity

STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Ken Levy - 11/30/23



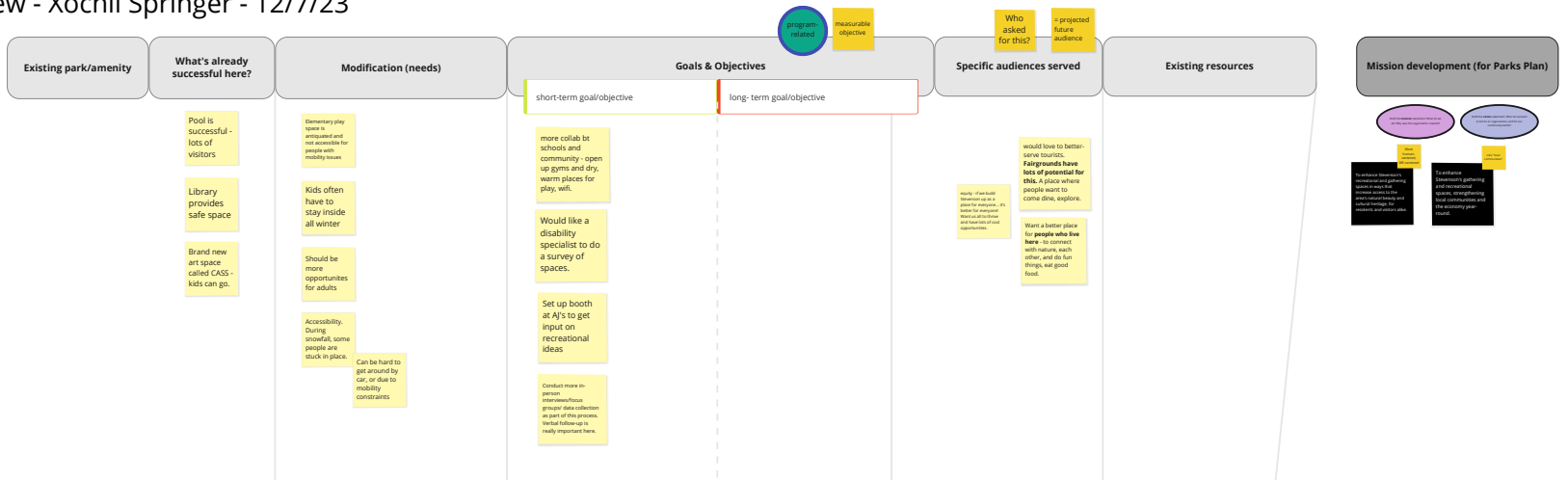
Stakeholder Interview - Kara Owen - 12/4/23



STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Xochil Springer - 12/7/23

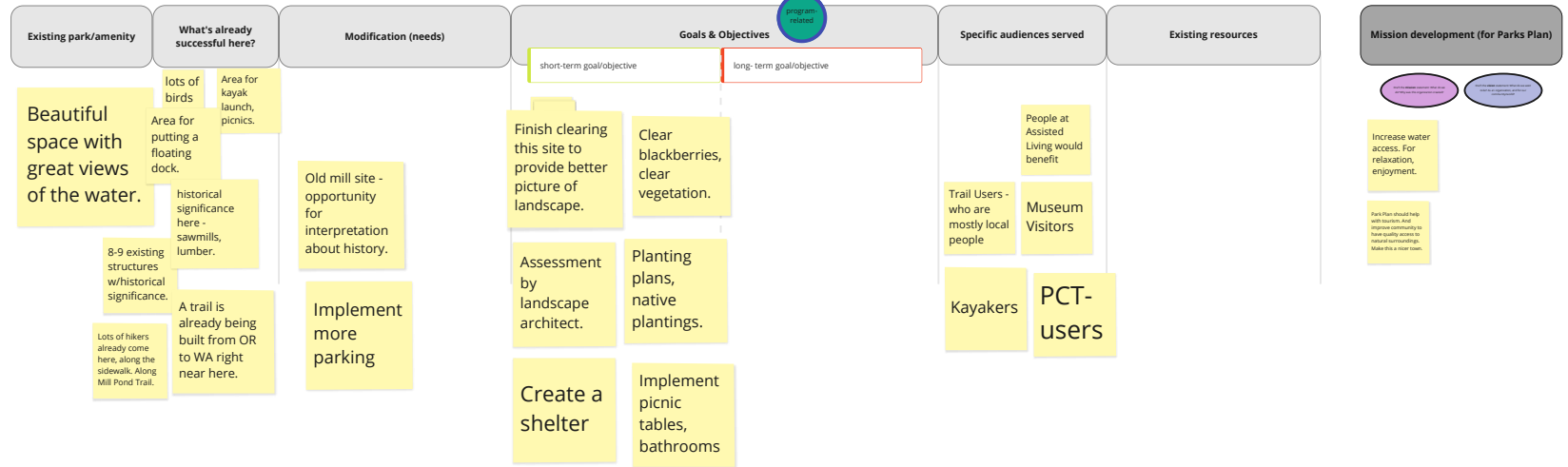
Xochil Springer, resident of Stevenson, parent w/kids raised in City. Centrally-located. Loves recreation. Passionate about parks. Want increased access for all! For people of all abilities and ages. Would love to open a homeschool play space



Stakeholder Interview - Lonnie Gates - 1/10/24

Lonnie Gates

Lonnie lives in assisted living, next door to Museum. Hiker. Hikes around Stevenson area, proposed park area around museum. Excited about more access to assisted living residents - for birdwatching. Good opp for ADA pathway next door. Recently, been trailblazing down to water, for views, fishing.



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

Meeting Information		
Date & Time	08-24-2023	
To/Participants	Marina French, Chuck McDowell (DCG/Watershed)	
Copy to	For record in plan appendix	
From/Meeting Leader	Marina French, Chuck McDowell (DCG/Watershed)	
Project No./Name	240418 – City of Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Kickoff meeting. Advisory Meeting #1	

Agenda/Discussion

- Introductions
 - Ben Shumaker – City of Stevenson, Community Development Director, Project Manager, City Parks Advocate, Pool district commissioner (attending in person).
 - Ingrid Colvard – Superintendent of Stevenson-Carson School District (attending virtually).
 - Pat Albaugh – Port of Skamania County, Executive Director (attending virtually).
 - Tom Lannen – Skamania County, District 2 Chair (attending in person).
 - Tiffany Anderson – City of Stevenson, Planning & Public Works Assistant (attending in person).
 - Alex Hays – Skamania County, Manager of Cultural Events and Recreation (such as the County Fairgrounds) (attending in person).
 - Andrea Byrd - Stevenson Community Pool District, Representative (attending in person).
 - Tom Delzio- Stevenson Community Pool District, Commissioner (attending in person).
 - Consultant Introductions Marina French, Project manager, Chuck McDowell, Lead Landscape Architect.
- What is a Parks Master Plan
 - Ben – The City is leading a coalition (the advisory board present today at this meeting) on behalf of all of the organizations that provide parks and recreation opportunities to the community of Stevenson.

Seattle 9706 4th Ave NE, Ste 300 Seattle, WA 98115 Tel 206.523.0024	Mount Vernon 2210 Riverside Dr, Ste 110 Mount Vernon, WA 98273 Tel 360.899.1110	Whidbey 1796 E Main St, Ste 105 Freeland, WA 98249 Tel 360.331.4131	Federal Way 31620 23rd Ave S, Ste 307 Federal Way, WA 98003 Tel 253.237.7770	Spokane 601 W Main Ave, Ste 617 Spokane, WA 99201 Tel 509.606.3600	Kirkland 750 6 th St S Kirkland, WA 98033 Tel 425.822.5242
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ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
Meeting Minutes
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- The City is not going to push every organization to fill all of the community needs just within their organization. The goal is to distribute the efforts and investments.
- Tom Lannen - Is this going to replace the counties plan?
 - Ben – each individual organization will have to adopt the plan in order to use it to apply for grants. It could be supplementary to your plan.
 - Tom - The County has kicked off a parks planning process but it hasn't been completed. This is a template that the County can use themselves to complete their Parks Plan.
- Consultants – Your participation in this process will allow us to identify similar projects that multiple organizations have identified and prioritize partnerships or priorities for funding.
- Ben – We are on a fast schedule to get it done by February 2024.
 - Schedule is driven by need to fund Courthouse project through RCO.
- Alex – Fairgrounds are looking for opportunities to improve, including different grant opportunities – even emergency management.
- State Requirements for RCO Grants. Presentation by Nick Norton, Policy and Planning Specialist with WA State RCO office.
 - Nick is the project point of contact for people looking to establish planning eligibility that opens up grant funding.
 - He will be reviewing it relative to the RCO requirements.
 - He can review early drafts and support this process.
 - Tom Lannen – What is RCO conserving?
 - Nick – Grants related to conservation funding – Urban wildlife habitat, Riparian protection program, Critical wildlife habitat – specific plan or animal species of high value.
 - A conservation focus in the open space plan will help get those grants.
 - Also recreation programs – local parks.
 - Planning for Recreation Access
 - These require a plan - Boating Facilities, land and water conservation fund, NOVA-trails, WWRP-recreation, WWRP – habitat
 - Boating facilities program – supports renovation or development of docs
 - County applied for that program for wind river dock – have experience with this program
 - What elements are required? – Plan should be aligned with best practices but there is also flexibility to accommodate what the local process looks like.

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
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- Public involvement
 - Opportunity to be systematic and reach different voices in the community
- Inventory
 - Condition & Capacity are important elements
- Demand & Needs Analysis
 - Level of Service
 - Walk-sheds & Drive-sheds
 - Financial Capacity Analysis
- Goals & Objectives
 - Be specific as possible
- Capital Improvement Plan
 - Projects, priorities, dates, sources of funds, etc.
- Nick will send a few examples of approved plans to Ben to distribute to the group
- A specific entity may adapt an existing plan or develop a cooperative plan
 - Want to be clear about a couple of things on the front end
 - If you want to include a conservation focus on this – this must be imbedded throughout the plan
 - This may need a supplemental study
- If County process is overlapping city process –
 - If county is trying to use this plan as eligibilty
 - There may be another approval accomodation needed – engage with RCO early to discuss this.
- All these districts include and extend beyond the city limits, UGA limits, or project limits.
- Ingrid – Can the School district apply for grants through this process?
 - School distrcit facilities – interest in updating Stevenson Elementary playground, lots of community use
 - RCO – deferred maintenance grant 30k min 100k max – need to look into elegebility requirements
 - Healthy kids grant
 - Would appreciate shared responsibility on grant opportunities
- Consultant Power Point Presentation
 - DCG/Watershed’s Scope & Role (COS)
 - Project Approach (DCG/Watershed)
 - Schedule
 - Deliverables

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
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- Anticipated Outcomes
 - Next Steps
 - Review Plan Table of Contents (DCG/Watershed)
 - Shared Expectations (DCG/Watershed /COS)
 - RACI
 - Review Advisory Committee questionnaire shared via email prior to this meeting (DCG/Watershed)
- Workshop Activity – Roundtable discussion and each entity share thoughts on MISSION and VALUES for parks and recreation in the community, and any other questions or comments.
 - City:
 - Sense of Permanence & Quality (basalt not CMU blocks)
 - Stability
 - Human Activity – for example cater to wind sports, but not to the same degree as places like Hood River.
 - Not commercialized – keep it quaint, low key, and folksy.
 - Maintain a balance of activities without one thing dominating.
 - Sense of Arrival is important.
 - County
 - Tom Lannen – County has a bunch of needs & Not wants.
 - He has a very focused financial vision of where he puts money.
 - Number 1 job of putting community first.
 - Drawing people in to support businesses is important.
 - Year round activities.
 - Increasing revenue is a goal:
 - Could double revenue if more parking was available.
 - Need new ways to park people for larger events.
 - Shuttle to the interpretive center?
 - New stage to hold concerts.
 - Pickleball, little league – fields are in disrepair (comment was on Home valley park – not in city of Stevenson).
 - Provide recreation within natural resources:
 - Water trails (non-motorized launch).
 - Long term opportunities for local residents.
 - Cross pollination culturally – welcome people into the community. Give a reason for people to come together
 - What does welcoming mean?

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
Meeting Minutes
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- Does not find Stevevonson welcoming.
- Maintain the character of the area.
- Pool
 - Welcoming
 - Gathering Spot
 - Parking lot fullness feel like a barometer of success.
 - A spot to have coffee or food – that’s what draws people together.
 - Pool is not seasonal.
 - Make the pool more usable.
 - Accessibility
 - Need a method to get down into the pool if you can’t walk down the steps.
 - Would like Rock Cove Assisted Living Community to bring people over to the pool.
 - Need to make it visually more fun.
 - Wellness
 - Use the facility as part of a wellness lifestyle.
 - Comfortable
 - Physical Safety
 - Inclusive
 - Old tennis courts can be repurposed – potential land – big asset
 - Want to see people in the parking lot
 - Programming
 - Movies
 - Next nearest pool is in Hood River, OR.
- (Ingrid and Pat were unable to attend the second half of the meeting, therefore there are no comments.)
- Next Steps (DCG/Watershed /COS)
 - Data Requests – Due
 - Inventory & Analysis
 - Stakeholder Interviews
 - Community Engagement
 - Next Workshop

DCG/Watershed
Meeting Minutes
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Attachment:

Advance questions for Advisory Committee

Project Introduction:

The project involves the creation of a Parks Master Plan which will serve as a strategic plan for enhancing park and recreation services in Stevenson. It is aimed at enhancing community well-being through strategic development of open spaces, recreation facilities, and the identification of ongoing maintenance needs. The plan will guide the identification, prioritization, and funding of projects on land owned by the city and key public stakeholders including the County, Port, School District, and Pool District. Representatives from these entities will make up the Parks Planning Advisory Committee. The plan will serve as a tool to seek state recreation grants, define community projects, and set long term priorities.

The planning process provides Advisory Committee members with a collaborative platform to align resources and goals, creating a shared vision for open space and recreation. By engaging in this process, Advisory Committee members can effectively contribute to community development, address their organizations' missions, and identify projects that align with the shared goals of the Committee. The plan opens avenues for potential funding, partnerships, and impactful multi-benefit projects.

Expected Stakeholder Involvement:

The Advisory Committee is expected to actively participate in workshops, discussions, and planning sessions throughout the project. This input will shape the plan's content, project identification, and implementation strategies. Collaborative discussions will help identify shared goals, prioritize projects, and explore opportunities for cross-organization collaboration. Ultimately, this input will guide the creation of a well-rounded Parks Master Plan that will ground future investment in the community.

Before the workshop, please reflect on how your organization's mission and strategic goals can align with and contribute to the development of this plan.

Vision and Alignment:

How do you envision this plan aligning with your organization's mission and strategic goals – short term – long term?

What aspects of this work resonate with your organization's vision for community well-being?

Collaboration Potential:

How can your organization contribute to the shared vision for open space and recreation projects?

Are there resources, expertise, or partnerships your organization can bring to the table?

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Identifying Community Needs:

From your perspective, what are the most critical recreation and open space needs in the community that this plan could address?

Are there specific demographic groups or neighborhoods that your organization particularly aims to serve?

Ongoing and Planned Projects:

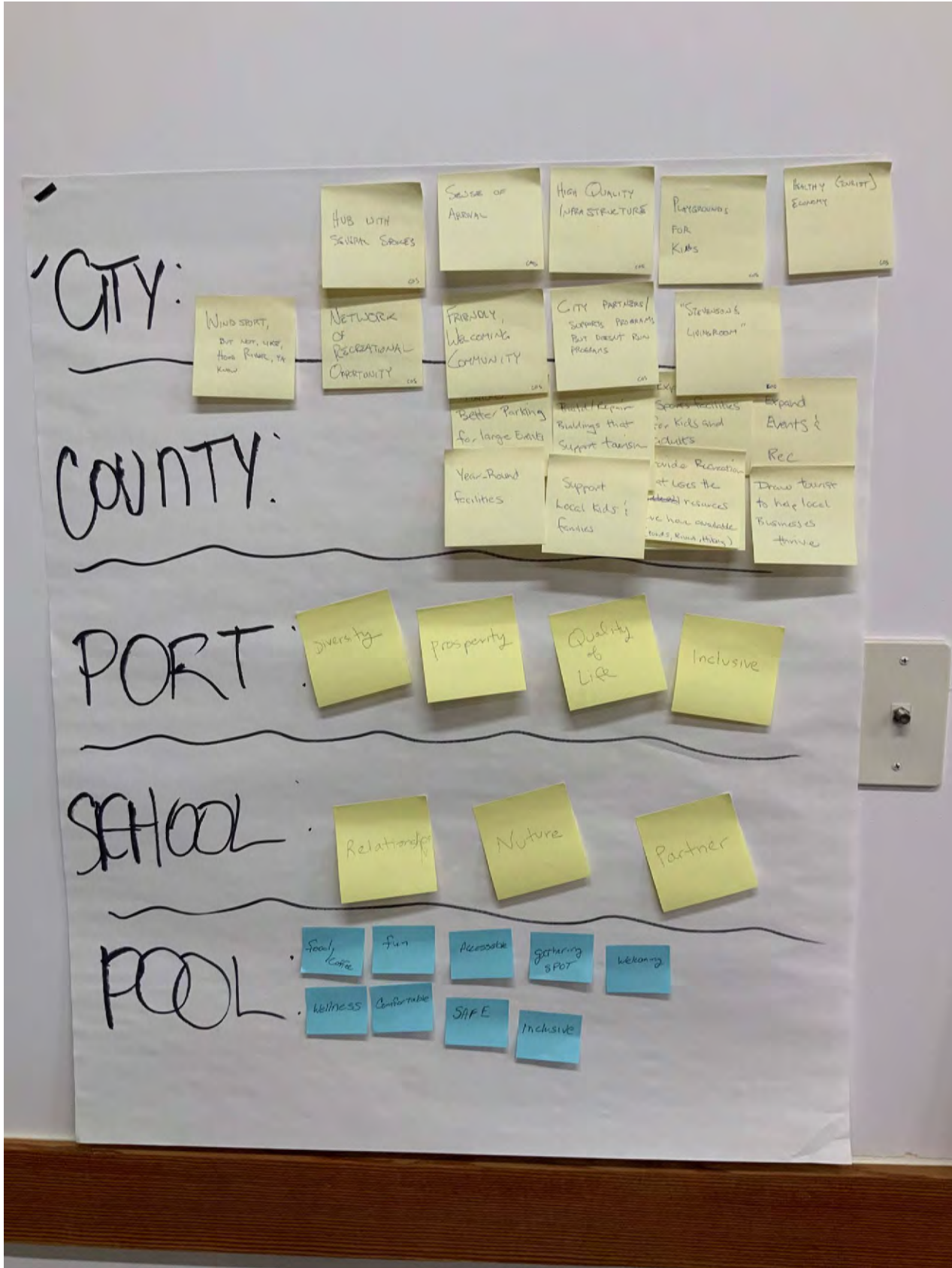
Are there any ongoing or planned projects within your organization that could impact or align with this effort?

Have you already identified any specific needs or challenges within your organization that you believe could translate into potential projects under this plan?

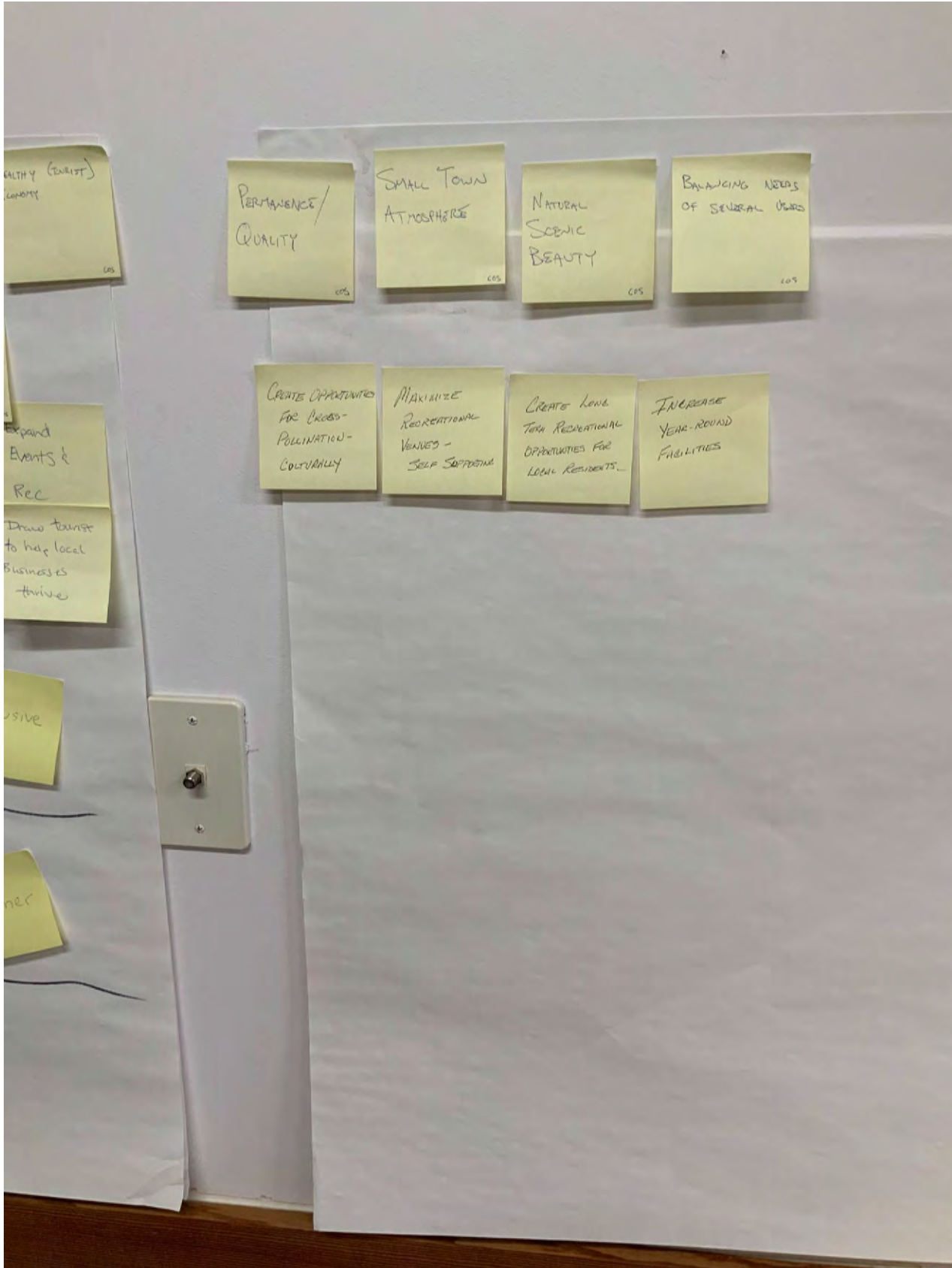
Impact:

How do you envision the completion of these projects contributing to the broader community's vision for parks and open space?

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

Meeting Information		DCG WATERSHED
Date & Time	12/06/2023	
To/Participants	DCG/Watershed Team: Marina French, Project manager, Chuck McDowell, Lead Landscape Architect, Angela Mele, Interpretive Planner.	
Copy to	For inclusion in the final plan appendix.	
From/Meeting Leader	Marina French	
Project No./Name	230418 Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Charrette. Advisory Committee Workshop #2.	

Agenda/Discussion

- Meeting Date: 12/06/23, 9:00am-noon. In person at the County Courthouse basement meeting room.

Agenda:

- Introduction
 - Introductions
 - Consultant Presentation:
 - Recap of Master Plan process
 - Summary of Stakeholder interview feedback
 - Summary of Online Public Survey Results
 - Presentation of initial ideas for formation of Mission and Goals
 - Examples of park trends and precedents for amenities or elements that were brought up by the community during our outreach.
- Break
- Workshop Activity
 - Break into three groups, sit at the group table and discuss existing and potential parks, recreation and open space opportunities within your area. Discuss how specific gaps, needs, programs, or other topics brought up by the community are present in your area.
- Break
- Report Out/Summary

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ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

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Introductions and Icebreaker: What are the needs of the user group that you or your organization represents?

Pool District – Tom Delzio

- New dressing rooms for equal opportunity for each gender –the boys’ dressing room needs designated stalls to have the option for privacy. The girls dressing room already has this.
- The pool is too small/short for official meets, so there is not currently any function for the bleachers. They would like to remove the bleachers to create a gathering space.
- The parking lot needs to be updated to be ADA compliant – they would need to hire a consultant for this (long-term project).
- Main goal is to bring more people in.

County – Tom Lannen

- County has land at the transfer site that has liability issues currently. They would like to transfer this to the city.
- Wind River Nursery site is a huge opportunity – it would be great to provide a connection from the city to WRN.
- Support transit options for seniors.

County Fairgrounds – Alex Hays

- Planning for big events.
- Working on building upgrades to make them more durable and desirable for use or rental.
- Looking into covering the arena for concerts and more year-round use.
- Upgrading Campground.
- Current projects include:
 - o Upgrading restrooms
 - o Year-round fishing
 - o Infrastructure improvements
 - o Roof over pickleball
 - o Batting cages
- Would like to do something with the baseball field but it is owned by the army corps and is an archeological site.
- Water trails
- Non-motorized ramp for boats
- Permanent stage for concerts
- The fairground used to be a hub for water sports. It could be used by private or non-profit organizations to run programs.

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Port – Pat Albaugh

- Replace the wave attenuator to allow better use of the existing boat ramp.
- Increase the use of a couple of beaches/points.
- Local water trail connected to museum and islands.
- Short term need is to provide more bathrooms.
- Water to irrigate the parks.
- Areas for private and nonprofits like a canoe club and water sports.

Columbia Gorge Museum – Lou Palermo

- Remove physical barriers.
- Dock for canoes and water access.
- Gazebo for people to use property more.
- Make grounds more accessible and usable – get rid of the gate and be more integrated with the community.
- A beautiful flat area could be an RV park.
- Camps and classes to connect outside lessons with inside.
- Music.
- Partnerships and cross promotion.

Public Works – Carolyn Sourek

- Utility focused currently – would be great to have a parks department that could maintain the parks spaces.
- Create shared maintenance for all open spaces and parks.
- Need equipment – specifics will depend on the park.
- Possibly a parks district to share the resources with other public entities.
- Dog park.
- Trail maps.

Public Works – Jonathan Dexter

- Equipment for landscaping.
- Training.
- Bathroom maintenance is new – they need training for that.

City Council – Dave Cox

- Parks property owned by city and county; how can we integrate these together more?
- Implement a parks district – sometimes coalitions are more impressive for winning funding.
- Increase offerings for youth.
- Leverage expertise in County + City for construction.
- Need funding mechanism for maintenance.

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

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Kelly O'Malley-McKee

- Promote gathering, tourism, spaces for locals.
- Activate, beautify, increase public art.
- Walkability, connectivity to fairgrounds and museum and to downtown.
- Connect to PCT through other parks and downtown.
- Want more commerce but also more public access and green space.
- Develop waterfront for small businesses.
- Stopping places with benches.
- Gateway Park has the best views of red bluff.

School District – Ed Farrell

- Updating current playground equipment to better fit age groups.
- Need to keep people out of the properties during school hours.
- Open after school hours.
- Indoor athletics space.

General Comments

- Need for maintenance.
- Flatter easier walking connections to parks.
- Collective marketing can be a way to leverage other stakeholders' expertise and momentum.
- Need to coordinate with Burlington Northern at some point – they are a large landowner.
- Need to engage with Tribes.
- Water recreation and access can be enhanced – marina in rock cove?
- Land acquisition is an important consideration when land isn't owned by any one entity.
- Government owned property can impact the economic development of the community.

Feedback on Mission

- It's not just about economics, it's also about locals getting what they need.
- Add word resilience.

Workshop Activity

(See worksheet notes and photos of table poster mark-ups)

Charrette Project Sheet

City of Stevenson Parks Master Plan

Project Site: Triangle / Gateway Park

Urban uses - support businesses

Description/History/Noteworthy:

Who currently visits?

Current or potential maintenance level?

Status:

(i.e. developed, undeveloped, unplanned, master plan, etc.)

Existing Plans or Improvements?

Existing amenities, services, or programs?

Questions	Comments
Does site meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	
4. Family friendly	
5. Easy to get to	
Does site provide any survey-identified opportunities? (Q10)	
1. Restrooms	Yes Courthouse Plans
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	
5. Trails	
6. Exercise equipment	
7. Picnic areas/ tables / seating	Yes Courthouse
Other needs?	
Does site provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	
3. Movies in the park	
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other opportunities?	
How does current or improved park serve community?	
Site recommendations:	
Build/Add?	
What new uses could be proposed?	
Replace/Enhance?	
What existing features need major overhaul?	
Repair and maintain?	
What existing features need more minor improvements?	

more year round streets
 - slow traffic
 - gateway park preview
 no dog park

TRIANGLE / STATEWAY PARK
needs to be focal point
ART piece that a welcoming piece
drainage

- maintenance
 - > mowing
 - >
- Powers -> pressure wash

⇒ Don't stop

⇒ East end

P Wayfinding

- Folly

- ~~both~~ ART

~~Water~~ Courthouse lawn -
- Splash play

Farmers Market -> maintain play area
\$ Core downtown Not a place for a playground

Smaller scale events

- Oct - May
- Week nights

As we change
Consider what
people want

3 year plan focuses on residents
- all programming is outside of downtown
- oriented to higher end

Beverly Park

PORT

- extend park best beach
- Waggie beach - riprap for railroad tracks
- Slaughtershorse
- water trail
- h

AND a lot of families

- more signage + way finding

Dog parks potential

- temporary
while other plans
are being made

- communicate that it's
temporary

Walnut - Irrigation

- Future of walnut park
→

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2



Charrette Group Area Sheet

City of Stevenson Parks Master Plan

Group Area: Rock Cove

Group Members: Loe (Museum)
Carolyn S.

• fairground during specific events
• museum
• wastewater treatment

Does area have any 'Most visited areas'?

Does area have any 'Least visited areas'?

• Fairground w/ regular events
• Museum

Does area have any 'Most popular programs'?

How does area relate to the draft Vision?

Gaps?

Goals?

Objectives?

Questions	Comments
How does Group Area Fulfill Mission? (Q1)	
1. Connect with nature or observe wildlife	It doesn't! Limited island access. But, there's a trail system.
2. Fitness or exercise	People do walk this shore. Is equine man space. Has ball. Has pickleball.
3. Enjoy solitude or peace and quiet	working on exhibits, programs
4. Fun, excitement or adventure	
How does Group Area meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	small illegal dock in fairground - but access is limited
4. Family friendly	existing small park in fairgrounds
5. Easy to get to	yes, easy, though far to walk from downtown
How does Group Area provide any survey-identified opportunities? (Q10)	
1. Restrooms	
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	yes at playground. Museum wants some!
5. Trails	museum property has potential for water trail
6. Exercise equipment	
7. Picnic areas/ tables / seating	picnic area by little park in fairground
Other needs?	kayak safety, classes. RV parking to handle fairgr. over lawn and make \$
How does Group Area provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	Dance @ museum has been successful
3. Movies in the park	Museum is planning on it.
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other programs?	Exhibit openings increasingly popular. = revenue. Ideas for trails as exhibits and hang-out spots.

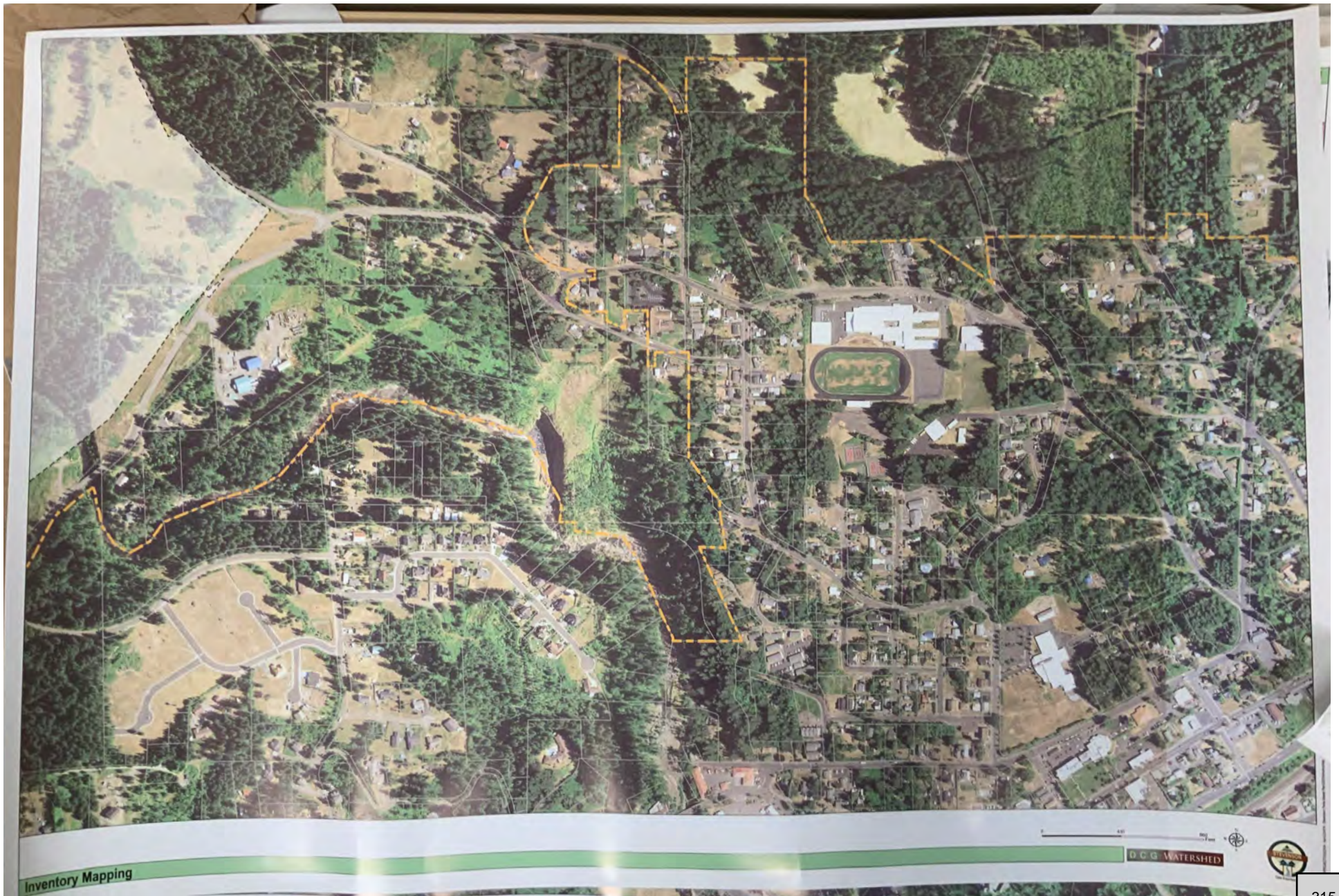
Trail system.
man space.
Has ball.
Kids park.
some kayak access.

access is limited

Nature play, native plants

• yoga in galleries
• slow people down

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2



Charrette Group Area Sheet

City of Stevenson Parks Master Plan

Group Area: _____

Group Members: _____

Does area have any 'Most visited areas'?

Does area have any 'Least visited areas'?

Does area have any 'Most popular programs'?

How does area relate to the draft Vision?

Gaps?

Goals?

Objectives?

Questions	Comments
How does Group Area Fulfill Mission? (Q1)	
1. Connect with nature or observe wildlife	Upper Rock Creek GAP - Skunkcreek Lodge, High School pull-up bars, Trails ↳ cross country team on road
2. Fitness or exercise	
3. Enjoy solitude or peace and quiet	
4. Fun, excitement or adventure	
How does Group Area meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	None. - Rock Creek water trail? - Playground, Activities w/ Church, Pool
2. Primitive trails or experience	
3. Water access	
4. Family friendly	
5. Easy to get to	
How does Group Area provide any survey-identified opportunities? (Q10)	
1. Restrooms	School Locked, Sheriff's office, Pool ↳ Port + Fairgrounds
2. Skate Park	
3. Pickle ball courts	Tennis, school pickleball w/ lights, basketball ↳ can rent football field
4. Play equipment	
5. Trails	
6. Exercise equipment	
7. Picnic areas/ tables / seating	
Other needs?	
How does Group Area provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	- County w/ senior citizens (via churches?)
2. Exercise classes (yoga, dance, etc)	
3. Movies in the park	- movies in pool?
4. Summer camps	- Both school libraries + computer lab - Community Education ↳ use existing facilities multi-use
5. Community learning classes	
6. Wildlife education	- Schools have audio visual equipment
Other programs?	

Tourists? Larger Area?

Helps draw in new residents

Pool school bus - lessons

Rock Care Fairground Bathrooms - Use vendor to maintain
Church as Resources

Charrette Project Sheet

Project Site: Pool - signage

Description/History/Noteworthy: _____

Who currently visits? _____

Current or potential maintenance level? _____

Status: _____
(i.e. developed, undeveloped, unplanned, master plan, etc.)

Existing Plans or Improvements? _____

Existing amenities, services, or programs? _____

City of Stevenson Parks Master Plan

- kitchen - artist mural, city signs - "welcome packet" = info

Questions	Comments
Does site meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	
4. Family friendly	
5. Easy to get to	
Does site provide any survey-identified opportunities? (Q10)	
1. Restrooms	
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	
5. Trails	
6. Exercise equipment	
7. Picnic areas/ tables / seating	
Other needs?	
Does site provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	
3. Movies in the park	
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other opportunities?	
How does current or improved park serve community?	
Site recommendations:	
Build/Add?	
What new uses could be proposed?	
Replace/Enhance?	
What existing features need major overhaul?	
Repair and maintain?	
What existing features need more minor improvements?	

Single person
organize all
rec.
chamber? check
web site
Current facilities tired now, maintenance critical
People have ideas + would be willing to
be stewards
"Main Street Lions Club" Coam Diner

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 3

Meeting Information		
Date & Time	01/16/2024	
To/Participants	Ben Shumaker, Tiffany Anderson, Ingrid Colvard, Pat Albaugh, Alex Hays, Tom Delzio	
Copy to	DCG/Watershed Team: Marina French, Project manager, Chuck McDowell, Lead Landscape Architect, Angela Mele, Interpretive Planner.	
From/Meeting Leader	Marina French	
Project No./Name	230418 Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Recommendations Meeting. Advisory Committee Workshop #3.	

Agenda/Discussion

- Meeting Date: 1/16/24, 10:30am-noon. Virtual Meeting.
- Icebreaker: Please share the biggest takeaways from the charrette.
 - Ben appreciated hearing all of the maintenance needs, and the interest in shared partnerships.
 - Tiffany liked how all parties were on board with a collaboration effort.
 - Pat hadn't previously considered covering the horse arena at the Fairgrounds to create a year-round concert venue. Loved this idea.
 - Alex felt encouraged about the similarities between everyone's goals. Feels hopeful about things actually happening with people working together. I.e., shared floating dock idea. The charrette spurred further conversations later on, independent of this plan process.
 - Ingrid: Had to send Ed as a representative to the last meeting. Ed had similar feedback: great possibilities for collaboration; covered spaces is an agreed-upon need.
- Begin presentation:
 - Summary of feedback from public outreach including kick-off, stakeholder interviews, charrette, etc.
 - Overview of Goals
 - Discussion of Goals
 - 1. Establish and sustain well-maintained parks

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ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 3

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- Pat: a lot of this is about landscaping, but there's not as much about restrooms which take more resources and time.
- The landscaping is not nearly as important as maintaining other facilities. See building facilities maintenance as a missing component.
- Marina: if there were more of a strategy for non-landscape components, do you suggest a special exploration of ways to be more efficient, for things like restrooms?
- Alex: An example is the drains at the Fairgrounds. Some are overflowing. My maintenance people said catch basins must be cleared annually. The City said they are investigating new machinery to clear them. Fairgrounds doesn't have money for this, but if the County could pitch in and use the truck, it could help everyone, since these maintenance needs apply to everyone.
- Alex: For everything that we install, there's a timeframe for checking in on how things are functioning. I've always dreamed of a master list/calendar to keep track of what needs to be done, and when.
- Marina: 1.3B is intended to get at what you're describing. If there is expensive equipment that's hard for one entity to justify buying, collectively you could justify the investment. And the maintenance calendar – kind of relates to 1.4B., the objective to have a comprehensive resource database—maybe this database would include this kind of calendar.
- Ben: Invites everyone to submit revisions and edits. Ben hears need to modify things on 1.3A,B and 1.4A, to emphasize and de-emphasize certain things.
- Ingrid: 1.3B – the schools have had major facilities issues lately due to cold. It is also possible to share expertise, including about emergency support. The school is a union, so it can be difficult to bring people in to help with shared resources; to bring in personnel. Something to consider.
- Alex: County is probably the same, in regard to unions for our maintenance crew.
- Marina: our intention for these strategies is to make sure they're diverse enough. So if an attempt to share staffing doesn't really work, there are other avenues for collaboration, like equipment sharing. We'll make sure these feel diverse enough from that perspective.

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- 2. Enhance community access to parks by increasing visibility and awareness
 - Alex: I like this goal/page. If we're pulling our resources together, then marketing is easier, for example using lodging tax to pay for things. Coalition makes it easier to market our community. We could have cost savings and a more powerful ability to connect people.
- 3. Improve proximities to and connectivity between parks
 - Pat: I kind of have an issue with trying to purchase more property, take more private land into public hands, when we have 4/10 of one percent of our whole county that can be developed.
 - Marina: This goal does mention acquisition. That's really about the possible purchase of some easements, plus a longer-term consideration of the city getting denser. If the Chinidere neighborhood gets denser, will the City need to purchase land to build a park with a playground? Or will they work with a developer? This goal has to do with standards such as walking distance. It sounds like maybe part of this is understanding that other options would be considered before we turn to acquisition.
 - Pat: yes, personally, I'd rather see Stevenson be the trailhead for Skamania County. We don't have to provide all of the recreational opportunities for the region here in town when the region is already a recreational region.
 - Marina: My understanding is if City decided to buy a new park for example, it would be very specific and locally-serving, like a playground. Maybe there's a different way we can articulate it.
 - Ben: I think it's worth exploring this in terms of who we're serving. Is the purchase for locals or visitors?
 - Marina: Pat, if this were worded differently to be more about locally-serving, i.e. for a playground, would that change your impression of the objectives?
 - Pat: I think the goal should be more about how to improve what we already have rather than to develop further. But I don't represent the City; just my opinion.
 - Chuck: I want to note that these goals are being read in isolation from all other documentation: results of survey, interviews, etc. As we look at the context of the needs assessment and the introduction into these strategies, and then how the strategies translate to recommendations, that might provide more clarity around the intent. We don't have time

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- to give that whole overview, but we can take another look at that question as we review this draft.
- Ingrid: The first thing I thought when reading this echoes Pat's: at the school district, we have had the experience that people don't necessarily consider that bigger context, so it's important to be careful to not convey that the City wants to buy and develop new land, in spirit of careful of how the public will interpret this.
 - Marina: understood that this feels heavily weighted on the public acquisition piece, and yes, if you looked at this page out of context, you might be taken aback.
 - Ben: I'm hearing and seeing the need to combine some of these, and also to build in what we're not going to do. That can be just as important. And yes, the need to narrow this down.
- 4. Provide inclusive spaces to meet diverse community needs
- Pat: There's a whole lot here about the plaza on the Courthouse lawn and I don't know how the whole community feels about that. Seems to be a hot topic at the moment.
 - Ben: We've been talking about that internally. One intent of this whole effort was to make sure the plaza got funded and happened, though we've been open to this being changed, and we've prepped DCG/W to pivot away from that.
 - Chuck: What we'd lean on from a recommendations standpoint is that everything we've heard from community is reflected in elements of the Courthouse Plaza project, so maybe we need to make the recommendations in here less place-specific, and then down the road think about other places and projects for enacting some of these goals.
 - Pat: That's a great idea.
 - Marina: Yeah, we definitely heard a desire for a central, flexible space, for gathering. At the time of the online survey, we had the original concept drawing of the plaza, and it was voted as the top 4 project and had a high score. So for those reasons, and as Chuck said, with amenities and a play feature are things we've heard described as in demand. We can look at changing the language so that if the Plaza doesn't move forward, we're still describing a more general project type.
 - Chuck: Addressing multi-benefit projects is key for grant eligibility.

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- Review of recommended Capital Improvement Projects
 - Ben: I'm looking at this list and I'm wondering where Gropper Park is, and then I have to remember that there are other lists too. Recall everyone that these are for immediate expenditure, for the next 6 years. Whereas Gropper is still in an earlier stage and still requires a plan before moving it into the capital project list.
 - Fix County Fairground Kayak Launch page information.
 - Ben: question for all agencies: are there capital improvements that you intend to make within the next 6 years that aren't reflected here?
 - Pat: no, not for Port
 - Alex: no
 - Ingrid: not that impacts what you're presenting today, but then there are things like our roof repairs that will need to happen, but not that impacts this plan.
 - Alex: I did get a grant to update some bathrooms, but not sure if that relates to this. Ben, we can have a side conversation.
- Review of other projects (playground etc.)
 - Alex: there are a lot of outdoor opportunities here, and I think we need to consider more indoor opportunities. Due to all the rain. At the fairgrounds, we retrofitted the barn and turned it into batting cages.
 - This came up a bunch during Stakeholder interviews so worth adding in.
-Angela
 - Pat: Quick question for Ben – years ago, Gropper was discussed as a potential location for a dog park and that was taken off the table.
 - Ben: Gropper swirls around as a resource with the repeating question about what to do with it. A volunteer led group looked into how to get water to it to move this dog park idea forward, and then kind of pulled back. We don't know what the best purpose for Gropper is.
 - Pat: You can close Columbia between 1st and 2nd and make that a pop-up dog park.
- General review at the end:
 - Ben: Wondering about possibility of master planning effort for Fairgrounds site, since that has been discussed, but it's not really reflected in this plan. Can we use this document to make development of a master plan for the Fairgrounds be a grant eligible project. I understand we want to communicate this as te city

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 3

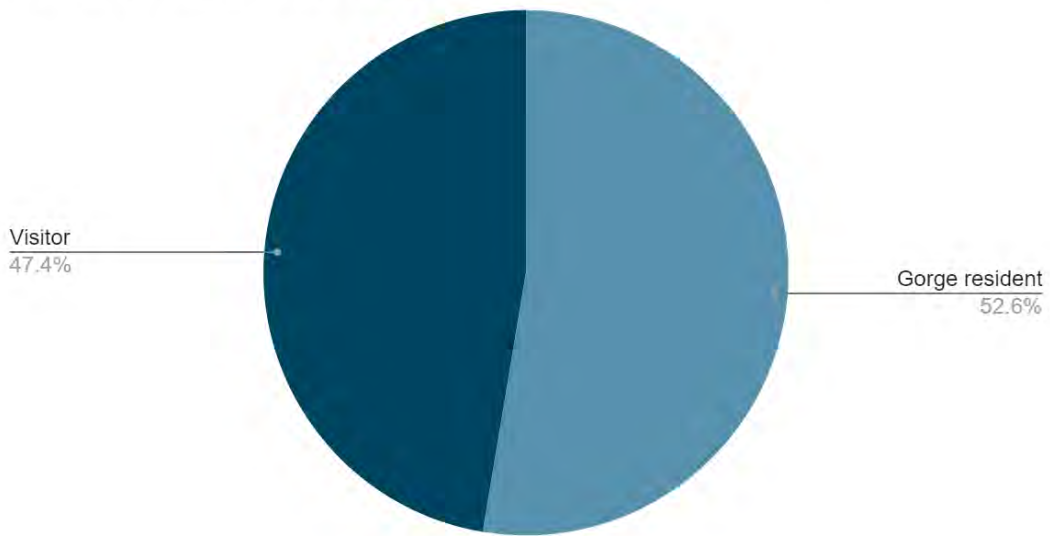
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- supporting the County's efforts to develop one, so it doesn't look like the City is developing the plan in isolation and then handing it to Alex.
- Marina: Yeah, that is a big one. Alex, would you like it if the City supported the development of a Master Plan for Fairgrounds and we put that in this plan?
 - Alex: Yeah – we kind of have a list of projects that we're constantly trying to do. So you putting that in there would help. Part of doing this, I'm assuming, is to get RCO grants. Having a master plan wouldn't hurt, but I think everyone understands that Fairgrounds is bound by County Commissioners and other things. We continue to make improvements to Fairgrounds, and we could discuss what would be a project priority.
 - Marina: So you guys could go for a grant for a Master Plan, for example, and you already have your project list, and then the planning process would basically involve working your list into that plan. Then, we could reinforce that through this document by outlining the amenity options/desires for the Fairground.
 - Alex: Our focus has been to fix what we have now, but we're also trying to look into the future.
 - Chuck: Ingrid, do you have similar perspective on how the City could support playgrounds, with updates for age-appropriateness? Could City lean into a similar strategy to work with you all?
 - Ingrid: Yeah, those kinds of playgrounds are expensive. The visual you had on that slide, and what the staff dreams is much more nature-based than what you have on that slide. If that goes out there, we don't want people to think we weren't listening to them. There's this concept of really trying to integrate natural materials into a new playground. This isn't related, but want to add that the City of Battleground added a skate park a few years ago, which dramatically changed some things like criminal activity, so a strong collaboration with the sherrif's department is important. That wasn't the only place that happened. It's a great idea but comes with challenges.
 - Tom: The pool is moving forward with removing the bleachers from next to the pool. This will result in an 1,000 square foot area that would be warm and protected from the elements. This could possibly host a protected toddler-play area.
- Presentation End- reach out to Ben to provide more information. The next two weeks will be a review period. Thank you.

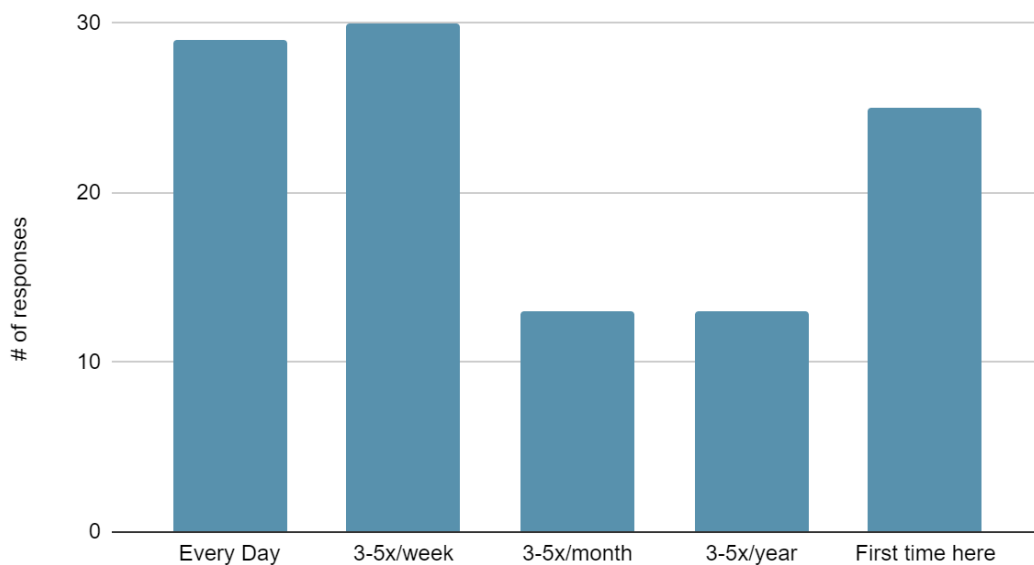
SDA Branding Survey - Chart Results
Farmers Market Season 2021

(110 surveys conducted, in person, on paper)

Do you live in the Gorge area or are you a visitor? (data from 38 out of the 110 surveys)



How often do you come to downtown Stevenson?



ASSUMPTIONS & ESTIMATES of our SURVEY RESPONDENTS

Estimated number of visits by Gorge residents vs visitors based on the previous two charts:

Assuming that Gorge residents were the ones to choose:

- Every day
- 3-5x/week

Let's also assume, visitors were the ones to choose:

- 3-5x/year
- First time here

Therefore, the remaining choice could be estimated by breaking out the percentages of the sample size (47% visitor / 53% Gorge resident):

- 3-5x/month = 13 people (6 visitor / 7 resident)

That means the following filled out the survey (estimated):

	Every Day	3-5x/week	3-5x/month	TOTAL
Assumed residents	29	30	7	66 residents
	3-5x/month	3-5x/year	First time here	
Assumed visitors	6	13	25	44 visitors

SURVEYS BY OTHERS - STEVENSON DOWNTOWN ASSOCIATION SURVEY

Thus, with our survey sample size, # of Gorge resident visits could be estimated at a range of 15,517-18,805 visits in a year:

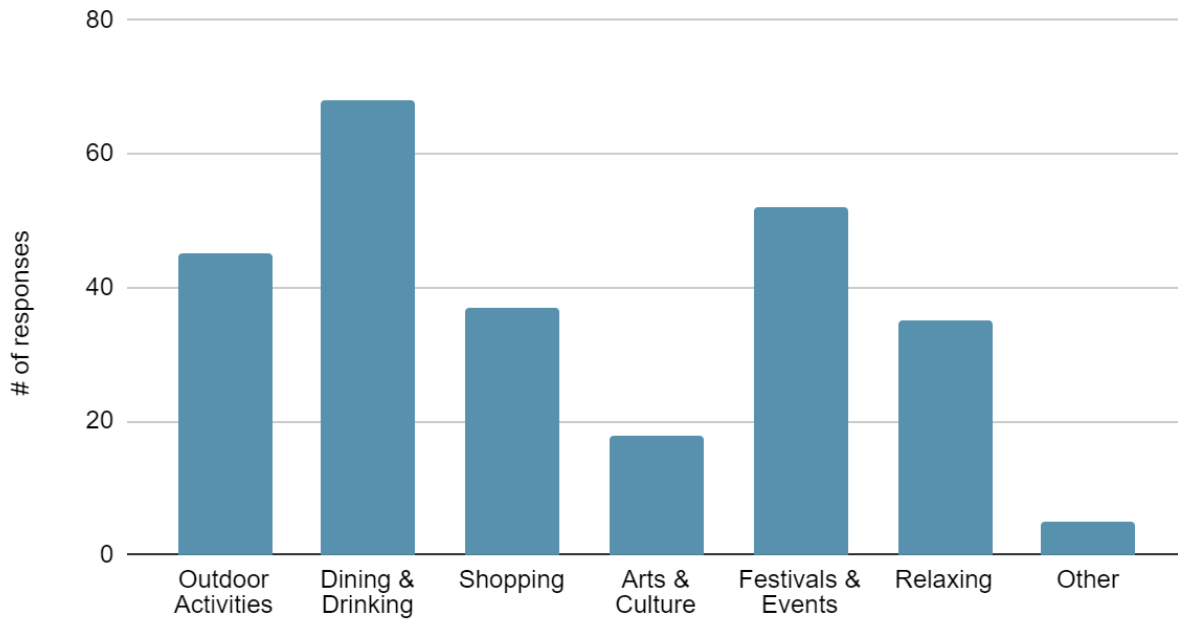
	GORGE RESIDENTS:					
	Every Day	3-5x/week		3-5x/month		
Assumed # residents visiting	29	30		7		66
# of days per year	365	156	260	36	60	
Visits	10585	4680	7800	252	420	
Low range estimate # of visits per year:	10585	4680	--	252	--	15,517
High range estimate # of visits per year:	10585	--	7800	--	420	18,805

And, with our survey sample size, # of external visits could be estimated at a range of 280-450 visits in a year:

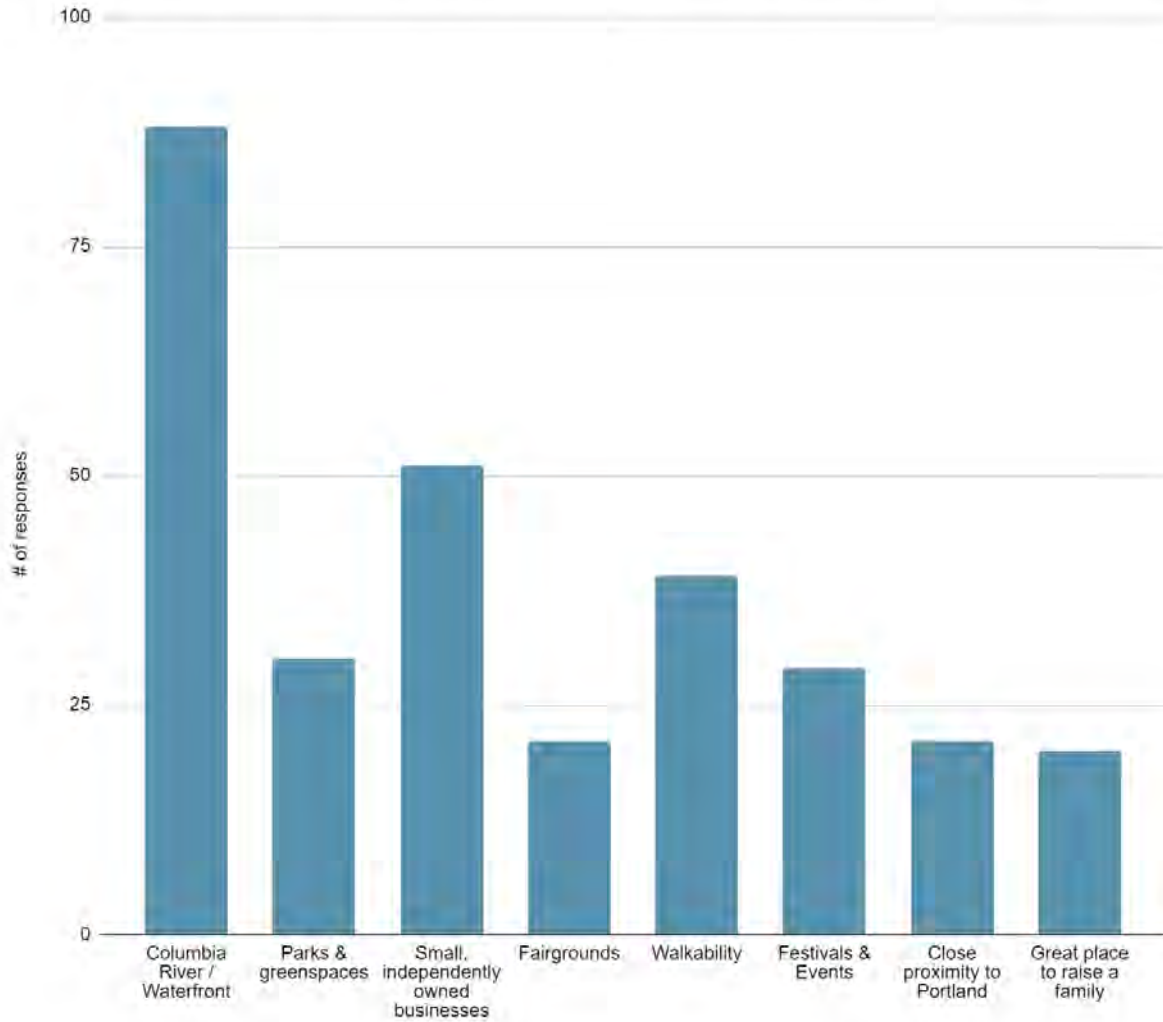
	VISITORS					
	3-5x/month		3-5x/year		First time	
Assumed # external visitors	6		13		25	44
# days per year	36	60	3	5	1	
Visits	216	360	39	65	25	
Low range estimate # of visits per year	216	--	39	--	25	280
High range estimate # of visits per year	--	360	--	65	25	450

SURVEY RESULTS CONTINUED

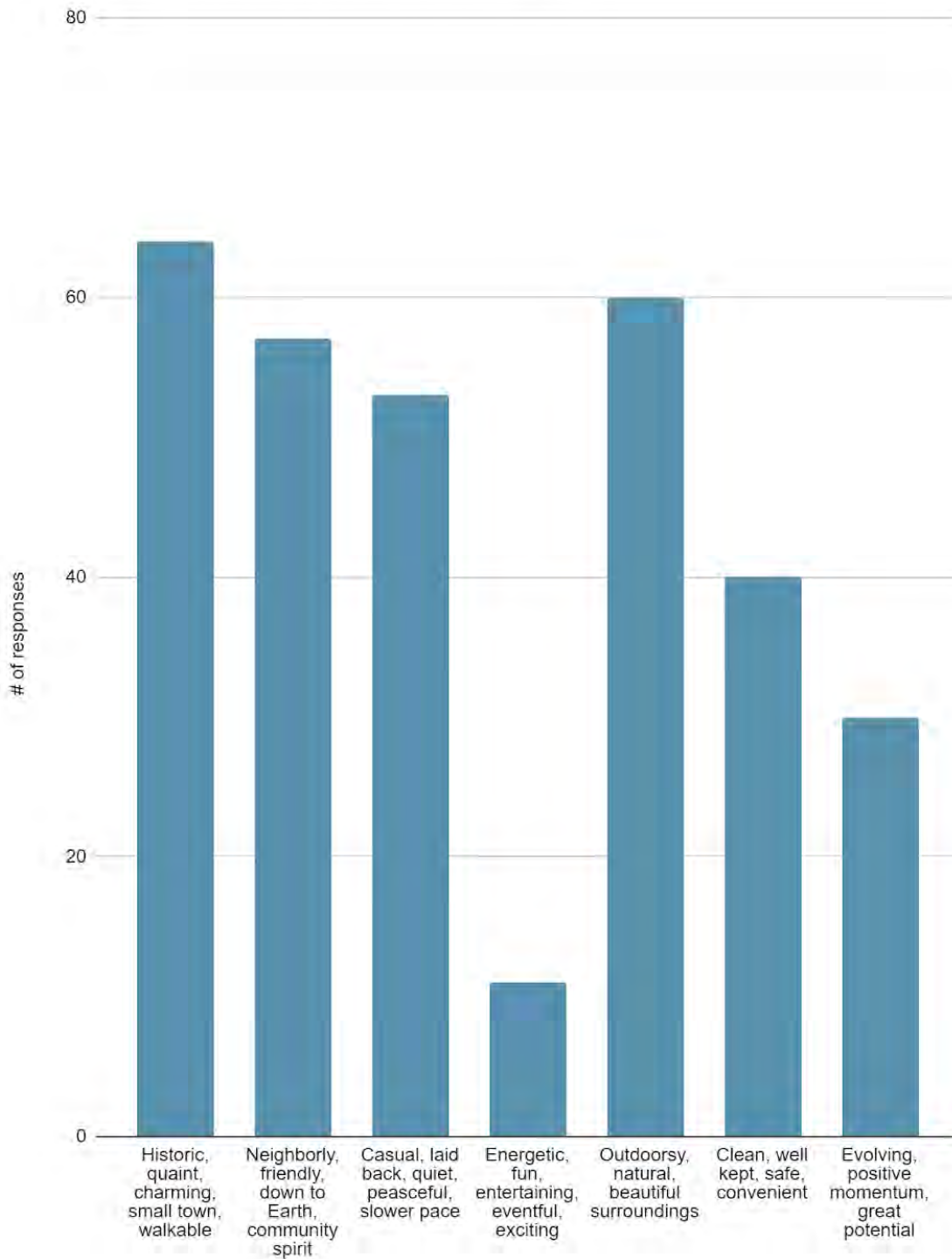
What describes your favorite downtown Stevenson experiences? (select all that apply)



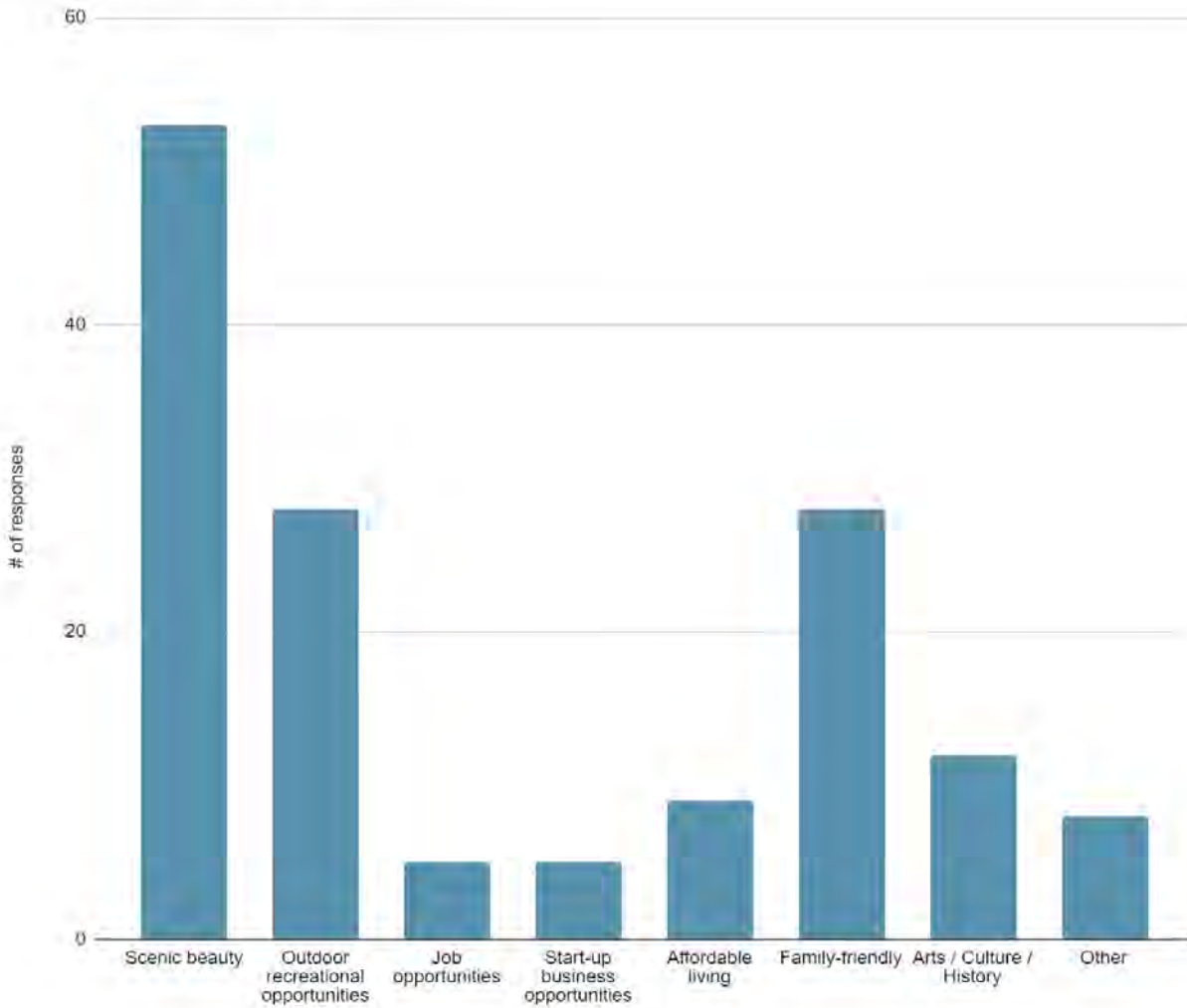
What are the greatest assets of downtown Stevenson? (select multiple if needed)



Describing the 'personality' of downtown Stevenson, what positive words come to mind? (select all that apply)



What attracted you to Stevenson?





Survey Results

Community Survey - Downtown Stevenson - 2023

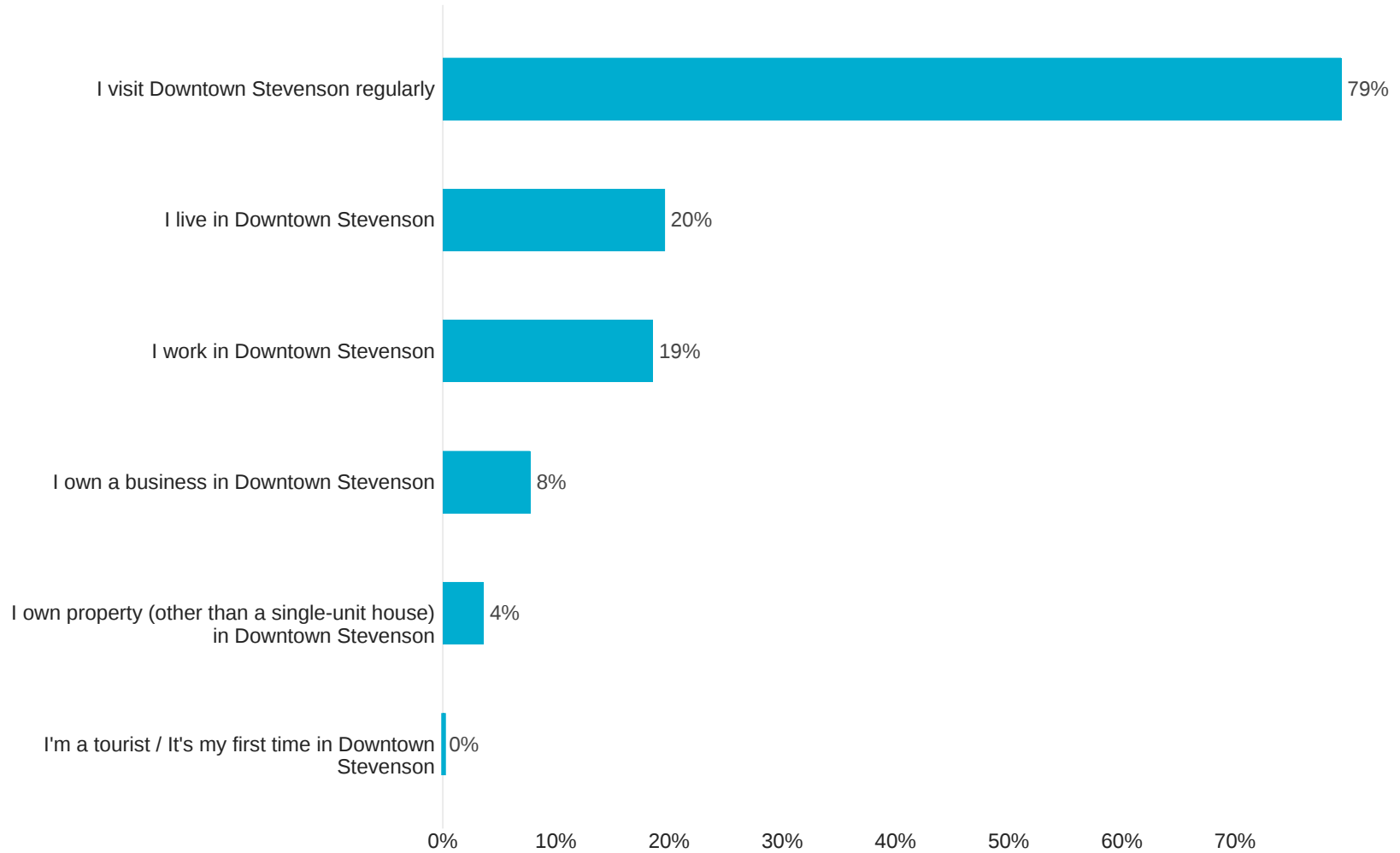
Inactive

Last recorded response: 9/25/2023

Total responses: 198

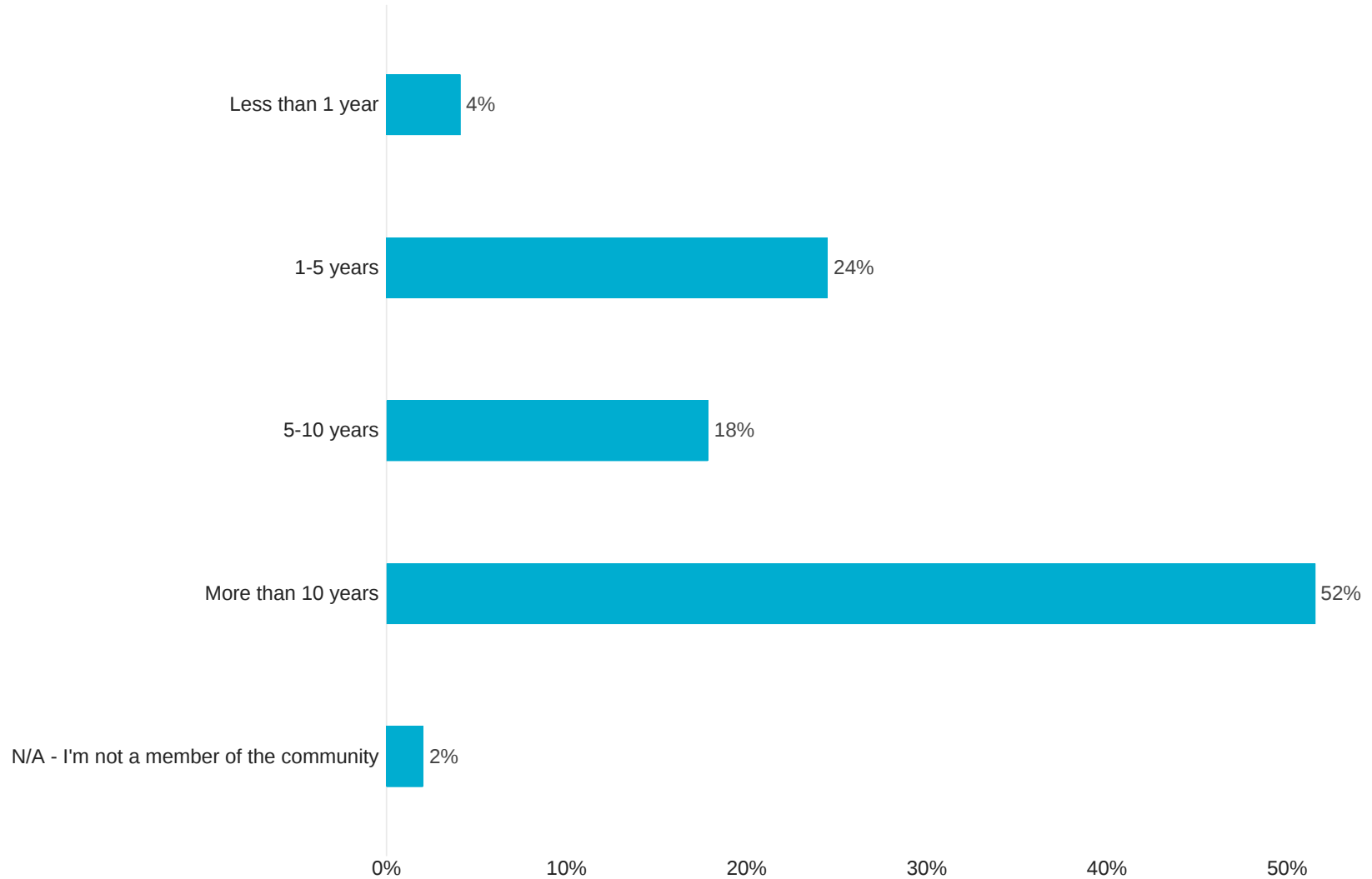
Q1 - What is your relationship to Downtown Stevenson? (Please select all that apply)

194 Responses



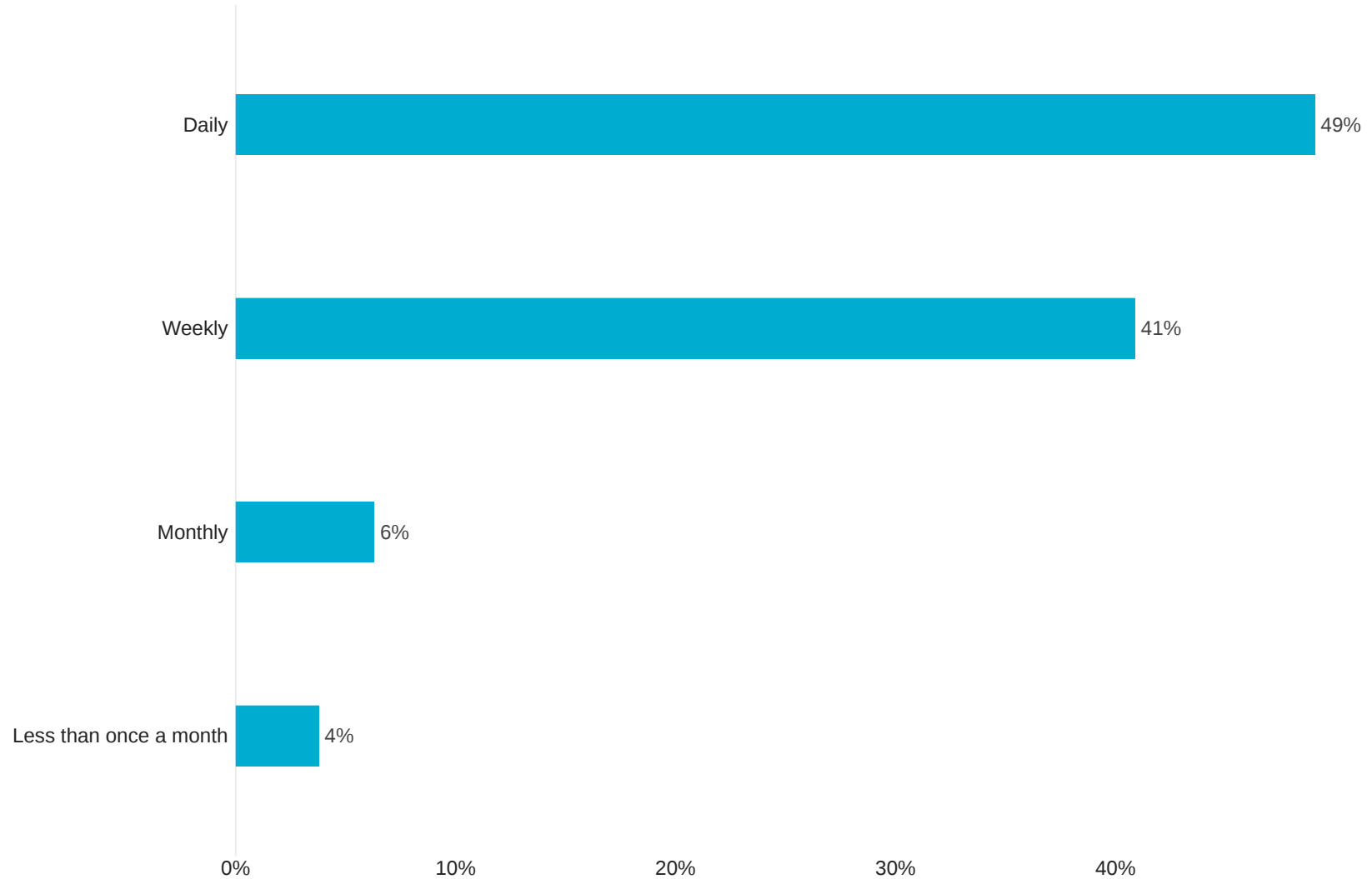
Q2 - How long have you been a member of this community?

196 Responses



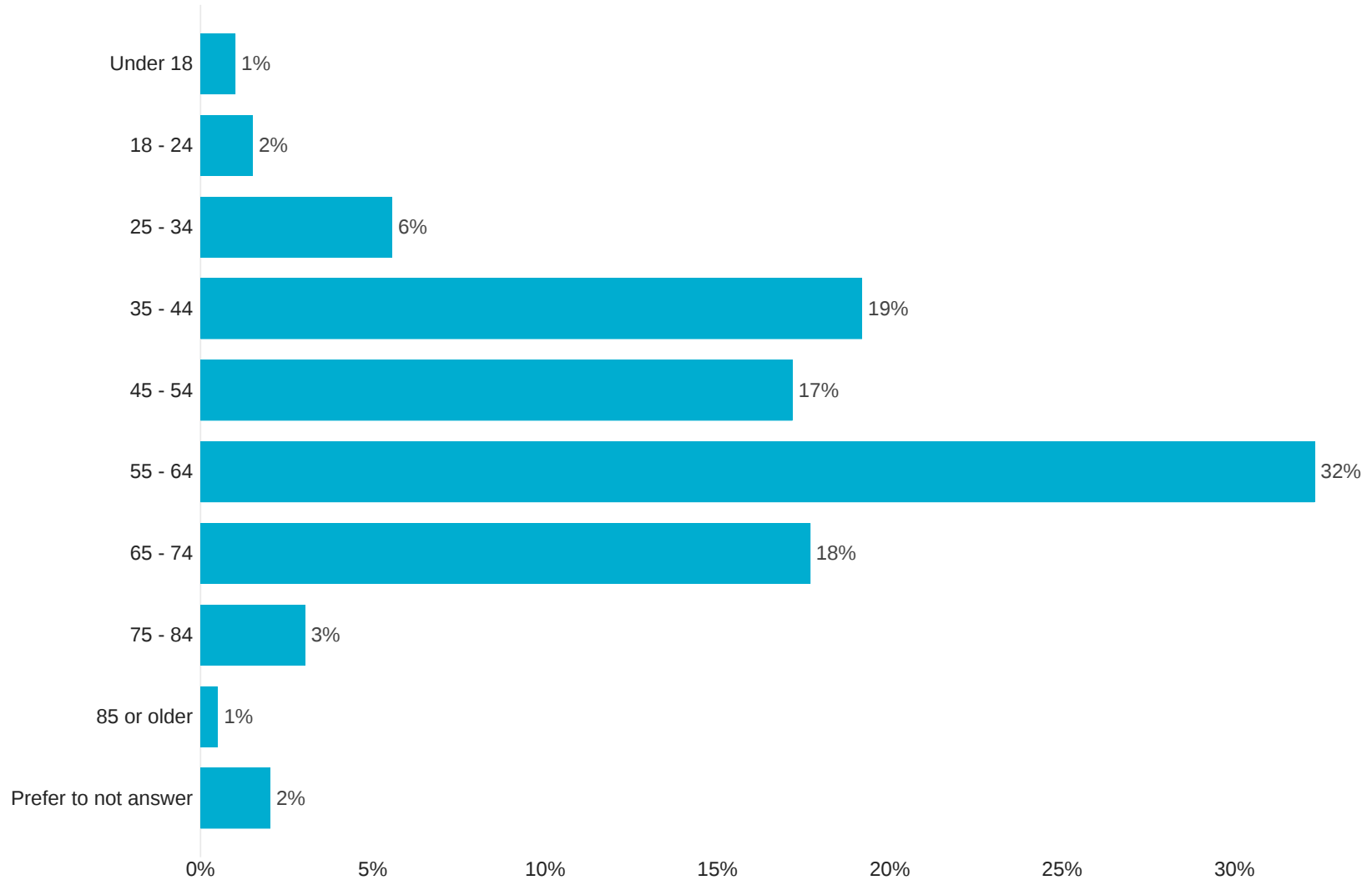
Q3 - How frequently do you visit Downtown Stevenson?

159 Responses



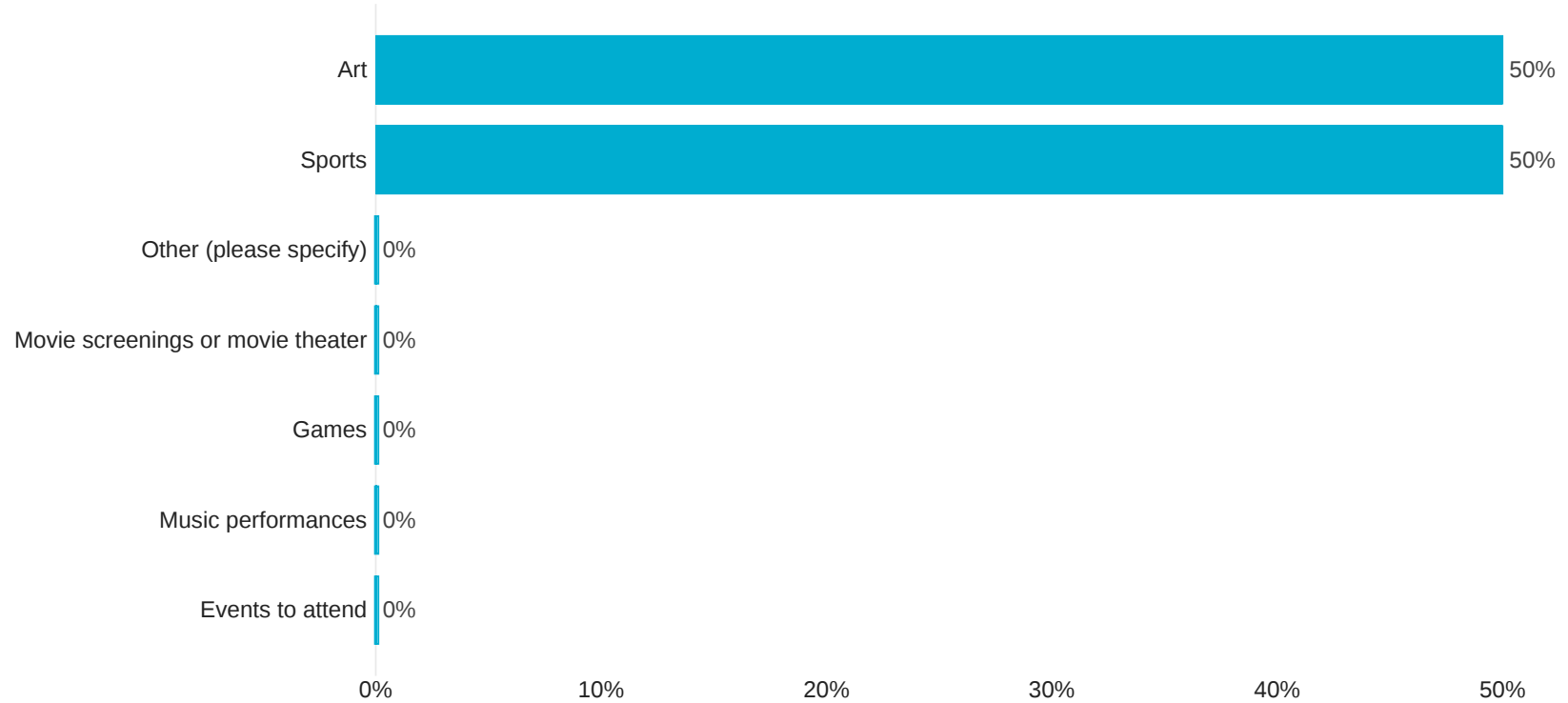
Q4 - How old are you?

198 Responses



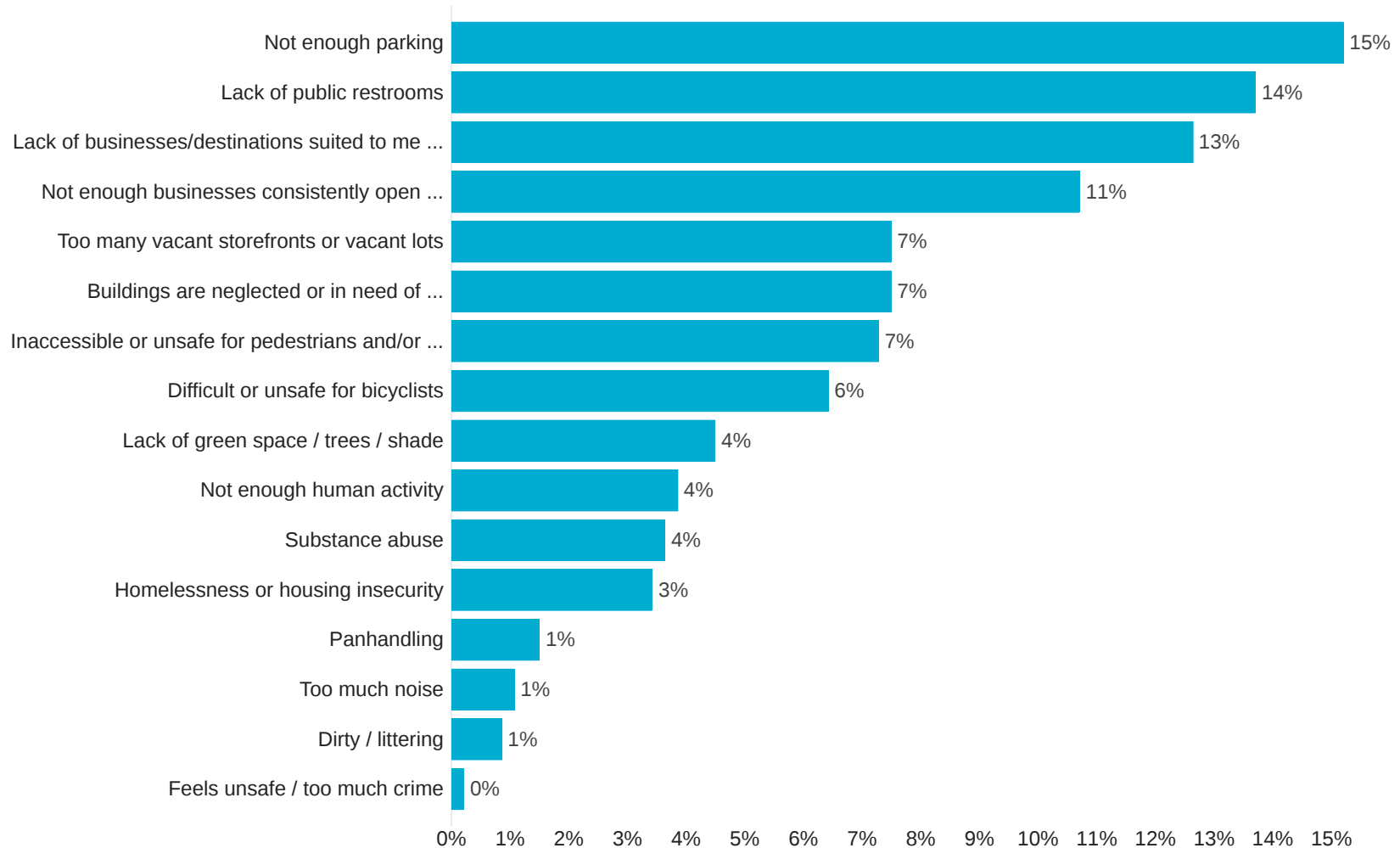
Q5 - As a young person, what activities would like to have available to you in Downtown Stevenson?

2 Responses



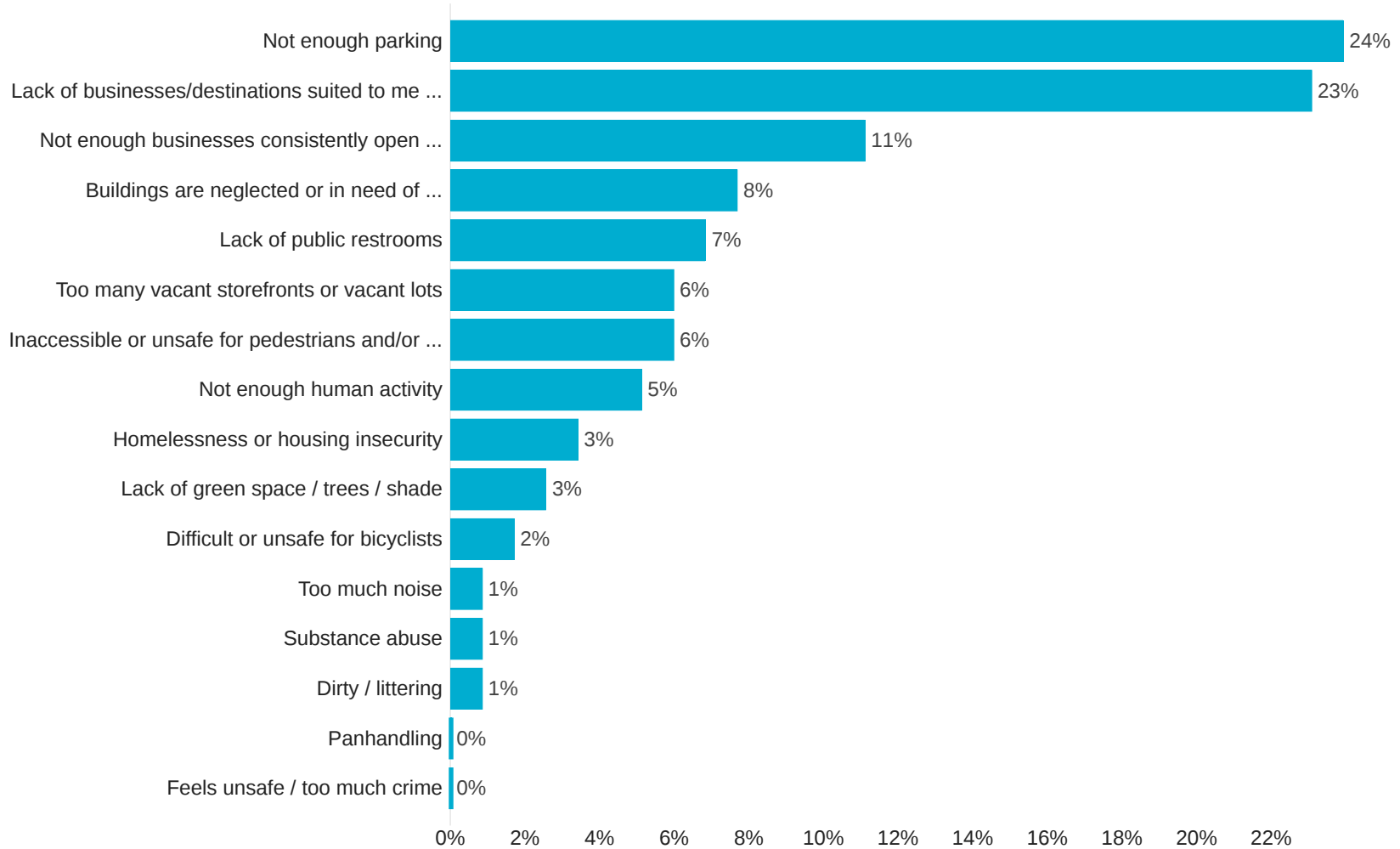
Q14 - Which of the following are issues in Downtown Stevenson? (Please select all that apply.)

171 Responses



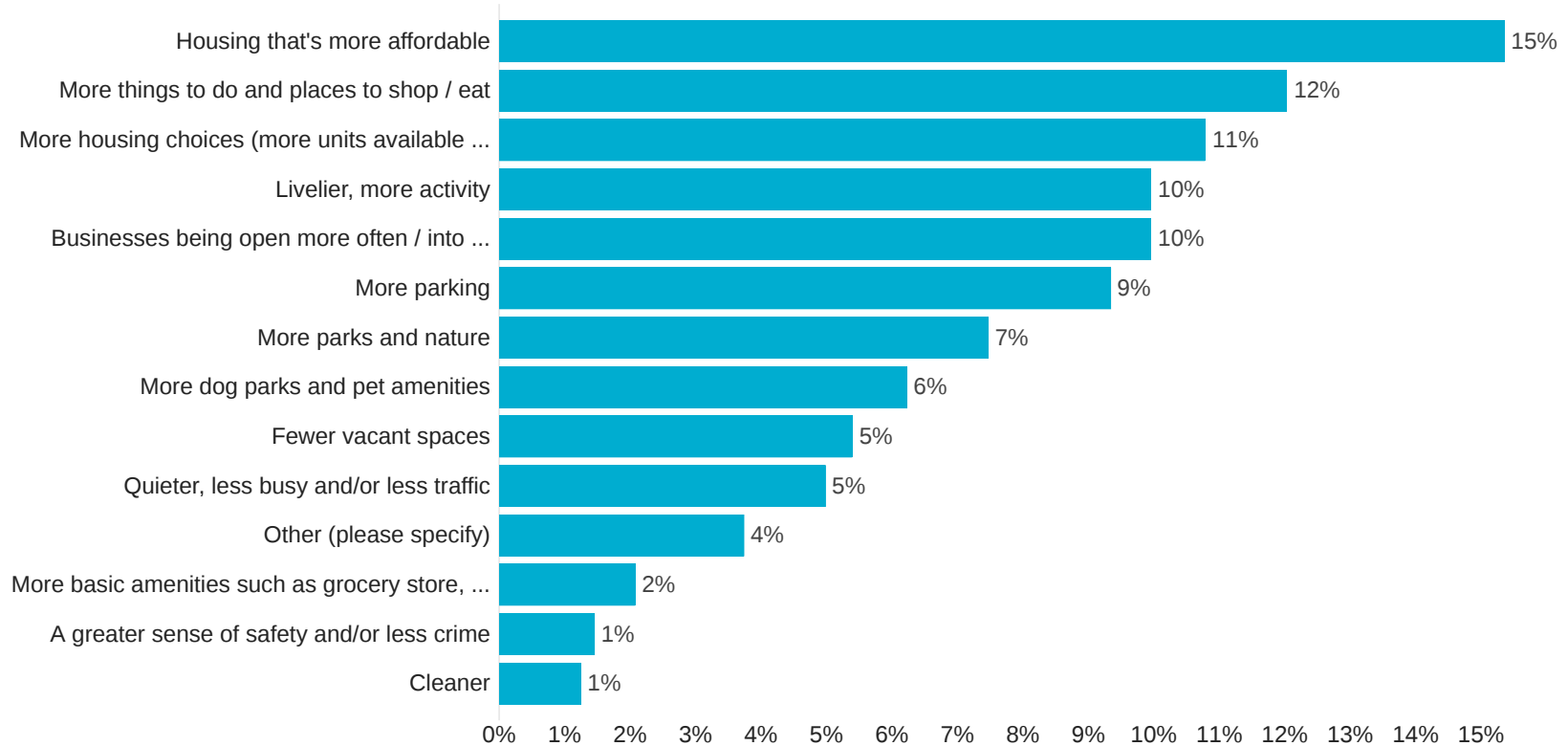
Q15 - Of the issues in Downtown Stevenson that you selected, which one detracts from your experience the most?

117 Responses



Q23 - What would make living in Downtown Stevenson more desirable (to you or others in your community)? (Please select all that apply)

159 Responses



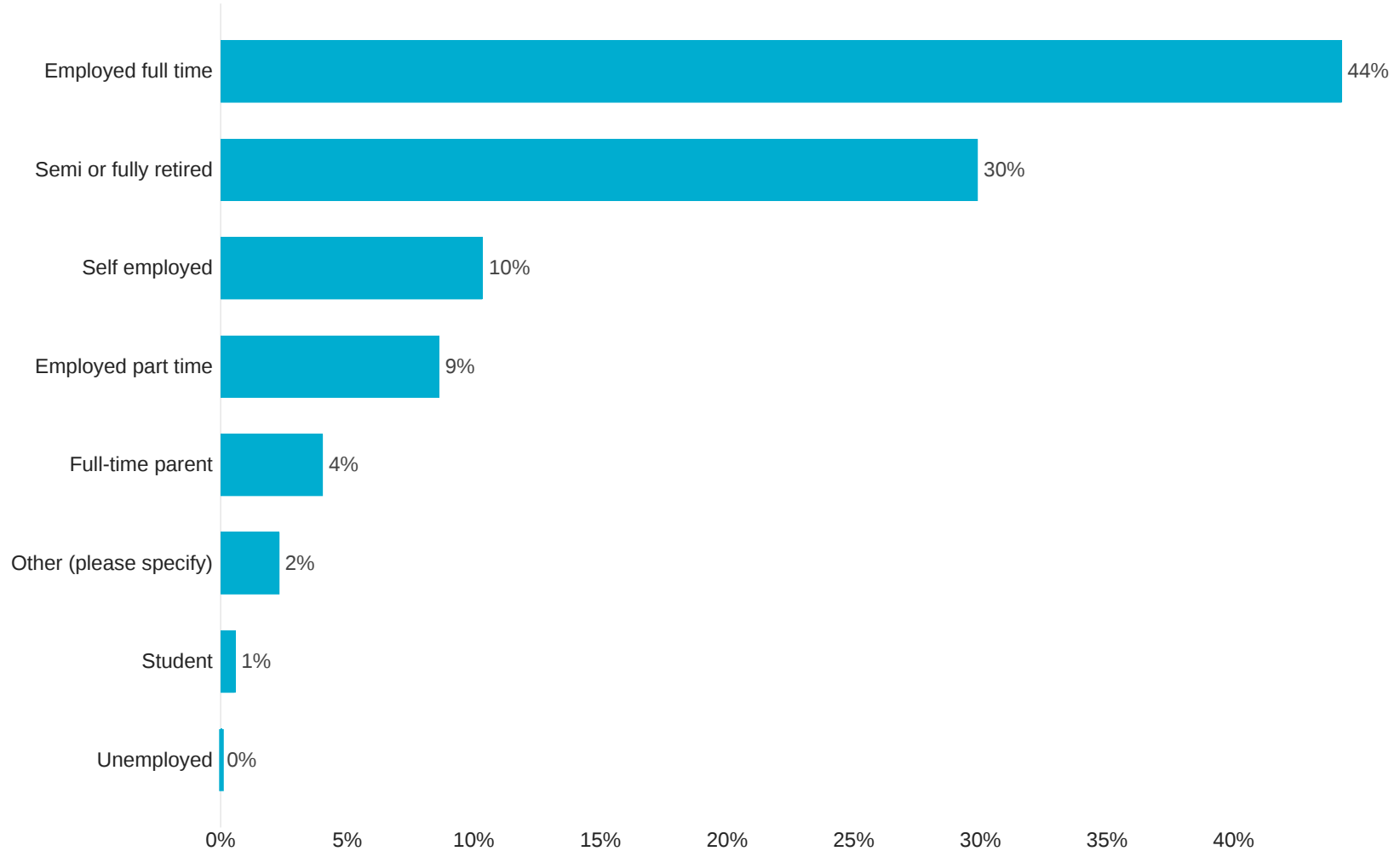
Q23_13_TEXT - Other (please specify) - Text

18 Responses

Other (please specify) - Text

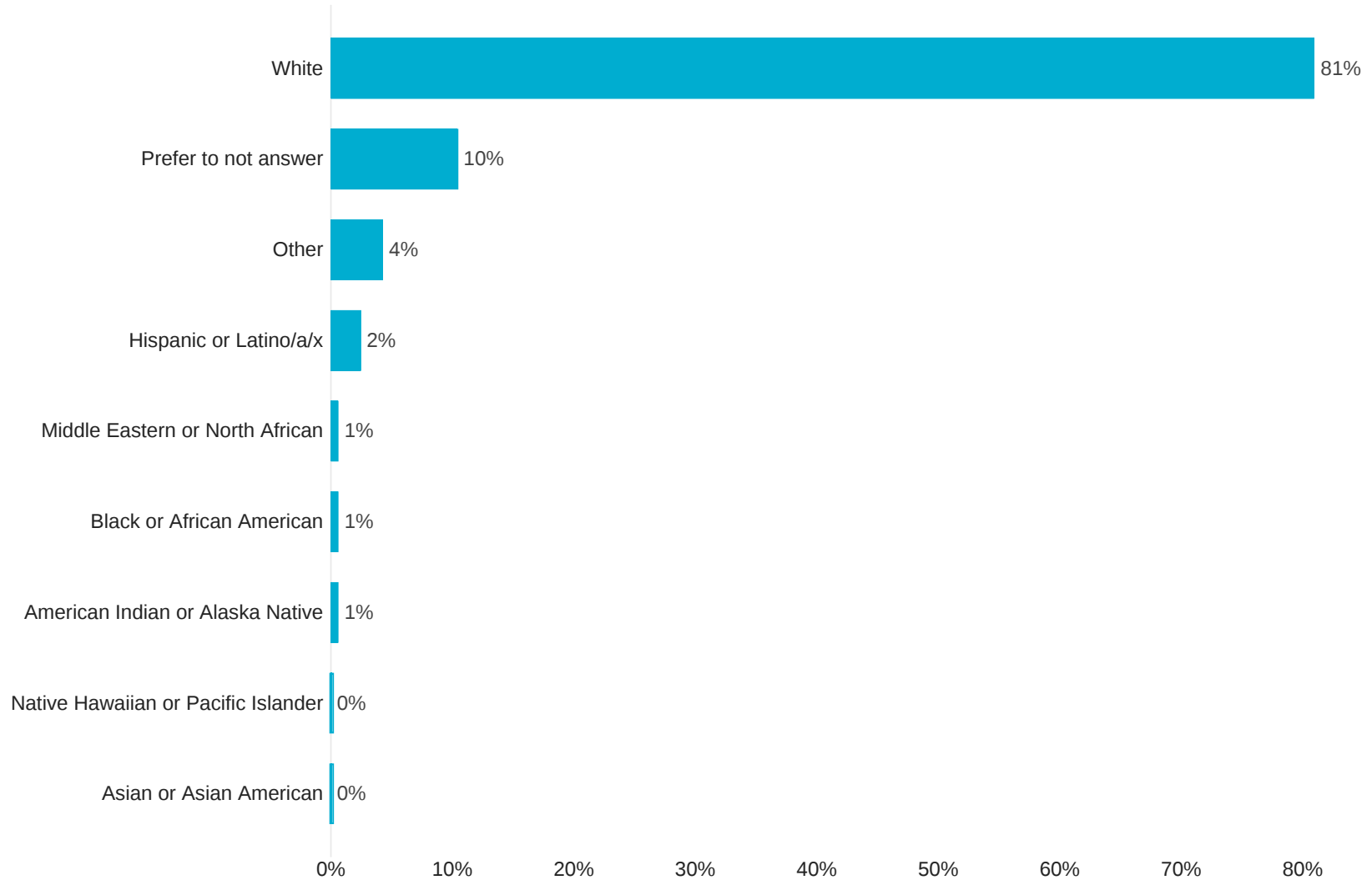
Q24 - Which of the following statements below describes your current employment status? (Please select all that apply)

161 Responses



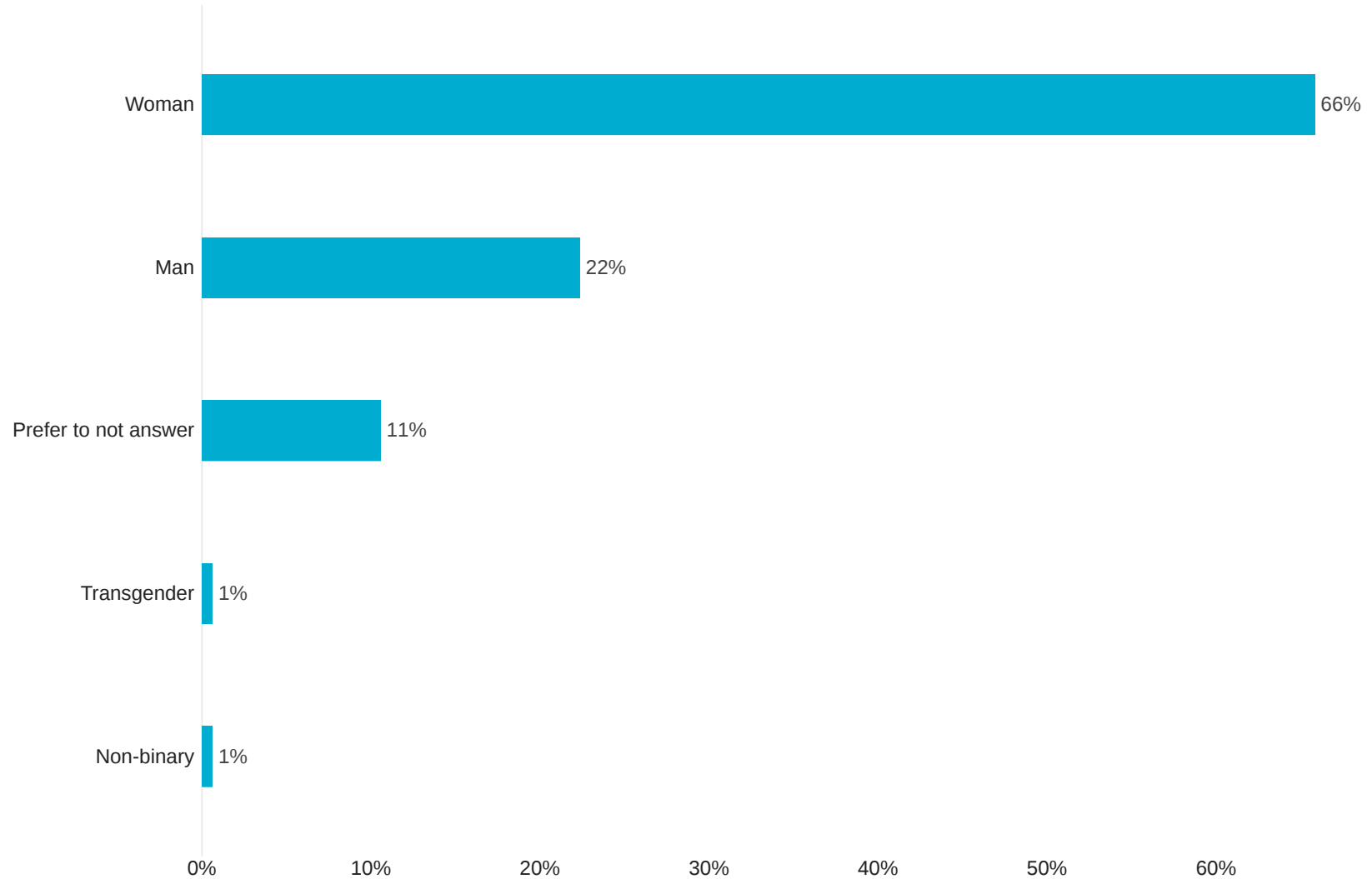
Q30 - How do you identify in terms of your race and ethnicity? (Please select all that apply)

158 Responses



Q31 - How do you identify in terms of your gender? (Please select all that apply)

161 Responses





Appendix B

Existing Parks and Open Space Conditions

Existing Conditions - City of Stevenson

	Element	Condition	Notes
Gateway Park	Sidewalk/Pathway/Trails	A portion of the sidewalk adjacent to the bus stop and highway 14 crosswalk has been removed and only gravel remains. This creates an accessibility challenge between the bus stop and crosswalk.	
		Area of pavers adjacent to the bus stop is in good condition.	
		Area of pavers connecting the intersection of SW Rock Creek Dr and Highway 14 to the gas station is in fairly good condition. Pavers at the edge of the walkway are settling and have grass and weeds growing between them.	
		Truncated domes connecting the central path to the gas station sidewalk are in good condition.	
	Site Walls	Stone site retaining walls adjacent to the gas station and bus stop are in good condition.	
	Landscape	About half of the western area of lawn does not get irrigated and browns out during the summer months	
		Of the 6 trees planted adjacent to the gas station, 3 have been removed and not replaced. The remaining 3 appear in decline.	
		Ornamental planting adjacent the gas station is in decline. Shrubs have died back and those that have been removed have not been replaced.	
		Mulch coverage is good but weed barrier is exposed in a few places	
	Site Furnishings	1 bench and the bus shelter are in good condition	
		1 garbage receptacle is in good condition	
		1 bike rack is in good condition	
Signage	The "Stevenson" sign on the west side of the park is in fairly good condition. The sign plate has a few abrasions but is still legible. The green paint on the sign structure is faded but in good condition.		
	Wayfinding signage next to the bus stop is in good condition		
Lighting	The paint at the base of the light poles has faded and doesn't match the rest of the light pole.	Illumination was not assessed	
Irrigation	Irrigation covering a portion of the western lawn area is not functioning.	Irrigation was not tested	
Gropper Loop Park	Sidewalk/Pathway/Trails	Concrete sidewalk along the north side of the park, along Gropper Road, is in good condition.	
		Gropper Park Loop road is an unimproved gravel road.	
	Site Walls	NA	
	Landscape	Lawn area covers the majority of the site and is not irrigated.	
		Of the 8 trees that were located adjacent to Gropper Park Loop, 3 have been removed and were not replaced.	
	Site Furnishings	NA	
	Signage	NA	
	Lighting	NA	
Irrigation	NA		
Walnut Park	Sidewalk/Pathway/Trails	Concrete plaza and sidewalks are in good condition.	
		Pavers along walkways and in the central plaza area are in good condition.	It was noted that in the past pavers in this area were settling and lifting up resulting in a uneven surface but that has been addressed.
	Site Walls	Concrete block walls and stone walls separating the pathway from the landscape are in good condition .	
	Landscape	The legacy Walnut tree is leaning substantially to the west over the plaza and is being supported in many areas. An arborist should provide routine monitoring on this tree.	
		Ornamental planting is in good condition, there are some bare spots where planting may have died off adjacent to the block wall under the Walnut tree.	
	Site Furnishings	2 public benches are in good condition	
		1 trash receptacle is in good condition	
		2 bike racks are in good condition	
		Water fountain is in fair condition. Water does not flow well	
	Signage	The "A Center of Commerce" interpretive sign is in fair condition. The sign is showing signs of weathering but is still legible.	
Lighting	String lighting is provided by the adjacent business over the dining area. String holidays lights are wrapped around portions of the Walnut tree. These should be removed during seasons that they are not in use in order to reduce stress on the tree.	Illumination was not assessed	
Irrigation	NA	Irrigation was not assessed	

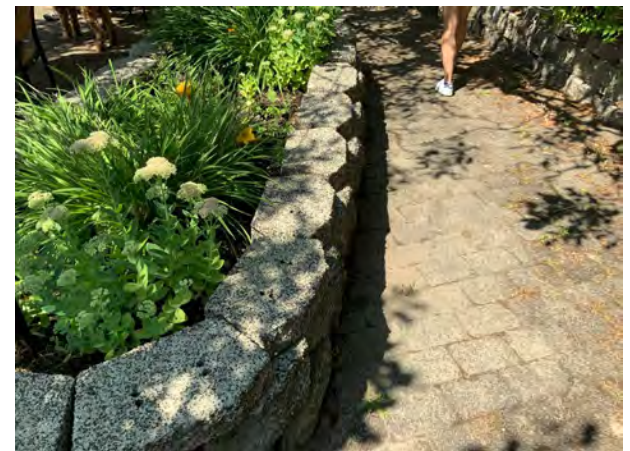
CITY OF STEVENSON - GATEWAY PARK



CITY OF STEVENSON - GROPPER LOOP PARK



CITY OF STEVENSON - WALNUT PARK



Existing Conditions - Advisory Committee Comments

Property	Notes
Stevenson-Carson School District	
Stevenson High School	No Comments
Stevenson Elementary School	Playground needs to be upgraded to better match intended age groups.
Stevenson Pool District	
Stevenson Community Pool	Stairs from the parking lot are limiting from an accessibility standpoint.
	Parking lot is sloped and challenging for people with mobility challenges to navigate.
	Stands next to the pool are underutilized because the pool is not long enough for formal races.
	Basketball court paving is cracked and often has leaf litter and debris on the courts.
Skamania County	
Rock Creek Park & Fairgrounds	Some shoreline erosion is occurring along Rock Cove.
	Areas along Rock Cove are becoming covered with invasive plants.
	Interpretive signage throughout the site is weathered but still legible.
	Trees along the trail are in decline.
	The RV parking/camping area gets saturated in the winter and it is hard to maintain grass in those areas.
	Parking area and driveway has recently been paved.
	The covered skate area has been decommissioned and is being used for storage
	Baseball field is underutilized but that area is owned by the Army Corps of Engineers and may be an archeological site.
	The arena is not covered and underutilized during non-summer months.
	Buildings are currently being upgraded to make them more durable and desirable for use and rental.
	Shoreline access is underutilized since there are no points of entry for hand-powered watercraft.
Courthouse Lawn	Lawn is not irrigated but is mowed regularly
	Streatery is well maintained and utilized on-and off.
Port of Skamania	
	There was a general comment about a desire to provide water for irrigation, indicating that some areas currently either do not have irrigation or the existing irrigation systems are not functioning.
	There was a general comment that some of the beach areas need to be activated, indicating that these areas may be underutilized.
Bob's Beach	No Comments
Stevenson Landing	No Comments
Teo Park	No Comments
Leaven's Point	No Comments
East Point	No Comments
Cascade Boat Launch	The wave attenuator needs to be replaced to allow for better use of the boat ramp.
Pebble Beach	No Comments

STEVENSON-CARSON SCHOOL DISTRICT - STEVENSON HIGH SCHOOL



STEVENSON-CARSON SCHOOL DISTRICT - STEVENSON ELEMENTARY SCHOOL



STEVENSON POOL DISTRICT - STEVENSON COMMUNITY POOL



SKAMANIA COUNTY - ROCK CREEK PARK AND FAIRGROUNDS



SKAMANIA COUNTY - COURTHOUSE LAWN



PORT OF SKAMANIA - BOB'S BEACH



PORT OF SKAMANIA - STEVENSON LANDING



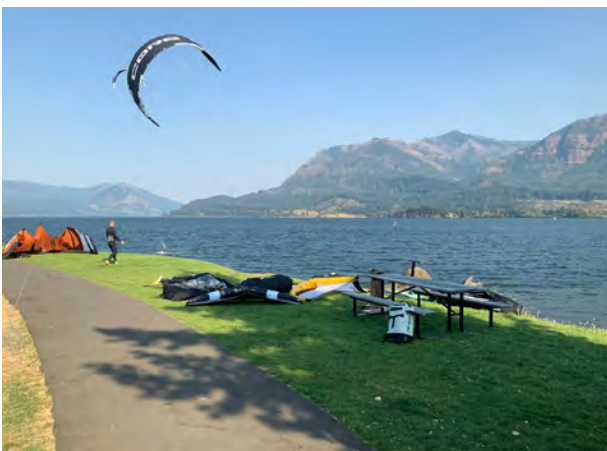
PORT OF SKAMANIA - TEO PARK



PORT OF SKAMANIA - LEAVEN'S POINT



PORT OF SKAMANIA - EAST POINT



PORT OF SKAMANIA - CASCADE BOAT LAUNCH



PORT OF SKAMANIA - PEBBLE BEACH





Appendix C

Capital Improvement Projects

Expanded Summary Table
Cost Schedule Overview

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 1

Capital Improvement Project Name	Priority	Existing Investment Summary	Needs and Gaps	Four Key Priorities	Other Community Amenity Needs
1st Street Sidewalk Trail Connection	1	This project proposes to expand upon an existing city project to formalize a gravel footpath installed in 2018 with PCTA & WTA volunteers. The path is currently separated from 1st Street by a guardrail. The sidewalk expansion project has been under development since the creation of the city Comprehensive Plan in 2013. Studies and planning efforts then and since discussed the paving this trail segment in the future. The sidewalk project has been awarded funding and approved to move forward in the 2024 city budget. The current plan sidewalk expansion ends where this project proposed trail would begin. The project was also identified in the recent Public Shoreline Access Plan (2023) as a key link for pedestrians to access the east end of the waterfront safely.	Additional 200 ft trail length helps close service gap and add a key link in the overall pedestrian network.	Walking and Trails, Fix it up	General community need to expand trail network, especially in locations that connect the community to the waterfront.
Stevenson Park Plaza (at the Courthouse)	2	The original concept for creating a plaza adjacent to the courthouse was developed by a consultant for the Downtown Business Association in 2016. The concept included a water feature, locations for public art, covered areas, benches ADA accessible paths and restroom. The consultant worked with a design committee, gathered input via public meetings and surveys, and hosted an open house to present the final design. The City was awarded a grant from RCO to fund the advancement of the schematic plan to construction drawings in 2023. A survey with updated concepts was sent to the community in December 2023.	Community identified gap in need for specific amenities and programs: bathroom, play spaces, year-round use spaces, and space for programs such as live music events.	Fix it up, Keep it fresh	The community consistently described the need for the following amenities that would be included in this project: bathroom, benches, year-round/covered spaces, ADA accessible features, play or all age features (such as a splash pad), and a central location that could be used by both locals and tourists as an event space. This is the only project that provides space for programming.
County Fairgrounds Kayak Launch	3	The county has no formal documentation but via outreach and interviews has described it has been many years now they have heard the demand from the public and wanted to install a kayak launch on Rock Cove. The 2023 Public Shoreline Access Plan identified this as a project based on community input and the degraded condition of the shoreline from trampling and informal launching due to the lack of a formal facility.	Community identified gap in need for specific amenities and programs: non-motorized boat launch	Water, Fix it up, Keep it fresh	Water access in the form of a safe swimming area or non-motorized boat launch were consistently requested by the community.
West Waterfront Trails (Phase 1)	4	Schematic plans to develop the private land at the west end of the waterfront have been explored in recent years, with a general focus on high-density residential development (Downtown Plan for Success! Adopted October 2022). The recent Public Shoreline Access Plan (2023) was the first plan to identify multiple easements that the city could propose to purchase with the goal of both providing public shoreline access as well as extending the existing shoreline trail network (the waterfront trail). These easements were evaluated by an assessor.	In future phases an additional 400 ft of trail length would help close the service gap, and expand the existing trail network.	Walking and Trails, Water, Keep it fresh (in future phases)	Water access in the form of a safe swimming area or non-motorized boat launch were consistently requested by the community. Future phases of this project could provide that.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 1 CONT.

Capital Improvement Project Name	Community Support Summary	Operations and Maintenance	Funding Sources	Ownership or Limitations	Cost	Timeline
1st Street Sidewalk Trail Connection	This project was not included in the survey but proposes to leverage an existing investment in adjacent development plans. In general the community consistently described walking as their main recreation activity, and trails and their highest need.	Minor Increase to Maintenance, expand existing: Trail maintenance will include clearing or mowing any blackberry or overgrown vegetation within a few feet of each side of the trail.	RCO	This area was previously WSDOT right of way but through the process of attempting to move forward the original sidewalk improvement project, the city reached an agreement with WSDOT that will result in the city taking over ownership of 1st Street. The current project funding does not include this trail. The city would need to find additional funding to increase the scope of the current project. The city may have to confirm ownership for that area, and explore the potential for stream buffer impacts and mitigation requirements.	\$55,000	Construction documents complete and construction to commence in 2024-2025
Stevenson Park Plaza (at the Courthouse)	The original concept for this plaza was included in the public survey since the updated concepts were not yet available. The project was ranked fourth in the public survey. The updated concepts have a different layout and aesthetic, however the proposed functions, amenities, and programs served are consistent.	Significant Increase to Maintenance; training or special license required: This project would require additional maintenance hours and multiple new types of maintenance not currently undertaken by city staff. These include bathroom maintenance, splash pad maintenance (requiring special certification), large areas of hardscape/paver maintenance, and furnishings maintenance.	RCO	This area is owned by the county, and the project cost is too high to be funded by the city general funds. The city and county must come to an agreement regarding design, funding, and continued maintenance for this project to proceed. The project must be awarded funding to be implemented.	\$3,200,000	Design development, construction documentation and land use permitting for the plaza with an end date of December 31, 2024. Construction can begin as soon as funding is in hand. The city plans to apply for RCO funding cycle in 2024, with the goal of construction in 2025.
County Fairgrounds Kayak Launch	This project was included in the public survey because it was pre-existing. This project was ranked third in the public survey.	No Impact: This project assumes that operations and maintenance would be the responsibility of the county.	RCO	This area is owned by the county and the city is in a support role only. The city is committed to helping move this project forward through fund matching, however the county must provide the plans, permit the plans, and apply for any grant funding needed for implementation.	\$53,500	The county is likely to apply for funding in the RCO 2026 grant cycle. Design plans can be complete in 2026, and the project installed in 2027.
West Waterfront Trails (Phase 1)	This project was included in the public survey because it was pre-existing. This project received the highest score in public support via this survey.	No Impact: This project represents the first phase of a larger vision. In this phase, the goal is to purchase the easements. No impacts to operations or maintenance is anticipated.	Transportation Alternative Program, RCO	This area is privately owned. The city is limited by the landowner's willingness to sell the easement and for the two parties to reach an agreement.	\$585,000	The city will take a few years to raise funding and begin the negotiation process in 2027 if the landowner is still willing.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 2

Capital Improvement Project Name	Priority	Existing Investment Summary	Needs and Gaps	Four Key Priorities	Other Community Amenity Needs
Gateway Landscape Improvements	5	The idea for an informational kiosk at Gateway Park was proposed in the city's Wayfinding Master Plan, dated 2012. The existing couplet at the west end of downtown has road safety signage, a permanent 'Stevenson' sign, some landscape and lighting, some stormwater holding/treatment functionality, mowed lawn, and a rotating display of temporary signage for advertising events. The east couplet has road safety signage, stormwater holding/treatment functionality, mowed lawn, and a rotating display of temporary signage for advertising events. The permanent 'Entering Stevenson' sign is located west of the couplet on the other side of 1st Street.		Fix it up, Keep it fresh	More public art was a desire expressed through all three outreach methods.
Piper Road Trails	6	This project was initiated during the development of the Shoreline Public Access Plan as an option to provide public access (visual and potentially physically) to Rock Creek and one of the waterfalls. The Piper Landslide in 2006 destroyed the homes, roads, and infrastructure on this private parcel. The landowner expressed a willingness to consider selling an easement(s) to the city. Multiple easement options were identified and evaluated by an assessor for that project.	Additional trail length (TBD- difficult to estimate due to steep slope conditions), and addition of key link in overall network, plus an expansion of walkshed area for park access.	Walking and Trails, Water	The community desires a public option to access the upper reaches of Rock Creek. There are currently none apart from the option to walk up the creek bed during low flows of summer months. Even that option is limited in that it ends at the first waterfall which is unable to be passed from downstream to upstream.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 2 CONT.

Capital Improvement Project Name	Community Support Summary	Operations and Maintenance	Funding Sources	Ownership or Limitations	Cost	Timeline
Gateway Landscape Improvements	The desire for a more distinct gateway experience along SR-14 at each end of town was recorded in all community outreach types: stakeholder interviews, online public survey, and advisory board workshops. In addition, the community expressed a need for increased maintenance. The project proposes a lower maintenance space.	No Net Change to Maintenance, training required. This project would be used as a pilot project for city maintenance staff to practice lower maintenance landscape tasks. The number of hours spent mowing and repairing irrigation would be significantly lowered. The type of maintenance tasks would become more diversified.	RCO	These areas are either city owned or managed state route right of way. Limitations or ownership considerations may include coordination with WSDOT and / or adherence to both city and state standard, and possibly state review of design documentation.	\$210,000	The city will apply to begin making landscape improvements under their yearly operating budget beginning in 2025.
Piper Road Trails	This project was included in the public survey because it was pre-existing. This project was ranked seventh in the public survey.	No Impact: The first phase of this project will not have any impacts on operations and maintenance. A future trail would require regular clearing and trail surface repair.	RCO	This area is privately owned. The city is limited by the landowner's willingness to sell the easement and for the two parties to reach an agreement.	\$106,000	The city will take a few years to raise funding and begin the negotiation process in 2027 if the landowner is still willing.

CAPITAL IMPROVEMENT PROJECTS COST SCHEDULE OVERVIEW

Project	Estimated Project Total	Estimated Construction Work*	Materials Tax	Contingency	Grand Total	Estimated Project Design	Estimated Project Permitting	Grand Total Incl. Design and Permitting
		40%	7.7%	50%		25%	15%	
Gateway Landscape Improvements	\$68,800	\$27,520	\$5,298	\$48,160	\$149,778	\$37,444	\$22,467	\$210,000
West Waterfront Trails	\$585,000	N/A	N/A	N/A	\$585,000	N/A	N/A	\$585,000
1st Street Sidewalk Trail Connection	\$18,000	\$7,200	\$1,386	\$12,600	\$39,186	\$9,797	\$5,878	\$55,000
Stevenson Park Plaza (at the Courthouse)	\$2,925,000	N/A	N/A	N/A	\$2,925,000	\$275,000	N/A	\$3,200,000
Piper Road Trails	\$105,673	N/A	N/A	N/A	\$105,673	N/A	N/A	\$106,000
County Fairgrounds Kayak Launch (Match Funds- represents half the total cost)	\$35,000	\$14,000	\$2,695	\$24,500	\$76,195	\$19,049	\$11,429	\$53,500
							Total	\$4,209,500

Note

Mobilization estimated at 20%

ESC estimated at 5%

Construction surveying estimated at 2.5%

Unknowns/unexpected changes 12.5%

CAPITAL IMPROVEMENT PROJECTS COST SCHEDULE OVERVIEW

Item No. / Description		Est. Quantity	Unit	Unit Price (numeric)	Extended Amount (Qty x Unit Price) (numeric)	
Gateway Landscape Improvements						
1	New landscape (non-turf) Temporary Irrigation only, approx	12,800 SF	12800	SF	\$2.25	\$28,800.00
2	Sculptural element at each couplet	2	2	EA	\$10,000.00	\$20,000.00
3	Information Kiosk at Gateway Park	1	1	EA	\$20,000.00	\$20,000.00
Estimated Project Total					\$68,800.00	
West Waterfront Trails						
1	Railroad Street Easement per assessor	1 EA	1	EA	\$400,000.00	\$400,000.00
2	Public Shoreline Easement per assessor	1 EA	1	EA	\$185,000.00	\$185,000.00
Estimated Project Total					\$585,000.00	
1st Street Sidewalk Trail Connection						
1	6' wide paved trail (Asphalt) connection	200 LF	200	LF	\$90.00	\$18,000.00
Estimated Project Total					\$18,000.00	
Stevenson Park Plaza (at the Courthouse)						
1	Cost estimate by other consulting team	1 EST	1	EST	\$2,925,000.00	\$2,925,000.00
Estimated Project Total					\$2,925,000.00	
Piper Road Trails						
1	Piper Road & Cazare Lane Easement connection, per assessor	1 EA	1	EA	\$5,673.00	\$5,673.00
2	70% Engineered Construction Plans for off-road trail facility for pedestrians. Max request for TA grant from WA Regional Transportation Council would be \$663,000. Trail length t.b.d. and confined within a 1,300 ft x 20 ft easement.	1 EA	1	EA	\$100,000.00	\$100,000.00
Estimated Project Total					\$105,673.00	
County Fairground Kayak Launch						
1	Hand carry boat launch & boat wash	1 EST	1	EST	\$35,000.00	\$35,000.00
Estimated Project Total					\$35,000.00	
Subtotal of All Items					\$812,473.00	



Appendix D

Advisory Committee Proposed Projects

ADVISORY COMMITTEE PROPOSED PROJECTS

The following pages inventory projects that are either in progress, in planning, or are desired future projects by each of the Advisory Committee agencies. This list of projects includes the project name, description, location, and cost estimate information if available.

The Advisory Committee's agencies, including Skamania County, Stevenson-Carson School District, Port of Skamania County, and Stevenson Pool District, are eligible for project funding from the Washington State Recreation and Conservation Office (RCO). This eligibility is based on the planning efforts completed within the scope of the city's Parks Recreation and Open Space Plan. To be eligible, the governing bodies of the agencies must approve/adopt the city's plan and submit separate requests for RCO planning eligibility. Other partner organizations beyond the advisory committee could also adopt this plan at any time to establish planning eligibility for Stevenson and the Urban Growth Area (UGA), provided they have a letter of support from the City of Stevenson. The agencies can apply for recreation grants for projects within the City of Stevenson and the UGA.

Although the list may not be comprehensive, the projects listed in this appendix have been identified through workshops and direct stakeholder engagement meetings. Not all listed projects may be eligible for recreation grants due to project type, location, or other restrictions. However, those projects that meet the eligibility criteria will be able to access RCO funding if the agencies adopt the city's plan. A project does not have to be listed in this plan to be eligible for funding so long as the applicant has established planning eligibility. The adoption of this plan not only ensures funding eligibility but also reflects a shared commitment and partnership within the city to collaboratively promote and enhance recreational access within the community.

STEVENSON-CARSON SCHOOL DISTRICT

SOURCE: INGRID COLVARD, SUPERINTENDENT, AND ED FARRELL, GRND/MAINT/WHSE

Project	Location	Description
Update playground equipment	Stevenson Elementary playground/fields	Equipment is old and not sized for the ages of people using it. Want one or more cost estimates: for equipment, installation, and ground preparation. Ideally, installation would happen during the summer.
Develop a nature play space	Stevenson Elementary playground/fields	Input from staff and the community so far has been in favor of nature play themes.
Implement security measures	Stevenson Elementary playground/fields	Implement security measures to keep people out of the properties during school hours.

STEVENSON POOL DISTRICT

SOURCE: TOM DELZIO AND ANDREA BYRD (INTERVIEWED SEPARATELY)		
Project	Location	Description
Develop the facility into a community center	Pool	Develop the facility into a full-fledged community center with updated outdoor space, covered space, pickleball, etc.
Create an indoor gathering place	Pool	Want to create more of a gathering place - for coffee, etc. Create a place to serve food to groups, perhaps through an agreement with local restaurants. Requires removing old bleachers and old concrete slab.
Add amenities for sports and play, such as basketball hoops	Pool	
Increase funding for staff training and continuing education/ certificates to increase available programming	Pool	
Develop and implement a marketing plan	Pool	Want more promotion and programming to bring more people in and to diversify audiences, including seniors.
Update showers for gender-equality considerations	Pool	The pool has private changing stations in the female locker room and would like to apply that standard to the male locker room as well as the ADA/family changing spaces.
Implement upgrades to the pool	Pool	Real competitions/swim meets aren't possible given old-fashioned size of pool. Would like to remove bleachers to fix this. Other upgrades: inspect the pool liner, repaint under water signage and lane stripes, six new lane lines
Implement upgrades for ADA compliance	Pool	Remodel family/mixed gender bathroom to include a shower and privacy door, reconfigure parking lot for ADA improved access. Would like to hire a consultant for parking lot upgrades.
Implement upgrades for environmental considerations	Pool	Replace all bulbs to LED, add automatic shut-off timers to shower and sink faucets, install an automatic pool cover to mitigate heat loss, replace/repair drinking fountains (add water bottle refill feature to eliminate plastic water bottle waste), install solar panels
Implement mechanical upgrades	Pool	New boiler, filtrations systems, independent temperature controls, etc.
Implement cosmetic upgrades	Pool	Install new flooring, tile repaired or replaced, paint, first aid room remodel, staff break kitchen remodel, upgrade office spaces and customer lobby spaces, remove bleachers to add tables and chairs for gathering space, remodel party rental room to accommodate special events
More general maintenance	Pool	Upgrade fixtures in bathroom, install missing toilet, have drains inspected and cleared, reconfigure changing/privacy spaces, new showers and sinks
Safety equipment replacements	Pool	New Lifeguard post stations, new backboard, replace rescue tubes, staff uniforms and personal Safety equipment (gloves, breathe masks, etc.)

PORT OF SKAMANIA

SOURCE: PAT ALBAUGH		
Project	Location	Description
Control aquatic plants	All waterfront parks	During late summer, weeds in river cause recreationalists to get stuck and require rescuing. Need a permit to treat weeds, and funds to pay for treatment.
Acquire water for lawn irrigation	All waterfront parks	Need water for irrigation for lawns. Have applied for state permit for a well. Currently must buy water from City. Would like to acquire funding so that parks staff can implement, or have the ability to use river water or another source.
Better-protect the boat launch area	Cascade Boat Launch	The boat launch receives giant waves and needs more protection. Approaches may include moving the boat launch or building a breakwater in the river.
Improve and develop a park on recently-purchased residential property	Adjacent to Cascade Boat Launch	
Continue to seek opportunities to increase parking capacity	All waterfront parks	
Continue to seek efficiencies for funding and maintenance of public restrooms	All waterfront parks	

SKAMANIA COUNTY

SOURCE: TOM LANNEN AND ALEX HAYS (INTERVIEWED SEPARATELY)

Project	Location	Description
Fairgrounds Master Plan	Fairgrounds	Consider creation of a master plan that includes all current improvements and future amenity needs in one unified plan. Plan would include cost estimates and implementation strategy.
Maintenance for exhibit hall	Fairgrounds	Work to continue improvements to Exhibit Hall and other recreational and event spaces.
Campground improvements	Fairgrounds	Campground has great potential to be a year-round facility, but there are design and permitting challenges such as the fact it is located within the state shoreline jurisdiction. These improvements would make things generally safer and more functional so that rates and accessibility can be increased at the same time.
Add generators to barn	Fairgrounds	Need new generators in case of emergencies.
Create/repair walking path segments	Fairgrounds	Currently there are roots pushing up the asphalt in some locations.
Develop and implement a marketing plan	Fairgrounds	Improved marketing could reach non-white residents including Native American and Latinx groups. Especially kids. Need more designated marketing for tourism-related events. Options for legal placement of advertising/signs is currently challenging.
Engage with the City to discuss feasibility of land transfer	Upper Rock Creek Area/ Transfer Station	County has land at the transfer site that has liability issues currently. Would like to explore the option of transferring this land to the City.
Cover arena; develop permanent concert stage	Fairgrounds	Cover arena for concerts and more year round use
Upgrade restrooms	Fairgrounds	Currently anticipating grant award to repair existing restrooms
Develop water trails		
Restore shorelines	Fairgrounds	
Build a non-motorized ramp for water access	Fairgrounds	Included in the City Capital Improvement Plan for this document.
Ballfield improvements at Home Valley Park	Home Valley Park	
Create a connection from the City to Wind River Nursery	Wind River Site	Explore transit options or include in future asks for signage
Improve transit options for seniors	(To recreation areas)	
Continue to develop recreation options for Wind River Site. Consider creation of a master plan.	Wind River Site	Consider creation of a master plan.

CONTRACT FACE SHEET

Contract Number: PC24-96103-015

PUBLIC WORKS BOARD CONSTRUCTION FUNDING CONTRACT

1. Contractor City of Stevenson PO Box 371 Stevenson, WA 98678-0371		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative		4. Public Works Board Representative Tammy Mastro	
5. Contract Amount \$2,238,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	7. Contract Start Date Contract Execution Date	8. Contract End Date June 1, 2044
9. Federal Funds (as applicable) N/A	Federal Agency N/A	CFDA Number N/A	
10. Tax ID # N/A	11. SWV # SWV0019082-00	12. UBI # 301-000-029	13. UEI # N/A
14. Contract Purpose Fund a project of a local government for the planning, acquisition, construction, repair, reconstruction, replacement, rehabilitation, or improvement of streets, roads, bridges, drinking water systems, stormwater systems, sanitary sewage systems, or solid waste facilities, including recycling facilities.			
The BOARD, defined as the Washington State Public Works Board and Contractor acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year last written below. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents that are incorporated by reference: Contract Terms and Conditions including Declarations Page; and Attachment I: Attorney's Certification; and the Public Works Board's Traditional Program Policy Handbook, found on the PWB website.			
FOR THE CONTRACTOR _____ Signature _____ Print Name _____ Title _____ Date		FOR PUBLIC WORKS BOARD _____ Kathryn A. Gardow, Public Works Board Chair _____ Date APPROVED AS TO FORM ONLY _____ Signature on File Dawn C. Cortez Assistant Attorney General	

DECLARATIONS

CLIENT INFORMATION

Legal Name: City of Stevenson
Contract Number: PC24-96103-015

PROJECT INFORMATION

Project Title: Cascade Ave Utility Upgrades
Project City: City of Stevenson
Project State: **Washington**
Project Zip Code: 98648

FUNDING INFORMATION

LOAN FUNDING:

Loan Amount: **\$1,902,300**
Loan Term: **20 years**
Interest Rate: **1.38%**
Payment Month: June 1st

GRANT FUNDING:

Grant Amount: \$335,700
% of Funding as Grant: 15%

PROJECT TOTALS:

Total Estimated Cost: **\$2,238,000**
Total Project Funding: **\$2,238,000**
Earliest Date for Cost Reimbursement: **September 8, 2023**
Time of Performance: 60 months from Execution Date of this Contract to Project Completion.

ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS CONTRACT

May need to add Rate increase language.

LOAN SECURITY CONDITION GOVERNING THIS CONTRACT

This loan is a revenue obligation of the CONTRACTOR payable solely from the net revenue of the Sanitary Sewer system. Payments shall be made from the net revenue of the utility after the payment of the principal and interest on any revenue bonds, notes, warrants or other obligations of the utility having a lien on that net revenue. As used here, "net revenue" means gross revenue minus expenses of maintenance and operations. The BOARD grants the CONTRACTOR the right to issue future bonds and notes that constitute a lien and charge on net revenue superior to the lien and charge of this loan agreement.

SCOPE OF WORK

This project will upsize approximately 920' of 8" sewer line with 12" sewer line near Russell Ave and Leavens St and replace 1,350' of 8" waterline at Cascade Ave. It will also address minor stormwater ponding issues, add lighting and irrigation infrastructure.

The project costs may include but are not limited to: engineering, cultural and historical resources, environmental documentation, review, permits, public involvement, bid documents and construction.

The project needs to meet all applicable Local, State, and/or Federal standards.

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Not for Signature

CONTRACT TERMS AND CONDITIONS

PUBLIC WORKS BOARD CONSTRUCTION FUNDING PROGRAM

SPECIAL TERMS AND CONDITIONS

1.1 Definitions

As used throughout this Construction Funding Contract the following terms shall have the meaning set forth below:

- A. "The BOARD" shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and who is a Party to the Contract
- B. "Contract" shall mean this Construction Funding Contract.
- C. "Contractor" shall mean the local government identified on the Contract Face Sheet receiving funding to complete the project described in the SCOPE OF WORK described in this Contract and who is a Party to the Contract, and shall include all employees and agents of the Contractor.
- D. "Declarations " and "Declared" shall refer to the project information, loan terms and conditions as stated on the Declarations Page of this Funding Contract, displayed within the Contract in **THIS STYLE** for easier identification.
- E. The Traditional Program Policy Handbook shall mean the handbook found at the [PWB Traditional Financing Webpage](#) and available upon request as PDF.

1.2 Authority

Acting under the authority of RCW 43.155, the BOARD has awarded the Contractor Public Works Board construction funding for an approved public works project.

1.3 Purpose

The BOARD and the Contractor have entered into this Contract to provide funds to enable the Contractor to undertake a local public works project that furthers the goals and objectives of the Washington State Public Works Program. The project will be undertaken by the Contractor and will include the activities described in the **SCOPE OF WORK** shown on the Declarations page. The project must be undertaken in accordance with the contract terms and conditions, and all applicable federal, state and local laws and ordinances, which are incorporated by reference.

1.4 Order of Precedence

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable federal and state of Washington statutes and regulations.
- B. Special Terms and Conditions including attachments.
- C. General Terms and Conditions.

1.5 5- year deferral for start-up systems

If the project financed by this Contract is to develop a system to deliver previously unavailable services, and revenue from those services is to repay the loan, the new system is eligible for a deferral of loan payments for sixty (60) months after the Contract execution date. The Contractor may provide a written request to the BOARD requesting a 5-year deferral for an eligible system. The BOARD may approve the deferral request.

Interest accrues for the aforementioned sixty (60) months. The accrued interest only payment is due June 1 of the 6th year of the loan term. Interest and principal payments are due on June 1 of the 7th year of the loan term.

1.6 Competitive Bidding Requirements

The Contractor shall comply with the provisions of RCW 43.155.060 regarding competitive bidding requirements for projects assisted in whole or in part with money from the Public Works Program.

1.7 Default in Repayment

If the funding under this Contract constitutes a loan, repayments shall be made on the loan in accordance with Section 1.18 of this Contract. A payment not received within thirty (30) days of the due date shall be declared delinquent. Delinquent payments shall be assessed a monthly penalty beginning on the first (1st) day past the due date. The penalty will be assessed on the entire payment amount. The penalty will be one percent (1%) per month or twelve percent (12%) per annum. The same penalty terms shall apply at project completion if the repayment of loan funds in excess of eligible costs are not repaid at the time of the Project Completion Amendment is submitted, as provided for in Section 1.13.

The Contractor acknowledges and agrees to the BOARD's right, upon delinquency in the payment of any annual installment, to notify any other entity, creditors, or potential creditors of the Contractor of such delinquency.

The Contractor shall be responsible for all legal fees incurred by the BOARD in any action undertaken to enforce its rights under this section.

1.8 Investment Grade Audit

For projects involving repair, replacement, or improvement of a wastewater treatment plant, or other public works facility for which an investment grade audit is obtainable, Contractor must undertake an investment grade audit. Costs incurred as part of the investment grade audit are eligible project costs.

1.9 Sub-Contractor Data Collection

Contractor will submit reports, in a form and format to be provided by the BOARD and at intervals as agreed by the parties, regarding work under this Contract performed by sub-contractors and the portion of the Contract funds expended for work performed by sub-contractors, including but not necessarily limited to minority-owned, women-owned, and veteran-owned business sub-contractors. "Sub-Contractors" shall mean sub-contractors of any tier.

1.10 Eligible Project Costs

The Eligible project costs must consist of expenditures eligible under Washington Administrative Code (WAC) 399-30-030 and be related only to project activities described in the declared **SCOPE OF WORK**. Eligible costs for reimbursement shall be construed to mean expenditures incurred and paid, or incurred and payable within thirty (30) days of the reimbursement request. Only costs that have been incurred on or after **EARLIEST DATE FOR COST REIMBURSEMENT** shown in the Declarations are eligible for reimbursement under this Contract. Eligible costs will be paid according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

The Contractor assures compliance with WAC 399-30-030, which identifies eligible costs for projects assisted with BOARD funding.

These terms supersede the terms in Section 2.2. Allowable Costs.

1.11 Historical and Cultural Resources

Prior to approval and disbursement of any funds awarded under this Contract, the Contractor shall cooperate with the BOARD to complete the requirements of Governor's Executive Order 21-02 or the Contractor shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. Contractor agrees that the Contractor is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless the BOARD and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, the Contractor shall, in accordance with Governor's Executive Order 21-02 as applicable, coordinate with the BOARD and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommendation consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by the Project. Contractor agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Contract.

The Contractor agrees that, unless the Contractor is proceeding under an approved historical and cultural monitoring plan or other memoranda of agreement, if historical or cultural artifacts found during the construction, the Contractor shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the BOARD Representative identified on the Face Sheet. If human remains are uncovered, the Contractor shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Contract shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in the Contract, the Contractor agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02.

In the event that the Contractor finds it necessary to amend the Scope of Work the Contract may be required to re-comply with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act.

1.12 Performance Incentives

The Contractor shall complete the project no later than sixty (60) months after the date of Contract execution.

Should the Contractor submit the Certified Project Completion Report within forty-eight (48) months of the date of Contract execution, the Contractor may choose one of the two following incentives upon project completion:

- Option A: The repayment period will be increased by twenty-four (24) months, not to exceed the life of the asset, OR:
- Option B: The interest rate will be decreased by one-quarter of one percent (0.25%).

Should the Contractor submit the Certified Project Completion Report within thirty-six (36) months of the date of Contract execution, the Contractor may choose one of the following two incentives upon project completion:

- Option C: The repayment period will be increased by sixty (60) months, not to exceed the life of the asset, OR;
- Option D: The interest rate will be decreased by up to one-half of one percent (0.50%).

Once an option is selected, the Contract shall be modified to note the appropriate change and no further adjustment to the Contract for Performance Incentives shall be authorized. Irrespective of the performance incentive chosen, at no point in time shall the minimum loan interest rate be less than 0.25%.

The calculation of interest rate and term adjustments will apply to the remaining payments beginning from the date the Project Completion report is certified.

1.13 Project Completion Amendment and Certified Project Completion Report

The Contractor shall complete a Certified Project Completion Report when all activities identified in the **SCOPE OF WORK** are complete. The BOARD will supply the Contractor with the Certified Project Completion Report form, which shall include:

- A. A certified statement that the project, as described in the declared **SCOPE OF WORK**, is complete and, if applicable, meets required standards.
- B. A certified statement of the actual dollar amounts spent, from all funding sources, in completing the project as described in the **SCOPE OF WORK**.
- C. Certification that all costs associated with the project have been incurred and have been accounted for. Costs are incurred when goods and services are received and/or Contract work is performed.
- D. A final voucher for the remaining eligible funds.
- E. Pictures of Completed Project.

The Contractor will submit the Certified Project Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the loan amount. The final Invoice Voucher payment shall not occur prior to the completion of all project activities identified in the **SCOPE OF WORK** and the BOARD's receipt and acceptance of the Certified Project Completion Report.

The Project Completion Amendment shall serve as an amendment to this Contract determining the final loan amount, local share, term, and interest rate.

1.14 Project Signs

If the Contractor displays, during the period covered by this Contract, signs or markers identifying those agencies participating financially in the approved project, the sign or marker must identify the Washington State Public Works Board as a participant in the project.

1.15 Rate and Term of Loan

If the Contractor is awarded a loan, the BOARD shall fund the Contractor a sum not to exceed the **LOAN AMOUNT** shown on the Contract Face Sheet and declared on the Contract Declarations Page. The interest rate shall be the declared **INTEREST RATE** per annum on the outstanding principal balance. The length of the loan shall not exceed the declared **LOAN TERM** in years, with the final payment due by the **CONTRACT END DATE** as shown on the Contract Face Sheet.

The loan forgiveness shall be applied at project completion and shall apply to the lesser of the loan amount or the actual eligible costs and that declared percent on any accrued interest. The percent of loan forgiveness and interest rate shall not be changed, regardless of the actual cost of the project and the Affordability Index at project completion.

1.16 Recapture

In addition to the recapture provisions in Section 2.32, the right to recapture shall exist for a period not to exceed six (6) years following Contract termination. In the event that the Board is required to institute legal proceedings to enforce the recapture provision, the BOARD shall be entitled to its costs, including attorney's fees.

1.17 Reimbursement Procedures and Payment

If funding or appropriation is not available at the time the invoice is submitted, or when this Contract is executed, the issuance of warrants will be delayed or suspended until such time as funds or appropriation become available. Therefore, subject to the availability of funds, warrants shall be issued to the Contractor for reimbursement of allowable expenses incurred by the Contractor while undertaking and administering approved project activities in accordance with the declared **SCOPE OF WORK**.

The CONTRACTOR shall submit all Invoice Vouchers and all required documentation per guidance in the BOARD Traditional Program Policy Handbook, which is incorporated by reference.

The BOARD shall reimburse the Contractor for eligible project expenditures up to the maximum loan amount under this Contract, as identified in Section 1.10. When requesting reimbursement for costs incurred, the Contractor shall submit all Invoice Vouchers and any required documentation electronically through the Department of Commerce's (COMMERCE) Contracts Management System (CMS), which is available through the Secure Access Washington (SAW) portal. If the Contractor has constraints preventing access to COMMERCE's online A-19 portal, a hard copy A-19 form may be provided by the BOARD Project Manager upon request.

Requests for reimbursements for costs related to **construction** activities will not be accepted until the Contractor provides:

- Proof of compliance with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act, as described in Section 1.11, and
- Signed Public Works Board Notice of Contract Award and Notice to Proceed, which follows the formal award of a construction contract.

If the Contractor receives funding in the form of both a grant and a loan, the Contractor shall bill to the loan and grant proportionally until and if funds are exhausted.

The BOARD will pay the Contractor upon acceptance of the work performed and receipt of properly completed invoices. Invoices shall be submitted to the BOARD monthly or at least quarterly, as appropriate.

Payment shall be considered timely if made by the BOARD within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

The BOARD may, at its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Contract shall be made by the BOARD.

BOARD shall not release the final five (5) percent of the total loan amount until acceptance by BOARD of project completion report.

Duplication of Billed Costs. If the Contractor is entitled to payment or has been or will be paid by another source for an eligible project cost, then the Contractor shall not be reimbursed by the BOARD for that cost.

Disallowed Costs. The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

In no event shall the total Public Works funding exceed 100% of the eligible actual project costs. At the time of project completion, the Contractor shall submit to the BOARD a Project Completion Amendment certifying the total actual project costs, other funding, and local share. The final BOARD funding disbursement shall bring the total funding to the lesser of 100% of the eligible project costs or the total declared **funding under this Contract**. The Project Completion Amendment shall serve as an amendment to this Contract determining the final funding amount, local share, and any applicable interest rate.

In the event that the final costs identified in the Project Completion Amendment indicate that the Contractor has received BOARD monies in excess of 100.00% of eligible costs, all funds in excess of 100.00% shall be repaid to the BOARD by payment to the Department of Commerce, or its successor, together with the submission of the Project Completion Amendment.

1.18 Repayment

If the contract includes loan funding, loan repayment installments are due on the day and month identified under the term: **PAYMENT MONTH** on the Declarations Page. Payments are due each year during the term of the loan beginning one year from the date of Contract execution. Interest only will be charged for this payment if a warrant is issued prior to this date. All subsequent payments shall consist of principal and accrued interest due on the specified **PAYMENT MONTH** date of each year during the remaining term of the loan.

Repayment of a loan under this Contract shall include the declared **INTEREST RATE** per annum based on a three hundred and sixty (360) day year of twelve (12) thirty (30) day months. Interest will begin to accrue from the date each warrant is issued to the Contractor. The final payment shall be on or before the **CONTRACT END DATE** shown on the Declarations page, of an amount sufficient to bring the loan balance to zero.

In the event that the BOARD approves the Contractor's request for a deferral as outlined in Section 1.5, then the first loan repayment is due sixty (60) months after Contract execution. Interest accrues for the sixty (60) months after Contract execution. The accrued interest only will be charged for this payment if a warrant is issued prior to this date. Interest and principal payments are due on the declared **PAYMENT MONTH** date of each year during the remaining term of the loan. The Contractor has the right to repay the unpaid balance of the loan in full at any time or make accelerated payments without penalty.

The Contractor will repay the loan in accordance with the preceding conditions through the use of a check, money order, or equivalent means made payable to the Washington State Department of Commerce, or its successor.

1.19 Reports

The Contractor shall furnish the BOARD with:

- A. Project progress reports per guidance in the BOARD Traditional Program Policy Handbook;
- B. Quarterly Expenditure Projection Reports;
- C. Certified Project Completion Report at project completion (as described in Section 1.13);
- D. Pictures and short videos of various stages of the project, and
- E. Other reports as the BOARD may require.

1.20 Termination for Cause

If the Contractor fails to comply with the terms of this Contract, or fails to use the funds only for those activities identified in the **SCOPE OF WORK**, the BOARD may terminate the Contract in whole or in part at any time. The BOARD shall notify the Contractor in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of a loan.

These terms supersede the terms in Section 2.41 Termination for Cause/Suspension.

1.21 Termination for Convenience

Notwithstanding anything in Section 2.42 Termination for Convenience, the BOARD may suspend or terminate this Contract in the event that funds are no longer available to the BOARD, or are not appropriated for the purpose of meeting the BOARD's obligations under this Contract. Termination will be effective when the BOARD sends written notice of termination to the Contractor. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of the loan.

1.22 Time of Performance

No later than sixty (60) months after the date of Contract execution the Contractor must reach project completion.

Failure to meet Time of Performance shall constitute default of this Contract. In the event of extenuating circumstances, the Contractor may request, in writing, that the BOARD extend the deadline for project completion. The BOARD may extend the deadline.

The term of this Contract shall be for the entire term of any loan provided under this contract, regardless of actual project completion, unless terminated sooner as provided herein.

1.23 Contract Suspension

In the event that the Washington State Legislature fails to pass and the Governor does not authorize a Capital Budget by June 30 of each biennium, the Washington State Constitution Article 8 and RCW 43.88.130 and RCW 43.88.290 prohibit expenditures or commitments of state funds in the absence of appropriation.

In such event, all work under this Contract will be suspended effective July 1. The Contractor shall immediately suspend work under this Contract and take all reasonable steps necessary to minimize the cost of performance directly attributable to such suspension until the suspension is cancelled.

The BOARD shall notify the Contractor immediately upon lifting of the Contract suspension.

1.24 Special Conditions

If ADDITIONAL SPECIAL CONDITIONS are listed on the Contract Declarations Page then these conditions are herein incorporated as part of the terms and requirements of this Contract.

1.25 Loan Security

Loan Security payments shall be made as stated on the attached Declarations Page, and identified as LOAN SECURITY.

Not for Signature

GENERAL TERMS AND CONDITIONS

2.1 DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Public Works Board Chair and/or the designee authorized in writing to act on the Chair's behalf.
- B. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- C. "BOARD" shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and which is a Party to the Contract
- D. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- E. "State" shall mean the state of Washington.
- F. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2.2 Allowable Costs

Costs allowable under this Contract are actual expenditures according to an approved budget up to the maximum amount stated on the Contract Award or Amendment Face Sheet.

2.3 ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

2.4 AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

2.5 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

2.6 APPROVAL

This contract shall be subject to the written approval of the BOARD's Authorized Representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

2.7 ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of the BOARD.

2.8 ATTORNEYS' FEES

Unless expressly permitted under another provision of the Contract, in the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorney's fees and costs.

2.9 AUDIT

A. General Requirements

- If requested by the Board at any time during the contract period and six (6) years following termination of the Contract, Contractor will obtain an audit, at its own expense.
- Contractors are to procure audit services based on the following guidelines.
- The Contractor shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that Subcontractors also maintain auditable records.
- The Contractor is responsible for any audit exceptions incurred by its own organization or that of its Subcontractors.
- The BOARD reserves the right to recover from the Contractor all disallowed costs resulting from the audit.
- Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Contractor must respond to the BOARD's request for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

- In the event an audit is required, if the Contractor is a local government entity, the Office of the State Auditor shall conduct the audit.
- Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Contractor.
- The Contractor shall include the above audit requirements in any subcontracts.
- In any case, the Contractor's financial records must be available for review by the BOARD.

2.10 CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

2.11 CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

1. All material provided to the Contractor by the BOARD that is designated as "confidential" by the BOARD;
2. All material produced by the Contractor that is designated as "confidential" by the BOARD; and
3. All personal information in the possession of the Contractor that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's

name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of the BOARD or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide the BOARD with its policies and procedures on confidentiality. The BOARD may require changes to such policies and procedures as they apply to this Contract whenever the BOARD reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by the BOARD. Upon request, the Contractor shall immediately return to the BOARD any Confidential Information that the BOARD reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify the BOARD within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

2.12 CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

2.13 COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the BOARD. The BOARD shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to the BOARD effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to the BOARD a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the BOARD.

The Contractor shall exert all reasonable effort to advise the BOARD, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide the BOARD with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. The BOARD shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

2.14 DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

2.15 DISPUTES

Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Chair of the BOARD, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Contractor's name, address, and Contract number; and
- be mailed to the BOARD Chair and the other party's (respondent's) Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Chair or the Chair's designee and the requestor within five (5) working days.

The Chair or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Chair or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

2.16 DUPLICATE PAYMENT

The Contractor certifies that work to be performed under this contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

2.17 ETHICS/CONFLICTS OF INTEREST

In performing under this Contract, the Contractor shall assure compliance with the Ethics in Public Service Act, RCW 42.52 and any other applicable local, state or federal law related to ethics or conflicts of interests.

2.18 GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

2.19 INDEMNIFICATION

To the fullest extent permitted by law, the GRANTEE shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The GRANTEE's obligation to indemnify, defend, and hold harmless includes any claim by GRANTEE's agents, employees, representatives, or any subgrantee/subcontractor or its employees.

The Contractor's obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the Contractor, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Contractor or its subcontractors, agents, or employees.

The GRANTEE waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

2.20 INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and its employees or agents performing under this Contract are not employees or agents of the state of Washington or the BOARD. The Contractor will not hold itself out as or claim to be an officer or employee of the BOARD or of the state of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor.

2.21 INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, the BOARD may collect from the Contractor the full amount payable to the Industrial Insurance Accident Fund. The BOARD may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the BOARD under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

2.21 LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

- A. Affirmative Action, RCW 41.06.020 (11).
- B. Boards of Directors or Officers of Non-profit Corporations – Liability – Limitations, RCW 4.24.264.
- C. Contracts for Architectural and Engineering Services. RCW 39.80
- D. Disclosure-Campaign Finances-Lobbying, RCW 42.17.
- E. Discrimination-Human Rights Commission, RCW 49.60.
- F. Ethics in Public Service, RCW 42.52
- G. Growth Management, RCW 36.70A
- H. Housing Assistance Program, RCW 43.185.
- I. Interlocal Cooperation Act, RCW 39.34.
- J. Noise Control, RCW 70.107.
- K. Office of Minority and Women's Business Enterprises, RCW 39.19 and WAC 326-02.
- L. Open Public Meetings Act, RCW 42.30.
- M. Prevailing Wages on Public Works, RCW 39.12.
- N. Public Records Act. RCW 42.56.
- O. Public Works Projects, RCW 43.155
- P. Relocation Assistance – Real Property Acquisition Policy, RCW 8.26.
- Q. Shoreline Management Act of 1971, RCW 90.58.
- R. State Budgeting, Accounting, and Reporting System, RCW 43.88

- S. State Building Code, RCW 19.27 and Energy-related building standards, RCW 19.27A, and Provisions in buildings for aged and handicapped persons, RCW 70.92.
- T. State Coastal Zone Management Program, Publication 01-06-003, Shorelands and Environmental Assistance Program, Washington State Department of Ecology.
- U. State Environmental Policy, RCW 43.21C.
- V. State Executive Order 21-02 Archeological and Cultural Resources.

2.23 LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

2.24 LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract.

2.25 Local Public Transportation Coordination

Where applicable, Contractor shall participate in local public transportation forums and implement strategies designed to ensure access to services.

2.26 NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Contract, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Board. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

2.27 PAY EQUITY

The Contractor agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- A. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- B. Contractor may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
 1. A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 2. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 3. A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Contract may be terminated by the BOARD, if the BOARD, the Department of Commerce, or the Department of Enterprise Services determines that the Contractor is not in compliance with this provision.

2.28 POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of RCW 42.17 and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

2.29 PREVAILING WAGE LAW

The Contractor certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, RCW 39.12, as applicable to the Project funded by this contract, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with RCW 39.12, and shall make such records available for the BOARDS review upon request.

2.30 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Contract shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Contract provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

2.31 PUBLICITY

The Contractor agrees not to publish or use any advertising or publicity materials in which the state of Washington or the BOARD's name is mentioned, or language used from which the connection with the state of Washington's or the BOARD's name may reasonably be inferred or implied, without the prior written consent of the BOARD.

2.32 RECAPTURE

In the event that the Contractor fails to perform this contract in accordance with state laws, federal laws, and/or the provisions of this contract, the BOARD reserves the right to recapture funds in an amount to compensate the BOARD for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by the BOARD. In the alternative, the BOARD may recapture such funds from payments due under this contract.

2.33 RECORDS MAINTENANCE

The Contractor shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six years following the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

2.34 REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Contractor shall complete registration with the Washington State Department of Revenue.

2.35 RIGHT OF INSPECTION

At no additional cost all records relating to the Contractor's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by the BOARD, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Contractor shall provide access to its facilities for this purpose.

2.36 SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, the BOARD may terminate the Contract under the "Termination for Convenience" clause, without the ten business day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

2.37 SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Contract and to this end the provisions of this Contract are declared to be severable.

2.38 SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of the BOARD.

If the BOARD approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, the BOARD in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to the BOARD if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the BOARD for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that the BOARD and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

2.39 SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

2.40 TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Contractor's income or gross receipts, any other taxes, insurance or expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

2.41 TERMINATION FOR CAUSE

In the event the BOARD determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the BOARD has the right to suspend or terminate this contract. Before suspending or terminating the contract, the BOARD shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law.

The BOARD reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the BOARD to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the BOARD provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

2.42 TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract the BOARD may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, the BOARD shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

2.43 TERMINATION PROCEDURES

Upon termination of this contract, the BOARD, in addition to any other rights provided in this contract.

The rights and remedies of the BOARD provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A.** Stop work under the Contract on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C.** Assign to the BOARD, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the BOARD has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D.** Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

- E. Transfer title to the BOARD and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to the BOARD;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the BOARD has or may acquire an interest.

2.44 TREATMENT OF ASSETS

Title to all property furnished by the BOARD shall remain with the BOARD. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Contractor.

2.45 WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of the Board.

Not for Signature

ATTACHMENT I: ATTORNEY'S CERTIFICATION

PUBLIC WORKS BOARD CONSTRUCTION FUNDING PROGRAM

CONTRACTOR: City of Stevenson
CONTRACT Number: PC24-96103-015

I, _____, hereby certify:

I am an attorney at law admitted to practice in the State of Washington and the duly appointed attorney of the City of Stevenson (the CONTRACTOR); and

I have also examined any and all documents and records which are pertinent to the CONTRACT, including the application requesting this financial assistance.

Based on the foregoing, it is my opinion that:

1. The CONTRACTOR is a public body, properly constituted and operating under the laws of the state of Washington, empowered to receive and expend federal, state and local funds, to CONTRACT with the state of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in their application.
2. The CONTRACTOR is empowered to accept the BOARD's financial assistance and to provide for repayment of the loan as set forth in the CONTRACT.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin the CONTRACTOR from repaying the loan extended by the BOARD with respect to such project. The CONTRACTOR is not a party to litigation which will materially affect its ability to repay such loan on the terms contained in the CONTRACT.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to the CONTRACTOR.

Signature of Attorney

Date

Name



MEMORANDUM

TO: Skamania County Transportation Policy Committee
FROM: Adam Fiss
DATE: January 31, 2024
SUBJECT: **Safe Streets and Roads for All Grant (SS4A)**

BACKGROUND

The Bipartisan Infrastructure Law (BIL) established the five-year, \$5 billion discretionary Safe Streets and Roads for All (SS4A) program. The purpose of SS4A is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all people, including people walking, biking, using transit, drivers, and micromobility users.

INTRODUCTION

In FY23, USDOT announced 385 SS4A grant awards, totaling \$813 million, to local communities. These awards include 48 Implementation Grants focused on safety projects and strategies and 337 grants for planning and demonstration activities. Among them, RTC was awarded a \$300,000 grant, for a total project amount of \$375,000 with the required match. Project partners included incorporated and unincorporated areas of Klickitat and Skamania counties.

The TPC first discussed this grant opportunity in 2022 when Clark County was pursuing an application. At that time it was decided not to proceed with an application. SS4A was reconsidered at the June 2023 TPC meeting, and a decision was made to submit jointly with Skamania County. RTC developed the application with letters of support from Skamania County Senior Services, City of Bingen, City of White Salmon, City of Stevenson, MCEDD, and WSDOT. On December 13, 2024, our application was approved; and we were awarded \$300,000 in federal funding.

DISCUSSION

At the upcoming TPC, Adam Fiss (RTC) will lead a discussion of the grant and answer any questions about next steps and grant requirements. RTC is leading a similar process in Clark County to develop their regional action plan. That project was awarded SS4A funding in the previous round and includes project partners Battle Ground, Camas, La Center, Ridgefield, Washougal, City of Vancouver, and Clark County. Similarly, RTC is willing to manage the grant, the consultant contracts, and the development of the plans to provide local jurisdictions with as much support as possible.

MATCH REQUIREMENT

Recipients are required to contribute a 20 percent match. All matching funds must be from non-Federal sources. Grant recipients may use in-kind or cash contributions toward local match requirements so long as those contributions meet the federal requirements. Similar to the Clark County Safety Action Plan, RTC is willing to provide staff time toward the match to get us closer to the \$75,000 amount.

GRANT BACKGROUND

The SS4A program provides funding for two types of grants: Action Plan Grants (for comprehensive safety action plans) and Implementation Grants. Action plan grants are used to develop, complete, or supplement a comprehensive safety action plan. Implementation grants are available to implement strategies or projects that are consistent with an existing action plan.

The goal of an action plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. Engaging multiple jurisdictions in the same region for the action plan in order to ensure collaboration across multiple jurisdictions and leverage expertise within agencies is strongly encouraged. Action plans are required to include the following elements:

1. Leadership Commitment and Goal Setting: Clear commitment from leadership preferably through adoption of a resolution, policy, etc., that includes a time frame for reducing fatal and serious injuries. The commitment must be a target date for achieving zero roadway fatalities and serious injuries *OR* an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date, with an eventual goal of eliminating roadway fatalities and serious injuries.
2. Planning Structure: Establishment of a specific committee or task force that will lead the implementation of the action plan that needs to have good representation from all of the E's (equity, engineering, engagement, enforcement, etc.)
3. Safety Analysis: Completion of a robust baseline collision analysis, including information by mode, time of day, contributing factor, etc., for existing conditions and historical trends. To the extent practicable, the analysis should include all roadways within the jurisdiction, without regard for who manages the roadways. Based on the analysis performed, a geospatial identification of higher risk locations should be developed (a High-Injury Network or equivalent).
4. Engagement and Collaboration: Ensure a robust, equitable engagement process with the public and relevant stakeholders that allows for both community representation and feedback. Information received from engagement and collaboration must be analyzed and incorporated into the action plan.

5. Equity Considerations: Include equity throughout the data and needs analysis process and the relationships of race, ethnicity, and unhoused to collisions. The analysis should include both population characteristics and initial equity impact assessments of the proposed projects and strategies.
6. Policy and Process Changes: Review existing policies and show how these policies can be changed/improved/updated to meet the targets for reducing fatalities and serious injuries and show how they will adapt and change over time. The action plan needs to address implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.
7. Strategy and Project Selections: Prioritized list of projects/strategies with associated timelines for implementation (for example, short-, mid-, and long-term time frames) that will likely support significant reduction or elimination of roadway fatalities and serious injuries and that ensure equitable investment in underserved communities. The list should include specific projects and strategies or descriptions of programs of projects and strategies and should explain prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.
8. Progress and Transparency: Ensure public transparency in the process and show how data will be shared over time and what the evaluation criteria will be. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the action plan online.



TRANSPORTATION IMPROVEMENT BOARD COMPLETE STREETS EARLY OPPORTUNITIES



Transportation Improvement Board Accepting Early Opportunity Applications for Complete Street Projects

Transportation Improvement Board (TIB) will now be accepting early consideration applications for the Complete Street projects.

Applications will be accepted for review for the following Complete Streets projects:

- Citywide ADA Ramp Retrofit
- New ADA Ramps
- Sidewalk Gaps
- Rectangular Rapid Flashing Beacons (RRFBs)
- Restriping (including road diets, adding bike lanes, and other related projects)
- Construction Ready Projects

Questions?

Contact your region engineer for more information.

Jonathan Heusman, PE
Southeast Region
jonathanh@tib.wa.gov

Chris Langhoff, PE
West Region
chrisl@tib.wa.gov

Andrew Beagle, PE
Northeast Region
andrewb@tib.wa.gov

Greg Armstrong, PE
Puget Sound Region
grega@tib.wa.gov

Important Dates

MARCH CONSIDERATION DEADLINE

March 1, 2024

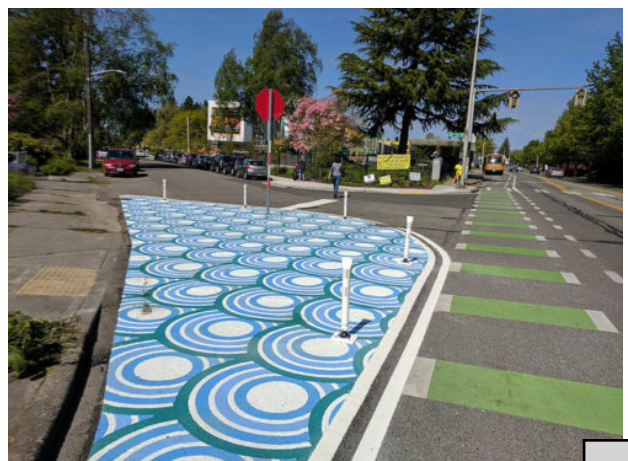
MAY CONSIDERATION DEADLINE

April 26, 2024

Criteria

Agencies must:

- Submit early opportunity application, vicinity map, and estimated cost of project.
- Meet important dates to be considered.
- Complete projects in 2024.



2024 Proposed Council Workshop topics

Jan 25, 2024 Utility Rates

Feb 22, 2024 Open

Mar 7/18/25, 2024 Review Retreat Outcomes (if ready)

Apr 25, 2024 Open

May 23, 2024 Transportation Improvement Program and Capital Improvement Program (public hearings on May and June 20th meetings)

Jun 27, 2024 Open

Jul 25, 2024 Open

Aug 22, 2024 Open

Sep 26, 2024 Open

Oct 24, 2024 Open

Nov 14, 2024 Special Budget Meeting on 2025 budget

Dec 28, 2024 Open, Cancel?

Topics-

Snow Removal

Parking

AWC's e-learning website [here](#)



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

Skamania County Emergency Service Mutual Aid Agreement

1 message

Rob Farris <firechief@ci.stevenson.wa.us>

Fri, Feb 9, 2024 at 7:01 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Skamania County EMS <annlueders@skamaniaems.com>, trevor@skamaniafire1.com, Chief Chris Fuller <cfuller@skamaniafd4.org>, Trevor Creon <Chief@skamaniafire1.com>, Skamania Fire District 5 <ops@skamaniafire5.com>, Aaron Kreps <aaron@artisticx.com>, battalion@skamaniafire6.com, "Glen Bell (gbell84@yahoo.com)" <gbell84@yahoo.com>, Frances Heller <Skamaniafiretwo@yahoo.com>, John Logan <jlogan@cascadelocksfire.com>

Hello,

Attached is the 2024 Skamania County Emergency Services Mutual Aid Agreement. We have been working on this update for a few years and I believe it is in its best form to take to your respective Boards for review and signing. Our goal is to have it go into effect on March 1st. The City of Stevenson will be the administrator and will hold the native file.

Please have your boards or representatives sign your agency's signature page then scan the entire document with your signed page and email it back to me. Once I have all of the signature pages I will create a copy of the document with all of the signature pages and send everyone a copy.

Best Regards,

Rob Farris

Fire Chief

Stevenson Fire Department/SCFD 2

firechief@ci.stevenson.wa.us

 **Skamania County Emergency Services Mutual Aid Agreement 2024.pdf**
145K

Skamania County Emergency Services Mutual Aid Agreement

Agreement made this **1st** day of **March, 2024**, between Skamania County Fire Protection Districts 1, 2, 3, 4, 5 and 6, each being a Washington special purpose municipal corporation, The City of Stevenson and City of North Bonneville, both being municipal corporations of the State of Washington, the City of Cascade Locks, a municipal corporation of the State of Oregon, and Skamania County Hospital District 1 (Skamania County EMS and Rescue), hereinafter referred to as “the parties”.

Recitals

This Agreement is entered into pursuant to the laws of the states of Washington and Oregon, and each of the parties hereto represents it has authority to execute the same.

1. Each of the parties owns and maintains equipment for the prevention and suppression of fires and for the supplying of emergency services. Each of the parties also retains emergency response personnel who are trained to provide various levels of emergency services.
2. In the event of a major fire, disaster, or other emergency, each of the parties may need the assistance of one or more of the other parties to provide supplemental fire suppression and emergency service equipment and personnel.
3. Each of the parties has the necessary equipment and personnel to enable it to provide such assistance to the other parties in the event of such an emergency.
4. The geographical boundaries of each party are located in such a manner as to enable each party to render mutual services to the other parties.
5. This Agreement is entered into under the authority of RCW 39.34 and ORS 190.
6. Pursuant to RCW 39.34.040 and ORS 190 this Agreement constitutes an Interstate Compact.

Definitions:

“Providing Agency” means a party to this Agreement who provides Emergency Assistance to a Requesting Agency under this Agreement.

“Requesting Agency” means the party having legal jurisdiction over the emergency incident, who has made a request for Emergency Assistance, and who has received Emergency Assistance under this Agreement.

“Emergency” is a human-caused or natural event or circumstance within the jurisdiction of any of the parties causing or threatening loss of life, damage to the environment, injury to person or real and/or personal property, human suffering, or financial loss, and the event is or is likely to be beyond the capacity of the party in terms of personnel, equipment and facilities, and therefore requires Mutual Aid and Emergency Assistance. Events include, but are not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, acts of terrorism or sabotage, and use of weapons of mass destruction.

“Emergency Assistance” includes, but is not limited to, personnel, services, equipment, materials, or supplies offered during an Emergency by the Providing Agency and accepted by the Requesting Agency to assist in maintaining or restoring normal services beyond the first Operational Period of the Emergency, when such service has been disrupted by the Emergency, and Emergency Assistance from other parties is necessary or advisable, as

determined by the Requesting Party. Services include, but are not limited to, incident management, search and rescue, media relations, emergency medical, firefighting and hazmat.

“Mutual Aid” is Emergency Assistance requested by the Requesting Agency and provided by the Providing Agency during Emergencies where the Requesting Agency’s resources are exhausted or overwhelmed. This assistance is intended to be for a period of not more than 24 hours, or the first Operational period of the Emergency, whichever is less. The Providing Agency and the Requesting Agency may mutually agree to extend the period of time.

“Operational Period” is defined by the Incident Commander as the amount of time necessary to accomplish the operational objectives assigned to personnel and equipment and which is within safe work/rest ratio standards established in the fire service. Operational Periods are event driven, and are typically 12 hours, but may exceed 12 hours during the initial response to an emergency. As determined by the Incident Commander, Operational periods will never exceed 24 hours.

NOW, TREREFORE, the parties, to carry out the purposes and functions described above and in consideration of the benefits to be received by each of them from the others, agree as follows:

1. **Request for Emergency Assistance.** The commanding officer or acting Incident Commander of the emergency response agency or the officer in charge of an emergency response unit at the scene of an emergency is authorized to request assistance from one or more of the other parties if confronted with an emergency situation at which the Requesting party has need for equipment or personnel in excess of that available at the Requesting party’s emergency response agency.
2. **Response to Request.** Upon receipt of such a request, the commanding officer of the department receiving the request shall immediately take the following action:
 - 2.1 A Providing Agency will not deploy without a request for mutual aid assistance by a Requesting Agency or dispatch center.
 - 2.2 Determine if the Providing Agency has equipment and personnel ready and available to respond to the Requesting Agency and determine the nature of the equipment and number of personnel available.
 - 2.3 Determine what available equipment and what available personnel should be dispatched in accordance with the operating plans and procedures established by the parties.
 - 2.4 In the event the needed equipment and personnel are available, deploy such equipment and personnel to the scene of the emergency with proper operating instructions.
 - 2.5 In the event the needed equipment and personnel are not available, immediately advise the Requesting Agency of such fact.
 - 2.6 The officer in charge of the Providing Agency may, in the exercise of best judgment and discretion, decline to commit apparatus or personnel to a position which would dangerously imperil such resources.

3. **Command Responsibility at Emergency Scene.** The Incident Command System (ICS) will be utilized on all emergency scenes. The Acting Incident Commander of the Requesting Agency shall be in command of the operations under which the equipment and personnel sent by the responding party shall serve; provided the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus.

If the Requesting Agency does not have adequate staffing to provide Incident Command the Providing Agencies may provide staff to fill Command staff roles and/or may be passed Command from the Acting Incident Commander from the Requesting Agency to the Providing Agency until such a time where the Requesting Agency has adequate staffing to fill the Command Role. Command is never "assumed" it MUST be passed in a face-to-face meeting.

4. **Operational Period.** Operational periods will be 12 hours per the ICS standards. It is the Requesting Agency's responsibility to request enough resources to safely complete Incident Command's objectives within the first Operational period. If the incident is expected to extend past one Operational period Washington State Mobilization and/or Oregon Conflagration Act resources should be considered.

5. **Automatic Mutual Aid.** Automatic mutual aid is set up for pre-determined properties, geographical areas, and incident types. The prearrangement will be listed in the Skamania County 911 Dispatch Center. It is the responsibility of all parties to communicate automatic mutual aid response details to dispatch as a part of the pre-planning process. In the event a regular incident call is not answered by the second set of alert tones (paging) the dispatch center will automatically page the next closest fire/emergency service agency equipped for the specific type of incident.

6. **Demobilization of resources.** The equipment and personnel of the Providing Agency shall be released from service and returned to the responding district by the commanding officer in charge of the operations as soon as conditions may warrant.

7. **Liability.** Each of the parties agrees to assume responsibility for all liability which occurs or arises in any way out of the performance of this Agreement by its agents or employees only and to save the other parties harmless from all costs, expenses, losses and damages, including cost of defense, incurred by such other parties as a result of any acts or omissions of an agent or employee relating to the performance of this Agreement.

8. **Indemnity.** Each party shall indemnify and hold the other parties, including any officers, agents, employees, or volunteers, harmless from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission by a party, its officers, agents, employees, or volunteers relating to or pertaining to any service or action taken pursuant to this Agreement. The negligent party shall defend the other parties at the negligent party's sole cost and expense.

9. **Insurance.** Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.

10. **Compensation.** Each party agrees it will not seek compensation for services rendered under this Agreement from the other parties within this Agreement.

11. **Pre-Emergency Planning.** The commanding officers of the parties shall, from time to time, mutually establish pre-emergency plans which shall indicate the types of and locations of potential problem areas where emergency assistance may be needed, the type of equipment that should be dispatched under various possible circumstances and the number of

personnel that should be dispatched under such circumstances. Such plans shall take into consideration and ensure the proper protection by a responding party of its own geographical area.

12. **Non-Exclusive Agreement.** The parties shall not be precluded from entering into similar agreements or first response agreements with other municipal corporations or entities.

13. **Termination.** This agreement shall terminate on **March 1st, 2029** unless sooner terminated by any party giving the other parties notice in writing of its intent to terminate and specifying the effective date thereof at least thirty (30) days prior to the effective date of such termination.

14. **Refusal to Perform.** This is a mutual aid agreement, and it is assumed all available assistance will generally be provided. Any Responding Agency may refuse to perform any specific task when, in the sole determination of the Providing Agency's commanding officer, response would create an unreasonable risk of danger to the Providing Agency's employees, volunteers, independent contractors, equipment or any third party.

15. **Compliance with Government Regulations.** Each party to this Agreement agrees to comply with, in good faith, federal, state, and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement.

16. **Interlocal Agreement Representations**

This is an interlocal agreement pursuant to RCW Ch 39.34 and ORS Ch. 190 and the parties make the following representations:

- a. Duration. This Agreement shall terminate on **March 1st, 202**, or sooner as provided in section 12, above.
- b. Organization. No new entity will be created to administer this Agreement.
- c. Purpose. The purpose is to enable the fire and hospital districts of Skamania County in Washington and the City of Cascade Locks in Oregon to contract with the other for mutual aid services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general fund's budgets. Each party shall be responsible for financing of its contractual obligations under the party's normal budgetary process.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in section 12, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson Fire Department shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor and/or listed by subject on each public agency's web site or other electronically retrievable public source.

[Signatures appear on following pages]

DATED this ____ day of _____ month, 20_____.

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO.1

Chairman

ATTEST:

Commissioner

Commissioner

Secretary

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO.2

Chairman

ATTEST:

Commissioner

Commissioner

Secretary

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 3

Chairman

ATTEST:

Commissioner

Commissioner

Secretary

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 4

Chairman

ATTEST:

Commissioner

Commissioner

Secretary

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 5

Chairman

ATTEST:

Commissioner

Commissioner

Secretary

SKAMANIA COUNTY FIRE PROTECTION DISTRICT NO. 6

Chairman

Commissioner

Commissioner

ATTEST:

Secretary

CITY OF STEVENSON

Mayor

Fire Chief

ATTEST:

Clerk/Treasurer

CITY OF NORTH BONNEVILLE

Mayor

Fire Chief

ATTEST:

Clerk/Treasurer

CITY OF CASCADE LOCKS

Mayor

Fire Chief

ATTEST:

Clerk/Treasurer

SKAMANIA COUNTY HOSPITAL DISTRICT NO. 1

Chairman

Commissioner

Commissioner

ATTEST:

Superintendent



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

Fwd: Five County MA Agreement

1 message

Rob Farris <firechief@ci.stevenson.wa.us>

Wed, Feb 14, 2024 at 1:47 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Shane Cornish <ops@skamaniafire5.com>, Trevor Creon <chief@skamaniafire1.com>, trevor@skamaniafire1.com, Aaron Kreps <aaron@artisticx.com>, Glen Bell <gbell84@yahoo.com>, Chris Fuller <cfuller@skamaniafd4.org>

Good afternoon

Attached is the final version of the 5 county mutual aid agreement that you reviewed and okayed me to send back to Chief Palmer at MCFR. Can you get the agreement signed by your Boards and back to me ASAP? Once I have all of the signature pages I'll combine them and send the signed document back to Chief Palmer.

Make sure to scan the entire document with your signature sheet.

Thanks

Rob

Rob Farris
Fire Chief
Stevenson Fire/SCFD 2
509.427.5552

Begin forwarded message:

From: Bob Palmer <rbpalmer@mcf.org>
Date: February 14, 2024 at 12:55:38 PM PST
To: "Rob Farris - Skamania County FD #2 (Stevenson) (firechief@ci.stevenson.wa.us)" <firechief@ci.stevenson.wa.us>, chief@kcf3.com
Subject: Five County MA Agreement

Chief

Finally, here it is. Attached is the final version of the Five County MA (Coop) agreement for you to coordinate with each County agency to take back to their governing boards for authorization to execute. In essence, it is a restatement of the agreement currently in place.

I will rely on each of you to obtain the required signatures on the appropriate endorsement sheet which will need to be forwarded back to me upon completion to finalize. Once I receive the completed signature page from each county, I will compile the information and forward each of you a fully executed copy for maintaining on file and distribution to each agency as appropriate. This has been a fairly long and drawn out process which I will look forward to having completed by the end of April. Thank you for your patience and assistance.

Robert F. Palmer

Fire Chief

Mid Columbia Fire and Rescue

1400 W. 8th Street

The Dalles, Oregon 97058

Office: 541-296-9445

Fax: 541-296-8656

 **021324_5 Cnty MA_Final.pdf**
223K

**FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT
BETWEEN THE FIRE PROTECTION AGENCIES OF WASCO
COUNTY, HOOD RIVER COUNTY, SHERMAN COUNTY,
KLICKITAT COUNTY AND SKAMANIA COUNTY**

WHEREAS, Wasco County, Hood River County, Sherman County, Klickitat County, and Skamania County (collectively hereinafter the “Counties”) each have local county fire defense districts, consisting of multiple fire protection agencies, who provide fire suppression and emergency response services; and

WHEREAS, the Counties recognize the likelihood that fires or other like disasters occurring in their respective counties could reach such proportions that it would be impossible to control the disaster with the equipment and personnel of any single fire protection agency or fire defense district; and

WHEREAS, the Counties wish to enter into this agreement to secure the benefit of mutual cooperation and assistance in the event of an emergency created by structural fire, ground cover fire, medical emergency, or other emergency where mutual aid services are necessary to control the disaster; and

WHEREAS, through this agreement the governing bodies of the Counties and local county fire defense districts intend to lay the legal foundation contemplated by ORS 190.010, 190.110, 190.420, and RCW 39.34 to permit the officers of their respective fire agencies to dispatch personnel and equipment to specified emergencies upon request of a County, a local county fire defense district, and/or those individual agencies within the local county fire defense districts outlined herein (individually hereinafter “Agency” and collectively hereinafter “Agencies”), without question as to legal authority to do so; and

WHEREAS, Washington Statute RCW 39.34 provides that any powers, privileges, or authority exercised or capable of exercise by a public agency of Washington may be exercised and enjoyed jointly with any public agency of Washington or any other state having the same powers, privilege, or authority, and any two or more public agencies may enter agreements with one another for mutual cooperative action; and

WHEREAS, the Parties hereto recognize the need and desirability for mutual aid compacts to improve the efficiency and effectiveness of the fire suppression and emergency medical services system as necessary; and

WHEREAS, the legislature has given the general authority for intergovernmental agreements by units of local government pursuant to the provisions of ORS 190.010, 190.110, 190.420, and RCW 39.34; and

WHEREAS, citizens and residents of the Parties’ respective jurisdictions will be served more efficiently by this agreement, providing needed resources for initial, and as agreed upon, extended fire attack and emergency response operations; and

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

WHEREAS, the Parties recognize the necessity to have a cooperative mutual aid agreement in place to address mutual aid requests not covered by ORS 476.510 to 476.610 (the Oregon Emergency Conflagration Act), and RCW 43.43.960 to 43.43.965 (the Washington State Fire Mobilization Act); and

WHEREAS, it is necessary and proper that this Cooperative Mutual Aid Agreement be entered into by the undersigned for the mutual protection of life and property; and

WHEREAS, the local fire services of each jurisdiction listed below have approved and agree to be bound by the terms of this agreement.

NOW THEREFORE, IN CONSIDERATION of the covenants herein contained, each of the undersigned agrees:

1. To respond to mutual aid requests between Agencies as hereafter set forth, and pursuant to mutual aid and move-up procedures as established by the undersigned and administered by the Agencies in conformance with such procedures.
2. To furnish emergency equipment and personnel upon request, when available, to any of the undersigned when such assistance is necessary and appropriate.
3. That each Agency shall have the right to determine priority for providing fire suppression and/or other emergency services to any other Agency under this agreement. This determination shall be the responsibility of the commanding officer of the Agency sending the assistance.
4. That the officer in charge of the responding Agency may, in the exercise of best judgment and discretion, decline to commit apparatus or personnel to a position which would endanger such resources or overextend any Agency.
5. That an Agency responding under this plan will be made available for immediate, short duration assistance and that the requesting Agency shall release responding Agencies as soon as assistance is no longer required or when the responding Agencies are needed within their own jurisdiction.
6. That none of the Parties hereto shall be held liable to any other Party for damage to property, loss of equipment, injury to personnel, or for the payment of any compensation arising in the course of, or as a result of, any assistance or lack of assistance rendered under the terms of this agreement. This provision does not waive the legal rights of any individual.
7. That the aid and assistance rendered by the Parties hereto under the Oregon Emergency Conflagration Act, Washington State Fire Mobilization Act, state and national forest fire defense plans, civil defense plans, State of Oregon or Washington Regional Hazardous Materials Emergency Response Teams, and other agreements which are not mutual aid or mutual assistance agreements, shall not be governed by the terms of this agreement.

8. That mutual aid and move-up procedures shall be annually reviewed and updated. Each Agency is responsible for the coordination of resources and responses with other Agencies within their local county fire defense district.
9. That additional local fire service agencies may be added as Parties to this agreement as required. In Oregon, such agencies shall first be recommended by the Local County Fire Defense Board and be approved by each of the then existing Agencies. In Washington, such agencies must be approved by each of the then existing Agencies. Any additions shall be made by means of attachment to this agreement.
10. That the continued failure by any Agency to meet the requirements established herein shall be considered just cause for the removal as a participant in this agreement. Removal shall be initiated by any single Agency giving to the alleged noncompliant Party 30 days advance written notice of intent to seek removal. The alleged noncompliant Agency shall have 30 days in which to respond to the notice in writing to all other Parties. If, in response to the alleged noncompliant Party's response, the Party giving notice chooses to withdraw its notice of intent to seek removal, the process shall terminate. Otherwise, the issue of removal shall be put to a vote of all Agencies to this agreement with the issue to be decided by a simple majority vote of the Agencies.
11. That any Agency may withdraw from this agreement by giving thirty (30) days' written notice of its intent to withdraw to each of the other Agencies.
12. Each Agency represents that it has obtained authorization to be listed as a participant in this agreement.

This agreement shall be known as the FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT and shall link together all participating fire protection agencies between Wasco County, Hood River County, Sherman County, Klickitat County and Skamania County.

This agreement is effective on the date signed by each of the Agencies, and is entered into for the purpose of securing to each Party cooperative mutual aid and emergency assistance between participating agencies within Wasco, Hood River, Sherman, Klickitat, and Skamania Counties for response to emergencies resulting from any cause.

1.0 DEFINITIONS.

“Assistance Costs” include personnel, equipment and service costs that extend beyond the first operational period of an emergency event that are incurred by the Providing Party. Assistance costs will be determined at rates according to the Oregon or Washington Mobilization Plan as applicable, and must be eligible costs as determined by such Plan(s), or under the Public Assistance Program or the Fire Management Assistance Grant Program authorized under the Stafford Act, 42 U.S.C. 5121-5206, and the implementing regulations of 44 CFR § 204 and § 206, as they may be amended from time to time, and as set forth in the Federal Emergency Management Agency (FEMA) policy.

EFFECTIVE:

3

REVISED:

FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

“Emergency” is a human-caused or natural event or circumstance within the jurisdiction of any Agency causing or threatening loss of life, damage to the environment, injury to person or property, human suffering, or financial loss, and the event is or is likely to be beyond the capacity of the Agency in terms of personnel, equipment, and facilities, and therefore requires mutual aid and emergency assistance. Events include, but are not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, acts of terrorism or sabotage, and use of weapons of mass destruction.

“Emergency Assistance” includes, but is not limited to, personnel, services, equipment, materials, or supplies offered during an emergency by the Providing Party and accepted by the Requesting Party to assist in maintaining or restoring normal services beyond the first operational period of the emergency, when such service has been disrupted by the emergency, and emergency assistance from other Parties is necessary or advisable, as determined by the Requesting Party. Services include, but are not limited to, incident management, search and rescue, media relations, emergency medical, firefighting, and hazmat.

“Mutual Aid” means emergency assistance requested by the Requesting Party and provided by the Providing Party during emergencies where the emergency assistance is dispatched as provided in Section 4.4, or the Requesting Party’s resources are exhausted. This emergency assistance is intended to be unpaid emergency assistance for a period of not more than 12 hours, or the first operational period of the emergency, whichever is less. The Providing Party and the Requesting Party may mutually agree to extend the period of time, but Providing Party is entitled to reimbursement of assistance costs as set forth in this agreement during such extended period as mutually agreed upon by both Parties. Operations during declarations of emergency under ORS 401.165 or RCW 43.43.960 – 43.43.965 exceed the intent of unpaid mutual aid assistance and shall be governed by such Acts.

“Operational Period” is defined by the Incident Commander as the amount of time necessary to accomplish the operational objectives assigned to personnel and equipment and which is within safe work/rest ratio standards established in the fire service. Operational periods are event driven and are typically 12 hours in duration. The operational period may exceed 12 hours during the initial response to an emergency if mutually agreed upon by the Requesting and Providing Parties. As determined by the Incident Commander, the subsequent operational period shall not exceed 24 hours.

For an incident within Oregon Department of Forestry (ODF) protected lands or Washington Department of Natural Resources (DNR) protected lands, mutual aid resources are limited to the first 12-hour operational period. After the initial 12 hours, extension of resources under this mutual aid agreement must be approved by individual Parties, or may be provided under separate agreement between the ODF or DNR and the

individual Parties. This mutual aid agreement is not intended to replace agreements between any participating fire agencies and the Washington State DNR.

“Providing Party” means a Party to this agreement that provides emergency assistance to a Requesting Party under this agreement.

“Requesting Party” means the Party that has legal jurisdiction over the emergency incident, which has made a request for emergency assistance, and that has received emergency assistance under this agreement.

“County Fire Defense Board” means the association and organization of local fire agencies as defined in the Oregon Plan.

“Participating Fire Agency” means a fire agency organized and operating pursuant to Oregon or Washington State Law and may include fire protection districts, regional fire authorities, or city or town fire departments.

2.0 AUTHORITY AND SCOPE OF AGREEMENT.

This agreement is entered into under the authority granted to the Parties by their respective charters, Oregon Revised Statutes (ORS) and Revised Code of Washington (RCW). ORS 190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the Parties to the agreement, its officers, or agencies, have authority to perform, and ORS 190.010 authorizes units of state and local governments to enter into agreements with each other to cooperate in the performance of their duties.

ORS Chapters 190 (Government Corporation), 453 (Hazmat), 476 (Fire), 475 (Controlled Substance), and 477 (Protects Forests and Vegetation) extend the powers and authorities of the Parties to this agreement beyond their boundaries when operating under this agreement. ORS 402.010 allows the state, counties, and cities, in collaboration with private agencies, to enter into cooperative assistance agreements for emergency aid and resources.

Washington Statute RCW 39.34 provides that any powers, privileges, or authority exercised or authorized to be exercised by a public agency of Washington may be exercised and enjoyed jointly with any public agency of Washington or any other state having the same powers, privilege, or authority, and any two or more public agencies may enter into an agreement with one another for mutual cooperative action.

RCW 52.12.031 authorizes fire protection districts to enter into contracts with other governmental entities under RCW 39.34 to provide fire prevention protection, fire suppression and emergency medical services.

3.0 OPERATIONS.

Each of the undersigned Parties hereby authorizes their respective Agency to enter into cooperative mutual aid agreements with adjacent county fire defense districts and adjacent participating fire agencies, provided the agreements are in substantial conformance with established standards, Oregon Revised Statute and Revised Code of Washington. Upon exercise of a mutual aid agreement between fire defense districts or between participating fire agencies, and notification to the Fire Chiefs of the undersigned Parties, the undersigned Parties agree to comply with the direction of their respective county fire defense district and/or Agency and to provide mutual aid or emergency assistance consistent with the provisions of this agreement.

4.0 TYPE OF EQUIPMENT AND PERSONNEL

The Parties agree to provide to all other Parties to this agreement personnel and equipment which is normally staffed and assigned to emergencies, subject to the following conditions:

4.1 The standards for personnel and equipment available for mutual assistance pursuant to this agreement may be referenced within the operational guidelines, (Attachment "A") of this agreement.

4.2 The Parties recognize and agree such personnel and equipment may be periodically unavailable under this agreement due to normal operating requirements. There is no obligation of a participating agency to overextend their own resources to the point of being unable to provide adequate service levels to their own response area. When any significant change occurs to the available equipment and/or personnel which shall last more than 30 days, the Party experiencing such change should notify all other Parties to this agreement.

4.3 Each of the Parties agrees to furnish to a Requesting Party such mutual aid assistance as the Requesting Party may deem reasonable and necessary to successfully abate an emergency in the Requesting Party's jurisdiction. Provided, however, the Party to whom the request is made shall have sole discretion to refuse such request, or withdraw from a request, if sending such assistance may lead to an unreasonable reduction in the level of protection within its jurisdiction, and provided further that a state or local agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency. A Requesting Party agrees to release a Providing Party as soon as assistance is no longer required, upon reasonable request of the Providing Party to meet the resource needs of their own jurisdiction, or upon conclusion of the agreed upon operational period (12 to 24 hours).

4.4 A Providing Party will not deploy without a request for mutual aid assistance by a Requesting Party.

4.5 It is recognized and agreed by the Parties that closest unit response is in the best interest of all communities within the Counties and from time-to-time minor response imbalances between participating agencies may occur and shall be considered diminutive and inconsequential as compared to the benefits conferred upon the communities by the terms of this agreement. The Parties agree that equipment and personnel, when sent, shall be dispatched within a reasonable time frame, and first response by the Requesting Party shall not be a prerequisite to a request for emergency assistance under this agreement.

4.6 The Parties agree it is in the public interest for them to cooperate in developing an effective mutual aid system in an effort to provide for adequate response of personnel and equipment upon request. The Parties may further utilize move-up of personnel and equipment when necessary to maintain adequate levels of protection throughout all jurisdictions as the situation warrants.

5.0 SUPERVISION/AGENCY AUTHORITY

When emergency assistance is furnished under this agreement, the Requesting Party shall retain incident command responsibility for the incident and shall establish overall supervision of the emergency through the nationally recognized incident command system. However, when officers from the Requesting Party have not arrived at the scene of the incident, the commanding officer of the Providing Party arriving first shall assume incident command until relieved. "Supervision," as used in this section, refers to conduct of the mission. Personnel participating in the mission remain an employee or volunteer of the Providing Party, and are subject to the policies and procedures of the Providing Party.

Unless expressly authorized by the Requesting Party, a Providing Party, its officers, employees, and agents, are not authorized to make any representation, enter into any agreement, waive any right, or incur any obligation in the name of, on behalf of, or as an agent for, the Requesting Party.

6.0 EMERGENCY CONFLAGRATION ACT OR HAZARDOUS MATERIALS RESPONSE

Aid and assistance given under order of the Administrator of the State Emergency Management Division in the event of the emergency proclamation by the Governor, or under the Oregon Emergency Conflagration Act or Washington State Fire Mobilization Act; or in response to hazardous material incident pursuant to the terms of a contract with the respective State Fire Marshal and in conformance with administrative rules regarding hazardous materials response promulgated by the respective State Fire Marshal and the State of Oregon or Washington, is not to be governed by this agreement. If an incident is declared a conflagration or mobilization under the Oregon Emergency Conflagration Act or Washington State Fire Mobilization Act, participating resources will be demobilized from the incident upon the arrival of State mobilized resources unless otherwise authorized and approved for State reimbursement.

7.0 REPEAL OF OTHER AGREEMENTS

This agreement does NOT supersede or repeal any automatic aid agreements or pre-programmed first response agreements, hazardous materials response agreements with the State of Oregon or State of Washington, mutual aid hazardous materials agreements with other State Response Teams, equipment sharing agreements with local, State or Federal agencies, or emergency planning agreements established at the local, County, State or Federal level, the Oregon Urban Search and Rescue Task Force Mutual Aid Agreement, or agreements with ODF or Washington State DNR for provision of services beyond the first 12 hours of an incident.

8.0 GENERAL WAIVERS

Each Party to this agreement waives all claims against all other Parties to this agreement for compensation for any loss, damage, personal injury, or death occurring to personnel or equipment as a consequence of the performance, failure to perform, or delay in performance, arising out of this agreement; excepting, however, payment of assistance costs required by this agreement.

9.0 HOLD HARMLESS

Any Requesting Party shall, to the extent permitted by any applicable constitutional or Tort Claims Act limitation, save and hold harmless any Providing Party against any and all claims or actions brought against the Providing Party, arising out of the Providing Party's efforts, except to the extent that such claims or actions arise out of any willful misconduct or grossly negligent action on the part of the Providing Party.

10.0 WORKERS' COMPENSATION

Each Party to this agreement agrees to provide workers' compensation insurance or equivalent coverage to each of its employees and volunteers, and that while responding under this agreement each Party recognizes that while overall incident command supervision will usually be provided by the jurisdiction in which the incident occurs, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon or Washington workers' compensation law.

11.0 REFUSALS TO PERFORM

This is a mutual aid agreement, and it is assumed that all available assistance will generally be provided. Any Responding Party may refuse to perform any specific task when, in the sole determination of the Providing Party's commanding officer, response would create an unreasonable risk of danger to the Providing Party's employees, volunteers, independent contractors, equipment or any third party.

12.0 COMPENSATION/PUBLIC ASSISTANCE /FIRE MANAGEMENT ASSISTANCE

The Parties agree that the emergency assistance available or provided during the operational period are roughly equivalent, and agree the availability and provision of such constitute adequate consideration under this agreement without reimbursement of assistance costs. Assistance costs beyond the original operational period, however, are subject to reimbursement by the Requesting Party unless otherwise agreed. The Requesting Party will take all reasonable actions to apply to FEMA for reimbursement of the Providing Party's eligible costs. To the extent legally required, the Providing Party will submit its claim for reimbursement to the Requesting Party. Both the Requesting Party and Providing Party will keep detailed records of the emergency assistance requested and received, and provide those records as part of the supporting documentation for a reimbursement request. The Parties will cooperate to the fullest extent possible to facilitate reimbursement of eligible assistance costs.

13.0 TERMINATION

Any Party hereto may terminate its participation in this agreement at any time by giving 30 days' written notice of the intention to do so to any and all other Parties. Such notice shall be sent to the governing body of the other Parties and a copy thereof to the Chief of the department and or district of the Parties notified. This agreement will remain in effect so long as there are at least two Parties remaining to the agreement.

14.0 COMPLIANCE WITH GOVERNMENT REGULATIONS

Each Party to this agreement agrees to comply with federal, state, and local laws, codes, regulations, and ordinances applicable to the work performed under this agreement.

15.0 FORCE MAJEURE

No Party to this agreement shall be held responsible for delay or default caused by pandemics, fires, riots, acts of God and/or war which is beyond the reasonable control of the Parties.

16.0 AMENDMENTS

The terms and conditions of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the Parties.

17.0 TERM OF AGREEMENT

This agreement shall be effective and continue in full force and effect until execution of a successor agreement, or termination as set forth above.

18.0 EXECUTION OF AGREEMENT

This agreement shall be adopted as follows:

The agreement shall be approved by the legislative body of each Agency and a signed copy shall be maintained on file with each Agency.

All signatures shall be executed in counterparts, using the form appearing on the next pages attached hereto.

It being the intention to avoid numerous signings of original documents, photocopies of the original document will be prepared and delivered to each organization concerned herewith upon execution of said original document.

The effective date of this agreement shall be the date it is signed and dated by the last signing Agency, and it shall remain in effect until modified or repealed.

The original signed copy of this agreement shall be maintained on file at the office of the Wasco County Fire Defense Board Chief.

Each Agency to this agreement shall receive a copy of the final signed agreement.

IN WITNESS WHEREOF, each of the undersigned has caused the agreement to be approved by their respective governing authority and its duly authorized officers.

WASCO COUNTY FIRE DEFENSE DISTRICT – OREGON

Mid-Columbia Fire and Rescue

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Mosier RFPD

Fire Chief

Governing Official

Date

Fire Chief – Print

E-mail

Contact #

Dufur Fire Department

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Tygh Valley RFPD

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Wamic Fire and EMS

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

Maupin Fire Department

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Juniper Flat RFPD

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Shaniko Fire Department

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

City of Antelope FD (Fire Protection coverage provided by Shaniko Fire Department):

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

IN WITNESS WHEREOF, each of the undersigned has caused this agreement to be approved by their respective governing authority and its duly authorized officers.

HOOD RIVER COUNTY FIRE DEFENSE DISTRICT – OREGON

Hood River Fire & EMS

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Westside RFPD

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Wy'East Fire District

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Parkdale RFPD

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

Cascade Locks Fire & EMS

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

Fire Chief

Date

Fire Chief – Print

E-mail

Contact #

IN WITNESS WHEREOF, each of the undersigned has caused the Agreement to be approved by their respective governing authority and its duly authorized officers.

SHERMAN COUNTY FIRE DEFENSE DISTRICT – OREGON

North Sherman County Rural Fire Protection District

Fire Chief

Governing Official

Date

Fire Chief – Print

E-mail

Contact #

South Sherman Fire & Rescue

Fire Chief

Governing Official

Date

Fire Chief – Print

E-mail

Contact #

Moro Fire Department

Fire Chief

Governing Official

Date

Fire Chief – Print

E-mail

Contact #

Moro Rural Fire Protection District

Fire Chief

Governing Official

Date

Fire Chief – Print

E-mail

Contact #

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Fire Protection District #6 – Dallesport

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Rural 7 Fire and Rescue – Goldendale

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Fire Protection District #8 - Glenwood

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Fire Protection District #9 – Roosevelt

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Fire Protection District #11 – Wishram

Fire Chief	Governing Official	Date
_____	_____	_____
Fire Chief – Print	E-mail	Contact #

Klickitat County Fire Protection District #12 – Klickitat

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

Fire Chief

Board Chair

Date

Fire Chief – Print

E-mail

Contact #

IN WITNESS WHEREOF, each of the undersigned has caused the Agreement to be approved by their respective governing authority and its duly authorized officers.

SKAMANIA COUNTY FIRE DEFENSE DISTRICT – WASHINGTON STATE

Skamania County Fire Protection District #1 - Carson

Fire Commissioner

ATTEST:

Fire Commissioner

Fire Commissioner

Secretary

Fire Chief – Print

E-mail

Contact #

Skamania County Fire Protection District #2 – Stevenson

Fire Commissioner

ATTEST:

Fire Commissioner

Fire Commissioner

Secretary

Fire Chief – Print

E-mail

Contact #

Skamania County Fire Protection District #3 - Underwood

Fire Commissioner

ATTEST:

Fire Commissioner

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

Fire Commissioner

Secretary

Fire Chief – Print

E-mail

Contact #

Skamania County Fire Protection District #4 - Washougal

Fire Commissioner

ATTEST:

Fire Commissioner

Fire Commissioner

Secretary

Fire Chief – Print

E-mail

Contact #

Skamania County Fire Protection District #5 – Skamania

Fire Commissioner

ATTEST:

Fire Commissioner

Fire Commissioner

Secretary

Fire Chief – Print

E-mail

Contact #

City of Stevenson Volunteer Fire Department

Mayor

City Administrator/Clerk

Fire Chief

Fire Chief – Print

E-mail

Contact #

EFFECTIVE:
REVISED:
FIVE COUNTY COOPERATIVE MUTUAL AID AGREEMENT

City of North Bonneville Volunteer Fire Department

Mayor

City Administrator/Clerk

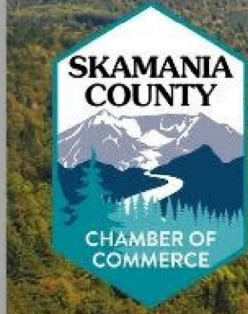
Fire Chief

Fire Chief – Print

E-mail

Contact #

2023 ANNUAL REPORT



COMMUNICATION

1,314 Under Currents recipients
44% average open rate



2,723 followers
1,160 average post engagement



NEW Instagram page
410 followers



Skamania.org website
66,768 page views in 2023

Thank you to our dedicated Board Members:

Angela Rogers
Bill Shelton
Cathy Chaffin
Chris Malone
Johanna Roe
Johnny Griffith
John Mobley
Kelly O'Malley-McKee
Kim Chamness
Kristin Wood
Robert Muth
Vicki Prendergast



MEMBERSHIP SERVICES

To add more value for members, our Membership Committee set out to devise a different dues structure. New packages were created with a wide variety of added benefits, designed to meet the varying needs and interest of local businesses.

The 4 packages are ideal for:

- * Start-up businesses
- * Added advertising/promotion
- * Advocacy
- * Community engagement



FESTIVALS/EVENTS

- * Skamania Sip and Stroll (300 attendees)
- * Gorge Blues and Brews (2,000 attendees)
- * Christmas in the Gorge (1,000 attendees)
- * 4 Government Affairs Luncheons
- * 6 Ribbon Cutting Events
- * Monthly Chamber Happy Hour Networking Events



COMMUNITY SUPPORT

- Sponsored/donated to 22 fundraisers for local non-profits
- Wrote 4 letters of support for member grant applications
- Served on 7 boards/committees
- Hosted Career Connect event
- Hosted WA in the Making 2040 Town Hall



GOVERNMENT AFFAIRS

During the 2023 State Legislative Session, the Chamber took action on 13 issues, 7 of which were wins! 4 bills that we supported died in committee but some of them will return in 2024 and we will have a second chance at getting them passed.

We also kept in contact with Federal Legislators, meeting with their representatives and hosting a round table event with Congresswomen Marie Gluesenkamp Perez.



TOURISM PROMOTION

With the addition of a new part-time employee, we were able to take on more tourism promotion projects including:

- * Working with State of WA Tourism on more promotional opportunities and hosting more travel writers
- * Hosting familiarization tours for cruise ship frontline staff
- * Collaborating with Camas, Washougal and Vancouver on shared travel itineraries
- * Social media contests
- * Collaborating with Columbia Gorge Tourism Alliance on plans for a Gorge Restaurant Month

295 MEMBERS

34 Individual
41 Non-Profit
220 Business



- 100+ Employees = 4
- 51-99 Employees = 2
- 21-50 Employees = 7
- 11-20 Employees = 8
- 6-10 Employees = 21
- 1-5 Employees = 53
- Owner Operated = 125

Chamber Staff:

Angie Waiss, Executive Director
Angel Knight, Membership Services Coordinator
Denise Russell, Administrative Assistant



Associate Development Organization Grant Writer Grant Program

February 6, 2024

The Associate Development Organization (ADO) Grant Writer Grant Program, administered by the Washington State Department of Commerce, aims to assist ADOs by providing grants to recruit, hire and retain professional grant writers to identify, apply for and secure grant funds for economic development purposes.

Purpose and General Information

The Washington State Legislature passed legislation and provided funding to the Washington State Department of Commerce (Commerce) to create a grant program for county-designated Associate Development Organizations (ADOs) to support the recruitment, hiring and retention of grant writers. The ADO Grant Writer Program will assist ADOs in accessing economic development assistance from government and philanthropic sources with preference given to applicants serving distressed areas. Funds will be awarded on an annual basis. Multiple ADOs may jointly apply if a shared grant writer would be preferred or grants are sought for projects crossing multiple ADO boundaries. A total of \$580,000 in funding will be awarded in Fiscal Year 2024 and \$500,000 for Fiscal Year 2025.

Solicitation of grant applications will be ongoing in FY 2024 until all funds have been allocated. Grant awards must be spent by July 1st of each fiscal year.*

Associate Development Organization Grant Program for Grant Writers is codified in [RCW 43.330.088](#)

County-designated ADOs are defined in [RCW 43.330.080](#)

Distressed areas are defined in [RCW 43.168.020](#)

*Commerce has the discretion to negotiate dollar amounts of approved awards.

Eligible Applicants

County-designated Associate Development Organizations. Multiple ADOs may jointly apply if a shared grant writer would be preferred or grants are sought for projects crossing multiple ADO boundaries.

Eligible Use of Grant Funds

Grant funds are to be used for costs associated with recruiting, hiring and retaining grant writers, payment of contracted grant writers and administrative costs associated with these activities:

- Solicit employment applications from professional grant writers.
- Wages for grant writers hired on staff. Wage costs are limited to the period of performance outlined in the Commerce grant award contract.
- Free-lance grant writer costs.
- Grant research and application may be performed on behalf of partner organizations served by the ADO including but not limited to local governments, workforce development councils, port districts, community and technical colleges and higher education institutions, export assistance providers, innovation partnership zones and other programs and partners that benefit community and economic interests.
- Commerce may approve other usages of funds. Awardees must have written approval from Commerce for usages of funds outside the above.

Period of Performance

The period of performance of grant awards resulting from FY 24 grant process will commence on the date a Commerce grant award contract is signed and will end June 30, 2024. Grants awarded for FY 25 will commence on the date a Commerce grant award contract is signed and end June 30, 2025.

FY 24 request for grant applications shall commence February 6, 2024. Grant applications shall be accepted continuously and reviewed as received. The application period will close once all funding for FY 24 has been awarded.

FY 25 request for grant application are expected to commence early summer 2024. Applications for FY 25 grants will remain open until all funds awarded but no later than June 30, 2025.*

*Commerce reserves the right to amend application request, application review and period of performance dates.

Reporting Requirements: Each contractor shall submit a monthly report to the Contract Manager on the outcomes achieved. Commerce will provide the reporting template. You will be asked to report on the following:

- Description of recruitment and hiring or contracting efforts.
- Funding opportunities applied for:
 - Entity applying for grant
 - Type of grant and funding source
 - Include details on the amount of funding applied for
 - Details on the purpose of the funding, i.e. what the funding would be used for if awarded
- Grants awarded
 - Grant match amount and source of match
- Jobs created and/or retained
- Regions served. Contractors will provide an analysis of the potential benefits securing the grants will have on regions they serve.

Reports must be submitted monthly based on the following deadlines.

<u>Performance Period</u>	<u>Reports Due</u>
Feb 7 – Feb 28, 2024	March 15
March 1 – March 31, 2024	April 15
April 1 – April 30, 2024	May 15
May 1 – May 31, 2024	June 15
June 1 – June 30, 2024	July 7

Application Process

Required Application Elements

Plan of Action

Due to the short time frame for utilizing grant funds, applicants must submit a 60-90 day Plan of Action to assess readiness to pursue grant funding. A Plan of Action must be uploaded as an attachment to the grant application.

Proposed Budget

A proposed budget must identify the costs that will be invoiced to the Washington State Department of Commerce for reimbursement. A proposed budget and any supporting materials that may help explain the planned use of funds must be uploaded as an attached to the grant application. **Maximum requested grant amount must not exceed \$50,000.**

Questionnaire

A series of questions must be answered to help determine how Grant Writer grant funds will be used including applicant’s readiness to apply for grants using a grant writer, proposed projects or services for which funding is sought and the community and economic benefits funds will provide .

Applications will be reviewed upon submission and on an ongoing basis until all funding has been allocated.

Applications and required documentation are to be submitted online. Online applications can be accessed at <https://bit.ly/ado-grant-writer>.

Please contact Terri Drexler, Program Contract Manager if you have questions: Terri.Drexler@commerce.wa.gov; (564) 201-0242

Submission of an application does not guarantee that applicants will receive funds.

Commerce plans to award multiple contracts from this application process.

Commerce reserves the right to negotiate partnership contracts with high scoring applications with similar projects.

Applicants must apply each year. Grants are for one year only and do not automatically carry over to the next fiscal year.

Application Evaluation and Selection

The following evaluation criteria will be used to assess the likelihood of requested funding to be accepted and contracting to begin.

The Application & Contract Project Manager will assess all applications to ensure they meet minimum criteria to be considered for funding. Applications will be forwarded to a review committee who will score applications based upon evaluation methodology outlined below.

Applications will be reviewed and ranked based upon the quality of answers to the written questionnaire portion of the application and the Action Plan submitted. Review Committee will be reviewing answers on proposed use of funds, how funds address need, project readiness/management and the overall budget and give scores of low (1-2), medium (3-4) and high (5-6). Applications from Distressed Counties will be given preference.

Applicants with the most “High” rankings will be prioritized and put forth to The Senior Managing Director for Rural & Marketing Services to determine who will be selected.

Unsuccessful Applicant Notification: Unsuccessful Applicants will be notified by e-mail.

Debriefing of Unsuccessful Applicants

A debriefing conference may be requested from an unsuccessful Applicant. The request must be received by the Grant Program Manager within three business days after receiving email notification. Discussion will be limited to a critique of the requesting Applicant’s application. Comparison evaluation of the other proposals will not be discussed. A debriefing conference may be conducted in person or on the telephone and will be scheduled for a maximum of thirty (30) minutes.

An unsuccessful application in one grant year does not prevent an applicant from applying for subsequent grant rounds in another fiscal year.



Southwest Washington
Regional Transportation Council
January 2024



SKAMANIA COUNTY REGIONAL TRANSPORTATION PLAN



Acknowledgments

RTC Board of Directors

Clark County

Gary Medvigy, Clark County Councilor
Karen Bowerman, Clark County Council Chair
Michelle Belkot, Clark County Councilor

Skamania County

Asa Leckie, Skamania County Commissioner

Klickitat County

Lori Zoller, Klickitat County Commissioner

City of Vancouver

Anne McEnerny-Ogle, Vancouver City Mayor
Vice Chair: Erik Paulsen, Vancouver City Councilmember

Camas / Washougal

Leslie Lewallen, Camas City Councilmember

Battle Ground / Ridgefield / La Center / Yacolt

Ron Onslow, Ridgefield City Councilmember

Ports of Vancouver / Ridgefield / Camas-Washougal

Jack Burkman, Port of Vancouver Commissioner

Cowlitz Indian Tribe

Patty Kinswa-Gaiser, Tribal Delegate

Clark County PTBA (C-TRAN)

Shawn Donaghy, Chief Executive Officer

Washington State Department of Transportation (WSDOT)

Carley Francis, Southwest Regional Administrator

Oregon Department of Transportation (ODOT)

Rian Windsheimer, Region One Manager

Metro

Juan Carlos Gonzalez, Councilor

Ex-officio (non-voting) Members

14th Legislative District
17th Legislative District
18th Legislative District
20th Legislative District
49th Legislative District

Member Jurisdictions

City of Battle Ground
City of Bingen
City of Camas
Clark County
Cowlitz Indian Tribe
C-TRAN
City of Goldendale
Klickitat County
City of La Centre
Metro
City of North Bonneville
ODOT
Port of Camas-Washougal
Port of Klickitat
Port of Ridgefield
Port of Skamania County
Port of Vancouver USA
City of Ridgefield
Skamania County
City of Stevenson
City of Vancouver
City of Washougal
City of White Salmon
WSDOT
Town of Yacolt

Civil Rights

RTC operates its programs without regard to race, color, national origin, religion, sex, sexual orientation, marital status, age or disability in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and RCW 49.60. To request additional information on RTC's Title VI nondiscrimination requirements, or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact us at 564.397.6067, TTY 711, or email info@rtc.wa.gov.

Persons who do not speak or read English well may request language assistance, oral interpretation and/or written translation, at no cost. Contact RTC at 564.397.6067, TTY 711 or email info@rtc.wa.gov.

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats by contacting:

Southwest Washington Regional Transportation Council (RTC)

Phone: 564 397-6067 or e-mail: info@rtc.wa.gov

Relay Service: #711 or (800) 833-6388

RTC Respeto los Derechos Civiles

RTC opera sus programas independientemente de la raza, color, origen nacional, religión, sexo, orientación sexual, estado civil, edad o discapacidad de conformidad con las leyes aplicables, incluyendo el Título VI de la Ley de Derechos Civiles de 1964 y RCW 49.60. Para solicitar información adicional sobre los requisitos de no discriminación del Título VI de RTC, o si alguna persona cree que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI u otra ley aplicable y le gustaría presentar una queja, comuníquese con nosotros en el 564.397.6067 (TTY 711) o por correo electrónico info@rtc.wa.gov.

Las personas que no hablan o leen Inglés bien pueden solicitar asistencia con el idioma, la interpretación oral y/o la traducción escrita, sin costo alguno. Comuníquese con RTC en el 564.397.6067 (TTY 711) o por correo electrónico info@rtc.wa.gov.

Información sobre la Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA)

Las personas que requieran adaptaciones razonables pueden solicitar materiales escritos en formatos alternos, intérpretes de lenguaje de señas, adaptaciones de accesibilidad física, u otras adaptaciones razonables poniéndose en contacto con RTC, al 564.397-6067 o TTY 711, avisando con dos semanas de antelación.

RTC уважает гражданские права-(флаер)

RTC уважает гражданские права

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Regional Transportation Planning Organization Member Agencies

Member Jurisdictions

Skamania County
City of Stevenson
City of North Bonneville
Port of Skamania
WSDOT SW Region

Non-Voting Participants

Mid-Columbia Economic Development District
Port of Cascade Locks
Regional Transportation Council



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ABBREVIATIONS & ACRONYMS

B/C	Benefit to Cost	PHFS	Primary Highway Freight System
BEA	U.S. Bureau of Economic Analysis	PTBA	Public Transportation Benefit Area
BIL	Bipartisan Infrastructure Law	RAP	Rural Arterial Program (CRAB Funding Program)
BNSF	Burlington Northern Santa Fe Railway	RWC	Revised Code of Washington
BMS	Bridge Management System	RID	Road Improvement District
CAPP	County Arterial Preservation Program (CRAB Grant Program)	RTC	Southwest Washington Regional Transportation Council
CCA	Climate Commitment Act	RTP	Regional Transportation Plan
CDBG	Community Development Block Grant (HUD Grant Program)	RCO	Washington State Recreation and Conservation Office
CERB	Community Economic Revitalization Board	RTPO	Regional Transportation Planning Organization
CRAB	County Road Administration Board	SCAP	Small City Arterial Program (TIB Grant Program)
DEM	Department of Emergency Management	SCPPP	Small City Pavement Preservation Program (TIB Grant Program)
EV	Electric Vehicle	SHB	Senate House Bill
FAST	2015 Fixing America's Surface Transportation Act	SR	State Route
FFC	Federal Functional Classification	STBG	Surface Transportation Block Grant (Federal Funding Program)
FHWA	Federal Highway Administration	STP	Surface Transportation Program
FMSIB	Freight Mobility Strategic Investment Board	TA	Transportation Alternatives Program
GHG	Greenhouse Gas	TDM	Transportation Demand Management
GMA	Growth Management Act	TIB	Transportation Improvement Board
HSP	State Highway System Plan	TIP	Transportation Improvement Program
HSIP	Highway Safety Improvement Program (Federal Funding Program)	TPC	Transportation Policy Committee
HSS	Highways of Statewide Significance	TSM	Transportation System Management
HUD	Department of Housing and Urban Development	WSDOT	Washington State Department of Transportation
INFRA	Infrastructure for Rebuilding America	WSTC	Washington State Transportation Commission
LOS	Level of Service	WTP	Washington Transportation Plan
MCEDD	Mid-Columbia Economic Development District		
MPO	Metropolitan Planning Organization		
NHS	National Highway System (Federal Funding Program)		
NHPP	National Highway Performance Program (Federal Funding Program)		
OFM	Washington State's Office of Financial Management		
NHPP	National Highway Performance Program (Federal Funding Program)		
NHS	National Highway System		
PDX	Portland International Airport		





SKAMANIA COUNTY RTP2024 SUMMARY

Skamania County

Situated along the Columbia River in south central Washington, Skamania County is home to 12,170 residents spread over 1,683 square miles. Stevenson, the county seat, lies approximately 45 miles east of Portland, Oregon, and Vancouver, Washington (Figure 1-1).



Figure 0-1. Skamania County

The Regional Transportation System Today

The regional transportation system includes roadways, ranging from state routes to forest service roads, train tracks, shipping lanes and public transportation.

Skamania County residents and visitors depend on an efficient, safe transportation system for access to opportunities like work and school, their daily needs, and recreation. While a successful transportation system contributes to quality of life and drives economic development, aging and inefficient transportation facilities can inhibit the safe movement of people and goods and diminish the region’s prosperity.

Looking Ahead to 2045

Over the past decade the county’s population has grown substantially faster than both the Washington and U.S. averages¹ for rural communities, and it’s projected to continue to grow.

This growth isn’t without challenges. The future population is expected to skew older and include more people living with disabilities. Future demand and travel trends are expected to diversify, with higher demand for transit and multimodal options.

Aging infrastructure, lack of existing multimodal options, transportation cost burdens, and funding continue to be concerns for businesses and residents alike. To ensure a robust, flexible transportation system in years to come, it is important to maintain the facilities the county has while enhancing the multimodal transportation network of transit, walking, and bicycling more viable options.

A Regional Transportation Plan: The Road to 2045

This Regional Transportation Plan (RTP) is Skamania County’s long-range transportation planning document. It assesses the transportation system today, expresses the community’s vision and goals, and lays out how these goals will be achieved over the next 20 years.

The focus of this plan is to promote a transportation network that supports future economic growth, improves access to services and employment, and enhances quality of life for residents and visitors.

Chapters 1 through 5 of the RTP provide a wealth of information about Skamania County and its transportation system. They describe the people, communities, and industries the transportation system supports; the key transportation facilities and services that make up the system today; and gaps in the system, both today and projected as the region’s population and economy grow.

In its last few chapters, the RTP shifts from the what to the how. Chapters 6 through 8 describe the financial resources available to the County to support the transportation system; strategies and solutions to meet the projected needs; and how projects will be implemented and monitored to ensure they are performing as required. A constrained project list raises the most pressing needs to top priority for available funds.

CHAPTER 1. INTRODUCTION

This chapter defines what a regional transportation plan is and introduces the vision, purpose, and goals of the plan. A summary of how the update was completed is outlined in the chapter, as well.

The Regional Transportation Plan

This Regional Transportation Plan (RTP) is Skamania County's long-range transportation planning document. The RTP assesses the transportation system today, establishes the community's long-term vision and goals, and lays out how they will be achieved.

This update includes the latest available data, plans, and policies to guide in its development. Using 2045 as the horizon year, the RTP aims to meet the region's transportation needs over the next 20 years by outlining future transportation system needs and implementing a transportation planning process that meets them. Importantly, the RTP identifies transportation projects and improvements necessary to maintain mobility and safety throughout the region.

Since the Skamania County RTP was first adopted in 1995, the Southwest Washington Regional Transportation Commission's (RTC) Skamania County Transportation Policy Committee (TPC) has led the update of this document nine times. Each update is a coordinated effort between local jurisdictions and member agencies to enhance transportation access, coordinate transportation resources, and promote key transportation projects. The update process is guided by Revised Code of Washington (RCW) Title 47, Chapter 47.80.

Consistent with the State's Regional Transportation Planning Program Planning Standards, the RTP regional transportation system has been designated to include:

1. All state transportation facilities and services (including state highways).
2. All local principal arterials (the definition of rural principal arterials may be the same as used for federal classification or be regionally determined).
3. All other transportation facilities and services—including airports, transit services, and facilities; roadways; rail facilities; marine transportation facilities, etc.—that the RTPO considers necessary to complete the regional plan.
4. Any transportation facility or service that is regionally needed or impacts places in the plan, as determined by the RTPO.



Vision, Purpose, and Goals

The Skamania County RTP is guided by the vision, purpose, and goals listed below:

Vision





The RTP is a collective effort to address the development of a safe regional transportation system that will support planned economic growth and maintain the region's rural quality of life.

Purpose

The RTP identifies future regional transportation system needs and outlines transportation plans and improvements necessary to maintain adequate mobility and safety within and throughout the Skamania County region. The region must plan for a future regional transportation system that adequately serves the population, employment, and visitor growth projected for Skamania County. The RTP's goals, objectives, and policies will guide the various jurisdictions and agencies involved in the planning and programming of transportation projects throughout Skamania County.

Goals

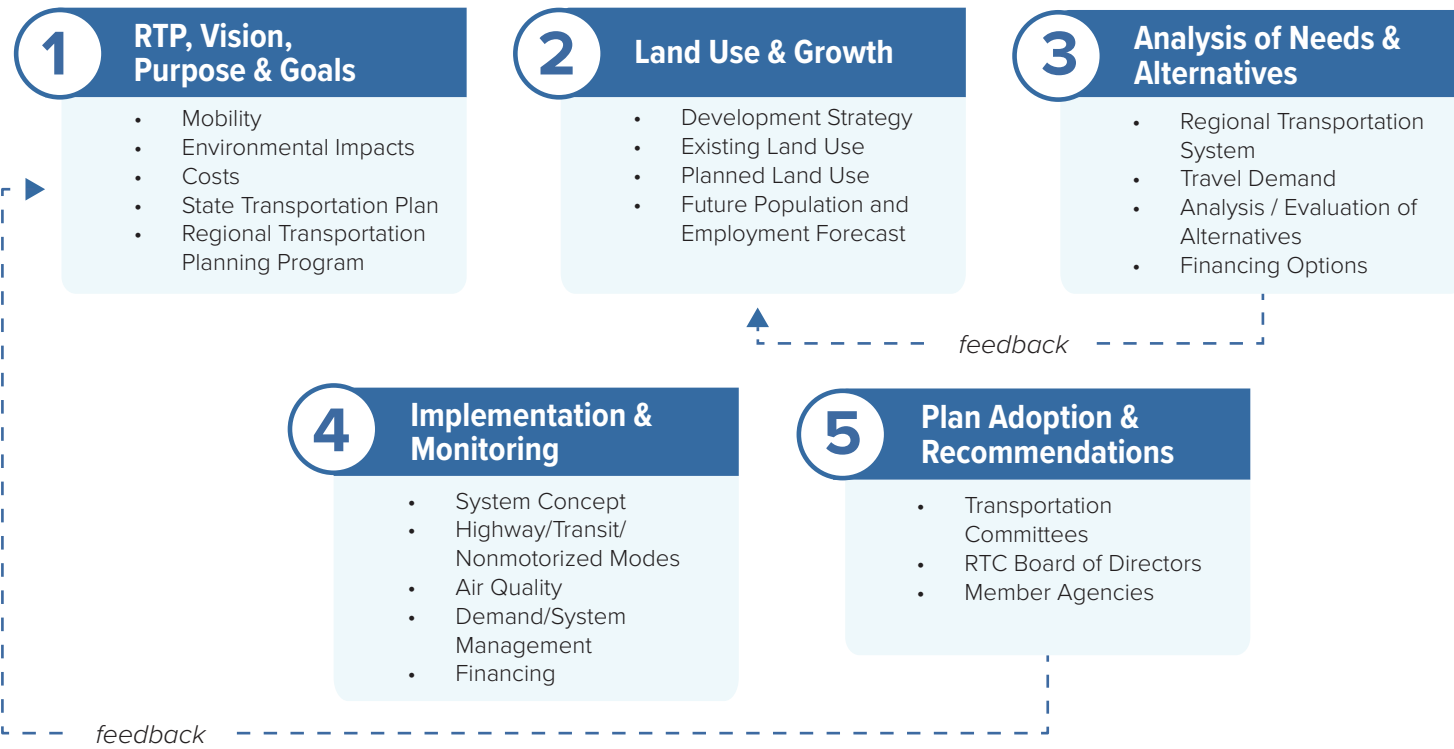
The following goals were used to guide the development of the Skamania County RTP:

 <p>Economic Vitality: Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.</p>	 <p>Environment: Enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.</p>
 <p>Preservation: Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.</p>	 <p>Stewardship: Continuously improve the quality, effectiveness, and efficiency of the transportation system.</p>
 <p>Safety: Provide for and improve the safety and security of transportation customers and the transportation system.</p>	 <p>Vision and Values: Provide for viable and livable local communities.</p>
 <p>Mobility: Improve the predictable movement of goods and people throughout Washington State.</p>	 <p>Management and Operations: Maximize efficient management and operation of the transportation system.</p>

The Update Process

This section outlines the responsibilities and the requirements guiding the development of an RTP work plan that all jurisdictions within the county can implement. Figure 1-1 illustrates this cross-jurisdictional, five-step work plan. Step one entails understanding what an RTP is and defining the vision, purpose, and goals that guide the creation of the work plan. Steps two and three help to better evaluate existing conditions and forecast for the future. This feeds into the recommendations and adoption of the plan in the fourth step, all of which is also influenced by community engagement to gather feedback. Step five implements the project and program recommendations, while also defining performance measures to ensure that the RTP is meeting the vision, purpose, and goals it is intended to meet.

Figure 1-1. RTP Work Plan



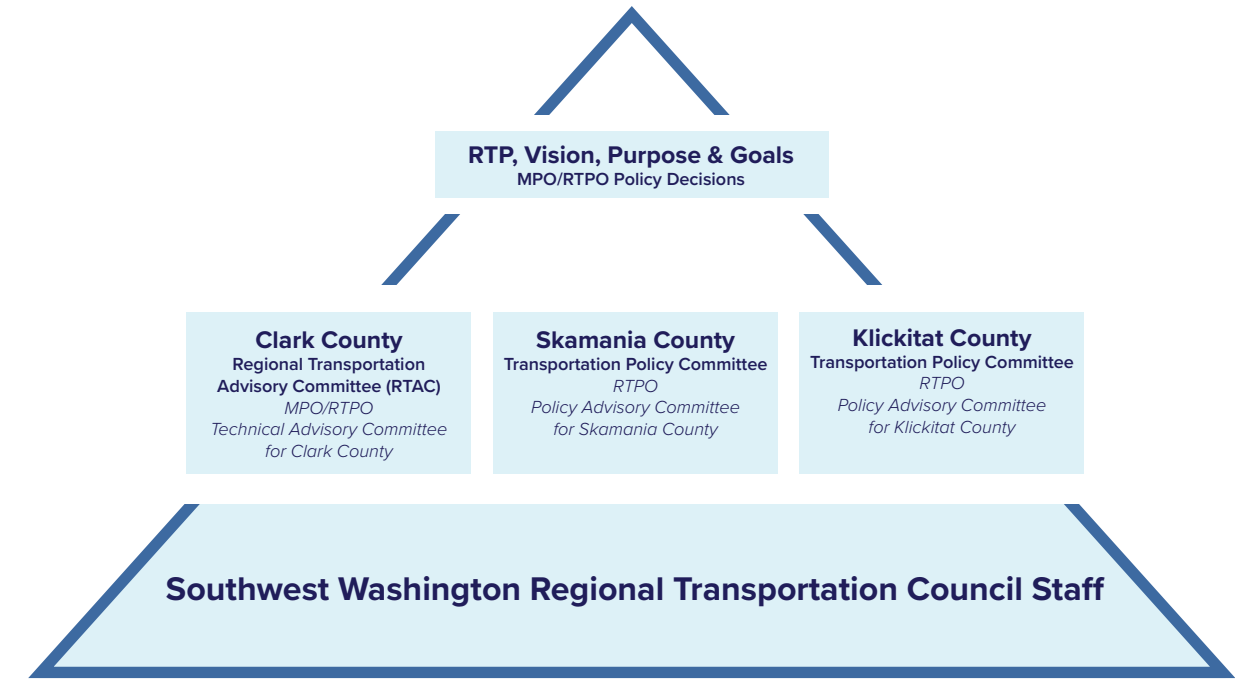
Who Is Involved

The RTP Update development is supported by the RTC, which serves as the state-designated Regional Transportation Planning Organization (RTPO) for Skamania County. RTC assumed responsibility for the RTPO region—consisting of Clark County, Skamania County, and Klickitat County—on July 1, 1992.

Consistent with the 1990 GMA legislation, a three-county RTC Board of Directors was established to serve the RTPO region. Individual county committees and boards also play a part in the regional transportation decision-making. The Skamania County TPC continues to guide the county’s regional transportation policy. The role of and representation on the RTC Board of Directors and individual county policy committees is described in the Bylaws of Southwest Washington Regional Transportation Council (last amended December 2017) and Interlocal Agreement for Establishment of the Southwest Washington Regional Transportation Council. This regional transportation committee structure is outlined in Figure 1-2. The Skamania County TPC was set up to provide a nexus for Skamania County regional transportation issues and policies to inform the RTOP’s policy decisions for the region. It is composed of representatives of Washington State Department of Transportation (WSDOT), Skamania County, City Stevenson, City of North Bonneville, and the Port of Skamania.

The Skamania County TPC carries out the regional transportation planning activities within Skamania County. Other agency organizations—including the Columbia River Gorge Commission, U.S.D.A Forest Service, Mid-Columbia Economic Development District, and the Port of Cascade Locks—are welcome to participate as nonvoting members of the committee.

Figure 1-2. Agency Structure



Public Involvement in Regional Transportation Planning Process

RTC has an adopted public participation plan outlining the public involvement efforts in the development of regional transportation plans and programs. All RTC Board meetings and the Skamania County TPC meetings are open to the public. Public involvement efforts build on those carried out at the local level in development of local plans and programming of transportation projects.

Amendments to the RTP are presented to both the Skamania County TPC and the RTC Board of Directors for their consideration and adoption. Transportation issues, studies, plans, and programs are outlined and reported on RTC’s web site at <http://www.rtc.wa.gov>.

Bistate Coordination

Skamania County’s proximity and ease of access to northern Oregon has resulted in frequent bistate travel and an intertwined economy. Within the region there are two bridges that span the Columbia River into Oregon: The Bridge of the Gods and the Hood River-White Salmon Bridge. Each are important to the movement of people and goods within the region and, as discussed later in this Plan, each need replacement or repair.

Oregon and Washington jurisdictions in the region have a history of coordinating their transportation and land-use plans. These planning efforts ensure that regionally significant aspects of the transportation system are considered within a bistate context. The travel patterns of Skamania residents will be discussed further in Chapter 2.



RTC representatives participate in bistate studies and transportation opportunities with Oregon, such as the Gorge TransLink group, which was established to develop a seamless transit network within the Mid-Columbia River Gorge area with links to Portland, Oregon, and Vancouver, Washington. RTC welcomes participation from Oregon public agency representatives in the Skamania County regional transportation planning process.

CHAPTER 2. REGIONAL TRANSPORTATION PLANNING CONTEXT

This chapter outlines statewide, regional, and local transportation planning documents applicable to Skamania County's regional planning context.

Legislative Context

The Regional Transportation Planning Program was created in 1990 through Washington State's Growth Management Act (GMA). The program established a formal mechanism for local governments and the state of Washington to coordinate transportation planning for regional transportation facilities. The GMA also authorized the creation of Regional Transportation Planning Organizations (RTPOs) by units of local government. As previously noted, RTC is the designated RTPO for the three-county area of Clark, Skamania, and Klickitat counties.

In 1994, additional state legislation clarified the duties of the RTPO outlined in the GMA and further defined RTPO planning standards. The duties of the RTPO, as outlined in the GMA and SHB 1928, include the development of an RTP to include a regional transportation strategy, identification of existing and planned facilities and programs, level of service standards, a financial plan, assessment of regional development patterns, and capital investment using a regional transportation approach. The RTP must be reviewed at least every two years to ensure it is consistent with applicable plans and policies.

With the oversight of the Washington State Legislature, the regional transportation planning process should:

- Guide the improvement of the regional transportation system
- Use regionally consistent technical methods and data
- Consider environmental impacts
- Ensure early and continuous public involvement
- Be consistent with the local comprehensive planning process
- Be an ongoing process
- Incorporate multimodal planning activities
- Address major capacity expansion and operational improvements to the regional transportation system
- Be a partnership—including federal, state, and local governments; special districts; private sector; the general public; and others—during conception, technical analysis, policy development, and decision-making

This RTP achieves all applicable elements of the Title 47 RCW requirements. These requirements are highlighted in the body of the document and are outlined in Appendix C.

Washington Transportation Plan: 2040 and Beyond

The Washington Transportation Plan (WTP) is the statewide long-range transportation planning document. The WTP is updated every four years to ensure that the policy framework is relevant and maintains consistency between local and regional levels of government. The WTP provides the tools for Washington residents and businesses to incorporate statewide policy and support their own mobility needs. The current WTP, *2040 and Beyond*, was completed by the Washington State Transportation Commission (WSTC) in 2018.

2040 and Beyond is based on recommendations from the legislature and six statewide goals: economic vitality, preservation, safety, mobility, environment, and stewardship. To maintain consistency with the WTP, the six statewide goals have been incorporated as core goals for the Skamania County RTP. The Skamania County TPC developed two additional goals: vision and values and management and operations. The RTP goals are listed in full in the previous chapter.

Statewide Plans

WSDOT has completed a variety of statewide plans, including plans for aviation, bicyclists and pedestrians, ferries, freight, rail, public transportation, and ultra-high-speed ground transportation. These statewide plans aim to guide decision-making and investment in Washington. While some plans focus on one mode of transportation, others are multimodal, reflecting the many ways people travel. Current statewide plans are documented [online](#).

Move Ahead Washington

In 2022 Governor Jay Inslee signed into law *Move Ahead Washington*, a 16-year spending package aimed at adding support to existing programs and leading in the development of new ones. The spending package highlighted the following priorities:

- Preserving public infrastructure (roads, bridges, ferries, and sidewalks)
- Reducing carbon emissions
- Expanding safe, accessible, affordable options to get around
- Addressing the harm caused by past transportation policies

Each of these policies reflect and reaffirm the goals of *2040 and Beyond*.

Climate Commitment Act

In 2021 the Washington Legislature passed the Climate Commitment Act (CCA). This sweeping bill updated the State's greenhouse gas (GHG) emissions reduction limits set in 2008 to achieve net-zero emissions by 2050. CCA works alongside complementary climate policies to help Washington achieve its commitment to reduce GHG emissions by 45 percent, 70 percent, and 95 percent below 1990 levels by 2030, 2040, and 2050, respectively.

Enshrined in law through Senate Bill 5126 (2021), the CCA caps and reduces GHG emissions from Washington's largest emitting sources and industries, allowing businesses to find the most effective path to lower carbon emission. Vehicles, which are the largest contributor to GHG emissions in Washington, will play a large role in meeting these emission goals.

Target Zero

Improving safety for all modes of transportation is critical to improving quality of life and improving access for all citizens of the region. Washington State's Strategic Highway Safety Plan, Target Zero, establishes a statewide policy of zero fatalities and zero disabling injury collisions by 2030. Target Zero helps assess safety needs statewide, encouraging and promoting good safety practices in the design and operation of the transportation system, as well as promoting safety by system users. Target Zero sets statewide priorities, provides a resource for potential strategies, and monitors outcomes at a statewide level



Complete Streets

“Complete streets” describes an approach to transportation planning, design, and construction that considers the needs of all potential users. The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), Section 11206, defines Complete Streets standards or policies as those which “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.”

A complete street is safe and feels safe for everyone using it. In practice, it is not always possible to accommodate all modes on a single street due to right-of-way constraints; so a practical approach to Complete Streets also focuses broadly on building Complete Networks to provide connectivity for different modes of travel. To reduce reliance on automobiles, Skamania County needs to develop adequate sidewalks and bikeways to access activity centers and allow people to safely and easily get to their destinations. Developing Complete Streets and active transportation infrastructure is a strategy that can maximize the existing transportation system’s capacity. Local jurisdictions within Skamania County are focusing on nonmotorized projects to provide a balanced transportation system that safely accommodates all users

In 2022, the Washington State Legislature passed the Move Ahead Washington package (Senate Bill 5974) that added the Complete Streets requirement to state law (RCW 47.04.035). Complete Streets is a comprehensive approach to planning, designing, building, operating, and maintaining safe streets for all users. All state transportation projects that began the design phase on or after July 1, 2022 and that are \$500,000 or more are screened to determine if Complete Streets applies. Screening criteria includes projects within incorporated cities, population centers, and tribal lands with active transportation gaps that have been identified in a WSDOT or local plan.

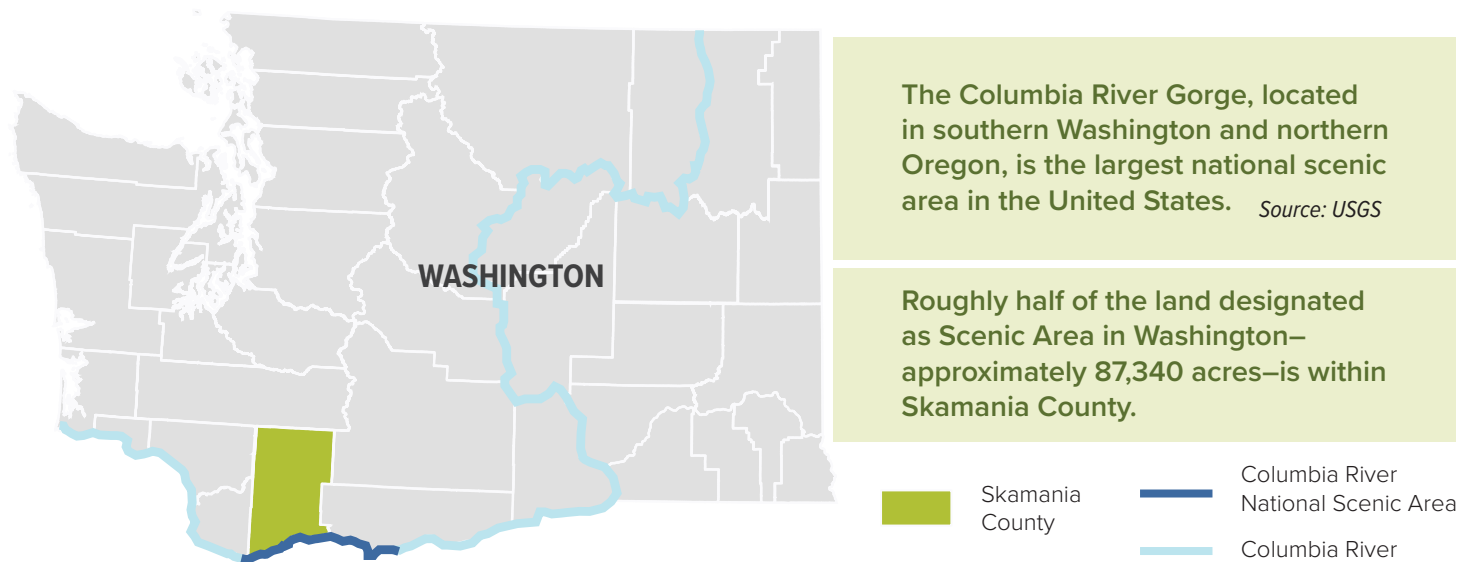
HEAL Act

The Healthy Environment for All Act (HEAL Act) was passed by the Washington State Legislature in 2021 and will apply to all WSDOT transportation projects and other significant agency actions greater than \$15 million that initiated efforts after July 1, 2023 (Senate Bill 5489). Environmental justice in Washington State, as provided in the HEAL Act addresses disproportionate environmental and health impacts in all laws, rules, and policies by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm (RCW 70A.02.010).

Gorge Region Guiding Documents

Columbia River National Scenic Area Act

The Columbia River Gorge was declared a National Scenic Area in 1986 through an effort to protect and enhance resources important to the region. The Scenic Area stretches 85 miles from west to east along the Columbia River and is between 1 and 4 miles wide, spanning the ridge lines in Washington and Oregon. Roughly half of the land designated as Scenic Area in Washington—approximately 87,340 acres—is within Skamania County.

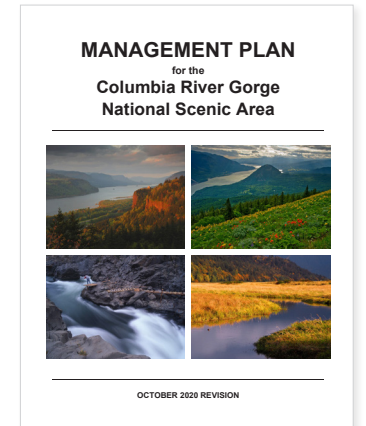


The Columbia River National Scenic Area encompasses many of the region’s premier outdoor recreation sites. As the popularity of these destinations grows, new transportation facilities and programs have been made available to meet the needs of the traveling public. These initiatives support the RTP’s recreation goals and objectives while protecting scenic, natural, cultural, and recreational resources. The region has embraced alternative transportation modes that improve the traveling public’s safety and enjoyment. These modes will also help alleviate future demand for motor vehicle capacity on the county’s roadways.

Gorge Management Plan

The Scenic Area Act authorized Oregon and Washington to enter into a bistate agreement that created the Columbia River Gorge Commission. The Scenic Area Act delegates authority to the Gorge Commission and the US Forest Service to adopt and implement a Gorge Management Plan that regulates land use in the National Scenic Area (excluding urban areas).

The Gorge Commission writes the rules for the General Management Areas and oversees land use and development on private and state lands, while the Forest Service writes the rules for the Special Management Areas and oversees all federal activities. Subject to oversight by the Gorge Commission and the Forest Service, Gorge counties, like Skamania County, are authorized to adopt and enforce land-use ordinances that implement the Gorge Management Plan.



The Gorge Management Plan includes direction for future land use in the Scenic Area. This land-use direction influences the regional transportation system and travel patterns. While there are provisions for some new commercial and rural residential development in existing rural communities in Skamania County, new industrial development in the Scenic Area can only be located in the urban areas.

Local Planning Efforts

Comprehensive Plans

Comprehensive plans are used by local jurisdictions to plan for their future growth and development. These plans provide a process for anticipating and coordinating land development to achieve orderly outcomes. In Washington the state delegates planning authority to local governments, as laid out in RCW 36.70A, 35.63, and 35A.63. Comprehensive plans are required to include a land-use element showing the general distribution and location of land for various uses, as well as a circulation element showing the street system and transportation routes. Skamania County, the City of Stevenson, and the City of North Bonneville have each adopted comprehensive plans. The transportation goals of each city’s comprehensive plan are provided below.

Skamania County Comprehensive Plan

The County’s Comprehensive Plan was adopted in July 2007 as the official public document guiding policy decisions related to the physical, social and economic growth of the county. It provides a framework for the future growth, development, and public decision-making over the a 20-year period. The overall vision statement of Skamania County is: Skamania County is strongly committed to protecting our rural character and natural resource-based industries while allowing for planned future development that is balanced with the protection of critical resources and ecologically sensitive areas, while preserving the community’s high quality of life.

Transportation element goals and policies captured in the Comprehensive Plan include:

- Goal T.1: Encourage an efficient multi-modal transportation network that is based on regional priorities and coordinated with county and city comprehensive plans.
- Goal T.2: Continue the priority of increasingly safety of the Skamania County rural 2-lane road system. The majority of the Public Works Department’s future efforts will be to reduce the accident rate of Skamania County.
-

Subarea Plans for Carson, Swift, and West End each provide additional goals and policies, including transportation, for that area.

City of Stevenson Comprehensive Plan

In 2022 the City of Stevenson completed its comprehensive plan update. Among the goals identified by the City, the following are aimed at meeting future demands on the transportation system:

- Goal 7.1: Develop a long-range transportation plan and incorporate its projects into the Capital Facilities Plan.
- Goal 7.2: Establish and manage the transportation system in a manner which contributes to community appearance and livability, recognizes and respects the characteristics of natural features, and minimizes the effects on abutting land uses.
- Goal 7.3: Develop a transportation system that provides all citizens with transportation choices and alternatives.
- Goal 7.4: Develop a plan for safe and convenient alternate forms of transportation, such as bikeways, walkways, and pathways and incorporate its projects into the Capital Facilities Plan
- Goal 7.5: Periodically review and revise standards for public and private roads.
- Goal 7.6: Reduce the effects of through traffic in the downtown commercial area while minimizing any negative impacts on local businesses.
- Goal 7.7: Establish a tree conservation and management program for City rights-of-way. This program should provide for replacement, planting, preservation and maintenance of trees.
- Goal 7.8: Expand the railroad quiet zone to include the crossings at the Stevenson Cemetery and the Co-Ply mill site.
- Goal 7.9: Facilitate and support rail service for future transportation and commerce needs.
- Goal 7.10: Manage on-street parking to permit the safe and efficient operation of the transportation system.
- Goal 7.11: Review and revise parking policies to facilitate efficient short-term parking and minimize off-street parking requirements.
- Goal 7.12: Provide wayfinding signage to aid traveler navigation and guide visitors to Stevenson attractions and amenities, especially east- and west-bound travelers on I-84.

City of North Bonneville Comprehensive Plan

In 2018 the City of North Bonneville completed its urban area comprehensive land use plan update. As an express goal of the plan all land use development will consider and provide for the safe and orderly flow of pedestrian, bicyclist and motorist traffic. The city also incorporates an adopted Transportation Plan and Complete Streets Policy to further this goal. A range of transportation modes of travel are emphasized in the policies contained within the plan, which are divided among roadways, residential streets, pathways, and parking.

SR 14 Corridor Management Plan

State Route 14 (SR 14) is a two-lane rural highway that functions as the primary access route to communities in Washington State along the Columbia River. WSDOT developed the SR 14 Corridor Management Plan in 1997 to guide highway improvement projects through the Gorge.

SR 14 and Dog Mountain Congestion and Safety Study

This more recent study of SR 14, published in 2022, examines a 80-mile stretch of the highway and popular Dog Mountain Trailhead. The Federal Highway Administration (FHWA) partnered with the United States Forest Service (USFS) and the Washington State Department of Transportation (WSDOT) on this study.





CHAPTER 3. REGIONAL PROFILE & TRENDS

This chapter identifies key demographics and trends important to transportation planning in Skamania County.

Regional Snapshot

Skamania County is dominated by timberland, 90 percent of which is within the Gifford Pinchot National Forest. Much of the non-timber land is concentrated in the southern strip along the Columbia River, and falls under the protection of the Columbia Gorge Scenic Area. As a result of these factors, the county has a small population, job base and number of housing units. Even still, population, housing, and employment in Skamania County have all grown modestly over the past three decades. Figure 3-1 illustrates population, housing unit, and employment growth since 1990.

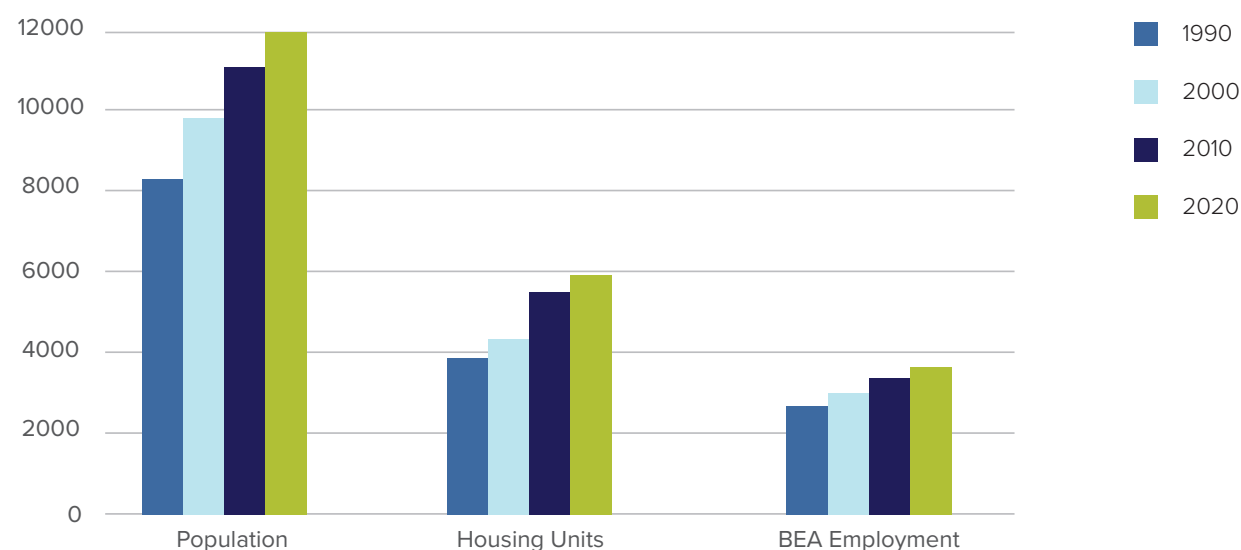


Figure 3-1. Population, Housing Unit, and Employment Growth in Skamania County

²²This document uses data from the U.S. Census Bureau; and the State of Washington's Office of Financial Management (OFM) and Bureau of Economic Analysis (BEA). BEA employment includes all wage and salaried jobs, as well as proprietors' jobs, including sole proprietor, self-employed, and farm employment.

Population

Between 1990 and 2020, the County's population increased by 45 percent, from 8,289 to 12,036 residents. Over the past decade the county has grown 0.8 percent on average per year, which is faster than the average for rural counties in the state (0.7 percent) and for the nation (0.6 percent) but slower than the state overall (1.4 percent).

Employment

Skamania County's economy was dramatically changed thirty years ago when logging was curtailed on National Forest lands. Stevenson Co-Ply, the county's largest employer, was shuttered and 10 percent of the county's job base disappeared overnight. Just a year after the closure, in 1992, the Skamania Lodge was opened and ushered in a new era of employment centered around tourism and recreation.



Housing and Population Density

Reflecting the rural nature of the region, housing in Skamania County is predominantly suburban and single-family. Between 1990 and 2020, the number of housing units grew by 2,174, or roughly 72 new units each year.

Typical of a rural area, Skamania County's population density is 7 people per square mile. The highest population densities are in Stevenson and North Bonneville.

And while employment and population are concentrated in the City of North Bonneville and Stevenson, people primarily live in unincorporated Skamania County. Table 3-1, below, illustrates the population density for the incorporated cities and county, generally.

Household size is one of the most significant demographic factors that influences land use and demand for transportation services. Between 1970 and 2010, there was a trend toward smaller household size in Skamania County due to more single-person households and smaller family size. The average number of persons per housing unit is now 2.52, slightly below the state-wide average.

Location	2021 Population	Population per Square Mile
Skamania County	11,690	7
North Bonneville	970	384
Stevenson	1,525	792

Table 3-1. Skamania County Population Density

Elderly Population

Approximately 20.6 percent of Skamania County population are aged 65 and over. This compares to 16.0 percent of the U.S. population and 15.4 percent of the Washington State population that are aged 65 and over. While the elderly population is distributed across the county, the highest concentrations are in North Bonneville and Stevenson. Figure 3-2 demonstrate the 2016-2020 Census for counties or American Community Survey demographic data for cities of populations aged 65 and over.

Population Living Below Poverty Line

10.8 percent of Skamania County residents live below the poverty line, which is less than the national (12.8 percent) and greater than the Washington state (10.2) average. Recent Census Bureau data reveal that median household income in Skamania County has increased considerably. The median for the five years spanning 2015 to 2019 was \$65,181, a significant increase over the 2010 to 2014 average of \$54,467. Both the median household income and median family income (\$82,682) were above the national average. Table 3-2 demonstrates how the population living below the poverty level has changed over the last 20 years.

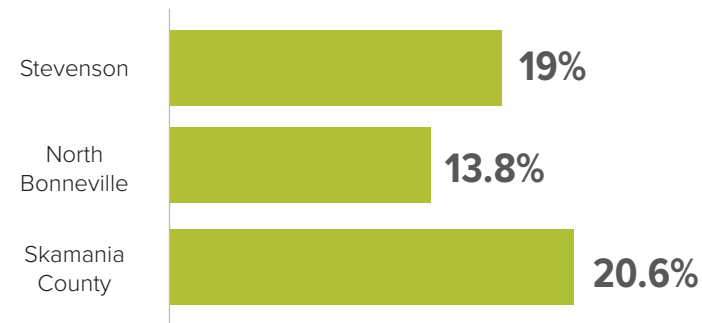


Figure 3-2. Skamania County Population Aged 65 and Over

Households Without A Vehicle

Approximately 3.7 percent of Skamania County households do not have a vehicle. This is lower than the U.S. average of 8.5 percent and the Washington State average of 6.9 percent. Given that most residents live in unincorporated areas, while service services are concentrated in cities, Skamania County is highly car-oriented. This is reflected in the fact that very few households have no vehicle. According to the 2020 Census, the highest concentration of households without a vehicle are located in Stevenson.

Employment Travel Trends

The transition from timber to tourism over the past three decades was accompanied by a shift in commuting trends more broadly. While the number of employed residents grew by about 15 percent during the 1990s, the number of those commuting to jobs outside the county grew by almost 50 percent. In 2020, 74 percent of the county's earned income came from jobs outside of the county, which is the highest in the state. This is reflected in the county workflow, Table 3-3, which shows the majority of Skamania County residents that work outside of county limits. Still, Skamania County residents fill the majority of jobs in the county, as shown in Table 3-3. Technology that supports remote work has become cheaper and more readily available. Skamania County residents that work out of the county may commute there by bus, car, or simply connect remotely.

Location	1999	2007-2011	2012-2016	2016-2020
U.S	9.2%	14.3%	15.1%	12.8%
Washington	10.6%	12.5%	12.7%	10.2%
Skamania County	13.1%	11.1%	14.3%	10.8%

Table 3-2. Population Below Poverty Line



County	Count	Percentage
Skamania County	2,455	47%
Clark County, WA	1,037	20%
Multnomah Co., OR	533	10%
Hood River Co., OR	481	9%
Klickitat Co., WA	421	8%
Other Oregon	199	4%
Other Washington	34	0.7%

County	Count	Percentage
Skamania County	2,455	85%
Clark County, WA	263	9%
Klickitat County, WA	56	2%
Hood River Co., OR	39	1.3%
Other Washington	62	2%

Table 3-3. Skamania Workflow by County

Change in Traffic Volumes

Traffic volumes along SR 14 in the Columbia River Gorge National Scenic Area vary by season, with summer traffic volumes significantly higher than winter traffic volumes. WSDOT compiles traffic count data along state routes. Change in traffic volumes at selected locations along SR 14 are listed in Figure 3-3. Skamania County saw an overall decrease in traffic volume between 2019 and 2022. Although they have not rebounded after the COVID-19 pandemic, they have not exceeded pre-pandemic levels.

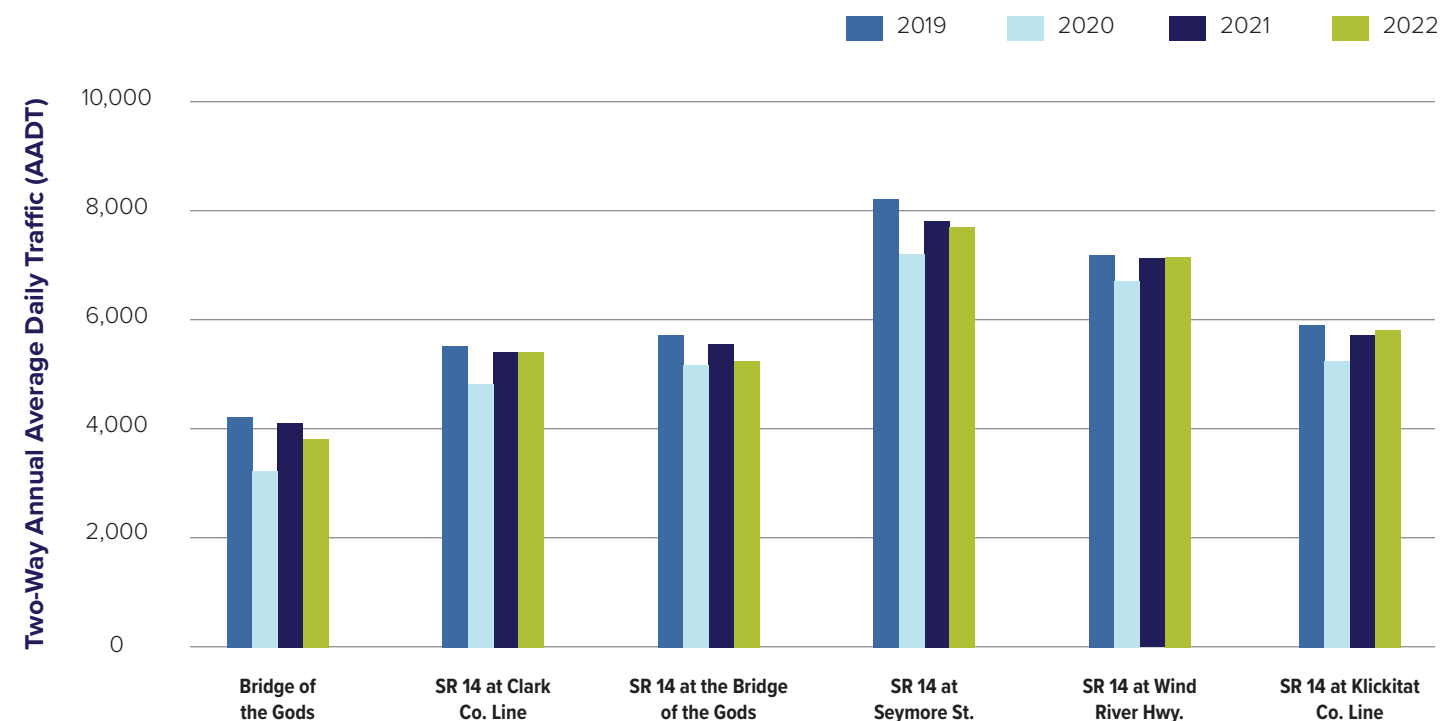


Figure 3-3. Traffic Volumes by Location





CHAPTER 4. THE REGIONAL ROADWAY SYSTEM

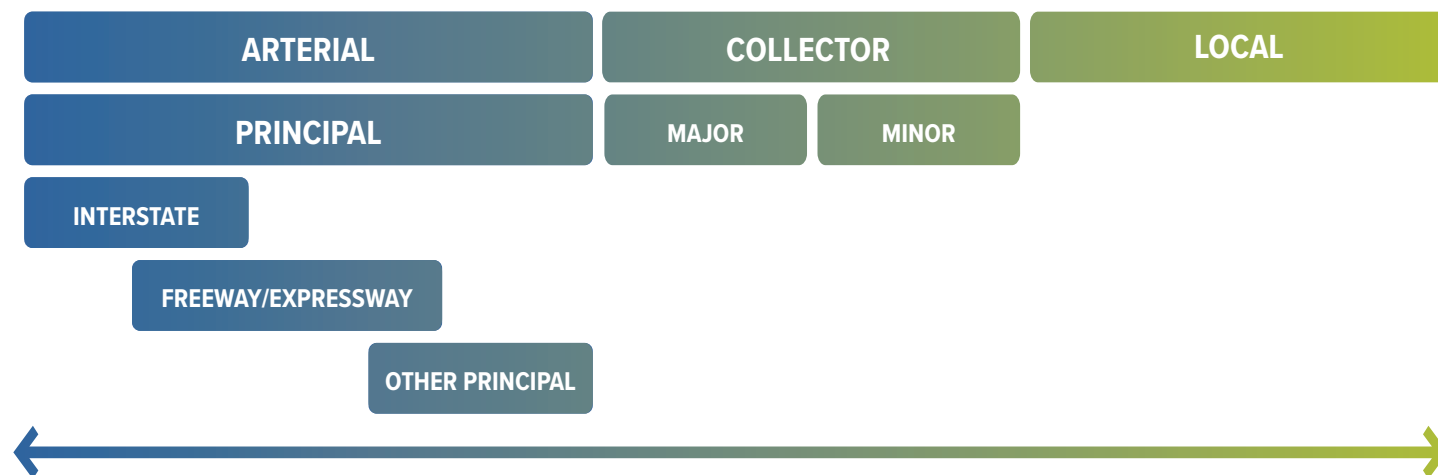
This chapter identifies key demographics and trends important to transportation planning in Skamania County.

Roadways across Skamania County support a wide range of services essential to the operation and enjoyment of the region. Buses, personal vehicles, pedestrians, and cyclists all navigate it. Freight and commercial vehicles also depend on the regional roadway network to import and export goods from the county. This chapter provides an overview of roadway functional classification and designation.

Regional Roadway Functional Classification

WSDOT is tasked with developing and regularly updating the federal functional classification (FFC) for roadways in rural and urban areas across Washington. WSDOT develops the FFC in cooperation with local and regional agencies to determine functional usage of the existing roads and streets. Highways, roads, and streets are grouped and classified into categories based on the character of service they provide. This RTP, along with other comprehensive transportation plans, uses functional classification to determine how the existing and future roadway network can facilitate a logical and efficient transportation system.

Figure 4-1. Roadway Functional Classification System



As shown in Figure 4.1, arterials, such as the state highway system, provide the highest degree of mobility and most limited access to local property. Collectors generally provide a more balanced approach to mobility and land access. Figure 4-2 provides a map outlining the regional roadway system functional classifications. A description of the rural functional classification categories and how they relate to Skamania County are outlined below.

Figure 4-2. Regional Roadway System Functional Classifications



Principal arterials serve corridor movements with trip length and travel density characteristics of statewide or interstate travel. They consist of a connected rural network of continuous routes. All rural principal arterials are designated as National Highway System (NHS) facilities. Congress approved the NHS with passage of the National Highway System Designation Act of 1995 (NHS Act). In Skamania County, SR 14 has been designated as NHS facilities. These routes are also classified as freight economic corridors and proposed United States Bicycle Routes. SR 14 is an important highway that has east-west orientation, connecting all three counties in Southwest Washington that comprise of the RTP

Minor Arterials

Minor arterials support principal arterials and offer greater access to communities and adjacent land uses. They form a roadway network linking cities and larger towns with other major traffic generators. The principal arterials and rural minor arterials are spaced at such intervals that all developed areas of the state are within a reasonable distance of an arterial highway. Minor arterials should be expected to handle relatively high overall travel speeds with minimum interference to through movement.

Major Collector Roads

Major collectors provide access to larger towns not directly served by the higher systems and to other traffic generators of equivalent importance. In Skamania County, major collectors serve as important travel corridors. All major collectors are designated as part of the regional transportation system.

Minor Collector Roads

Minor collectors are designated to collect traffic from local roads and provide developed areas with reasonable distance to a collector road. They serve smaller communities and link locally important traffic generators with surrounding rural areas.

Local Roads

Local roads provide direct access to abutting land and access to the higher classification facilities. Rural local roads offer the lowest level of mobility; and although they are not intended to carry through traffic, the roads make up a high percentage of the total street mileage in Skamania County.

Designation of the RTP Regional Transportation System

Consistent with the State’s Regional Transportation Planning Program Planning Standards, the RTP regional transportation system has been designated to include:

1. All state transportation facilities and services (including state highways).
2. All local principal arterials (the definition of rural principal arterials may be the same as used for federal classification or be regionally determined).
3. All other transportation facilities and services—including airports, transit services, and facilities; roadways; rail facilities; marine transportation facilities, etc.—that the RTP considers necessary to complete the regional plan.
4. Any transportation facility or service that is regionally needed or impacts places in the plan, as determined by the RTP.

A detailed description of the designated RTP Regional Transportation System is included in the following sections.

All State Transportation Facilities and Services

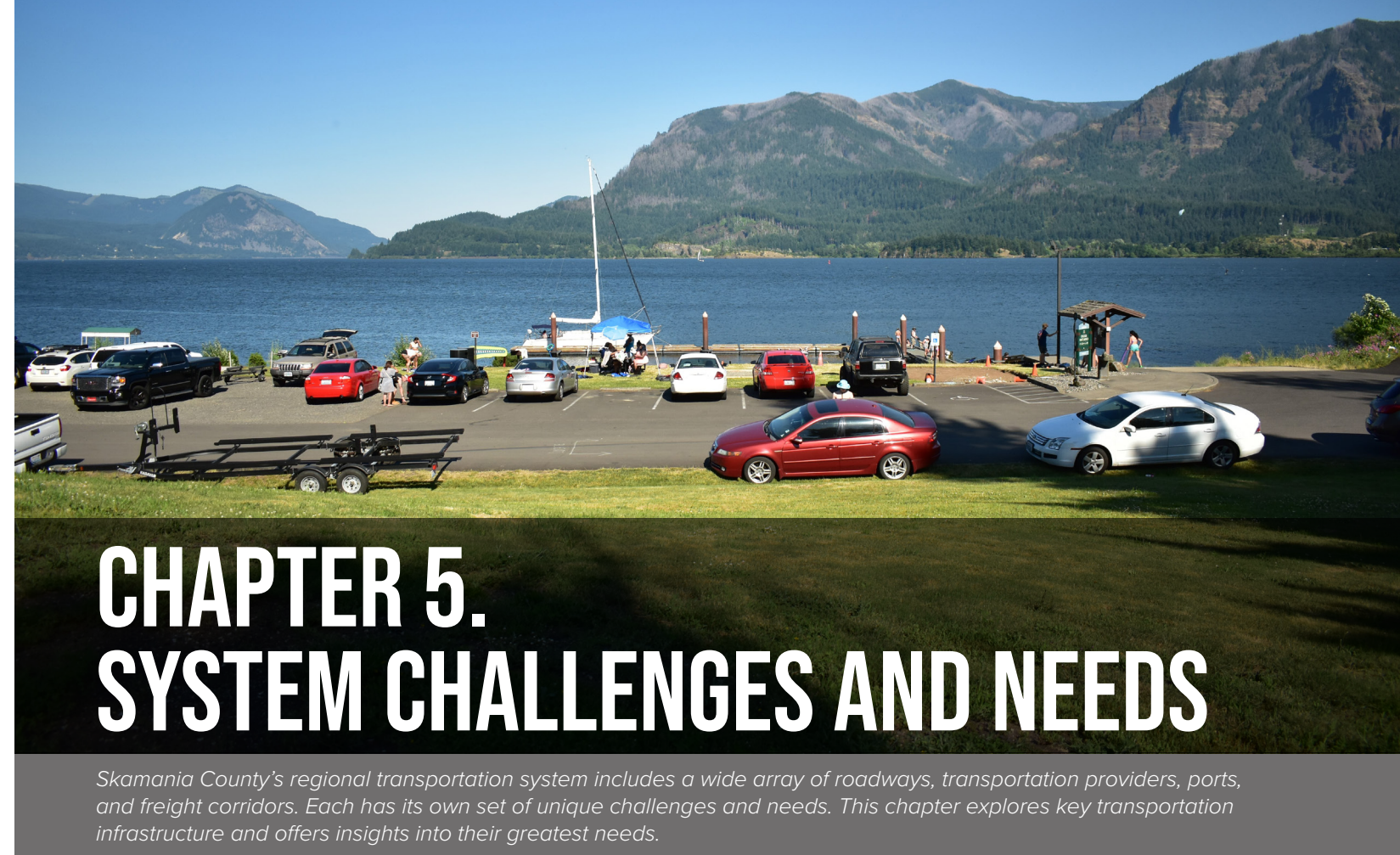
In Skamania County this category includes the following State Routes: SR 14 and SR 504.

- SR 14 provides the main east-west access from south-west Clark/Skamania County line to south-east Klickitat/Skamania County line along the north bank of the Columbia River. The facility has two lanes in each direction and extends 41.71 miles through Skamania County between Clark County and Klickitat County lines.
- SR 504 provides the main access from I-5 (Cowlitz County) east to the Mount St. Helens National Volcanic Monument. Skamania County has identified the need to connect SR 504 east to the U.S. Forest Service highway system.

All Local Principal Arterials

Other than state routes the only other rural principal arterial in Skamania County is the Bridge of the Gods.

Additional transportation facilities and services considered necessary, which include transit services and facilities, roadways, rail facilities, airports, and marine transportation facilities, are detailed in the following chapter.



CHAPTER 5. SYSTEM CHALLENGES AND NEEDS

Skamania County's regional transportation system includes a wide array of roadways, transportation providers, ports, and freight corridors. Each has its own set of unique challenges and needs. This chapter explores key transportation infrastructure and offers insights into their greatest needs.

Public Transit Services

Transit is important in meeting the mobility needs of the transit dependent: those unable to drive automobiles because of age, infirmity, disability, or income. Transit can also meet the mobility needs for commute trips to and from employment centers.



Fixed Route

Fixed route transportation systems use buses, vans, and other vehicles to operate a predetermined route according to a set schedule. These systems have posted timetables and designated stops where riders are picked up and dropped off. In rural areas, fixed route services may not always meet the needs of residents, particularly in communities where people do not live along main roads and where bus stops are difficult to access.



Dial-a-Ride

Dial-a-ride, also called demand-response transit, involves small or medium vehicles operating on flexible routes with flexible schedules that depend on passenger request. Passengers may use a subscription service, make advanced reservations, or use real-time scheduling. Demand-response vehicles may be dispatched to pick up multiple passengers at several different locations before taking them to their destination.



Deviated Route

A deviated route is a flexible public transit service which allows for more adaptable and customizable services. It involves vehicles that can deviate from a fixed route to pick up and drop off passengers at different locations within a defined service area. This type of service may require passengers to request a ride in advance or hail a vehicle at a specific point. Flexible route public transit is often employed in areas with lower demand or in rural communities where fixed routes may not be feasible.

Since 2021 the Mid-Columbia Economic Development District (MCEEDD) led the development of a Gorge Regional Transit Strategy. MCEEDD and all of the participating transit providers and counties adopted the Strategy in 2023. Divided into two phases, the first phase sought to establish a foundation for a cohesive regional strategy and vision for public transportation. The second phase developed the strategy which includes several key coordination and service enhancements to better connect cities in Skamania County to each other, across the Gorge region, and to the Portland-Vancouver metro area. Figures 5-1 and 5-2 depict the existing regional and preferred regional fixed route transit network developed in the Gorge Regional Transit Strategy.

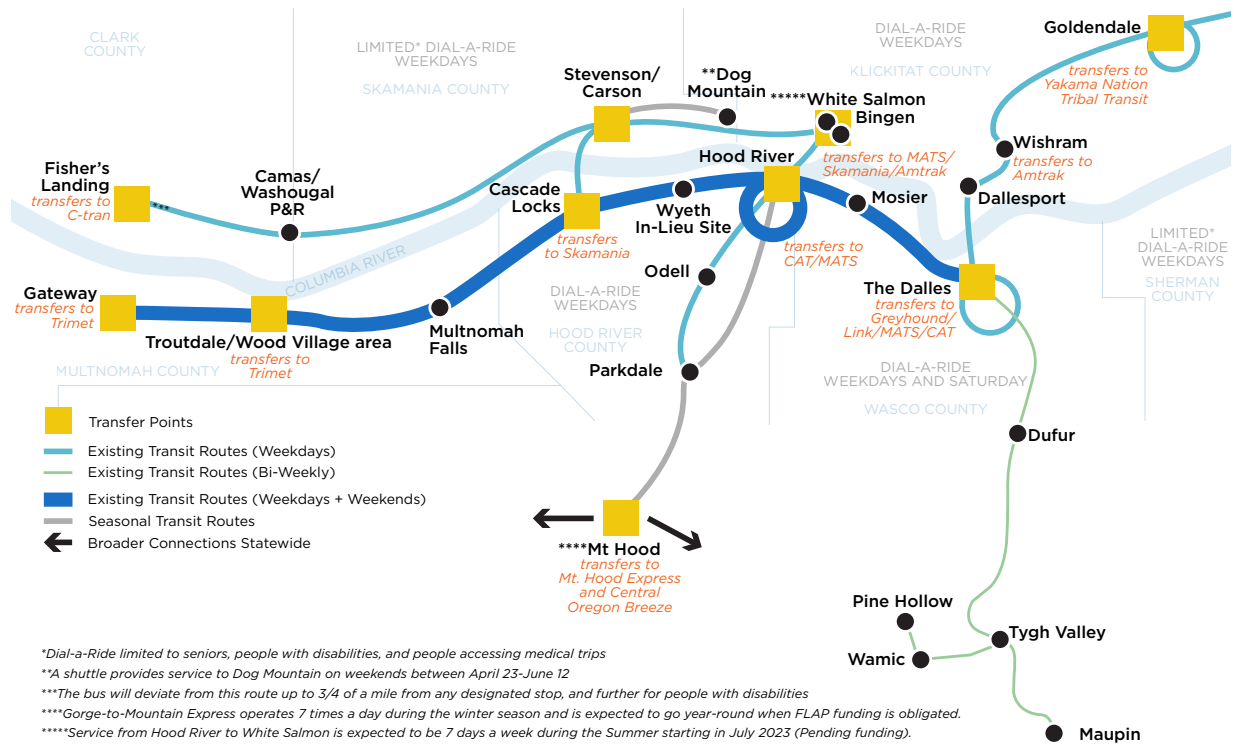


Figure 5-1. Existing Regional Transit Network

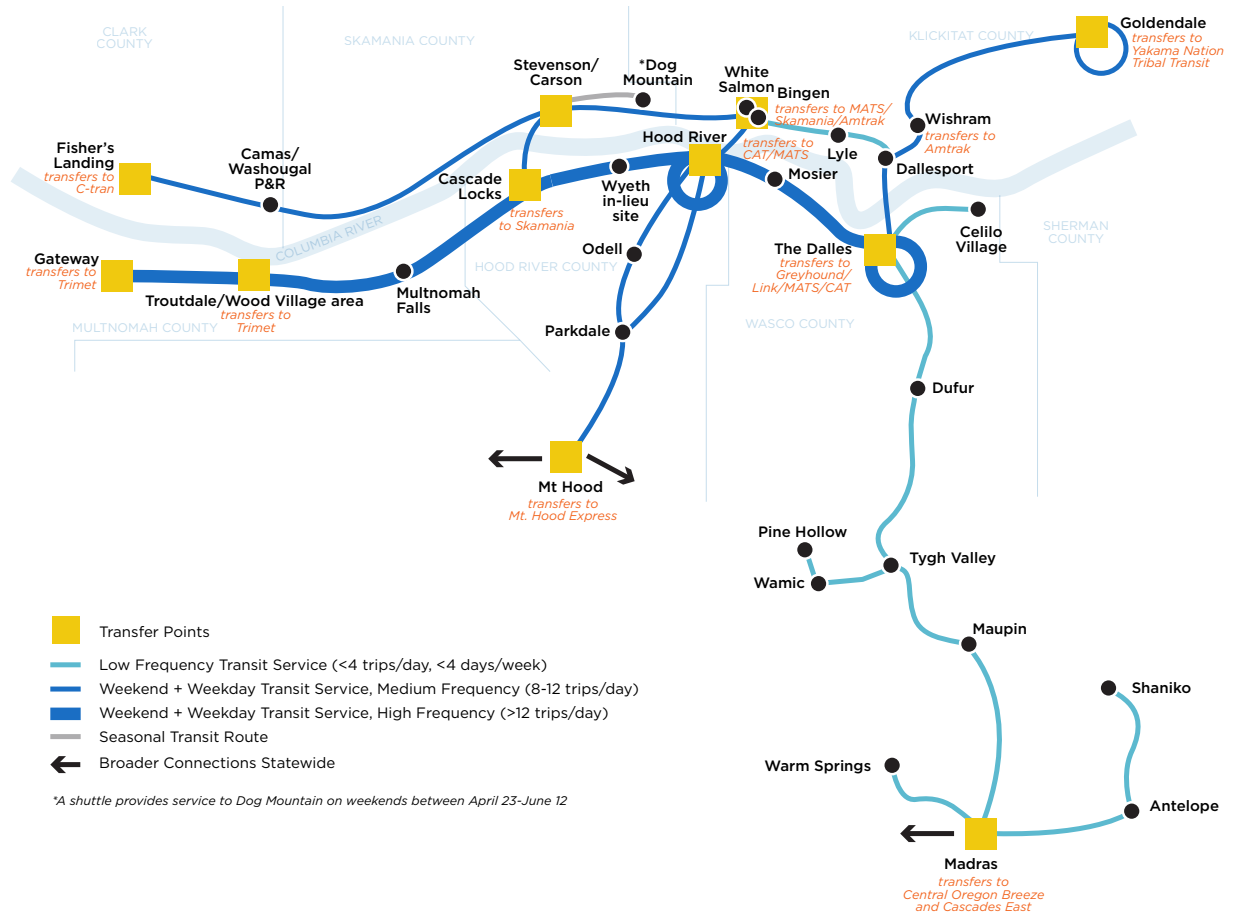


Figure 5-2. Preferred Regional Transit Strategy Map

Skamania County Transit

Skamania County Senior Services Department operates Skamania County Transit and a Dial-A-Ride service for Skamania County. Skamania County Transit is a route deviated service connecting Skamania County to Klickitat County to the east and Clark County to the west along the SR 14 corridor. The route deviated service also crosses the Bridge of the Gods into Cascade Locks, Oregon. This service connects Skamania communities to C-TRAN's Fisher Landing Transit Center in Vancouver, making five round trips per day (morning, midday, evening). The service began in January 2004 and expanded in November 2022 to include connections to Klickitat County and Cascade Locks, Oregon allowing for transfers to Mt Adams Transportation (MAT) and CAT (Hood River Transit). This service provides access to jobs, schools, and other trip purposes within the Greater Portland/Vancouver region. The Dial-A-Ride is a demand response service for transportation to medical and social service appointments, financial and essential shopping and to the senior congregate meal program. This program is available to seniors, the general public as well as Veterans.

Dial-a-Ride service provides preference to seniors and persons with disabilities; however, all county residents are eligible. Most system trips are for medical, social service, and shopping purposes. This service does provide transportation service as far west as Vancouver/Portland and east to The Dalles. Out-of-county medical trips are given priority over shopping or personal trips, although trip purposes are grouped when possible.

Skamania County Transit is a member of Gorge Pass, a low-cost annual pass that provides passholders with unlimited rides on it's fixed route service. Other members of the Gorge Pass include Mount Adams Transit, in Washington, as well as The Link and CAT (Hood River Transit) in Oregon. The service map at the time of publishing is shown in Figure 5-1. The Gorge Pass provides streamlined connections between these member transit providers and avoids having to pay multiple fares.

Columbia Area Transit

Columbia Area Transit (CAT) is a Hood River County, Oregon based public transportation provider. CAT is a transportation district organized under Oregon Revised Statutes (ORS) 267. A major source of funding for the provider comes from Federal Transit Administration grants, several different sources from the State of Oregon, local property tax, and user fees. The District was formed by a vote of Hood River County residents in 1992 and took effect July 1, 1993. Like Skamania Transit, CAT is a member of the GORge Pass.

In Skamania, CAT provides a free, seasonal transit service that links hikers of the Dog Mountain trail to Stevenson. Connections to the Columbia Gorge Express can be made by transferring to the Cascade Locks bus stop. This service operates every 30 minutes on weekends during peak wildflower season. The shuttle service reduces the number of cars parked at the trailhead which regularly reaches capacity.





Public Transportation Needs

The major needs to continue supporting public transportation in the Skamania County and the Gorge are listed below

- Shuttle service to additional trails
- Community awareness
- Expanded service
- After-hours and weekend hospital discharge options
- Bus shelters

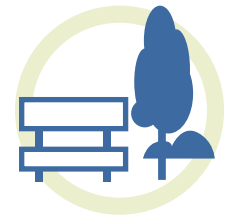
Gorge TransLink Alliance Mobility Management

Gorge TransLink is an alliance of transportation providers offering public transportation services throughout the Mid-Columbia River Gorge area, as well as to destinations such as Portland and Vancouver. The goal of this coordination effort is to improve interconnectivity between the various transit providers in the Mid-Columbia River Region in both Oregon and Washington. The Mobility Management project provides facilitation, collaboration/coordination, planning, public outreach, and technical assistance for rural transportation providers in the Gorge region. The goal of the program is to enhance transportation opportunities for the elderly, persons with disabilities, and other special needs populations. State funding assistance sustains the Gorge TransLink Mobility Management project in Washington counties of Skamania and Klickitat, and Oregon counties of Hood River, Wasco, and Sherman.

Port Facilities

The Port of Skamania County was incorporated in 1964 to promote community development that enhances the livability of the area. Today the Port maintains an asset base of commercial, industrial, and recreational lands, buildings, and other facilities. As Skamania's only port it encompasses a large portion of county waterfront along the Columbia River, including 162 acres in Stevenson, Carson, and North Bonneville.

The Port's mission is to identify, develop, and promote economic resources that foster diversity, prosperity, and quality of life for all citizens of Skamania County. The Port's primary goal is to encourage economic development and job creation. The Stevenson Landing dock, parks, beaches, and boat launch ramp facilities draw a variety of water sport enthusiasts and tourists helping to invigorate the local economy.



Port Needs

The major needs to continue to support the Port are listed below:

- Build out Cascades Business Park and attract new business
- Construct new public facilities

Columbia River

The Columbia River has been an important transportation corridor for the region since time immemorial. Native Americans originally traveled the river in dugout canoes between villages and to fish migrating salmon. By the 1850s, steamboats ferried passengers and cargo between Euro-American settlements along the Columbia River. Advances in technology continued to drive movement and settlement in the Gorge.

To date, the Columbia River is used as a transportation corridor to move goods and people. Tour boats dock in Stevenson. Fish harvesting continues to be a cultural touchstone for Native American tribes along the river. Favorable wind conditions in the Gorge have also attracted windsurfers and spawned a new recreation industry. Depending on wind and swell conditions, regional launches in Stevenson's Marina, Bingen Marina, Doug's Beach, Avery Boat Launch, Maryhill State Park, and Roosevelt Park each offer windsurfing options for enthusiasts at all skill levels.



Columbia River Needs

The major needs to continue to support the Columbia River are listed below:

- Maintain unimpeded passage under low-lying bridges
- Improve fish passage and fishing activities
- Support for recreation and economic activity

Forest Service Road System

With much of Skamania County located within the Gifford Pinchot National Forest, the Forest Highway System plays an important role in the economy of Skamania County. Forest highways part of the regional transportation system include Forest Roads 23, 25, 30, 88, and 90. Due to inclement weather conditions in the Gifford Pinchot National Forest many of its roadways, identified on Figure 4-2, have seasonal designation and are restricted during winter months.

Rail Facilities

BNSF Railway Company operates a Class I railroad within Skamania County. The railway links several of the lumber, natural resources, food, and agriculture industries to local, national, and international markets. These industries rely on the railroad to provide this service. Amtrak passenger rail also operates along these tracks, with neighboring Klickitat County stations in Bingen and Wishram. Seven days a week, the Amtrak Empire Builder travels through Skamania County between Portland, Oregon, and Chicago, Illinois. Although there are no Amtrak stations in Skamania County, most Skamania County residents are within an hour's drive of stations in Bingen or Vancouver. There are seven public and many private at-grade railroad crossings along the main rail line in Skamania County. The public at-grade railroad crossings are listed in Table 5-1. There are also many grade-separated crossings where the tracks cross SR 14 either by bridge or tunnel.

Map ID	Road	Warning System
1	Cape Horn Road	Stop Signs
2	SR 14 (St. Cloud)	Warning Lights
3	SR 14 (Skamania Landing)	Warning Lights
4	SR 14 (Skamania Landing)	Warning Lights
5	Russell/SR 14 (Stevenson)	Warning Lights and Drawbars
6	SR 14 (Cemetery)	Stop Sign, Tracks Warning
7	SR 14 (Home Valley Park)	Overhead/Side Lights, Drawbars

Table 5-1. At-Grade Skamania County Public Railroad Crossings



Railway Needs

- Explore local Amtrak passenger train tourism opportunities
- Expand train horn quiet zone in Stevenson
- Improve active protection for at-grade public railroad crossings

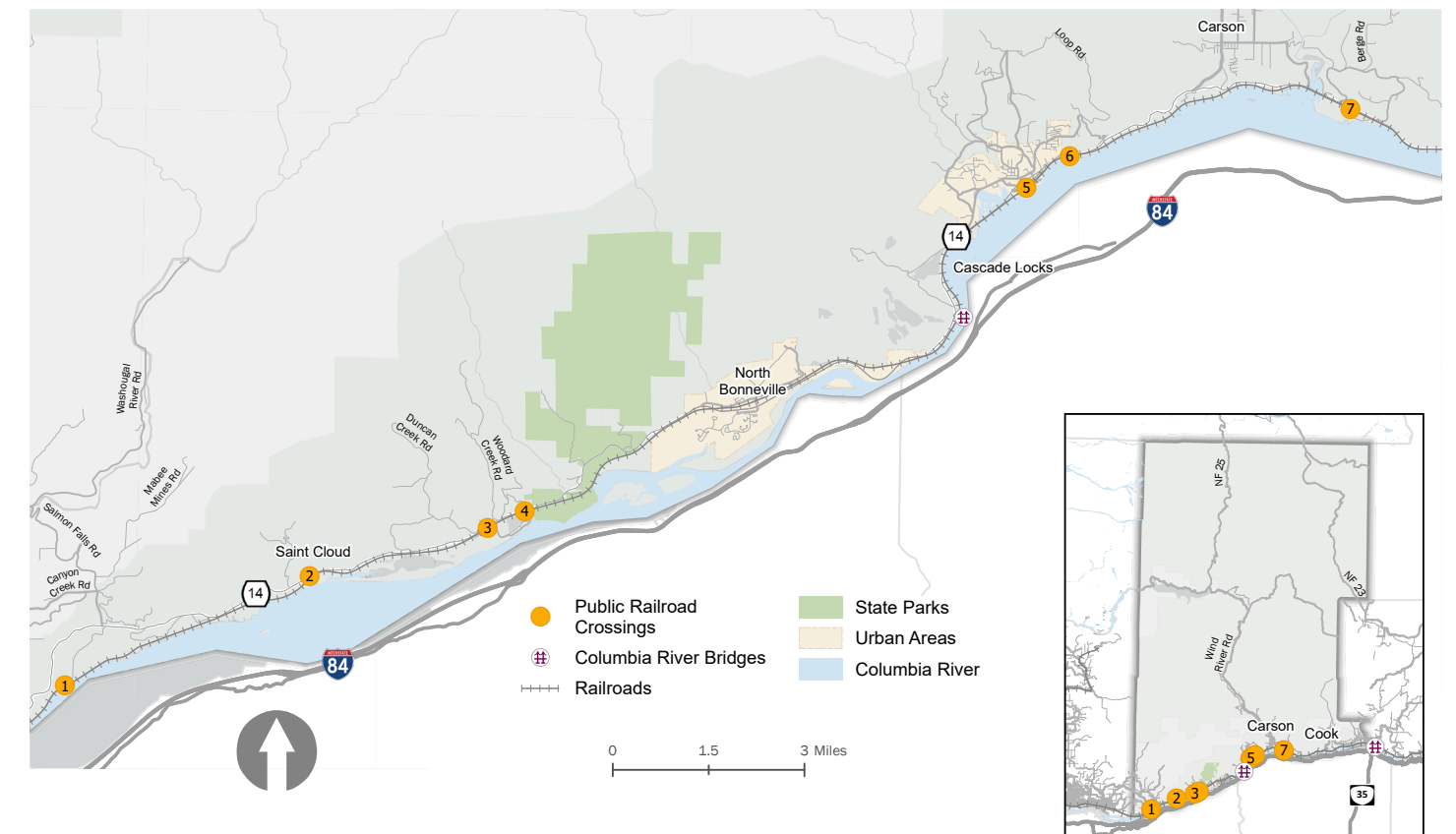


Figure 5-3. At-Grade Public Railroad

Skamania County Overview

Commercial Vehicle

Reflective of statewide travel trends commercial vehicles account for the largest share of freight travel in Skamania County. Across the county these vehicles share the the same roads as residents. Trucks that travel both much faster and much slower than normal flow of traffic cause frustration and may increase hazards for drivers. While vehicle traffic along SR 14 has steadily increased year-over-year, trucks have maintained a sizeable share of vehicles on the road. There is a perception that through-truck traffic, where vehicles pass through Skamania County to avoid Oregon's weight mile tax, in the SR 14 corridor is increasing. Further analysis is needed to confirm this, but as long as Washington and Oregon states have different truck taxation methods, some truckers will choose to use SR 14 to lower their overall costs. This situation becomes especially pronounced during winter months when Oregon's I 84 roadway, which runs parallel to SR 14, is impacted by snowfall. In instances where the I 84 is closed completely truck traffic is diverted across a Columbia River crossing and into Washington. Due to the weight restriction of the Hood River-White Salmon Bridge, in Klickitat County, the Bridge of the Gods is the only crossing along an 80 mile segment of the Columbia River that frieght can travel.



Commercial Vehicle Needs

The major needs to continue to support freight trucks are listed below:

- More opportunities to pass slow vehicles along truck routes
- Parking and rest facilities

Roadways of Statewide Significance

In 1998 the Washington State Legislature passed the Level of Service (LOS) Bill to put in place new requirements relating to transportation and growth management planning. The bill was drafted to enhance the coordination of planning efforts and plan consistency at the local, regional, and state levels. Key applicable elements to the Skamania County regional transportation system include the following:

- Highways of Statewide Significance: The State must give higher priority to correcting identified deficiencies on transportation facilities of statewide significance. Designation of Highways of Statewide Significance (HSS) was completed in 1999. In Skamania County the HSS system includes just SR 14.
- Non-Highways of Statewide Significance: Non-HSS state highways, otherwise known as Highways of Regional Significance, in Skamania County include SR 504.
- Roadway Needs
- Rockfall danger from adjacent cliffsides
- Limited number of passing-lanes along SR-14 for slow moving traffic
- Unsafe speeding in urban areas and near trail head and boat launches that have increased pedestrian activity
- Intersection of SR-14 and Bridge of the Gods is unsignalized

Active Transportation

Transportation enhancements are designated as part of the regional transportation system. Enhancements include facilities for bicycles and pedestrians, scenic vistas, thematic signage, rest stops, and roadside beautification along the regional road network. As a continuous east-west corridor, SR-14 is the most well-traveled. While SR-14 is not a designated US Bike Route in the state of Washington it has been identified by state DOT as a future proposed route.



Active Transportation Needs

The major needs to continue to support active transportation in Skamania County are listed below:

- Grade separated sidewalks
- Separated bike lanes

Bridges

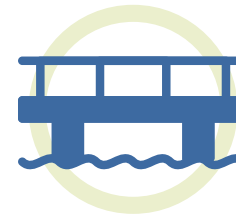
Bridges within the regional roadway system are essential to the movement of people and goods within the region. All public bridges, including Columbia River bridges, are a designated part of the regional transportation system.

Bridge of the Gods

The Bridge of the Gods is a 1,858-foot-long and 35-foot-wide steel truss cantilever toll bridge spanning the Columbia River near Cascade Locks. The bridge connects SR 14 in Washington to I-84 in Oregon. The bridge is owned and operated by the Port of Cascade Locks. The bridge was originally completed in 1926 but was elevated to its current location in 1940.

County Bridges

There are many rivers and creeks throughout Skamania County. The county road network is connected through a series of 61 large bridges and several small bridges and large culverts. The road department is responsible for inspecting each large bridge at least once every two years. This schedule is determined by bridge specifications and type of structure. Small bridges and large culverts are inspected routinely for deficiencies. When a bridge is ready for replacement, the funding is appropriated and the bridge is added to the Six-Year Road Program.



Bridge Needs

The major needs to continue to support the bridges in Skamania County are listed below:

- Meet current bridge safety and functionality standards
- Accommodate all legal loads and avoid weight restrictions
- Provide for safe pedestrian and bicycle access
- Complete seismic upgrades across system

Additional Considerations

Recreation

The diversity of terrain within Skamania County makes it a great place for on- and off-road biking, hiking, and running. The growth in recreation in the Gorge has created a parking capacity issue at popular recreational sites, which often leads to illegal parking and safety issues on the transportation system. The SR 14 & Dog Mountain Congestion and Safety Plan was developed between 2020 and 2021 to address concerns along SR 14 and at the Dog Mountain trailhead in Skamania County. The study of existing conditions revealed that Dog Mountain is one of seven locations along the Washington side of the Gorge that have consistent and recurring congestion and safety concerns.

Sites shown within Skamania County include the Cape Horn Trailhead, Beacon Rock Trailhead, Dog Mountain Trailhead, and Drano Lake Boat Ramp. Concerns at these locations include parking lot overflow; congestion spreading into weekend "shoulders" (Friday and Monday); vehicles parking illegally on adjacent roads; pedestrians crossing SR 14 and walking in roadways; and personal vehicles, shuttles, and pedestrians circling parking lots. Each of these conditions, coupled with conditions along SR 14, can lead to serious injury and fatality. Public transit programs, such as the Columbia Gorge Express, have proven to be a successful strategy in reducing parking congestion at popular recreation sites.



Recreation Needs

- Expand public transit service to popular recreation sites
- Advance SR 14 parking study goals

Electric Vehicles

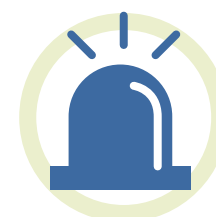
In the region and across the nation there is rapid growth in the number of electric vehicles (EVs) on roadways. EVs are recognized as having lower operating costs, reduced maintenance needs, and improved performance over conventional vehicles. In rural parts of the country, EVs can be an especially attractive option, given that rural residents drive more than their urban counterparts, spend more on vehicle fuel and maintenance, and often have fewer alternatives to driving to meet their transportation needs.

Alternative Fuel Needs

- Identify opportunities for additional refueling/charging infrastructure

Emergency Response

With such a large land-base of timberland Skamania County is especially susceptible to wildfire. Many of the road signs are made of wood and are susceptible to fire. During emergency situations the transportation system will be essential to Skamania County's response. The Department of Emergency management (DEM) prepares for, coordinates response, logistical support, mitigation and recovery for all natural and man-made emergencies and disasters.



Emergency Response Needs

- Alternative emergency evacuation routes
- Transportation infrastructure resilient to seismic events and wildfires



CHAPTER 6. REGIONAL TRANSPORTATION STRATEGIES AND IMPROVEMENTS

This chapter summarizes a selection of strategies to support a well-maintained, structurally sound, and safe regional transportation system over the next 20 years. The objective of this chapter is to provide a planning-level assessment of necessary transportation system improvements

Maintenance and Preservation

Identified as an express goal of the RTP, preservation and maintenance of the existing transportation system is a priority in Skamania County. Maintenance addresses the day-to-day activities needed to keep the transportation system in good working order and keep the system safe, clean, reliable, and efficient. Such activities include but are not limited to filling potholes, repairing bridges, repairing drainage ditches, repairing guardrails, replacing damaged signs, plowing snow, removing rocks, and efficiently operating traffic signals. Preservation can prolong the life of the existing transportation system through such projects as repaving roads, rehabilitating bridges, and rockfall protection.

The Washington State Department of Transportation (WSDOT) and local jurisdictions monitor the condition and operation of the existing system and program projects to maintain and preserve the system. The RTP supports the routine, regularly-scheduled, and necessary maintenance and preservation work identified by local and state agencies.

There is a significant need for the preservation and maintenance of Skamania County’s regional transportation system. Protecting the heavy investments already made in the system is a top priority and identified as a goal of this RTP. As the transportation system ages and funding declines, the cost of preserving and maintaining the existing transportation system has increased. There is a need to have a public discussion on how maintenance and preservation will be paid for in the future.

Improvements and Enhancements

The RTP recommends transportation improvements needed to provide an adequate level of safety and service. Each improvement relates to an identified deficiency noted in the previous chapter. As it relates to roadways, improvements can include adding sidewalks, removing dangerous curves, intersection improvements, grade separation, adding transportation enhancements, improving sight distance, adding a climbing lane, realigning a roadway, or adding alternative modes of transportation.

Transportation enhancements are designated as part of the regional transportation system. Enhancements include facilities

for bicycles and pedestrians, scenic vistas, thematic signage, rest stops, and roadside beautification along the regional road network. There is a significant need to develop and improve these facilities. Beyond preservation and maintenance, enhancements are needed to meet the heightened activity in a region expected to increase in population by 2045. Any growth in traffic volume—either pedestrian, bicycle, vehicular, freight, or transit—increases the potential for conflicts. The RTP supports cost-effective enhancements to the transportation system that anticipate and alleviate this strain.

RTP 2045 Strategies and Solutions

The RTP supports strategies for active transportation, public transportation, rail, and road, as well as roads and highways to support the mobility of people and goods within Skamania County. These strategies aim to address the needs identified in the previous chapter and their associated deficiencies. New to this RTP update is an emphasis on developing nonmotorized transportation modes that will maximize the capacity of the existing transportation system in urban areas.

Drawing from the deficiencies identified earlier in the RTP, Table 6-1 through 6-4 list the identified improvements to the regional transportation system. This table includes a list of projects for which a regional need has been identified and for which there is strong regional commitment. The list focuses on safety improvements, as these are the projects that are most urgently needed. The list also identifies a wide range of transportation system improvements that will contribute to the development of a balanced regional transportation system.

Developing and adopting the RTP is only the first step in achieving the goals enshrined in this document. Putting this plan into action comes through funding and in developing the identified projects and promoting policy adoption by partner agencies. The RTP will be implemented through the collective work of RTC, Skamania County, cities, Skamania Transit, WSDOT and other agency partners to develop these projects and policies.

Active Transportation			
Project/Program Title	Facility	Project Partner	Cost
Enhance Bike access across Columbia River	Bridge of the Gods	Cascade Locks, ODOT, WSDOT	\$\$\$
Develop Multimodal Access Plan and identify regional connectivity opportunities	Countywide	County, WSDOT, RTC	\$
Improve roadway conditions of state route to improve safety for all system users	Countywide	RTC, County	\$\$
Promote safety for active transportation among all system users	Countywide	RTC, County	\$
Develop downtown boulevard plans	Incorporated and unincorporated areas	Stevenson, North Bonneville	\$
Enhance safety in urban areas through the addition of sidewalks, crossing infrastructure, and traffic calming measures	Incorporated and unincorporated areas	Stevenson, County, WSDOT	\$\$
Identify regional multimodal connectivity opportunities	Gorge Region	WSDOT, MCEDD, ODOT, RTC	\$
Implement Complete Streets mandate through construction of active transportation facilities.	Countywide	North Bonneville, Stevenson, Skamania County, WSDOT, RTC	\$\$

Table 6-1. RTP 2045 Active Transportation Improvements

Public Transportation			
Project/Program Title	Facility	Project Partner	Cost
Expand shuttle service to popular trailhead and boat launch locations	SR-14	CAT, SCT, WSDOT, RTC, Gorge Translink	\$
Add weekend service and expand weekday service on select routes	Countywide	SCT, Gorge Translink, WSDOT	\$\$
Establish shelters on fixed-route bus stops	Countywide	SCT, WSDOT	\$
Explore additional regional stop locations and additional routes	Countywide	SCT, Gorge Translink	\$
Coordinate schedules among Gorge Transit partners and medical providers	Countywide	SCT, CAT, MATS, Gorge Translink MCEDD	\$
Increase awareness of public transit and how to use it	Countywide	MATS, Gorge Translink, CAT, RTC	\$

Table 6-2. RTP 2045 Public Transportation Improvements

Rail			
Project/Program Title	Facility	Project Partner	Cost
Improve train safety and end freight horn in urban areas	Stevenson, BNSF	Stevenson, BNSF, RTC	\$\$

Table 6-3. RTP 2045 Rail Improvements

Road & Highways			
Project/Program Title	Facility	Project Partner	Cost
Develop regional freight and commodities study	Countywide	RTC, County	\$
Study operational needs for SR 14	SR-14, county roadways	WSDOT, County, RTC	\$\$
Support and enhance water recreation safety	Columbia River	County, Stevenson, WSDOT, SCT, RTC	\$\$
Identify locations for electric charging stations in urban and rural areas.	Countywide	Stevenson, County, WSDOT, RTC	\$
Develop regional parking management strategy for commercial and general-purpose vehicles	Countywide	County, Port of Skamania, Stevenson, RTC	\$
Improve striping and install radar speed signs	Countywide	WSDOT	\$
Dog Mountain Trailhead Improvement	Dog Mountain Trailhead	WSDOT, US Forest Service, Skamania County, Columbia River Gorge Commission	\$\$

Table 6-4. RTP 2045 Road & Highway Improvements

Priority Projects

Beacon Rock State Park Road Improvement

Beacon Rock State Park is located on SR 14 approximately 2.5 miles west of North Bonneville. Similar to other recreational sites in the Columbia River Gorge National Scenic Area, Beacon Rock State Park is experiencing increased visitation. Safety conflicts are occurring due to increased visitation, substandard design, and high-speed volumes on SR 14 in the vicinity of Beacon Rock.

Washington State Parks, supported by the Washington State Department of Transportation, is proposing to improve safety and access to the park while maintaining efficient movement of through traffic on SR 14. The project concept adds a roundabout at Kueffler Road, separates and improves access to parking from SR 14, adds pedestrian enhancements, including a tunnel under SR 14, adds traffic-calming and gateway features, and other nontraffic enhancements to the park.

Transportation Alternative Projects

Identifying where and how urban roadways can best support the residents, businesses, and visitors it serves is a priority of this plan. For all RTC grants, including the biennial Transportation Alternatives Grant, the funded project must be listed in the RTP. This policy is new to this RTC update and represents a greater desire to see projects enshrined in this planning document. In an effort to capture these projects the following list aims to expand upon the active transportation projects identified in Table 6-1.

- Complete sidewalk network and improve existing sidewalks to appropriate width, landscaping and street furniture
- Install pavement bulb-outs at intersections to improve safety and visibility of active transportation users
- Establish alternative routes for freight outside of the downtown center
- Install roundabouts along main street highways with marked crosswalks and pedestrian islands
- Install bicycle infrastructure, like storage racks, in convenient and publicly accessible areas

Grassroots route planning and coordination are key to identifying safe and connected bike and pedestrian routes. It all starts with bringing together local stakeholders which may include bike groups, local agencies, economic development representatives and interested citizens, among others.

Electric Vehicle Infrastructure

This RTP supports the identification and expansion of electric vehicle infrastructure, including structures, machinery, and equipment necessary and integral to support an electric vehicle. This may include battery charging stations, rapid charging stations, and battery exchange solutions. And while Skamania County has the benefits of proximity to a more robust charging network in the Portland metro region, the region as a whole is currently underserved. In order to better achieve its potential locally, communities across Skamania County should identify electrical vehicle charging station needs and opportunities to increase public EV charging infrastructure.

Public Transportation

The Gorge Regional Transit Strategy provides a regional vision and strategy for public transportation in the Gorge. The Strategy identifies several key coordination and service enhancements to better connect cities in Skamania County to each other, Vancouver, and Oregon. This RTP supports the service vision shown in Figure 5-2 and recommends adopting the policies outlined in the strategy to better advance public transportation in the region.

Bridge of the Gods

The bridge is located 37 miles east of the I-205 Glenn Jackson Bridge and 22 miles west of the Hood River Bridge. The Bridge of the Gods also serves as part of the Pacific Crest Trail connecting Oregon and Washington but does not include a dedicated pedestrian path. The Port is currently seeking grant funding to study and design a multimodal path that could be added to the current bridge structure. The RTP supports enhancements to the Bridge of the Gods.





CHAPTER 7. FINANCIAL OUTLOOK

This chapter reviews revenue sources, grant opportunities, and cost estimates for transportation projects, system maintenance, and operations.

Skamania County faces considerable challenges to funding the transportation system into the future. Over the last decade fewer dollars have been spent on the transportation system as transportation revenues have declined. As the system ages, the cost of preserving and supporting the system increases. There is a need to have public dialogue on how improvements, maintenance, and operations will be paid for in the future.

The transportation investments found in this plan are intended to meet RTP goals, which include making the most efficient use of existing transportation systems. The changes to revenue sources due to federal and state legislation are identified and the ability of projected funding to meet RTP costs are noted.

Revenues

Available revenues, or the money generated for transportation system development, come from federal, state, local, and private sources. At the local level, Skamania County generates revenue through property taxes, local receipts, state fuel tax distributions, federal revenues, and other state funds. Figure 6-1 displays the amount of average yearly and 22-year revenue Skamania County has received from these sources.

Over the past decade Skamania County collected roughly \$5 million from federal, state, and local sources annually. Property tax revenue, which has been growing year over year since data have been collected, amounts to roughly half of all revenues. In 2020, the County collected roughly \$2 million in property tax revenue alone. Unlike other counties across Washington, Skamania County does not receive ferry toll revenues.

Future revenue streams for the region are anticipated to remain the same, with the exception of the Bridge of the Gods improvements, which will require significant financial support from state and federal sources.

Funding Sources

As previously noted, transportation has traditionally been funded by user fees, which are taxes collected on a pay-as-you-go basis for services or facilities, such as gasoline or property tax. Today the major tax sources to fund transportation are the gas tax, vehicle licenses, permits, and fees. A gas tax is imposed at the federal level (\$0.184 per gallon) and at the state level (\$0.494 per gallon) and is reserved for roadway purposes.

The combination of federal, state, and local highway user taxes and fees has not kept pace with the growth in the costs of transportation programs. The availability of federal, state, and local funding has a significant impact on the ability to plan for and develop projects at a regional scale. An overview of existing and potential funding sources at the federal, state, and local levels is included in Appendix B.

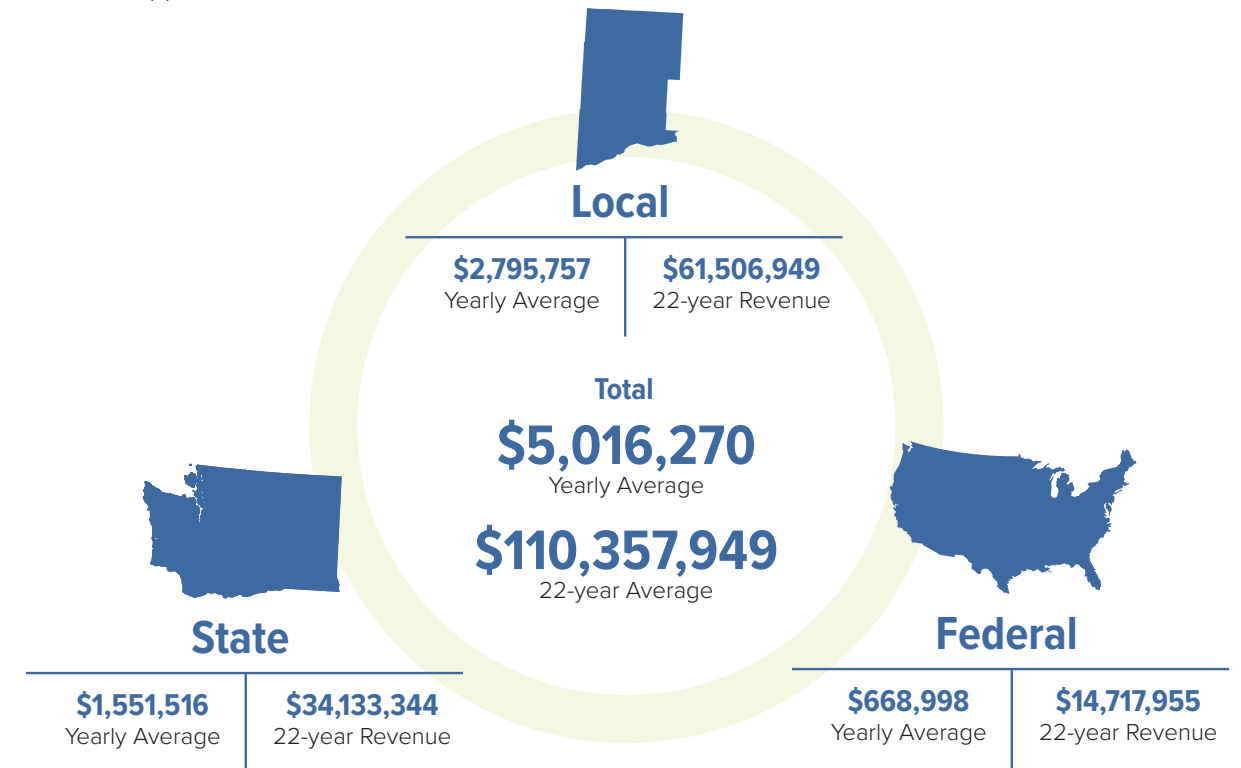


Figure 7-1. Skamania County Revenue Sources

Expenditures

Expenditures are the funds used in the county to provide provisions of basic social services and pay wages to its employees. Money spent in Skamania County is primarily divided among construction, maintenance, administration, and operations, as shown in Figure 7-2. Over the past ten years, Skamania County and the cities in the region have spent roughly 80 percent of their available transportation revenue on preservation and maintenance. Much of the region's infrastructure was built decades ago and will require significant effort to preserve. If those investments are not made, the infrastructure will need to be replaced at a much larger expense.

Skamania County faces considerable challenges to funding the transportation system into the future. As the system ages, the cost of preserving and supporting the system increases. There is a need to have public dialogue on how improvements, maintenance, and operations will be paid for in the future.

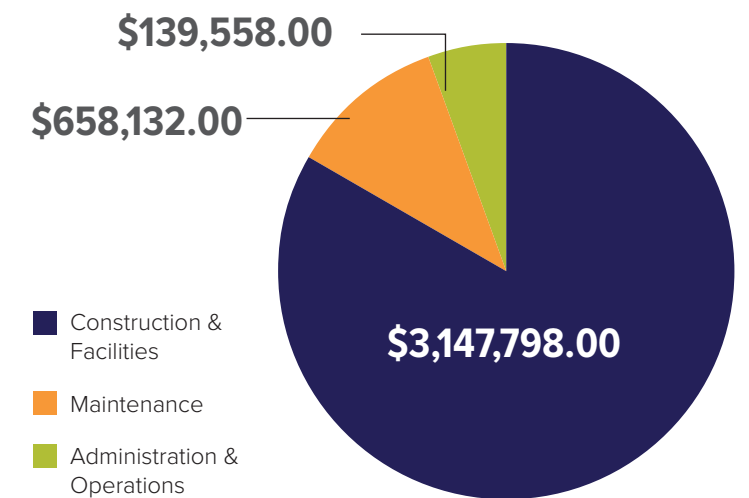


Figure 7-2. Skamania County Expenditures

Least-Cost Planning Principle

'Least-Cost Planning' is a process of comparing the direct and indirect costs of transportation demands and supplying options to meet transportation goals and policies. The intent of the process is to identify the most cost-effective mix of options.

Potential transportation improvement projects proposed in this plan are intended to meet RTP goals and policy objectives. These goals and policies include making the most efficient use of existing transportation systems and enhancing wherever possible.

The Washington State Growth Management Act requires each RTPO to develop a regional transportation plan based on the least-cost planning methodology that identifies the most cost-effective transportation facilities, services, and programs for its region. This has been a requirement for RTPs updated and adopted since July 1, 2008.

Looking Ahead

Skamania County faces funding challenges into the future. Although the economy has recovered significantly since the COVID-19 pandemic the funding shortfall for transportation improvements and programs lingers. Transportation expenditures anticipated in Skamania County and across the region are contingent on available revenue, which is influenced by the factors identified below.

The primary revenue source for transportation is the motor vehicle fuel tax, which is subject to several factors limiting its long-term viability, including:

- Increasing preservation and maintenance costs
- Increasing fuel efficiency
- The emergence of hybrid and electric vehicles
- Dwindling purchasing power of the gas tax as a source of transportation revenue

The future of the fuel tax as the primary road finance strategy is limited. Continual advances in vehicle technology and constant erosion of purchasing power from inflation may increase the need to find more innovative ways to pay for transportation investments.

Under the current transportation funding model, electric, hybrid, and more fuel-efficient vehicles generate a smaller share of transportation revenue compared to the miles they drive on the roadway. This makes it even more important that transportation planners and policymakers discuss transportation financing strategies and the benefits of changing how transportation is paid for.

Identified in Chapter 4, Washington State Department of Transportation (WSDOT) operates essential infrastructure in Skamania County. These facilities, including SR 14, are essential to the free movement of people and goods within Skamania County. These roadways are susceptible to damage from traffic traveling along them, as well as rockfall, snow and water damage. In order to keep roadways like SR 14 operational they must be regularly maintained. Statewide, in 2023, WSDOT's operating budget for preservation is funded at just 40% of what is needed to keep the state highway system open and functional.

WSDOT has identified a greater need to fund the preservation program in their 2024 Highway System Plan. Although increased preservation funding would lower the funding available for other policy goal areas, falling behind on preservation leads to larger replacement costs in the future. During community engagement the public overwhelmingly rejected the idea of closing or placing new limits on some bridges and highways in order to spend money on other highway programs.

Adequately funding preservation and maintenance activities aligns with the Washington State Legislature's prioritization of the preservation policy goal, WSDOT's strategic plan, the Washington Transportation Plan, and transportation industry best practices. It also makes sense from a taxpayer perspective: underfunding preservation and maintenance ends up costing five times more to restore highways to acceptable condition in the future. Ultimately Legislature determines transportation project and program funding priorities. Multiple obligations, including mandates and prior legislative packages also impact WSDOT's available resources for funding projects and programs.



CHAPTER 8. IMPLEMENTATION AND PERFORMANCE MONITORING

Two required components of the RTP process are the Plan's implementation and performance evaluation. Each of these processes occurs over the course of this long-range planning effort and ensure its success.

Implementation and Update

Implementation of regional transportation goals, policies, and actions established by the RTP are carried forward through a local and regional decision-making process. Through the local development of a Transportation Improvement Program (TIP), transportation needs identified in the RTP are programmed for receipt of funds. Following implementation in 2024, the next update is scheduled for 2026.

Skamania County's RTP has been updated nine times since it was first produced in 1992 to reflect changing policies, financial conditions, and growth patterns. Results and recommendations from transportation studies and improvements will be incorporated into future RTP updates. The next update of the RTP is anticipated in 2025. In addition to the biannual review of the RTP, various methods of system monitoring and activities are described below. This RTP sets the performance measures that will be used in the next RTP update to monitor changes in the transportation network through the identified project list and make adjustments to programs and strategies as needed to ensure that the RTP is meeting its vision and goals.

Performance Monitoring

Performance monitoring is integral in determining the success of plan implementation and the measured effect of desired improvements on the performance of the regional transportation system. As required by Revised Code of Washington (RCW), each RTPO must include its performance monitoring system in the RTP.

The transportation planning process requires that monitoring of system performance takes place after implementation. Monitoring the regional transportation system's performance is an ongoing activity, which, at a minimum, will occur as part of the review of the RTP. The RTP must be reviewed at least every two years, which allows for evaluation and improvement where necessary. Elements of system monitoring activities are described below. In each subsequent update of this plan, these types of thresholds will be considered.

This section uses the RTP goals identified earlier to structure performance monitoring metrics to ensure that they are achieved. While not all of the goals hold equal importance for transportation providers across the region, this document provides a means by which those goals can be measured. Regional stakeholders can use these thresholds to help evaluate the types of projects needed to improve the performance of the regional transportation system.



Economic Vitality

Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

Economic development emerged as a prime evaluation criterion for prioritizing projects in the RTP. WSDOT has adopted a Statewide Freight and Goods Transportation System, which categorizes highways and local roads according to the tonnage of freight they carry. The State also created the Freight Mobility Strategic Investment Board (FMSIB) with a mission to create a comprehensive and coordinated state program to facilitate freight movement between and among local, national, and international markets, enhancing trade opportunities. Data coming from these sources can be an important measure to the economic vitality of the region.

Performance Measures



Change in rail freight tonnage transportation



GDP growth



Change in truck freight tonnage transportation



Employment number and median income



Preservation

Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.

As noted throughout the RTP, maintenance and preservation are primary concerns within Skamania County. Several tools exist to help monitor the condition of transportation infrastructure. One example of this is the Unstable Slope Management System that WSDOT began using in 1993. This management system incorporated a numerical slope hazard rating system to identify areas in need of repair.

Performance Measures



Pavement condition



Bridge condition



Rail condition



Unstable slopes



Safety

Provide for and improve the safety and security of transportation customers and the transportation system.

Improving safety for all modes of transportation is critical to improving quality of life and improving access for all citizens of the region. Washington State's Strategic Highway Safety Plan, Target Zero, establishes a statewide policy of zero fatalities and zero disabling injury collisions by 2030. Target Zero helps assess safety needs statewide, encouraging and promoting good safety practices in the design and operation of the transportation system, as well as promoting safety by system users. Target Zero sets statewide priorities, provides a resource for potential strategies, and monitors outcome at a statewide level.

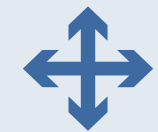
Performance Measures



Traffic fatalities and serious injury rates for cars, bikes, and pedestrians



Collision rates for cars, bikes, and pedestrians



Mobility

Improve the predictable movement of goods and people throughout Washington State.

Transportation demand management strategies to reduce vehicle trips on the regional transportation system can include use of transit, carpooling, vanpooling, working of flex-hours and/or compressed work week, and working from home with use of communications technology.

Transportation system management (TSM) is also a strategy to maximize the efficiency of the existing transportation system. TSM measures include a wide range of strategies, most of which are related to the use of intelligent transportation systems. These include incident response programs, programs to monitor travel conditions (weather/congestion), variable message signage to alert motorist of travel conditions, and Intelligent Vehicle/Highway Systems. Other TSM elements include minor capital upgrades such as channelization at intersections.

In addition to these strategies, transit is important in meeting the mobility needs of the transit dependent; those unable to drive automobiles because of age, infirmity, disability, or low income. Transit can also meet the mobility needs for commute trips to and from employment centers.

Performance Measures



Traffic volumes to determine level of service



Number of miles of new bike or pedestrian facilities constructed



Change in bus public transportation use



Change in park and ride lot utilization



Change in recreation destination parking lot utilization



Environment

Enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment. Weather-related events, such as wildfires, extreme heat, and floods have become more prominent in recent years and have significantly impacted the maintenance and expansion of the transportation network.

Greenhouse gases also play a role in maintaining a healthy air quality and contributes to warmer conditions. It will be pertinent that this RTP monitors the impacts to the environment surrounding the transportation network as much as it is important to monitor the performance of the network.

Performance Measures



Change in greenhouse gas levels



Flood risk



Extreme heat



Fire risk



Vision & Values

Provide for viable and livable local communities.

The RTP is developed with the foundation of defining vision and goals to ensure the RTP support the improvement and expansion of the transportation network. The RTP also aims to ensure the transportation system develops in synchronicity of forecasted population growth.

Performance Measures



Population growth



Completed RTP projects



Funded RTP projects



Stewardship

Continuously improve the quality, effectiveness, and efficiency of the transportation system.

One of the most effective ways to monitor the quality, effectiveness, and efficiency of the transportation network is soliciting feedback from those who use the system every day. Public feedback grounds the truths found in data and allows for finetuning of projects and programs to better support the efficacy of the transportation network.

Performance Measures



Number of views on a transportation project or program website



Number of comments collected from the public



Management & Operations

Maximize efficient management and operation of the transportation system.

Level of service standards represent the minimum performance level desired for transportation facilities and services within the region. They are used to evaluate the quality of service on the transportation system and can be described by travel times, travel speed, freedom to maneuver, traffic interruptions, comfort, convenience, and safety. Levels of service are designated A through F, from free flow to a breakdown of operations.

WSDOT has established an LOS 'C' for rural HSS facilities like SR 14. The RTP has established an LOS 'C' for rural non-HSS. This is due to the increase in traffic volume resulting from population growth and recreation tourism. Deficient segments associated with capacity are included. In addition, there are several locations with capacity deficiencies associated with substandard curves and steep grades that create a particular problem on some facilities due to the mix of trucks, recreational vehicles, and automobiles.

Performance Measures



Number of deficient capacity roadway segments



Average roadway speed



Hours of congestion

Road	Mile Post	Deficient Capacity Segment	LOS
SR 14	21.77 - 24.92	Clark Co. line to Half Bridge	C
SR 14	24.92 - 27.87	Half Bridge to Prindle Rd. vicinity	C
SR 14	27.87 - 37.04	Prindle Rd. to North Bonneville	C
SR 14	43.90 - 47.44	Rock Creek Br. to Wind River Rd.	C

Table 8-1 Deficient Capacity Segments



APPENDIX A. LEVEL OF SERVICE DESCRIPTIONS

Level of service E describes conditions approaching and at capacity. For uninterrupted flow conditions, the following definitions apply:

- Level of Service A describes free flow conditions, with low volumes and high speeds. The general level of comfort and convenience provided to the motorist, passenger, or pedestrian is excellent.
- Level of Service B is in the range of stable flow but the presence of other users in the traffic stream begins to be noticeable. Freedom to select desired speeds is relatively unaffected, but there is a slight decline in the freedom to maneuver with the traffic stream from Level of Service A.
- Level of Service C is still in the range of stable flow but marks the beginning of the range of flow in which the operation of individual users becomes significantly affected by interactions with others in the traffic stream. The general level of comfort and convenience declines noticeably at this level.
- Level of Service D represents high-density, but stable flow. Speed and freedom to maneuver are severely restricted, and the driver or pedestrian experiences a generally poor level of comfort and convenience.
- Level of Service E represents operating conditions at or near the capacity level. All speeds are reduced to a low, but relatively uniform value. Comfort and convenience levels are extremely poor and driver or pedestrian frustration is generally high.
- Level of Service F describes forced or breakdown flow. These conditions usually result from queues of vehicles backing up from a restriction downstream. Operations within the queue are characterized by stop-and-go waves, and they are extremely unstable.

APPENDIX B. FUNDING SOURCES OVERVIEW

Federal Funding

The Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act, includes significant funding for transportation infrastructure. The bill was signed into law on November 15, 2021 and is aimed at improving the nation's roads, bridges, transit systems, and ports.

The transportation funding available through the bill is divided into several categories, including highways, transit, rail, and airports. The funding is expected to create jobs and boost economic growth while also addressing important environmental and equity issues.

Mega-projects in Skamania County, including the upgrade of the Hood River-White Salmon Bridge, cost far more than the region can support locally. Federal funding, currently missing, is essential to funding these projects. Infrastructure for Rebuilding America

The BIL continued the Infrastructure for Rebuilding America (INFRA) program to provide competitive grants to nationally and regionally significant freight and highway projects. The Act requires that a minimum of 25 percent of the INFRA grants go to projects in rural areas. The Act also states that projects in a national scenic area are eligible for an INFRA grant. The US Department of Transportation (USDOT) selects projects for funding.

National Highway Performance Program

The National Highway Performance Program (NHPP) provides support to ensure that investments of federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established within a state's asset management plans. WSDOT selects projects for funding.

Highway Safety Improvement Program

The Fixing America's Surface Transportation (FAST) Act continues the Highway Safety Improvement Program (HSIP) to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on Tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performances. WSDOT selects projects for funding.

Surface Transportation Block Grant

The Surface Transportation Block Grant (STBG) program has the most flexible eligibilities among all the Federal-aid Highway programs. This reimbursement grant program promotes flexibility in state and local transportation decisions and provides flexible funding to best address state and local transportation needs.

- STBG-Rural (STP-Rural): Formula allocation for projects outside the urban area boundary. The County selects projects.
- STBG-State (STP-State): Formula allocation to WSDOT, for use on state highway projects. The State selects projects.
- Transportation Alternatives (TA): Provides funding for transportation alternative projects. These set-aside funds include all projects and activities that were previously eligible under TAP. RTC selects projects for the RTPPO region.

Community Development Block Grant

Funds from the Community Development Block Grant (CDBG) are administered by the Department of Housing and Urban Development (HUD). Funds can be used for public facilities, economic development, housing, and comprehensive projects that benefit low- and moderate-income households. Projects are selected by the County.

Safe Streets and Roads for All Grant

The BIL established the new Safe Streets and Roads for All (SS4A) discretionary program, with \$5 billion in appropriated funds over five years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. The SS4A program supports USDOT's National Roadway Safety Strategy and their goal of zero roadway deaths. The USDOT selects projects for funding.

State Funding

The State's gas tax is the primary state source of highway maintenance and arterial construction funds. WSDOT administers many transportation-related grants that are available to local agencies. However, most of these programs are dependent on the legislature's allocating funding, and funding amounts can vary from year to year.

Washington State Department of Transportation

The WSDOT administers state and federal funded state highway projects. State transportation revenues are divided into separate programs. The budget for these programs is determined by the state legislature. WSDOT then prioritizes projects and determines which projects can be constructed within the budget of each program.

Transportation Improvement Board Programs

The Washington State Legislature created the Transportation Improvement Board (TIB) to foster state investment in quality local transportation projects. TIB grant funds come from the revenue generated by 3 cents of the statewide gas tax and are distributed to cities and counties to fund transportation projects. The TIB identifies and funds the highest-ranking transportation projects based on criteria established by the Board for each program.

- Small City Arterial Program (SCAP): Funding provided to preserve and improve the arterial roadway system for cities under 5,000 population. A local match of 5 percent or greater is required. A jurisdiction with a population under 500 needs 0 percent local match.
- Small City Pavement Preservation Program (SCPPP): Provides funding for rehabilitation and maintenance of the small city roadway system.
- Relight Washington: Provides funding for cities converting to more energy-efficient LED streetlights.
- Complete Streets: Provides funding for local government arterial retrofits to improve safe access for all users: pedestrians, bicyclists, motorists, public transportation users, and truck drivers.
- Federal Match: Funding provided to meet the local match of some federally funded projects in small cities (population under 5,000). TIB funds are made available following approval of federal funds.

County Road Administration Board

The County Road Administration Board (CRAB) was created by the legislature in 1965 to provide statutory oversight of Washington's 39 county road departments. CRAB manages two grant programs to assist counties in meeting their transportation needs.

- Rural Arterial Program (RAP): Funding is provided for arterial road improvements in rural areas. RAP funds cannot be used for right-of-way. Projects are rated by five criteria and selected by the CRAB.
- County Arterial Preservation Program (CAPP): Funding is provided for the preservation of existing paved county arterials. Funding is provided to counties as direct allocation based on paved arterial lane miles by the CRAB.

Washington State Recreation and Conservation Office

The state of Washington's Recreation and Conservation Office (RCO) manages nine grant programs, including the largest park grant program in Washington State. RCO creates and maintains opportunities for recreation, protects the best of the state's wild lands, and contributes to the state's effort to recover salmon from the brink of extinction.

Community Economic Revitalization Board:

The Community Economic Revitalization Board (CERB) was established by the legislature to make loans and/or grants for public facilities, including roads, which will stimulate investment and job opportunities, reduce unemployment, and foster economic development. The CERB selects the projects it funds.

Consolidated State and Federal Grants

WSDOT is responsible for distributing a variety of state and federal grants for public transportation programs. WSDOT created a consolidated application process that is used for both state and federal public transportation grants. Applicants only need to submit their proposals for transit funding every two years.

Local Funding

Local revenue comes from a variety of sources such as gas tax, property tax, sales tax, permits, fees, and private development.

Local Gas Tax Revenue

This is the distribution of the state gasoline tax to the cities and counties based on each jurisdiction's population. At the February 15, 2023 city council meeting, the City of White Salmon approved both a vehicle licensing fee of \$15 and a sales tax of 0.1 percent to fund future transportation projects, including road reconstruction and smaller chip seal projects. The revenue collected from the funding mechanisms will be added to a new Street Construction Fund. The annual \$15 licensing fee for drivers registered in the city is estimated to collect approximately \$48,360 per year, based on 3,224 currently licensed vehicles. The sales tax is estimated to collect approximately \$73,000 annually.

Road Improvement District (RID)

A Road Improvement District (RID) can be formed and funded by properties benefiting from an improvement. They are usually formed at the request of property owners. Local government will build the project using revenue bonds from the RID.

Frontage Improvement Agreements

Developments are often required to construct frontage improvements as a condition of their development. In cases where the development abuts a proposed road improvement project, it may be beneficial for the developer to pay the local government for their share of the frontage improvement and for local government to construct the improvement as part of the overall capital project.

Transportation Benefit District

RCW 36.73.020 allows city or county governments to create transportation benefit districts and impose an additional vehicle registration fee to fund local transportation projects.

Transit Revenues

Revenue sources that have been described previously are generally intended for roadway improvements. The transit system is generally funded by fare box proceeds, federal and state grants, and other local funds.

Fare Box

Patrons of the Mount Adams Transportation Service pay a fare to use the service. The fare revenues pay for a portion of the operating cost.

Consolidated State and Federal Grants

WSDOT is responsible for distributing a variety of state and federal grants for public transportation programs. WSDOT created a consolidated application process that is used for both state and federal public transportation grants. Applicants only need to submit their proposals for transit funding every two years.

Local Funds

Senior Transportation is funded in part by the Southwest Agency on Aging and Skamania County. In addition, United Way provides additional public transit funding.

APPENDIX C.

REVISED CODE OF WASHINGTON

TITLE 47 COMPLIANCE

“CHECKLIST”

RTP Requirement from Revised Code of Washington (RCW) Chapter 47.80	Corresponding Chapter
Description of the designated regional transportation system.	Regional Roadways
Regional transportation goals, policies, and strategy.	Introduction
Regional land-use strategy. Existing and proposed land uses defined on local and regional comprehensive land-use plans determine the regional development strategy.	Regional Transportation Planning Context
Identification of regional transportation needs. An inventory of existing regional transportation facilities and services, an identification of current deficiencies, and a forecast of future travel demand will be carried out.	Transportation System Challenges and Needs
Development of LOS standards consistent with the Level of Service Bill.	Regional Roadways
Development of financial plan for necessary transportation system improvements.	Financial Outlook
Regional transportation system improvement and strategy plan. Specific facility or service improvements will be identified and priorities determined.	Regional Transportation Improvements
Establishment of a performance monitoring program. The performance of the transportation system will be monitored over time. The monitoring methodology, data collection, and analysis techniques to be used will be outlined.	Implementation and Performance Monitoring
Plans for implementation of the RTP	Introduction



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

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

To: Stevenson City Council, Leana Kinley, Scott Anderson, Skamania County Fire District Commissioners
From: Rob Farris, Fire Chief
RE: Fire Department Update – January 2024 Summary
Date: February 10th, 2024

Executive Summary:

January came in with a bang this year. We experienced our fire major snow and ice event of the winter season. Our Volunteer took this event in stride and continued to provide service during and after the weather event. We saw most of our calls for service during the warmup with several broken water pipes in commercial buildings around our response area. During this event I hired a private snow removal company after consulting with Gordy Rosander from the Public Works staff. The public works crew did a great job at keeping the fire station plowed but due to the amount of wind and continuous snowfall we simply ran out of room to pile snow. I hired a private snow removal company to make more room for snow and to do a clean up of the area in front of the station bay doors. This was the first time I elected to go to private industry for snow removal at the lower fire station and I was impressed with the response and service.

Another January highlight was the arrival and installation of the new bay doors at the downtown fire station. Due to one of the bay doors jumping its track and damaging the track rail I approached Leana and the Mayor with safety concerns. We were able to get the door back on its track and the damaged track back into a working condition, but I was still concerned with the door track's integrity. At that point we got three quotes and chose a local door installation company to replace the doors. Due to supply chain issues we had to wait until January before the doors were installed. Next step is to address the building paint.

Before



After



Call volume and Training Hours:

Drills/Training/Calls:

January Drills/Training – 34 hours

January Calls – 7 total

4 – City Calls

3– Fire District Calls

0 – Mutual Aid Calls

January Call Types

6 – Automatic Fire Alarm

1 – MVC (Motor Vehicle Crash)

Requests:

No new requests

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, January 22, 2024
6:00 PM

Planning Commission Chair Breckel called the meeting to order at 6:01 p.m. A quorum was present.

MEMBERS PRESENT

PC Chair Jeff Breckel; Commissioners Anne Keesee, Auguste Zettler and Charlie Hales.

STAFF PRESENT

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen

GUESTS PRESENT

Marina French and Chuck McDowell, DCG Watershed

PUBLIC PRESENT

Lucy Lauser attended remotely

A. Preliminary Matters

1. Public Comment Expectations

Shumaker explained use of tools for remote participants: *6 to mute/unmute & *9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

2. Public Comment Period

(For items not located elsewhere on the agenda)
No comments were received

3. December 11th, 2023 Minutes

The Planning Commission meeting minutes from December 11th, 2023 were approved unanimously following a motion by **Commissioner Hales**, seconded by **Commissioner Zettler**.

4. Annual Elections

Establishing a Planning Commission Chair and Vice-Chair

Nominations:

Commissioner Hales nominated Jeff Breckel for the Planning Commission Chair, and Auguste Zettler for the Vice-Chair position.

MOTION by Commissioner August Zettler to approve Jeff Breckel remaining as Chair was seconded by **Commissioner Keesee**.

MOTION by Commissioner Keesee to approve Auguste Zettler remaining as Vice-Chair was seconded by **Commissioner Hales**.

Voting aye (on both motions): **Planning Commissioners Breckel, Hales, Keesee, Zettler**

B. New Business

5. Parks Plan Review

The Planning Commission was provided with a report from DCG-Watershed on the current parks planning effort. Marina French and Chuck McDowell, representatives from DCG Watershed explained

the coalition consisted of the City of Stevenson, Skamania County Port District, Skamania County, and the Stevenson-Carson School District. They provided PowerPoint slides of several sites, and detailed the methods used for inviting community input and opinions. They noted they were guided by City outreach processes to maximize participation.

An inventory of existing parks, recreational areas, and open spaces was conducted, followed by interviews with key stakeholders. Public workshops and surveys were also used to gain information. A presentation was also given to the Stevenson City Council at the January 18th, 2024, Council meeting. The final plan is expected to be ready for adoption by the end of February 2024. Adoption of the plan will provide for additional grant funding opportunities through the state Recreation and Conservation Office for the City and the other agencies involved.

Commissioner Hales expressed appreciation for the work. He requested more emphasis be placed on developing sites that offer play opportunities for children and youth.

PC Chair Breckel stated concerns over maintenance needs and the importance of coordinating long term maintenance of open space and recreational areas owned by different agencies.

Community Development Director Shumaker pointed out that in addition to the public agencies, several private entities (Museum, Skamania Lodge) are also exploring maintenance partnerships.

C. Old Business

6. Shoreline Permit Request:

(SHOR2023-01 Rock Cove Hospitality)

Community Development Director Shumaker noted this was not a public hearing, and no new info or testimony would be given. At the December 2023 Planning Commission meeting Commissioners approved the permit subject to conditions and findings of fact. Once change, condition of public access, adds findings of fact. One change, the condition of public access, adds findings of fact. The changes were reflected as highlighted text.

a. Appearance of Fairness Disclosures

Shumaker explained and administered the Appearance of Fairness Doctrine due quasi judicial nature of the Planning Commission decision. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair, impartial, and unbiased in both appearance and fact. Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex-parte) communications made with any party of interest or anything else that could be

construed as a conflict or affecting any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

None of the Planning Commissioners present disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or other matters that would impede a fair and impartial decision. There were no challenges by the applicant or the public.

b. Presentation by Staff

Community Development Director Shumaker explained the updated draft findings in support of the December 2024 Planning Commission decision, including findings related to.

- The permit holder demonstrated where and why an ADA compliant pathway could not be provided. An in-lieu payment will be made as mitigation.
- A state Department of Ecology concern over a mitigation sequence was resolved by reducing the number of cabins by one.
- The state Department of Fish & Wildlife concern over exiting rep-rap along the shore was addressed by providing documentation of the historical industrial use of the site and the unknown timeline of the placement of the material prior to permits being required.

c. Commission Deliberation

A short discussion of the changes presented took place. Commissioners observed the rip-rap issue had no actions required by the Department of Fish & Wildlife.

Shumaker shared information on the stormwater plan for the site, noting it addressed run off from the parking area.

d. Decision

MOTION to adopt finding justifying previous approval of the permit as drafted was made by **Commissioner Hales**, seconded by **Commissioner Keesee**.

Voting aye: **Planning Commissioners Breckel, Hales, Keesee**.

Voting nay: **Commission Zettler**.

Following the vote **Shumaker** advised the permit holder is already negotiating the amount of a payment in lieu of public access and their proportionate share of the project cost.

7. Planning Commission Work Plan: Scheduling 2024 Work based on City Council's Strategic Plan.

A number of items were considered for the Planning Commission to work on over the next year. **Community Development Director Shumaker** suggested the City's current strategic plan may be amended due to two new Council members being seated.

The focus currently is on organizational health & sustainability, infrastructure maintenance, and improved land use and development planning. He noted a potential item could come before the Planning Commission for a small text amendments to the zoning code, including potential changes to street side yard setbacks in keeping with recent changes to the front yard.

An extensive discussion took place regarding possible work on area wide rezoning to allow greater housing development. **Shumaker** stated the current city stance has been property owners can apply for and initiate a site-specific rezone, without the rezoning necessarily being considered spot zoning.

Commissioners recalled past attempts to address the issue. A number of residents and property owners expressed resistance to increasing density. Concerns about retaining the 'small town' characteristics of a neighborhood were frequently cited.

Commissioner Zettler remarked there is underutilized space that current zoning allows for higher density, but it's not currently being used. Affordable housing is still not available. He also pointed out that an Accessory Dwelling Unit is permitted on any property.

Shumaker suggested the Planning Commission could review areas where property owners are expressing interest in increasing density rather than taking on major sections of the city. It was determined to form a sub-committee to explore the topic further. **Commissioners Breckel and Zettler** will serve on the sub- committee.

Several maps provided by Shumaker showed areas that had been previously considered for rezoning. Commissioners requested the maps be kept showing past progression by the Planning Commission.

PC Chair Breckel provided information on the sewer committee's recent work and recommendations to the City Council regarding new connections. Homeowners should be required to connect, but not be responsible for paying for installing extensions to mainlines. Incentives to hook up were discussed, and city staff is looking into what state laws allow. Questions remain regarding how to pay for mainline extensions.

8. Subcommittee Reports

Updates from Subcommittee leads were provided.

Downtown Parking: Commission Keese reported nothing new, more information is expected to be available in February.

Annexation Policy: Commissioner Hales stated the subcommittee on annexation had been waiting on the sewer committee's recommendations to incorporate into the policy.

D. Discussion

PC Chair Breckel related **Commission Ray** chose not to be re-appointed to the Planning Commission. **Breckel** expressed appreciation for **Commissioner Ray's** service on the committee and

asked if there was a way to acknowledge it. **Planning and Public Works Assistant Tiffany Andersen** shared information on a Legacy Tree program, and explained a plaque would be installed to commemorate **Commissioner Ray** for his work.

9. Thought of the Month:

None

10. Staff & Commission Reports

The following updates were provided by staff.

Septic/Sewer Discussion: See previous discussion.

Trees: Public Works is developing a program for volunteers to donate and maintain street trees.

Commission Vacancy: A notice of vacancy has been published. Interview will follow, and City Council will make an appointment.

Shumaker advised progress on broadband expansion is dependent on finding an internet provider. The City has met all pre-conditions for federal funding.

E. Adjournment

The meeting was adjourned at 8:03 p.m. following a motion by **Commissioner Zettler**, seconded by **Commissioner Keese**. The motion was unanimously approved.

Minutes recorded by Johanna Roe.

Washington Gorge Action Programs
Skamania County Housing Programs
 Jan-2024
 Submitted by Curt Gray

Rental Assistance

Outputs

	Dec
Number of households served	20
Number of individuals within those households	34
Total Number of bed nights provided	1054

Housing and Essential Needs

Outputs

	Dec
Number of individuals served with Housing/Utilities	3
Number of individuals served with Essential Needs	7
Total Number of bed nights provided	93

Permanent Support Housing

	Dec
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	1
Number of individuals completed Life Skills meeting	3
Number of individuals denied services	0

Outputs PSH

	Dec
Number of households served	1
Number of individuals within those households	1

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	Dec
Number of households served	4
Number of individuals within those households	8
Total Number of bed nights provided	146

Total Outcomes for all Programs

	Dec
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	2
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	2
Number of HH Received referral to mainstream resources	77
Number of individuals completed Life Skills meeting	11
Number of individuals denied services	2

Success Stories

December 2023:

1. No COVID outbreaks in our shelters
2. Two (2) shelter residents are employed, one(1) for >90 days
3. One (1) PSH client has maintained employment for > 90 days
4. Two (2) shelter households found permanent housing

Washington Gorge Action Programs
Skamania County Housing Programs
Feb-2024
Submitted by Brandee Huber

Rental Assistance

Outputs

	Jan
Number of households served	16
Number of individuals within those households	24
Total Number of bed nights provided	744

Housing and Essential Needs

Outputs

	Jan
Number of individuals served with Housing/Utilities	3
Number of individuals served with Essential Needs	8
Total Number of bed nights provided	93

Permanent Support Housing

	Jan
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	1
Number of HH Received referral to mainstream resources	2
Number of individuals completed Life Skills meeting	0
Number of individuals denied services	0

Outputs PSH

	Jan
Number of households served	1
Number of individuals within those households	1

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	Jan
Number of households served	2
Number of individuals within those households	2
Total Number of bed nights provided	62

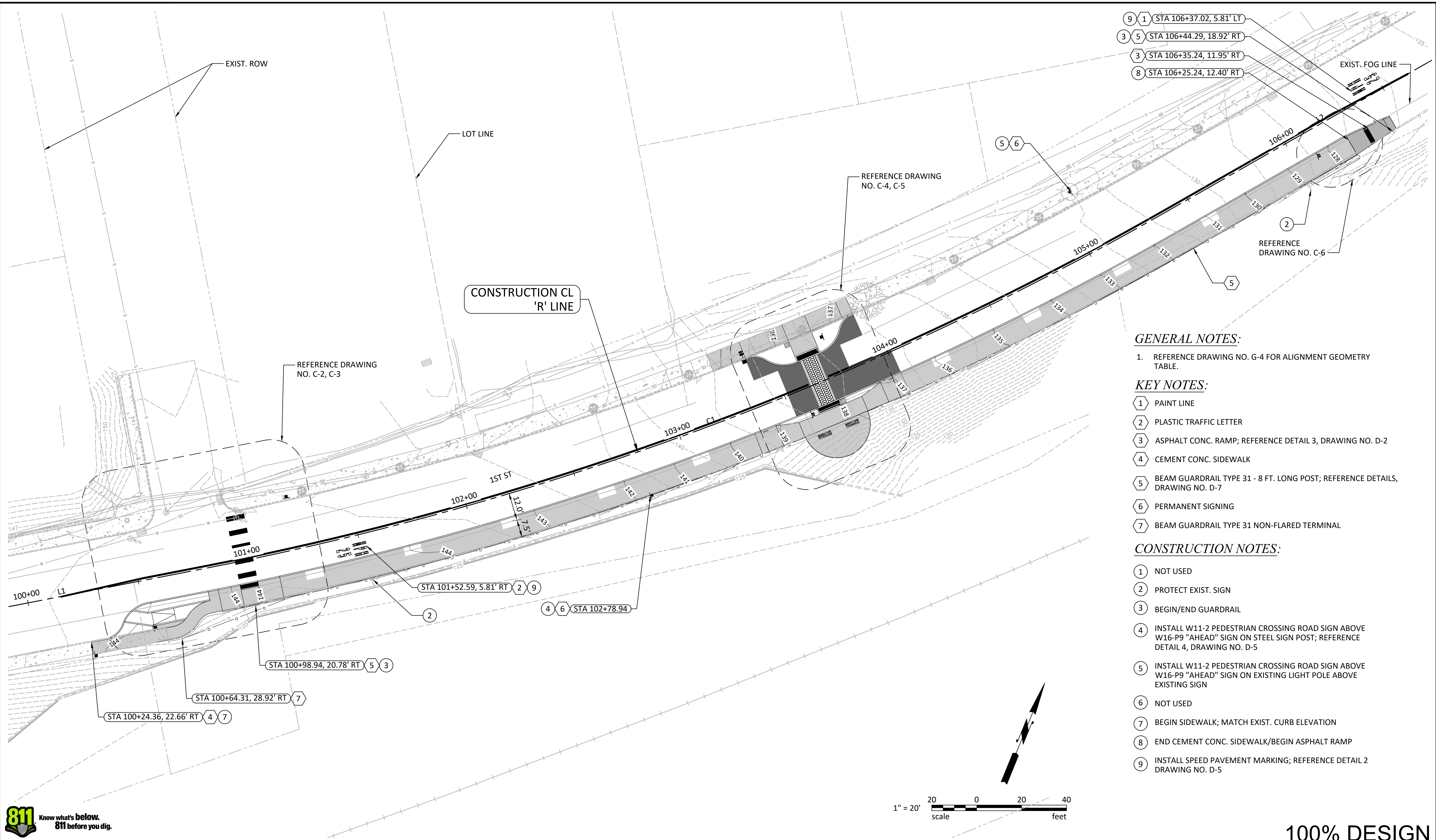
Total Outcomes for all Programs

	Jan
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	26
Number of individuals completed Life Skills meeting	22
Number of individuals denied services	0

Success Stories

January 2024:

1. No COVID outbreaks in our shelters
2. One (1) shelter resident obtained employment



- 9 1 STA 106+37.02, 5.81' LT
- 3 5 STA 106+44.29, 18.92' RT
- 3 STA 106+35.24, 11.95' RT
- 8 STA 106+25.24, 12.40' RT

GENERAL NOTES:

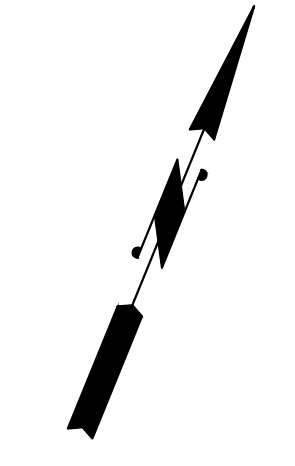
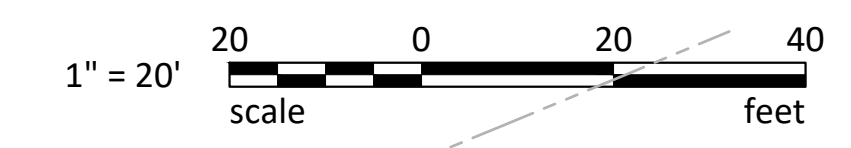
1. REFERENCE DRAWING NO. G-4 FOR ALIGNMENT GEOMETRY TABLE.

KEY NOTES:

- 1 PAINT LINE
- 2 PLASTIC TRAFFIC LETTER
- 3 ASPHALT CONC. RAMP; REFERENCE DETAIL 3, DRAWING NO. D-2
- 4 CEMENT CONC. SIDEWALK
- 5 BEAM GUARDRAIL TYPE 31 - 8 FT. LONG POST; REFERENCE DETAILS, DRAWING NO. D-7
- 6 PERMANENT SIGNING
- 7 BEAM GUARDRAIL TYPE 31 NON-FLARED TERMINAL

CONSTRUCTION NOTES:

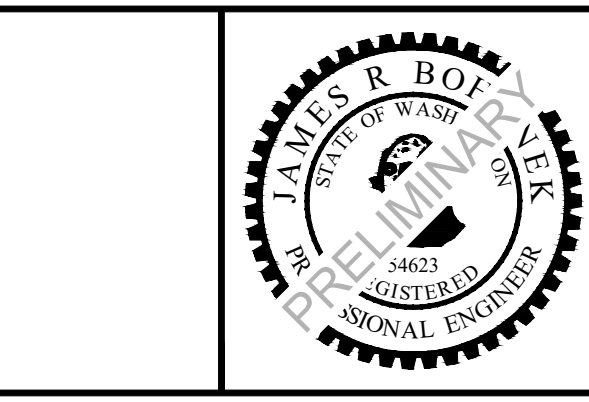
- 1 NOT USED
- 2 PROTECT EXIST. SIGN
- 3 BEGIN/END GUARDRAIL
- 4 INSTALL W11-2 PEDESTRIAN CROSSING ROAD SIGN ABOVE W16-P9 "AHEAD" SIGN ON STEEL SIGN POST; REFERENCE DETAIL 4, DRAWING NO. D-5
- 5 INSTALL W11-2 PEDESTRIAN CROSSING ROAD SIGN ABOVE W16-P9 "AHEAD" SIGN ON EXISTING LIGHT POLE ABOVE EXISTING SIGN
- 6 NOT USED
- 7 BEGIN SIDEWALK; MATCH EXIST. CURB ELEVATION
- 8 END CEMENT CONC. SIDEWALK/BEGIN ASPHALT RAMP
- 9 INSTALL SPEED PAVEMENT MARKING; REFERENCE DETAIL 2 DRAWING NO. D-5



100% DESIGN

MARK	REVISION DESCRIPTION	BY	APP.	DATE

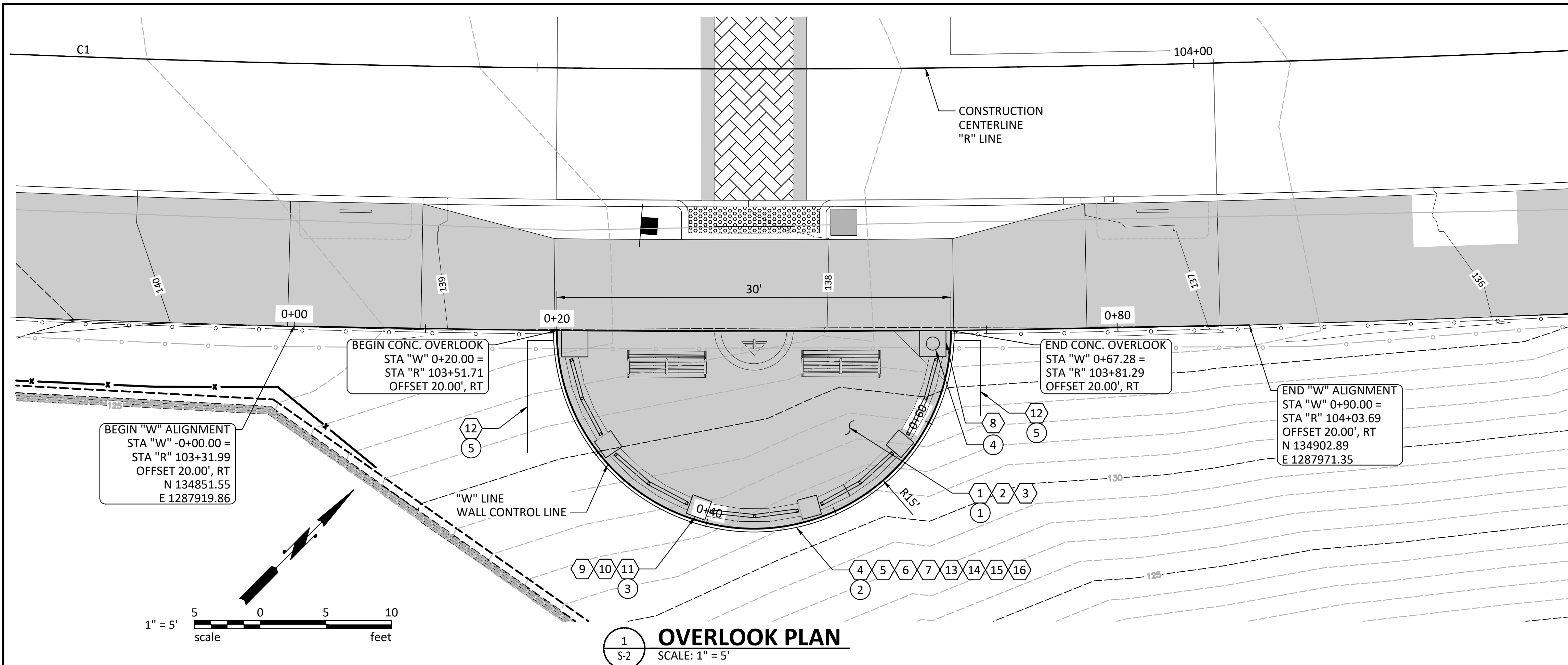
wsp
WSP USA Inc.
700 NE Multnomah Street
Suite 500
Portland, OR 97232-4120
TEL: 503-872-4100
FAX: 503-872-4101



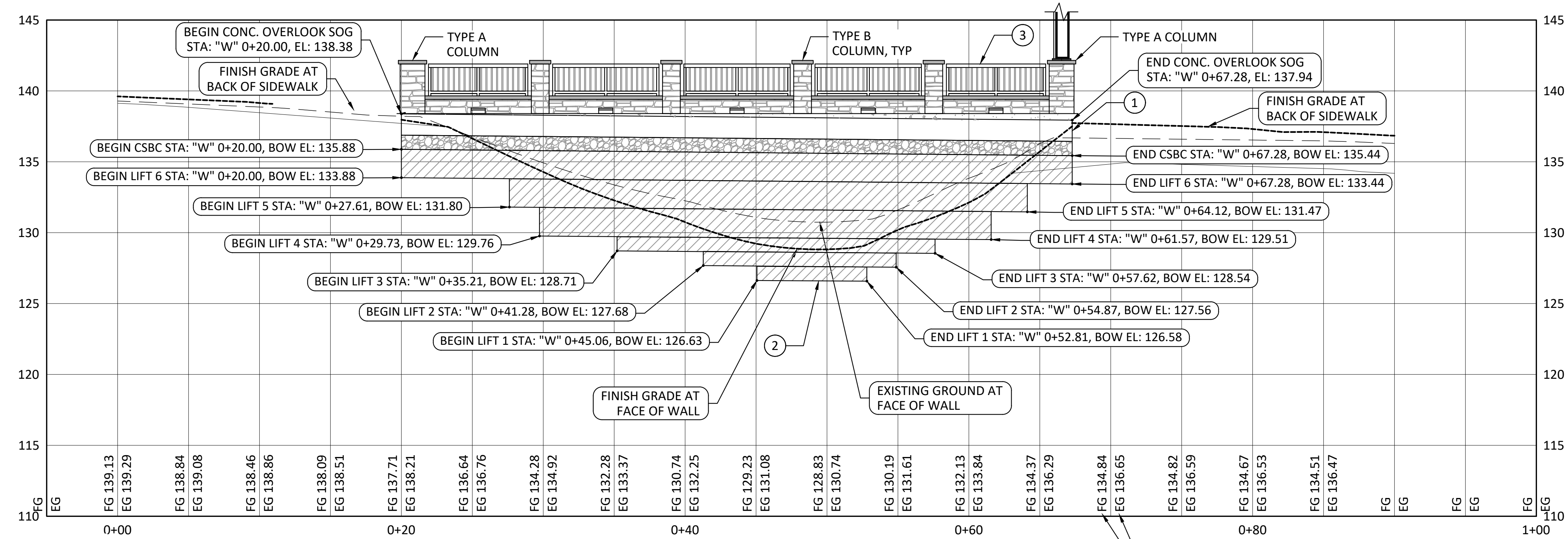
DRAWN BY **VBV**
DESIGN BY **VBV**
CHECK BY **JRB**
PROJ MGR **VBV**

CITY OF STEVENSON
1ST STREET PEDESTRIAN AMENITIES AND OVERLOOK PROJECT
1ST STREET PLAN

DRAWING NO. **C-1**
PROJECT NO. **30900230.000**
DATE: **5/4/22**
SHEET NO. **11 OF 42**



1 OVERLOOK PLAN
SCALE: 1" = 5'



2 OVERLOOK PROFILE
SCALE: 1" = 5'

KEY NOTES:

- 1 CRUSHED SURFACING BASE COURSE
- 2 ST. REINF. BAR FOR SLAB ON GRADE
- 3 CONC. CLASS 4000 FOR SLAB ON GRADE
- 4 STRUCTURE EXCAVATION CLASS A INCL. HAUL
- 5 STRUCTURAL EARTH WALL
- 6 GEOFOAM BACKFILL FOR WALL
- 7 GRAVEL BORROW FOR STRUCTURAL EARTH WALL INCL. HAUL
- 8 TYPE A STONE COLUMN
- 9 TYPE B STONE COLUMN
- 10 PARAPET WALL
- 11 PEDESTRIAN RAILING
- 12 DRAIN PIPE 4 IN. DIAM.
- 13 GRAVEL BACKFILL FOR DRAIN
- 14 CONSTRUCTION GEOTEXTILE FOR UNDERGROUND DRAINAGE
- 15 GEOMEMBRANE
- 16 UNDERDRAIN PIPE 4 IN. DIAM.

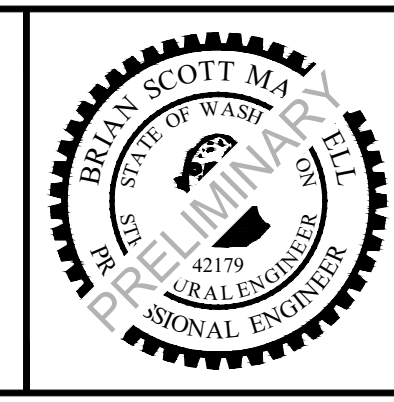
CONSTRUCTION NOTES:

- 1 CEMENT CONC. OVERLOOK SLAB
- 2 WELDED WIRE FACED STRUCTURAL EARTH WALL
- 3 OVERLOOK ORNAMENTAL RAIL, SEE DRAWINGS NO. D-1 AND S-5 FOR DETAILS
- 4 MONUMENT SIGN, SEE DRAWINGS NO. D-1 FOR GENERAL DETAILS AND S-5 FOR MOUNTING DETAILS
- 5 UNDERDRAIN OUTLET, SLOPE AT 2%, EXTEND TO DAYLIGHT



MARK	REVISION DESCRIPTION	BY	APP.	DATE

wsp
WSP USA Inc.
700 NE Multnomah Street
Suite 500
Portland, OR 97232-4120
TEL: 503-872-4100
FAX: 503-872-4101

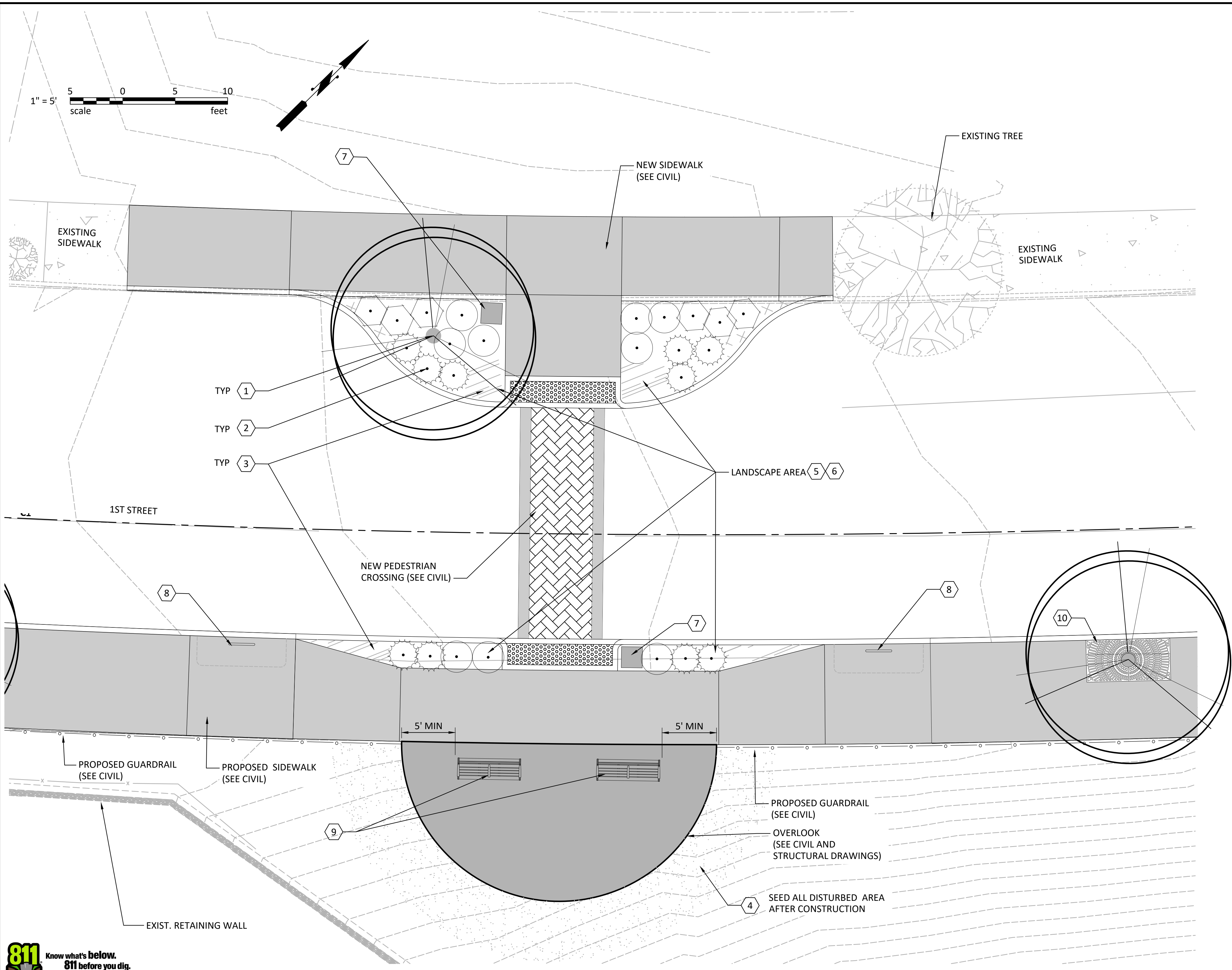


DRAWN BY JTH
DESIGN BY SAK
CHECK BY TAD
PROJ MGR VBV

CITY OF STEVENSON
1ST STREET PEDESTRIAN AMENITIES AND OVERLOOK PROJECT
OVERLOOK PLAN AND PROFILE

100% DESIGN

DRAWING NO. **S-2**
PROJECT NO. 30900230.000
DATE: 5/4/22
SHEET NO. 25 OF 42



GENERAL NOTES:

1. REFERENCE DRAWING NO. PL-1 FOR LANDSCAPE NOTES AND FULL PLANTING SCHEDULE.
2. REFERENCE DRAWING NOS. PL-2 AND PL-3 LANDSCAPE PLANS.
4. REFERENCE DRAWING NOS. PL-4 FOR LANDSCAPE & SITE FURNISHING DETAILS.
5. REFERENCE DRAWING NOS. IR1 & IR2 FOR IRRIGATION PLANS, NOTES.
6. REFERENCE DRAWING NOS. ES1 & ES2 FOR DEMOLITION, TEMPORARY EROSION AND SEDIMENT CONTROL.
7. REFERENCE DRAWING NOS. C1-D1 FOR CIVIL PLANS, NOTES, AND DETAILS.
8. REFERENCE DRAWING NOS. S1-S3 FOR STRUCTURAL PLANS.

KEY NOTES:

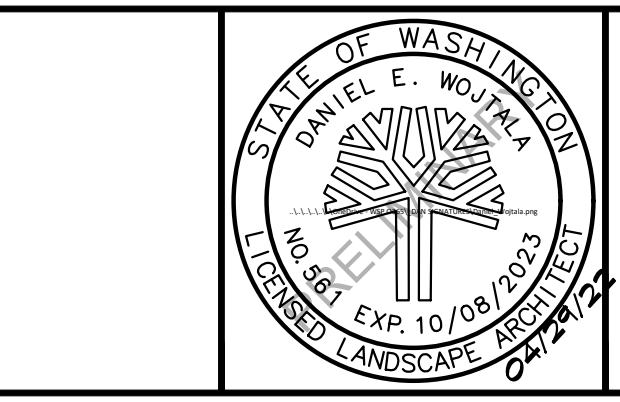
- ① TREE PLANTING (PSIPE BID ITEM)
- ② SHRUB PLANTING (PSIPE BID ITEM)
- ③ GROUNDCOVER PLANTING (PSIPE BID ITEM)
- ④ SEEDING AND FERTILIZING BY HAND
- ⑤ TOPSOIL TYPE A
- ⑥ BARK OR WOOD CHIP MULCH
- ⑦ TYPE C COLUMN
- ⑧ BIKE RACK
- ⑨ BENCH
- ⑩ TREE GRATE



100% DESIGN

MARK	REVISION DESCRIPTION	BY	APP.	DATE

wsp
 WSP USA Inc.
 700 NE Multnomah Street
 Suite 500
 Portland, OR 97232-4120
 TEL: 503-872-4100
 FAX: 503-872-4101

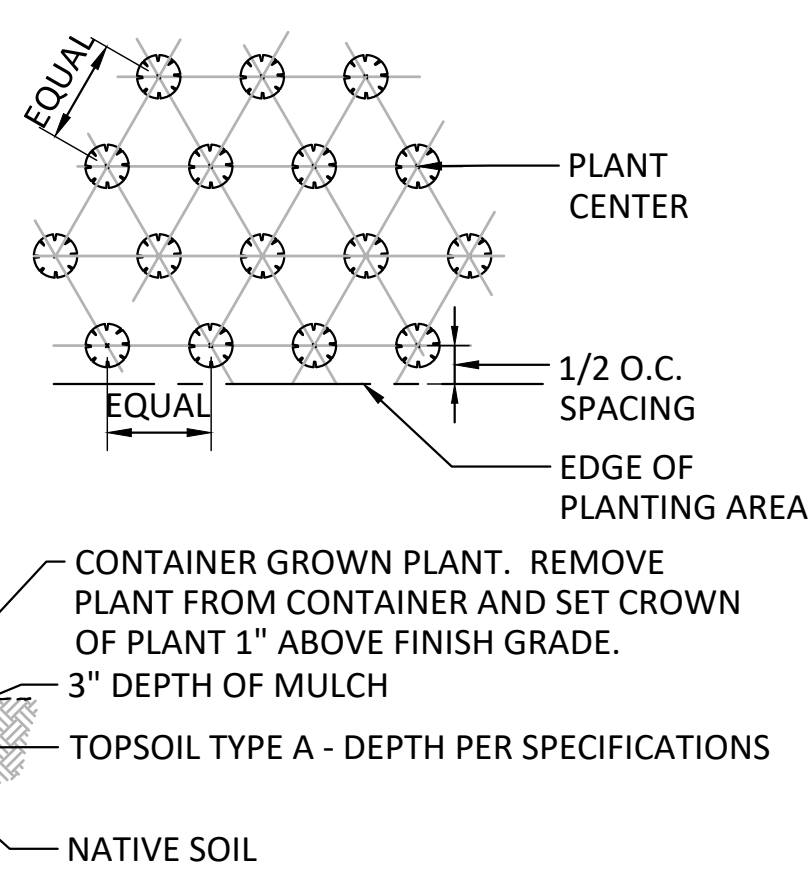


DRAWN BY JTH
 DESIGN BY SRGJ
 CHECK BY DEW
 PROJ MGR VBV

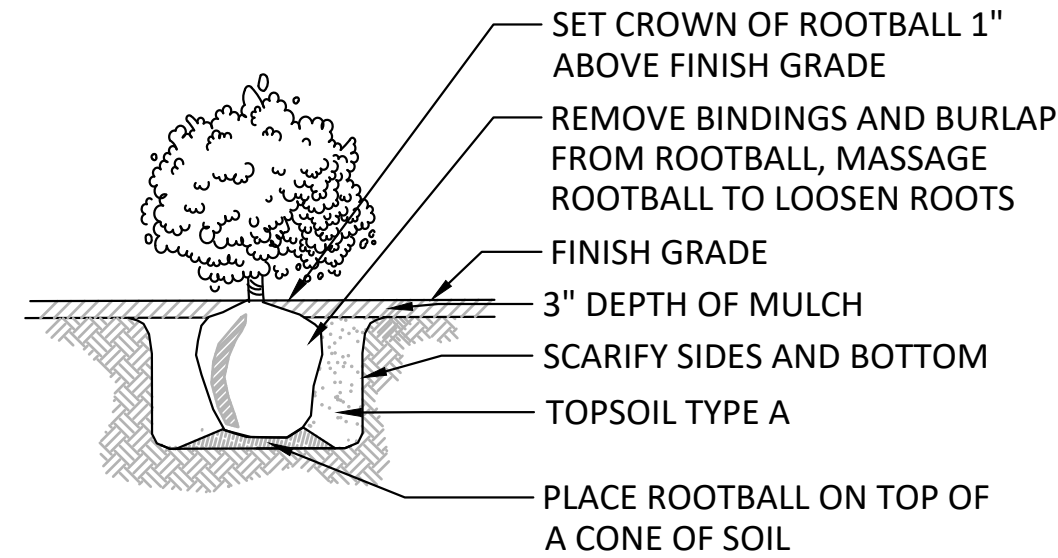
CITY OF STEVENSON
1ST STREET PEDESTRIAN AMENITIES AND OVERLOOK PROJECT
OVERLOOK LANDSCAPING PLAN

DRAWING NO. **PL-4**
 PROJECT NO. 30900230.000
 DATE: 5/4/22
 SHEET NO. 38 OF 42

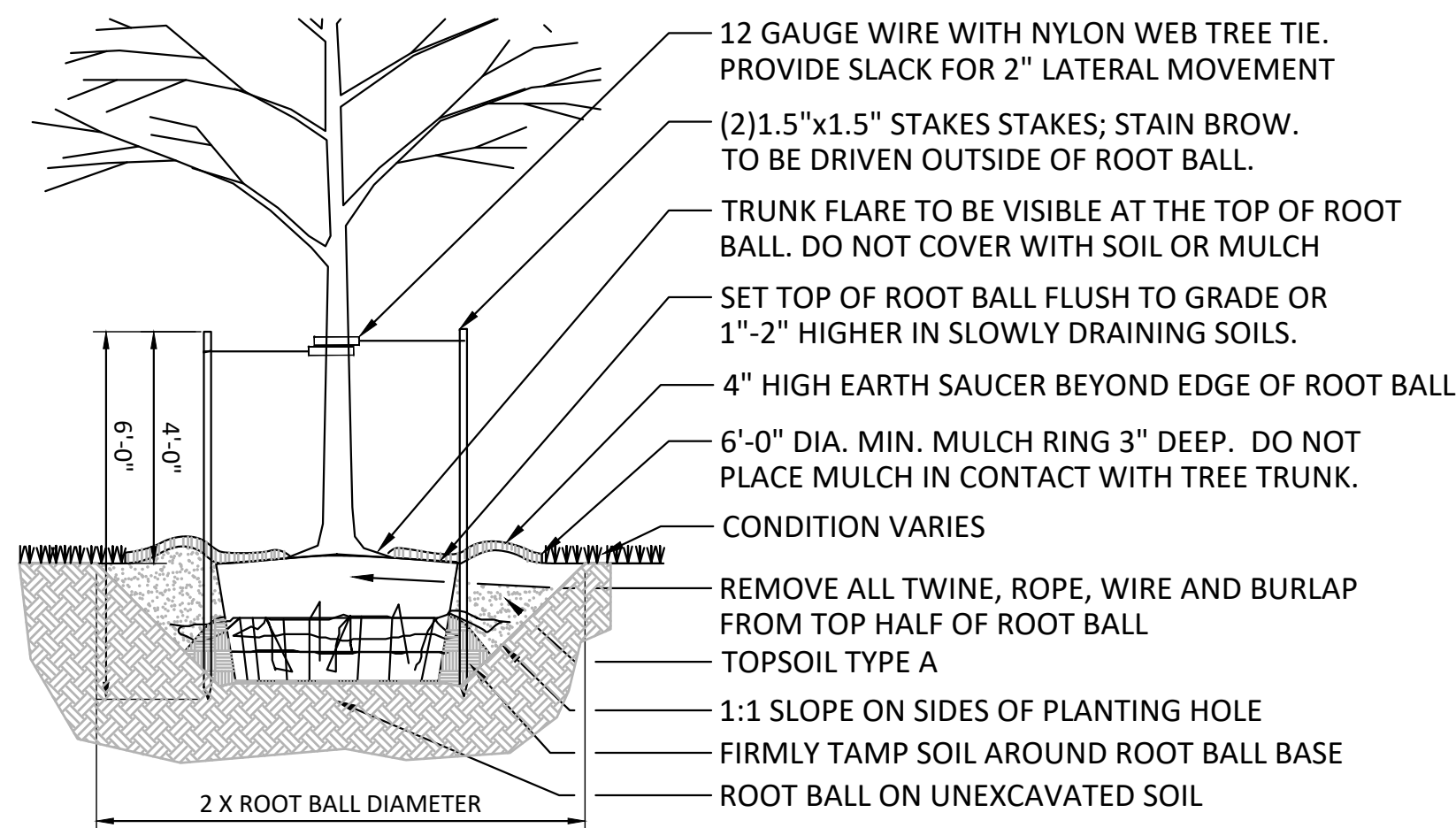
- NOTES:
 1. LOCATE GROUNDCOVER ONE HALF OF SPECIFIED SPACING DISTANCE FROM ANY CURB, SIDEWALK, OR OTHER HARD SURFACE, UNLESS OTHERWISE SPECIFIED.
 2. ALL GROUNDCOVER SHALL BE PLANTED AT EQUAL TRIANGULAR SPACING PER ON CENTER SPACING AS SPECIFIED ON PLANTING PLAN.



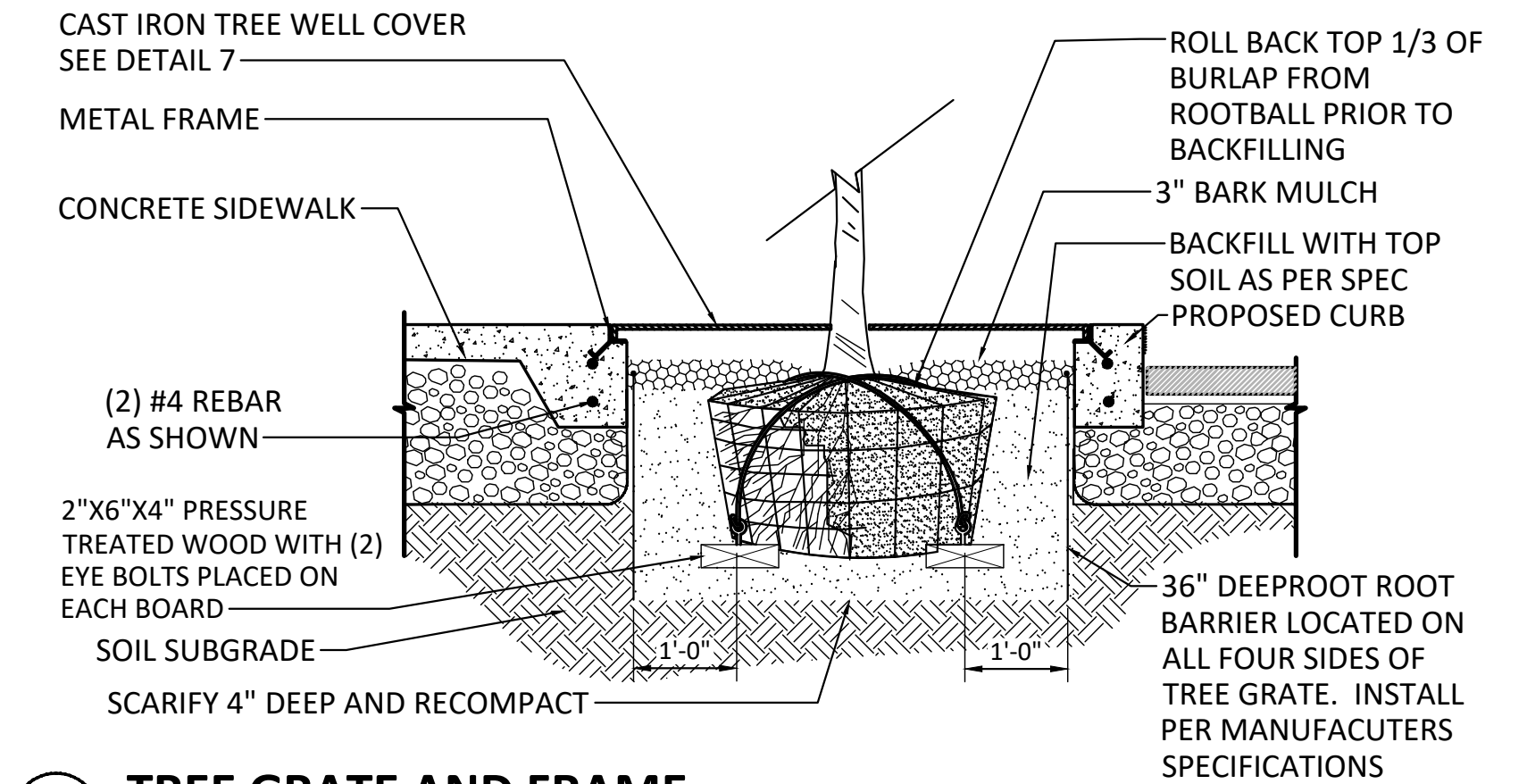
1 GROUNDCOVER PLANTING
SCALE: NTS



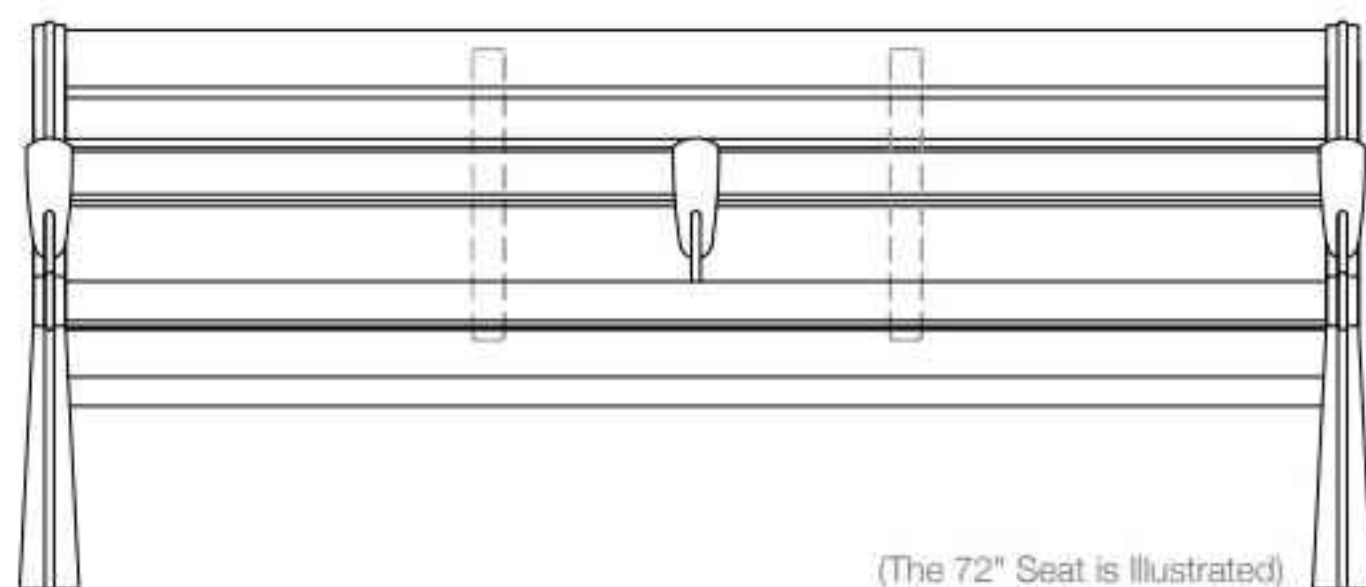
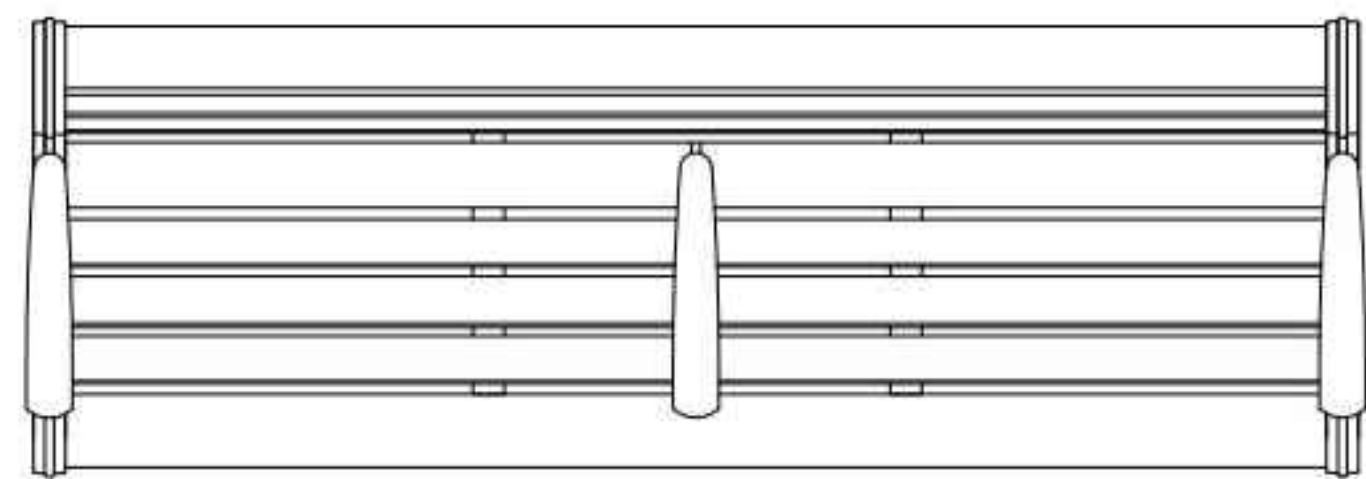
2 SHRUB PLANTING DETAIL
SCALE: NTS



3 DECIDUOUS BALLED/BURLAP TREE PLANTING
SCALE: NTS

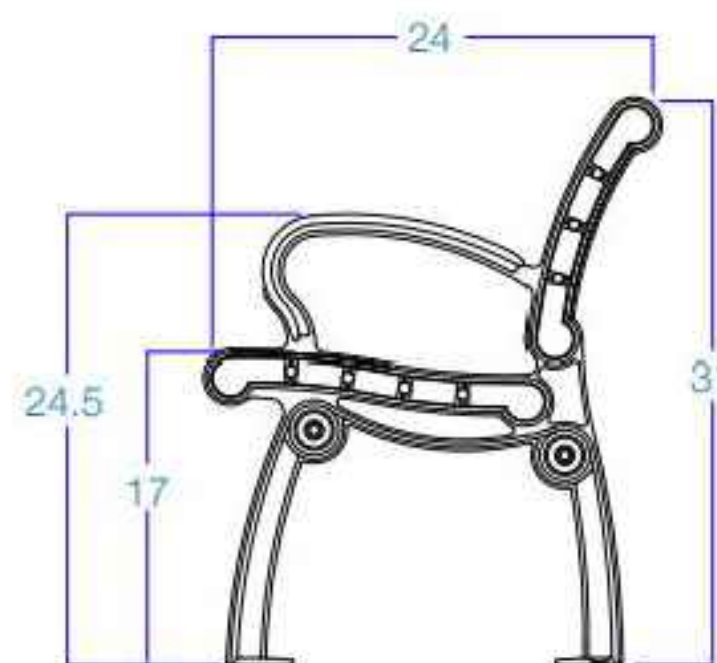


7 TREE GRATE AND FRAME
SCALE: NTS

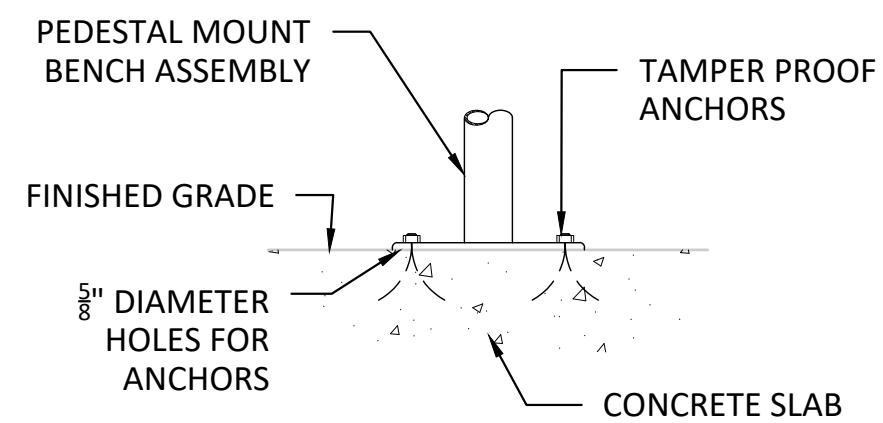


(The 72" Seat is Illustrated)

4 BENCH DETAIL
SCALE: NTS

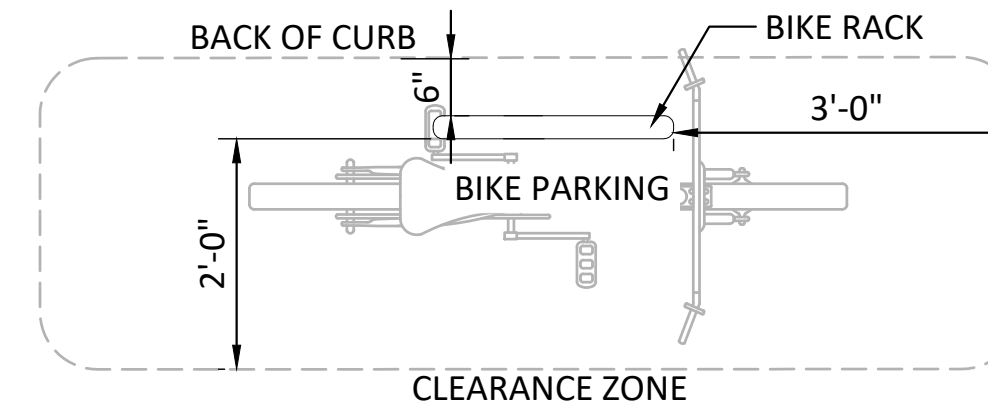


MANUFACTURER: RECYCLE DESIGN (503) - 624 - 4800
 MODEL: SERIES SEAT 9876 VICTORIA
 FRAME: BACKED BENCH WITH COLOR CHARCOAL GRAY
 SLATS: 72" LENGTH - DURAWOOD - COLOR GRAY

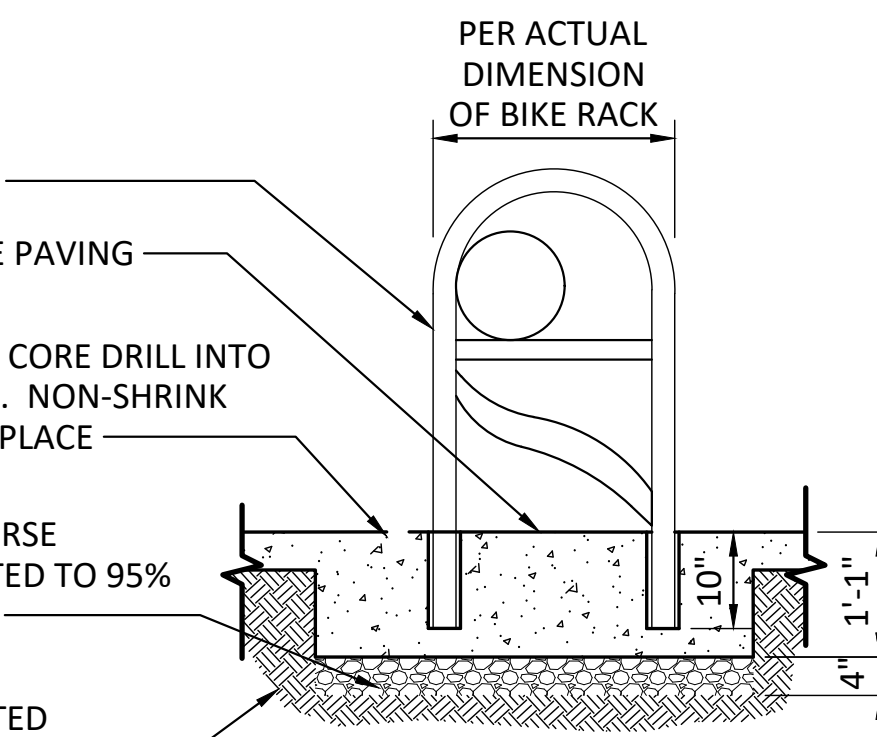


- NOTES:
 1. INSTALL PER MANUFACTURE SPECIFICATIONS.
 2. SEE PLANS FOR MOUNTING SURFACE.
 3. REFER TO PLANS FOR SITE FURNISHING LOCATIONS.

5 SURFACE MOUNT
SCALE: NTS

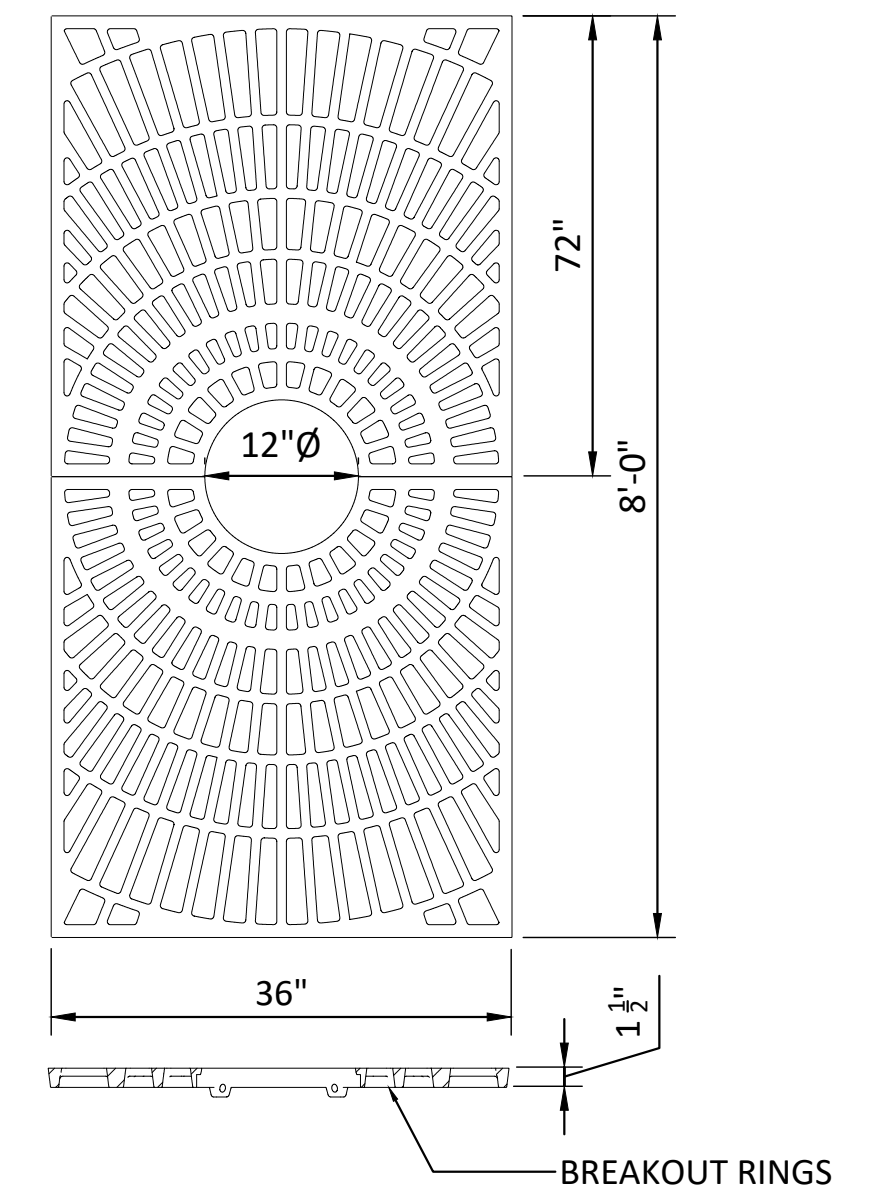


PLAN

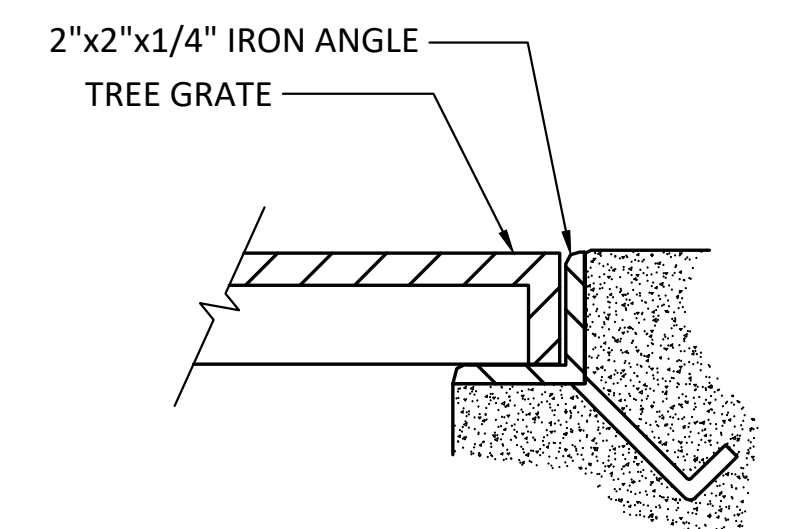


SECTION

6 BIKE RACK
SCALE: NTS



8 TREE GRATE DETAIL
SCALE: NTS



9 TREE GRATE FRAME
SCALE: NTS

100% DESIGN

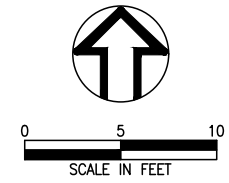
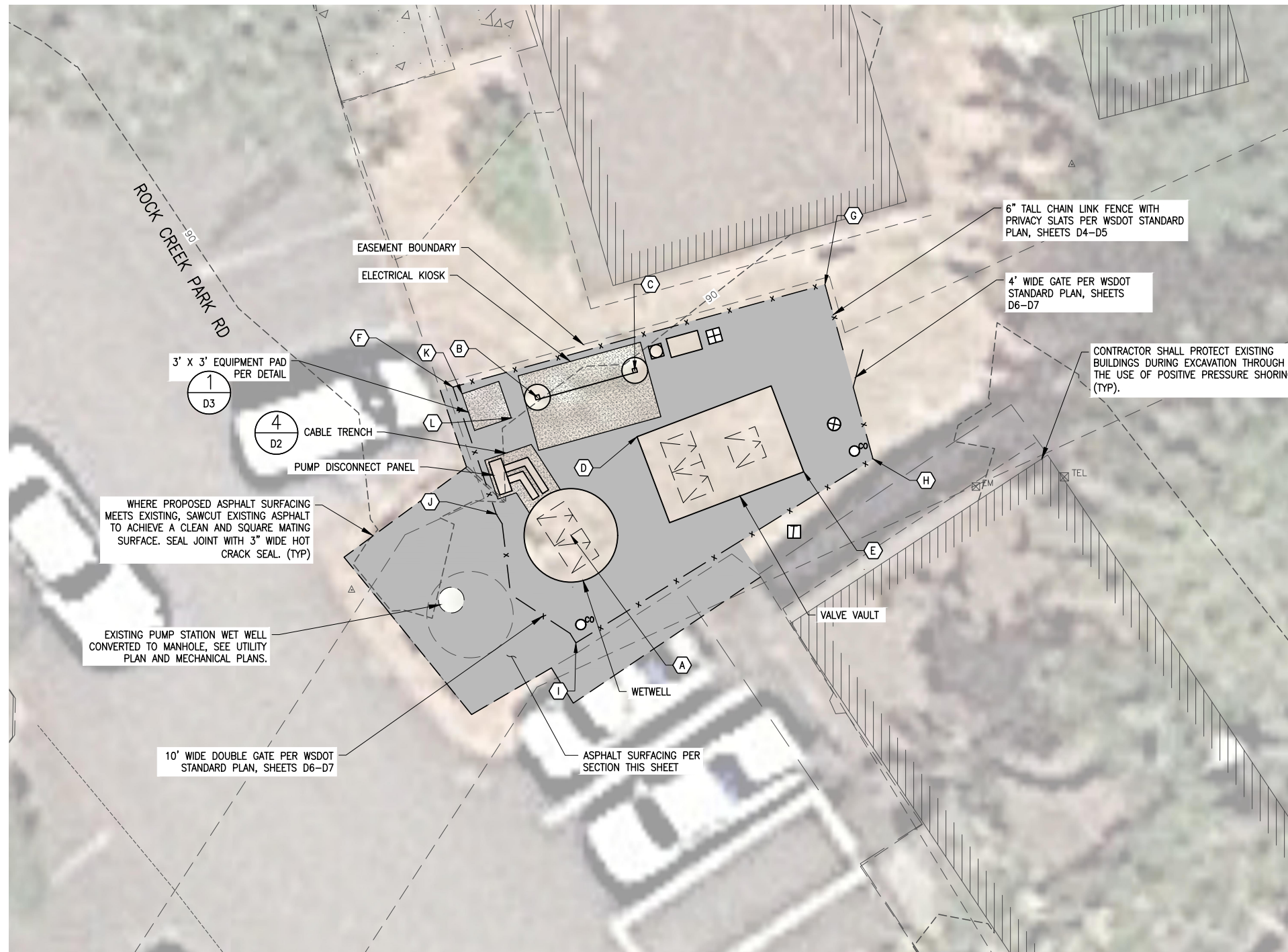
MARK	REVISION DESCRIPTION	BY	APP.	DATE

DRAWN BY JTH
 DESIGN BY SRGJ
 CHECK BY DEW
 PROJ MGR VBV

CITY OF STEVENSON
1ST STREET PEDESTRIAN AMENITIES AND OVERLOOK PROJECT
 LANDSCAPING DETAILS

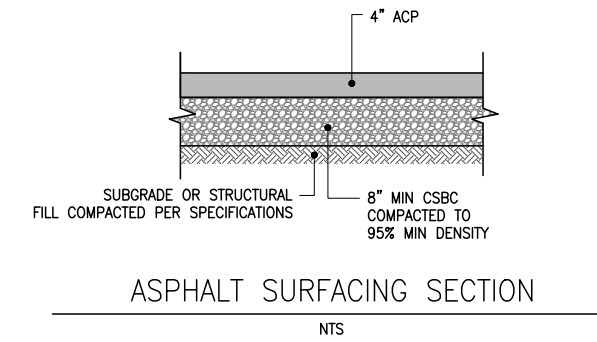
DRAWING NO. **PL-5**
 PROJECT NO. 30900230.000
 DATE: 5/4/22
 SHEET NO. 39 OF 42

P:\1477B 2021 Collection Sys Imp\500 DWG\501 Plan Sheets\Fairgrounds PS\PUMP STATION CIVIL SITE PLAN.dwg, 1/23/2024 1:20:36 PM, Chad Keys



SURVEY STAKING COORDINATES

PT	DESCRIPTION	NORTHING	EASTING
(A)	CENTER OF WETWELL	134073.5315	1284305.2837
(B)	WEST FOOTING OF CONTROL KIOSK	134084.2381	1284302.6885
(C)	EAST FOOTING OF CONTROL KIOSK	134086.3184	1284310.2405
(D)	NW CORNER OF VALVE VAULT	134081.1784	1284310.4156
(E)	SE CORNER OF VALVE VAULT	134078.4608	1284323.3441
(F)	NW CORNER OF FENCE	134085.0248	1284296.1307
(G)	NE CORNER OF FENCE	134092.9752	1284324.9929
(H)	SE CORNER OF FENCE	134079.4630	1284328.7150
(I)	SW CORNER OF FENCE	134065.1966	1284305.6757
(J)	CORNER OF FENCE	134075.1728	1284299.4982
(K)	WEST CORNER OF EQUIPMENT PAD	134084.5005	1284296.8505
(L)	EAST CORNER OF EQUIPMENT PAD	134082.6320	1284300.6595



NO.	REVISION	BY	DATE
		JK/AP	
		CK	
		JW	

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DRAWN BY: CK
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PUMP STATION CIVIL SITE PLAN

wallis engineering

PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP STATION IMPROVEMENTS



DRAWING NO:
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CITY OF STEVENSON

FAIRGROUNDS PUMP STATION IMPROVEMENTS

VOLUME IV - SCHEDULE A CONTRACT DRAWINGS

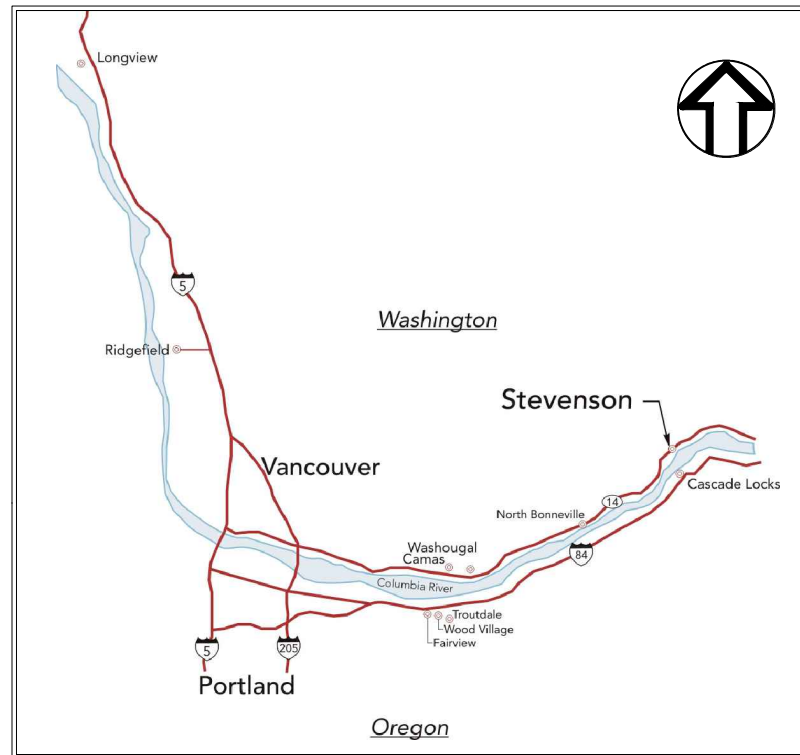
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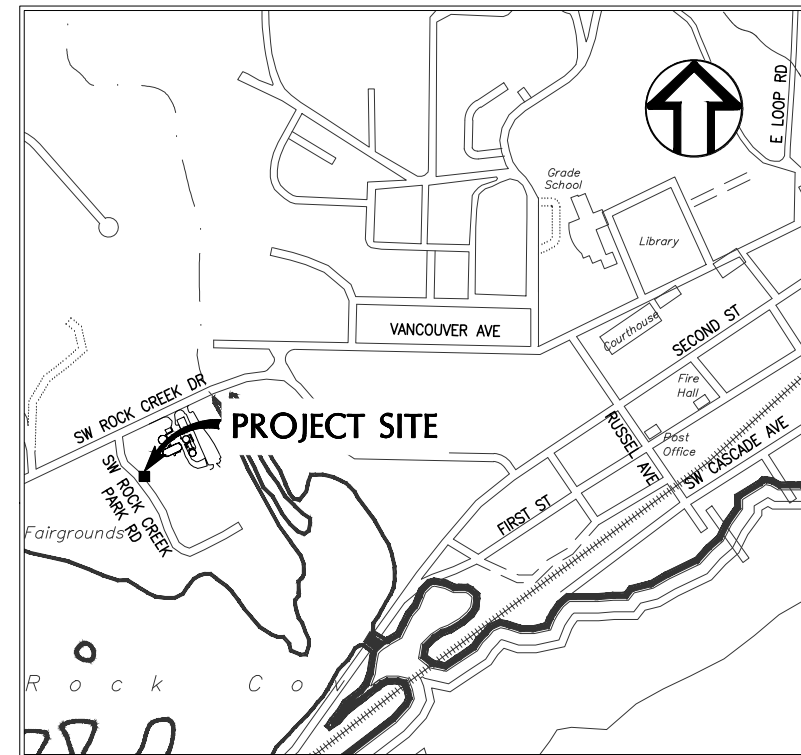
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 REVISION: JW

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LOCATION MAP
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PROJECT SITE MAP
NOT TO SCALE

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1	G1	COVER
2	G2	GENERAL NOTES
3	G3	LEGEND & ABBREVIATIONS
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8	C4	PUMP STATION CIVIL SITE PLAN
9	C5	PUMP STATION UTILITY PLAN
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11	M1	MECHANICAL PLAN
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16	D3	DETAILS III
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21	E1	ELECTRICAL LEGEND, SYMBOLS, AND ABBREVIATIONS
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27	I1	CONTROL PANEL ENCLOSURE
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31	I5	CONTROL PANEL PLC IO WIRING II
32	I6	PUMP DISCONNECT PANEL LAYOUT ELEVATION

COVER

wallis engineering

PROJECT NO: 1477B
 DATE: 5/2023

CITY OF STEVENSON
 FAIRGROUNDS PUMP
 STATION IMPROVEMENTS



DRAWING NO:
G1
 480



Owner/Client: City of Stevenson
 P.O. Box 371
 7121 East Loop Road
 Stevenson, Washington 98648
 (509) 427-5970
 Contact: Carolyn Sourek, Public Works Director

PUBLICWORKS DIRECTOR

 CAROLYN SOUREK PWD/PE
 DATE: 05/11/23



Civil Engineer: Wallis Engineering
 215 W. 4th St., Suite 200
 Vancouver, Washington 98660
 (360) 695-7041
 Contact: Jacob Korsness, P.E.



Electrical Engineer: Industrial Systems Inc.
 12119 NE 99th St #2090
 Vancouver, Washington 98682
 (360) 718-7267
 Contact: Mike Wallis, P.E.

GENERAL CONSTRUCTION NOTES:

- ALL MATERIALS AND WORKMANSHIP FOR THE SANITARY SEWER SYSTEM SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- THE LOCATION AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN ON THE PLANS ARE COMPILED FROM AVAILABLE RECORDS. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY NOR THE COMPLETENESS OF SUCH RECORDS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE LOCATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES, INCLUDING THE INVERT AND TOP ELEVATIONS OF PIPE AT CROSSING LOCATIONS, PRIOR TO THE START OF CONSTRUCTION AND SHALL NOTIFY THE ENGINEER OF ANY POTENTIAL CONFLICTS. CONTRACTOR SHALL CONTACT THE NW UTILITY NOTIFICATION CENTER AT 1-800-424-5555 AT LEAST TWO (2) WORKING DAYS BEFORE BUT NOT MORE THAN (10) TEN WORKING DAYS BEFORE THE START OF CONSTRUCTION OF THE WORK AND SHALL COMPLY WITH STATE REQUIREMENTS FOR UTILITY LOCATING.
- THE CONTRACTOR SHALL MAINTAIN CONSTANT COMMUNICATION WITH THE PROPERTY OWNER – SKAMANIA COUNTY – AND ENSURE THAT THEIR OPERATIONS ARE NOT ADVERSELY IMPACTED BY CONSTRUCTION ACTIVITY.
- THE CONTRACTOR SHALL NOTIFY SKAMANIA COUNTY A MINIMUM OF 7 DAYS PRIOR TO ANY INTERRUPTION TO UTILITY SERVICES TO THEIR FACILITIES. THESE SERVICE INTERRUPTIONS SHALL BE LIMITED TO A MAXIMUM OF 4 HOURS UNLESS AGREED UPON OTHERWISE WITH THE COUNTY.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROCURE ALL APPLICABLE PERMITS, LICENSES, AND CERTIFICATES RELATIVE TO THE TRADES TO COMPLETE THE PROJECT AND FOR USE OF SUCH WORK WHEN COMPLETED. COMPLIANCE SHALL BE AT ALL LEVELS, FEDERAL, STATE, COUNTY, AND LOCAL, RELATING TO THE PERFORMANCE OF THIS WORK.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION STAKES AND MARKS TO ESTABLISH LINES, SLOPES AND GRADES AS SHOWN. THE CONTRACTOR SHALL ENSURE THAT REQUIRED FIELD MEASUREMENTS AND LOCATIONS MATCH AND FULFILL THE INTENDED PLAN DIMENSIONS.
- THE CONTRACTOR SHALL NOTIFY THE OWNER AND SKAMANIA COUNTY AT LEAST FIVE (5) DAYS PRIOR TO THE START OF CONSTRUCTION.
- RECORDS INDICATE THAT THE EXISTING FORCE MAIN IS ASBESTOS CEMENT PIPE. ANY MODIFICATION OR REMOVAL OF ASBESTOS CEMENT PIPE SHALL BE COMPLETED BY A CERTIFIED ASBESTOS REMOVAL CONTRACTOR, AND IN ACCORDANCE WITH SWCAA STANDARDS, LOCAL, STATE, AND FEDERAL LAW.
- ALL TESTING AND CONNECTIONS TO EXISTING SEWERS SHALL BE COMPLETED IN THE PRESENCE OF A REPRESENTATIVE OF THE CITY AND IN ACCORDANCE WITH THE SPECIFICATIONS.
- ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION OR BETTER.
- ALL SURVEY MONUMENTATION SHALL BE PROTECTED FROM DAMAGE OR REPLACED IN ACCORDANCE WITH LOCAL AND STATE LAW.
- A PRECONSTRUCTION CONFERENCE SHALL BE HELD PRIOR TO THE START OF CONSTRUCTION OF THE PROJECT.
- RECORD DRAWINGS SHALL BE SUBMITTED TO THE OWNER PRIOR TO FINAL ACCEPTANCE.
- THIS PROJECT IS SUBJECT TO THE AMERICAN IRON AND STEEL REQUIREMENTS AS DEFINED IN THE CONTRACT DOCUMENTS.

GENERAL TRAFFIC CONTROL NOTES:

- THE CONTRACTOR SHALL PROVIDE TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC IN ACCORDANCE WITH THE MOST CURRENT VERSION OF THE MUTCD (WITH WASHINGTON STATE AMENDMENTS), WSDOT STANDARD PLANS/SPECIFICATIONS, AND THE CONTRACT SPECIFICATIONS.
- CONTRACTOR SHALL SUBMIT GENERAL TRAFFIC CONTROL AND STAGING PLANS TO THE CITY OF STEVENSON FOR APPROVAL PRIOR TO BEGINNING CONSTRUCTION. THE PLANS SHALL BE REVIEWED BY THE CITY OF STEVENSON PUBLIC WORKS DEPARTMENT AND APPROVAL SHALL BE OBTAINED SEVEN (7) BUSINESS DAYS PRIOR TO BEGINNING WORK.
- CONTRACTOR MUST MAINTAIN ACCESS TO ALL SKAMANIA COUNTY BUILDINGS AND PARKING SPACES. USE OF PARKING SPACES FOR CONSTRUCTION STAGING MUST BE NEGOTIATED DIRECTLY BETWEEN THE CONTRACTOR AND THE COUNTY.
- PROVIDE PEDESTRIAN DETOURS WHERE CROSSINGS ARE INTERRUPTED, WITH AN APPROVED TRAFFIC CONTROL PLAN.
- EXISTING SIGNS THAT CONFLICT WITH CONSTRUCTION SIGNING ARE TO BE COVERED OR REMOVED AND REINSTALLED AFTER CONSTRUCTION.
- CONTRACTOR SHALL MAINTAIN MINIMUM 10-FOOT WIDE TRAVEL LANES WITHIN PARKING LOT AT ALL TIMES. WHEN A SINGLE LANE IS PROVIDED, IN THE PRESENCE OF FLAGGERS, MINIMUM WIDTH SHALL BE 12 FEET. CONTRACTOR SHALL ADJUST CHANNELIZATION DEVICES AS NEEDED TO SUIT TRAFFIC AND VISIBILITY CONDITIONS.
- ACCESS TO EMERGENCY SERVICES SHALL BE MAINTAINED AT ALL TIMES. CONTRACTOR SHALL COORDINATE ACCESS FOR SERVICES INCLUDING, BUT NOT LIMITED TO: MAIL DELIVERY, TRASH PICKUP, TRANSIT, AND ANY SPECIAL TRANSPORTATION SERVICES THAT EXIST WITHIN THE PROJECT AREA. CONTRACTOR SHALL INFORM EMERGENCY SERVICES OF ALL TRAFFIC CONTROL MODIFICATIONS, PRIOR TO IMPLEMENTATION. PLATE WORK WHEN TRAFFIC QUEUES OR EMERGENCY ACCESS NECESSITATE TEMPORARY ACCESS.
- MAINTAIN ACCESS TO RESIDENCES, BUSINESSES, AND SKAMANIA COUNTY PROPERTY AT ALL TIMES. TEMPORARY INTERRUPTIONS AND ACCESS SHALL BE COORDINATED BY THE CONTRACTOR WITH THE PROPERTY OWNER/TENANT AND THE CITY A MINIMUM OF (2) TWO BUSINESS DAYS PRIOR TO IMPLEMENTING CLOSURE. TEMPORARY PEDESTRIAN ACCESS SHALL BE SAFE AND STABLE.

SURVEY NOTES

BASIS OF BEARINGS:

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

VERTICAL DATUM:

NAVD 88 ORTHOMETRIC HEIGHT, UTILIZING THE NATIONAL GEODETIC SURVEY (NGS) ONLINE POSITIONING USER SERVICES (OPUS) SOFTWARE PROGRAM.

EXISTING UTILITY CROSSING LEGEND

WITHIN THE PROFILES ON THE PLAN AND PROFILE SHEETS ARE TICK MARKS SHOWN ABOVE THE EXISTING GROUND LEVEL. THESE INDICATE THE CROSSING OF AN EXISTING UTILITY (SEE THE LEGEND BELOW FOR TYPES OF UTILITIES). IF THE SIZE OF THE UTILITY IS KNOWN AND LARGER THAN 4-INCH IN DIAMETER, THE SIZE WILL BE NOTED. IF IN ADDITION TO THE SIZE, THE APPROXIMATE DEPTH OF AN EXISTING UTILITY IS KNOWN, THE UTILITY WILL BE DISPLAYED IN THE PROFILE. NOTE THAT DISPLAYED UTILITY ELEVATIONS ARE APPROXIMATE AND DO NOT RELIEVE THE CONTRACTOR FROM PERFORMING POTHOLING.

EXISTING UTILITY CROSSING LEGEND

- G GAS
- SD STORM SEWER
- UGP UNDERGROUND POWER
- UGT UNDERGROUND TELECOMMUNICATIONS

UTILITY AND STAKEHOLDER CONTACTS

SKAMANIA COUNTY
 GERRY LARSEN
 509.859.5416
 larsen@co.skamania.wa.us

SKAMANIA COUNTY PUD
 MATT HOLLIS
 541.490.8358
 mhollis@skamaniapud.com

AVISTA (GAS)
 KELLY DUFF
 509.995.1072
 kelly.duff@avistacorp.com

CITY OF STEVENSON WATER
 GORDY ROSANDER
 509.637.6799
 gordy@ci.stevenson.wa.us



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GENERAL NOTES

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PROJECT NO: 1477B
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**CITY OF STEVENSON
 FAIRGROUNDS PUMP
 STATION IMPROVEMENTS**



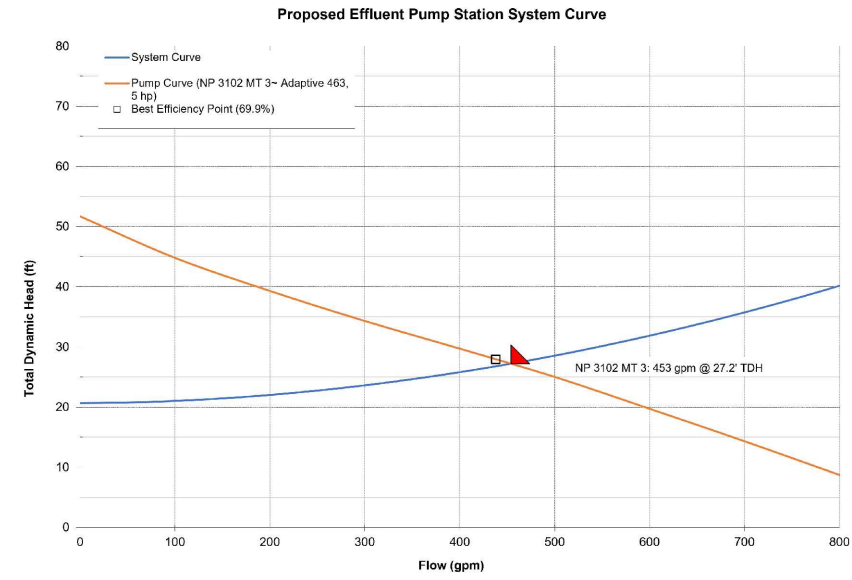
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PUMP STATION DESIGN CRITERIA

ITEM DESCRIPTION	DESIGN CRITERIA
PUMP STATION TYPE	DUPLEX SUBMERSIBLE
PUMP TYPE	SUBMERSIBLE PUMPS (FLYGT N-IMPELLER) WITH SOFT-STARTER
CAPACITY	453 GPM @ 27.2' TDH (20.7' STATIC HEAD)
PUMP HP	5 HP, 1750 RPM
ELECTRICAL SERVICE TYPE	480V, 3 PHASE, 100 AMP
LEVEL CONTROL TYPE	SUBMERGED PRESSURE TRANSDUCER W/ MULTITRODE BACKUP
OVERFLOW POINT, ELEVATION	TOP OF WETWELL, RIM ELEVATION 89.90'
OVERFLOW DISCHARGE	SKAMANIA COUNTY PARKING LOT
AVE. TIME TO OVERFLOW @ PROJECTED PHF	14 MIN.
AUXILIARY POWER TYPE	PERMANENT DIESEL GENERATOR @ WWTP
AUXILIARY POWER OUTPUT	100 kW
FUEL TANK CAPACITY	150 GAL
TRANSFER SWITCH	AUTOMATIC
ALARM TELEMETRY TYPE	FIBER OPTIC/CELLULAR
EPA RELIABILITY CLASS	CLASS 1

PUMP STATION SYSTEM CURVE



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 REVISION BY: JW

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DESIGN CRITERIA

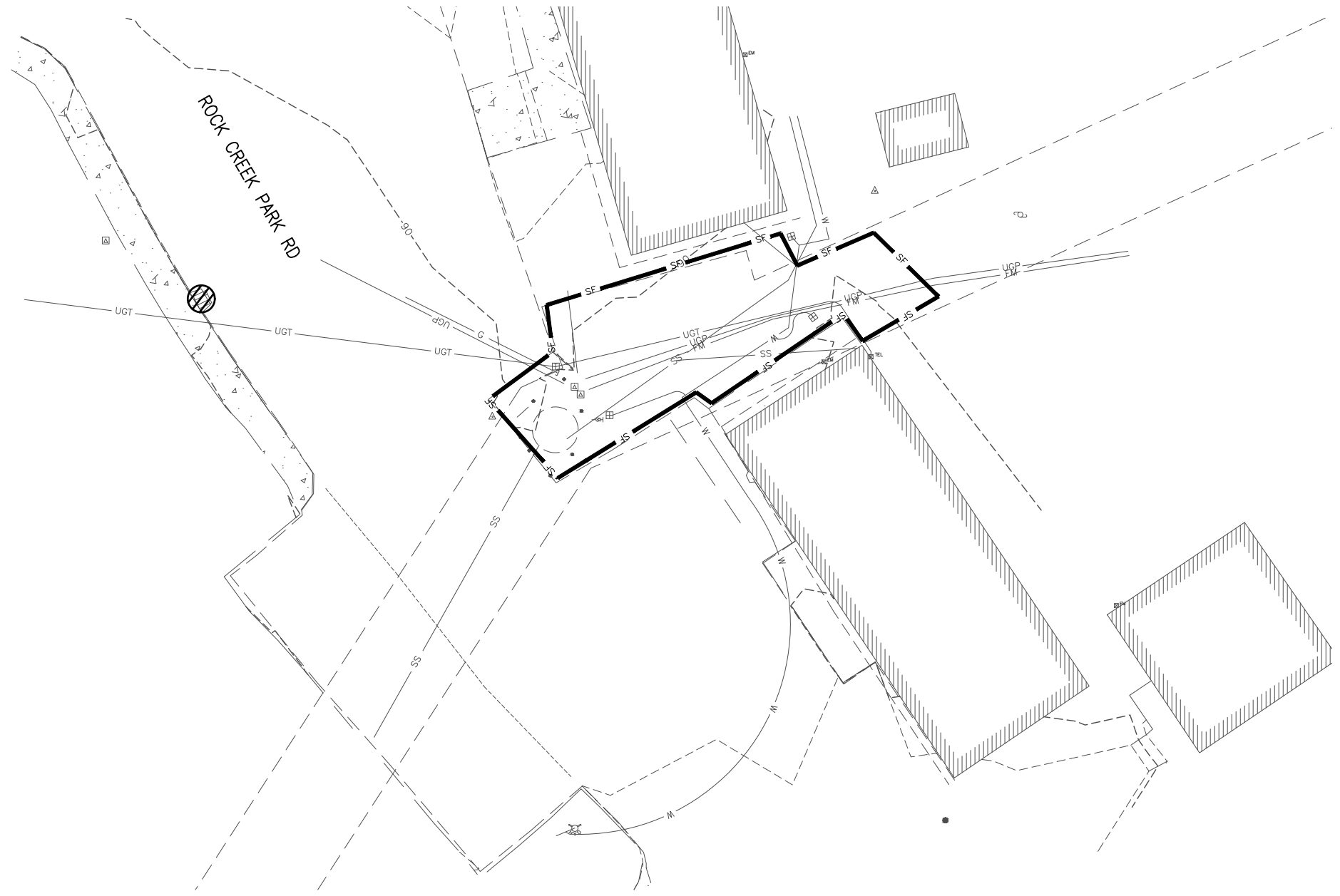
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 DATE: 5/2023



CITY OF STEVENSON
 FAIRGROUNDS PUMP
 STATION IMPROVEMENTS

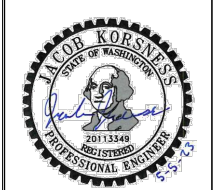


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EROSION CONTROL LEGEND

-  SF SILT FENCE
-  INLET PROTECTION



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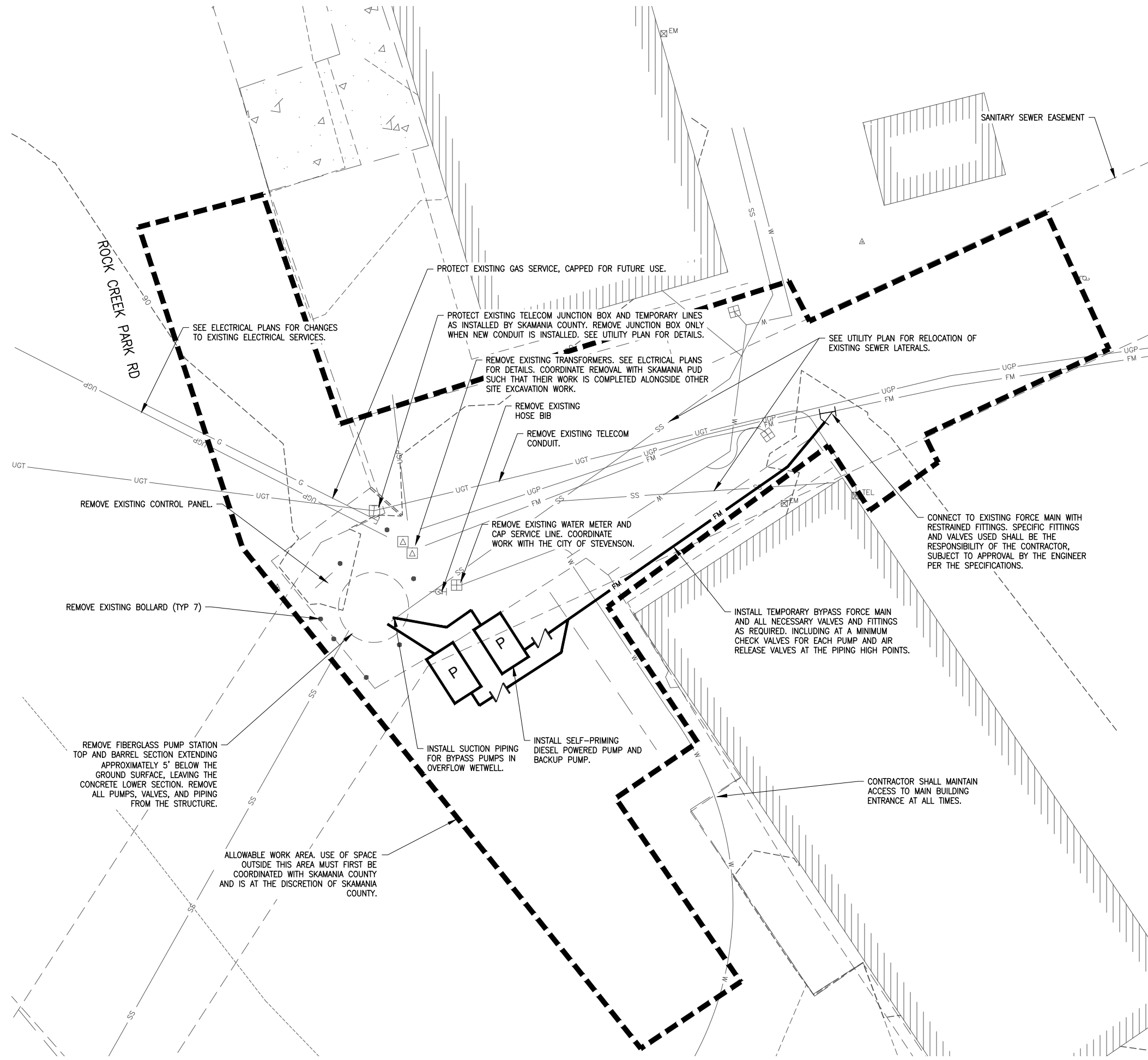
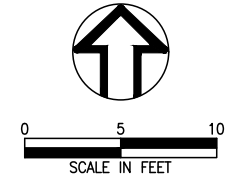
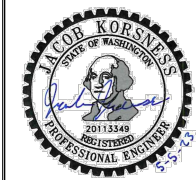
EROSION CONTROL PLAN

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PROJECT NO: 1477B
 DATE: 5/2023

CITY OF STEVENSON
 FAIRGROUNDS PUMP
 STATION IMPROVEMENTS





STAGING NOTES

1. DURING PERIODS OF MORE THAN 3 WORKING DAYS WHERE NO ON-SITE WORK IS EXPECTED TO TAKE PLACE, THE CONTRACTOR SHALL DEMOBILIZE ALL EQUIPMENT AND MATERIALS STORED IN SKAMANIA COUNTY PARKING AREAS TO AN OFFSITE LOCATION UNLESS OTHERWISE NEGOTIATED WITH SKAMANIA COUNTY. THE CONTRACTOR IS RESPONSIBLE FOR SECURING OFFSITE STAGING SPACE.

DEMOLITION NOTES

1. DEMOLITION PLAN SHOWS MAJOR ITEMS TO BE REMOVED. COMPLETE ADDITIONAL DEMOLITION WORK AS REQUIRED FOR PROPOSED IMPROVEMENTS. COORDINATE WITH ENGINEER AND OWNER PRIOR TO ALL DEMOLITION WORK.
2. NO EXISTING ELECTRICAL EQUIPMENT OR CONDUIT SHALL BE DISTURBED WITHOUT SKAMANIA PUD PERSONNEL PRESENT. COORDINATE ELECTRICAL DEMOLITION WORK WITH SKAMANIA PUD A MINIMUM OF 3 DAYS IN ADVANCE.
3. NO EXISTING WATER SYSTEM COMPONENTS SHALL BE DISTURBED WITHOUT CITY OF STEVENSON PERSONNEL PRESENT. COORDINATE WATER SYSTEM DEMOLITION WORK WITH THE CITY OF STEVENSON A MINIMUM OF 3 DAYS IN ADVANCE.
4. EXISTING TELECOM LINES ON SITE ARE THE PROPERTY OF SKAMANIA COUNTY. NO EXISTING TELECOM CONDUIT OR JUNCTION BOXES SHALL BE DISTURBED WITHOUT SKAMANIA COUNTY PERSONNEL PRESENT. COORDINATE TELECOM SYSTEM DEMOLITION WORK WITH SKAMANIA COUNTY A MINIMUM OF 10 DAYS IN ADVANCE, TO ALLOW A TEMPORARY CONNECTION TO BE INSTALLED.

BYPASS PUMPING NOTES

1. THE BYPASS PUMPING PLAN SHOWN IS SCHEMATIC AND REPRESENTS ONE POSSIBLE VERSION OF THE BYPASS PUMPING SYSTEM. ALTERNATIVE BYPASS PUMPING PLANS PROPOSED BY THE CONTRACTOR MAY BE USED IF APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL SUBMIT DETAILED BYPASS PUMPING PLANS TO THE ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION. THE BYPASS PUMPING PLANS SHALL INCLUDE DETAILED INFORMATION ON PHASING, PUMPING EQUIPMENT, CAPACITY, AND PIPE ALIGNMENT. SEE SECTION 01 50 39 OF THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

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DEMOLITION & BYPASS PUMPING PLAN

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PROJECT NO: 1477B
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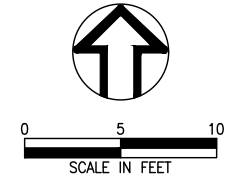
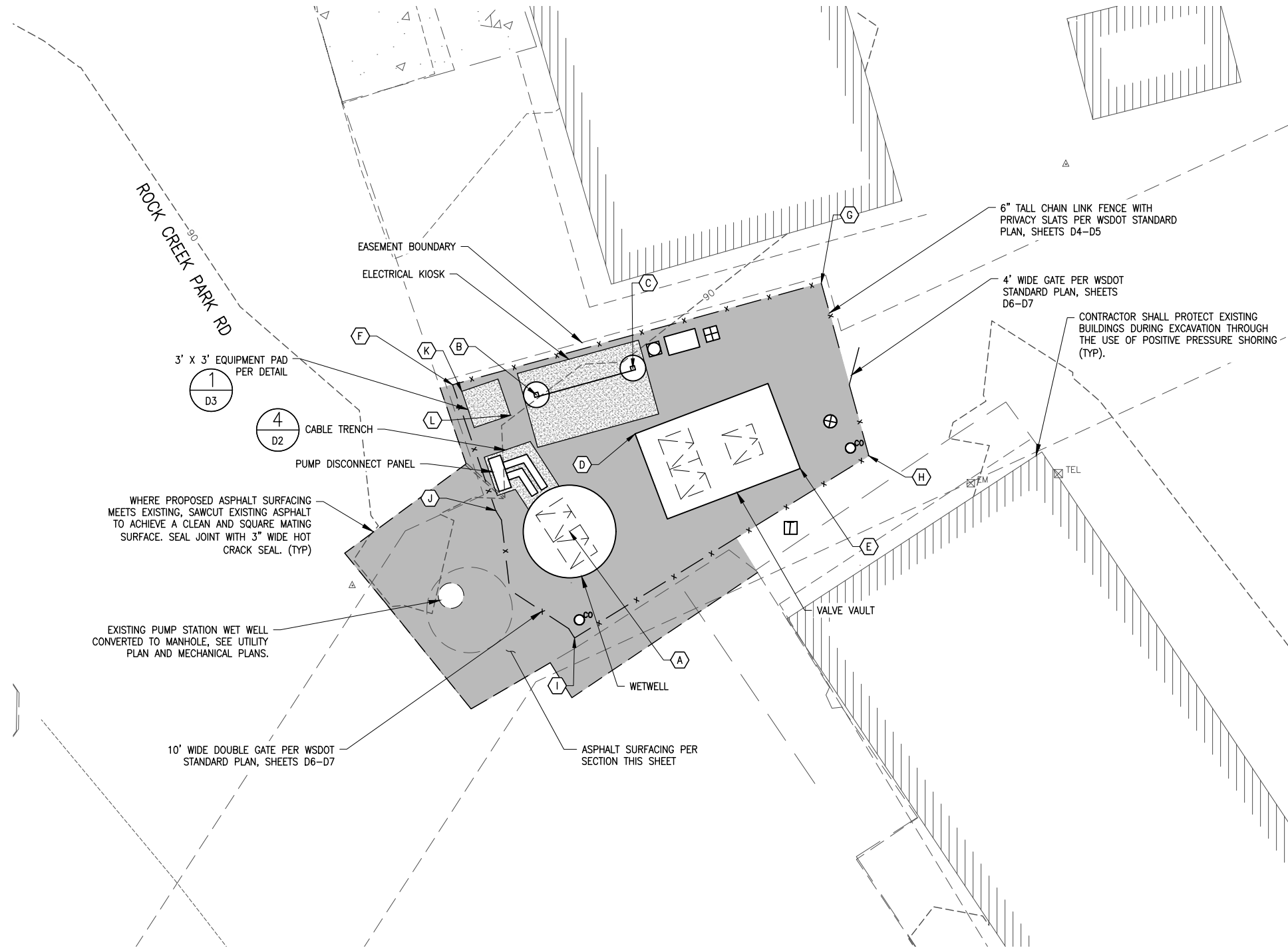
**CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS**



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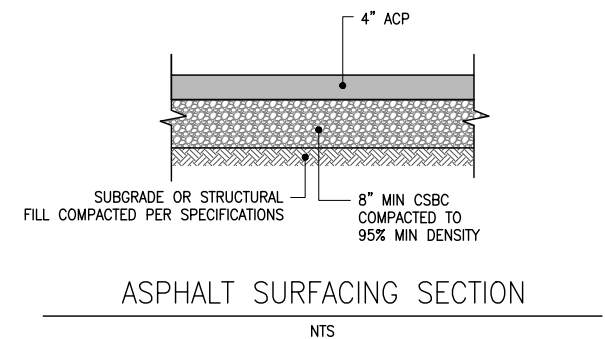
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SURVEY STAKING COORDINATES

PT	DESCRIPTION	NORTHING	EASTING
(A)	CENTER OF WETWELL	134073.5315	1284305.2837
(B)	WEST FOOTING OF CONTROL KIOSK	134084.2381	1284302.6885
(C)	EAST FOOTING OF CONTROL KIOSK	134086.3184	1284310.2405
(D)	NW CORNER OF VALVE VAULT	134081.1784	1284310.4156
(E)	SE CORNER OF VALVE VAULT	134078.4608	1284323.3441
(F)	NW CORNER OF FENCE	134085.0248	1284296.1307
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PUMP STATION CIVIL SITE PLAN

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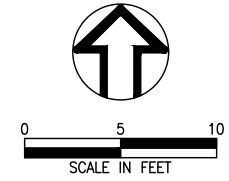
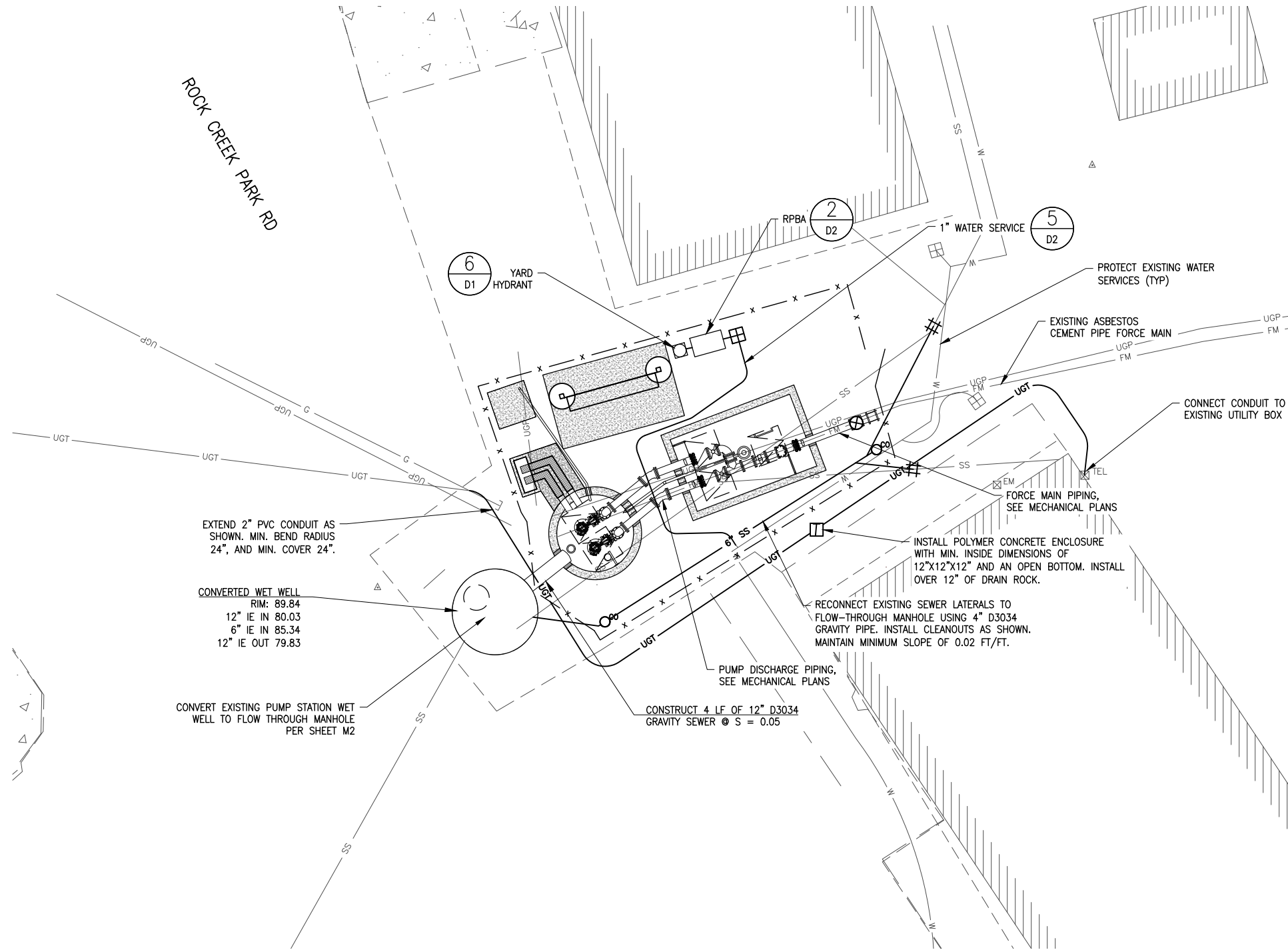
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DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP STATION IMPROVEMENTS



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PUMP STATION UTILITY PLAN

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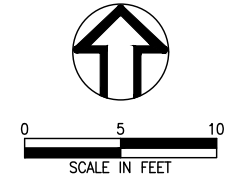
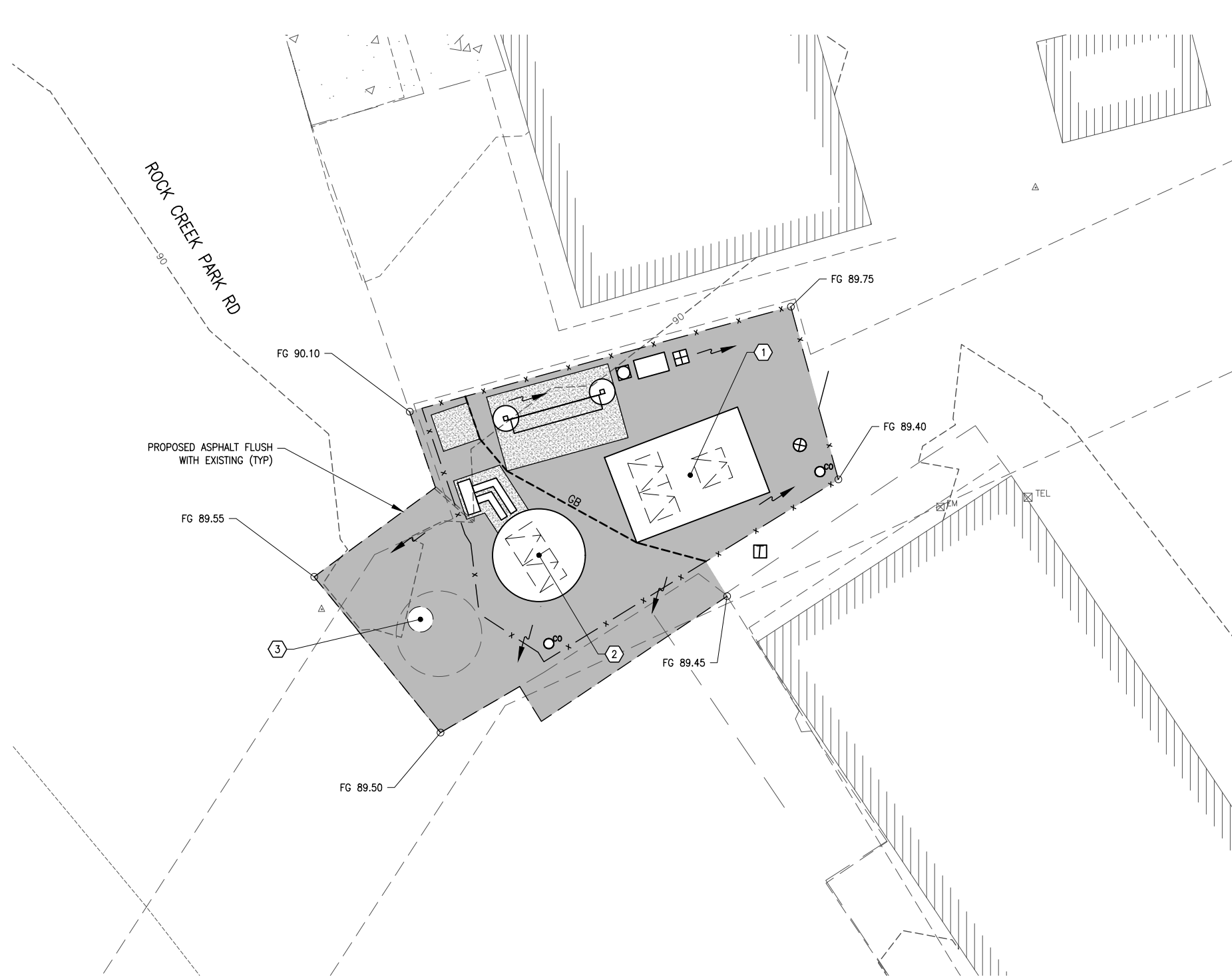
PROJECT NO: 1477B
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**CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS**



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GRADING LEGEND:

- GB --- GRADE BREAK
- FLOW DIRECTION

GRADING NOTES:

1. GRADE ASPHALT SURFACING SUCH THAT RUNOFF FOLLOWS THE FLOW ARROWS SHOWN, WITH MINIMUM SLOPES OF 1.0%.

STRUCTURE ELEVATIONS

- ① VALVE VAULT: 89.80'
- ② WETWELL: 89.80'
- ③ MANHOLE RIM: 89.70'



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		JK/AP	
		CK	
		JW	

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 DRAWN BY: CK
 REVISION: JW

ONE INCH AT FULL SCALE.
 IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

PUMP STATION GRADING PLAN

wallis engineering

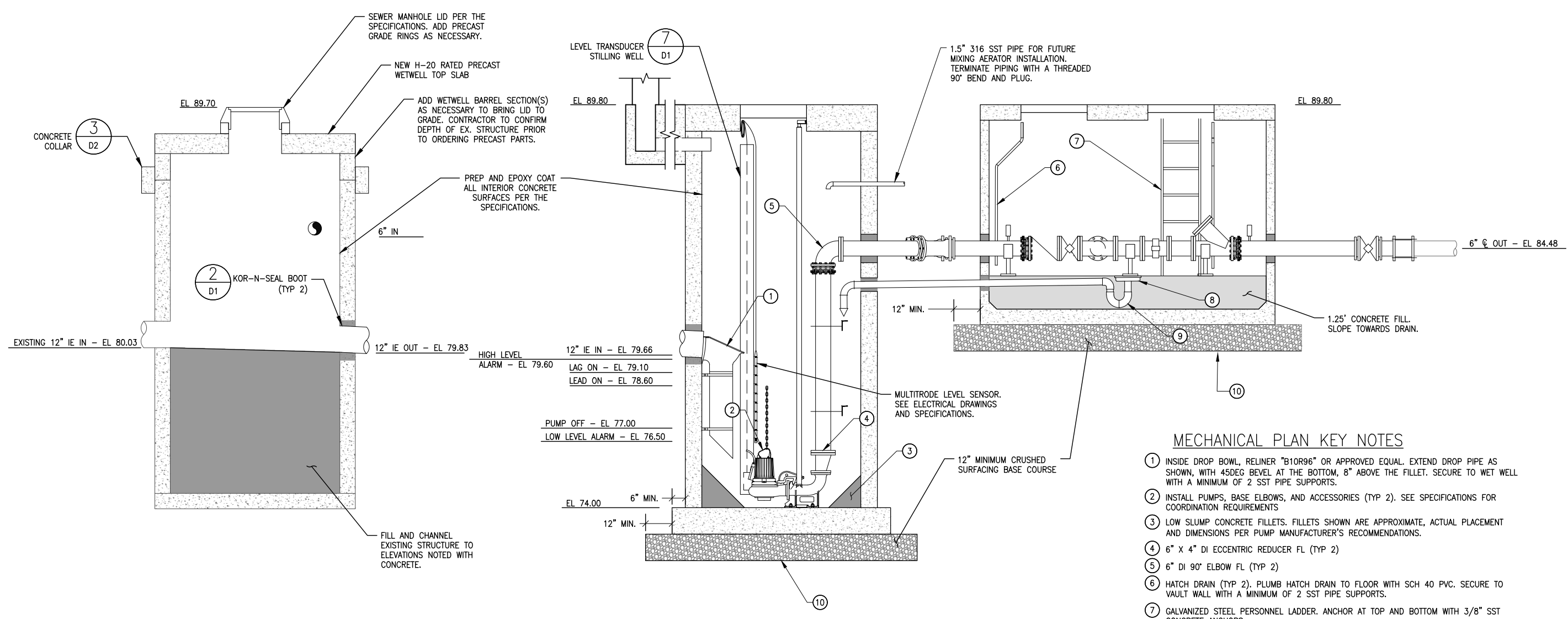
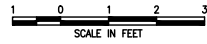
PROJECT NO: 1477B
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CITY OF STEVENSON FAIRGROUNDS PUMP STATION IMPROVEMENTS



DRAWING NO: 489

10 of 32



HIGH LEVEL ALARM - EL 79.60
 12" IE IN - EL 79.66
 LAG ON - EL 79.10
 LEAD ON - EL 78.60

 PUMP OFF - EL 77.00
 LOW LEVEL ALARM - EL 76.50

MECHANICAL PLAN KEY NOTES

- ① INSIDE DROP BOWL, RELINER "B10R96" OR APPROVED EQUAL. EXTEND DROP PIPE AS SHOWN, WITH 45DEG BEVEL AT THE BOTTOM, 8" ABOVE THE FILLET. SECURE TO WET WELL WITH A MINIMUM OF 2 SST PIPE SUPPORTS.
- ② INSTALL PUMPS, BASE ELBOWS, AND ACCESSORIES (TYP 2). SEE SPECIFICATIONS FOR COORDINATION REQUIREMENTS
- ③ LOW SLUMP CONCRETE FILLETS. FILLETS SHOWN ARE APPROXIMATE, ACTUAL PLACEMENT AND DIMENSIONS PER PUMP MANUFACTURER'S RECOMMENDATIONS.
- ④ 6" X 4" DI ECCENTRIC REDUCER FL (TYP 2)
- ⑤ 6" DI 90° ELBOW FL (TYP 2)
- ⑥ HATCH DRAIN (TYP 2). PLUMB HATCH DRAIN TO FLOOR WITH SCH 40 PVC. SECURE TO VAULT WALL WITH A MINIMUM OF 2 SST PIPE SUPPORTS.
- ⑦ GALVANIZED STEEL PERSONNEL LADDER. ANCHOR AT TOP AND BOTTOM WITH 3/8" SST CONCRETE ANCHORS.
- ⑧ 3" DIAMETER BRASS FLOOR DRAIN, ZURN OR APPROVED EQUAL.
- ⑨ 3" PVC VAULT DRAIN PIPING WITH TRAP TO WET WELL. MAINTAIN MINIMUM SLOPE OF 0.02 FT/FT. INSTALL SLIP-ON STYLE DUCKBILL CHECK VALVE ON DISCHARGE END.
- ⑩ WOVEN GEOTEXTILE FABRIC FOR SOIL STABILIZATION PER WSDOT STANDARD SPECIFICATION SECTION 9-33.2, TABLE 3.

A
 SECTION
 M1
 1/2" = 1'-0"

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 REVISION: JW

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 IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

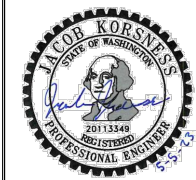
MECHANICAL SECTION

wallis engineering
 PROJECT NO: 1477B
 DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO:
M1
 491
 12 of 32



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BY	
REVISION	
NO.	
DESIGNED BY:	JK/AP
DRAWN BY:	CK
REVISION	JW

EQUIPMENT SHELTER PLAN

wallis engineering

PROJECT NO: 1477B

DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP STATION IMPROVEMENTS



DRAWING NO: S1-492

13 of 22

BUILDING NOTES

- ALL STRUCTURAL REQUIREMENTS SHOWN SHALL BE CONSIDERED MINIMUM. CONTRACTOR SHALL BE RESPONSIBLE COMPLYING WITH PREVIOUSLY OBTAINED BUILDING PERMIT, OR OBTAINING A BUILDING PERMIT IF ONE HAS NOT ALREADY BEEN ISSUED.
- VERIFY ELECTRICAL AND CONTROL PANEL DIMENSIONS PRIOR TO POURING FOOTINGS AND FABRICATING SHELTER.
- STRUCTURE SHALL BE HOT DIP GALVANIZED AND POWDER COATED IN ACCORDANCE WITH SECTION 09 90 00 OF THE SPECIFICATIONS.
- STRUCTURE POWDER COATING SHALL BE BLACK AND METAL ROOFING SHALL BE GREEN TO MATCH THE EXISTING ROCK CREEK PUMP STATION EQUIPMENT SHELTER.

REINFORCED CONCRETE NOTES

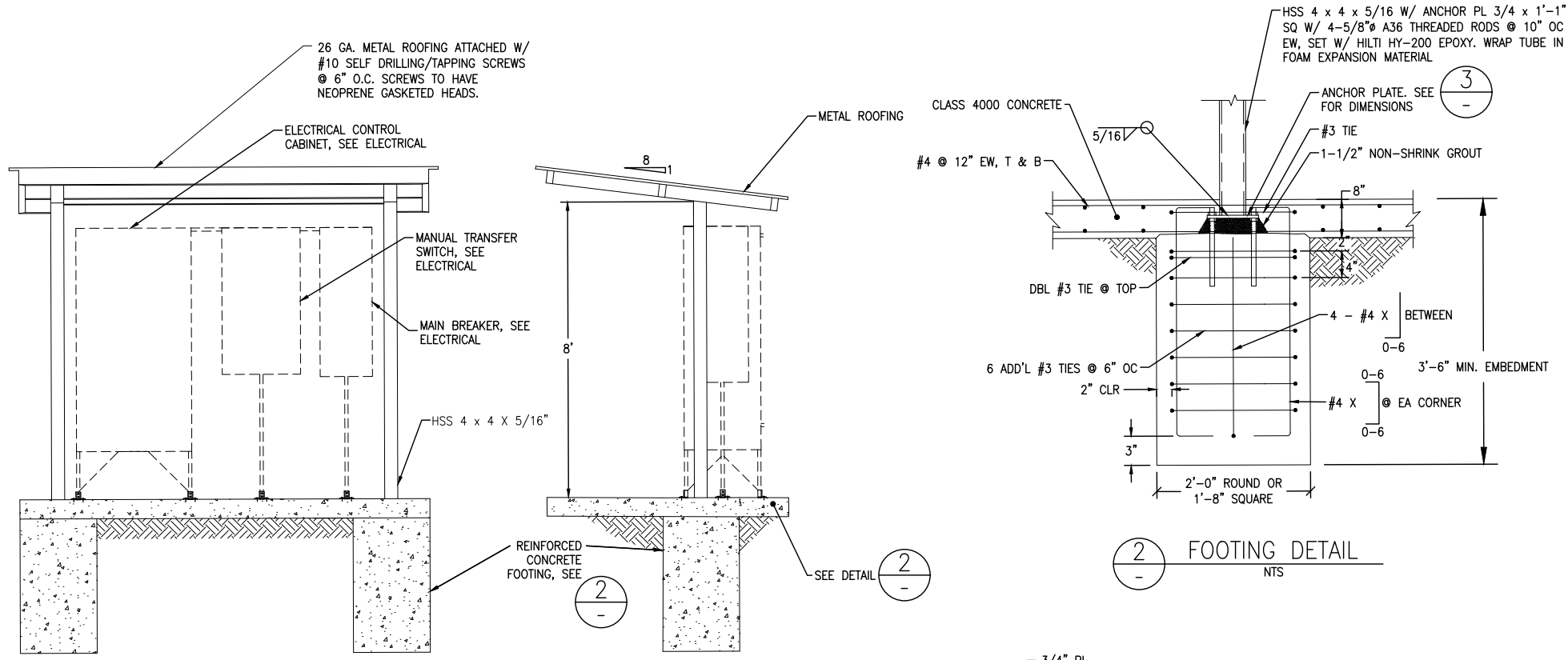
- ALL CONCRETE CONSTRUCTION, INCLUDING BENDING OF BARS, SHALL COMPLY WITH ACI "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE" (ACI 318)
- UNLESS OTHERWISE NOTED OR SPECIFIED, ALL STRUCTURAL CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI IN 28 DAYS.
- REINFORCEMENT STEEL SHALL BE DEFORMED BARS CONFORMING IN QUALITY TO THE REQUIREMENTS OF ASTM A-615 "SPECIFICATIONS FOR DEFORMED BILLET-STEEL BARS FOR CONCRETE REINFORCEMENT", GRADE 60.
- ALL DETAILING, FABRICATION AND PLACING OF REINFORCING BARS, UNLESS OTHERWISE INDICATED, SHALL BE IN ACCORDANCE WITH THE ACI-315 "MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES", LATEST EDITION.
- TOLERANCES IN PLACING REINFORCEMENT SHALL BE IN ACCORDANCE WITH THE CRSI PUBLICATION "PLACING REINFORCEMENT BARS".
- STIRRUP SUPPORT BARS SHALL BE PROVIDED BETWEEN ENDS OF TOP BARS AS REQUIRED.
- REINFORCING BARS AND ACCESSORIES SHALL NOT BE IN CONTACT WITH ANY PIPE, PIPE FLANGE OR METAL PARTS EMBEDDED IN CONCRETE. A MINIMUM OF 2 INCHES CLEARANCE SHALL BE PROVIDED AT ALL TIMES.
- UNLESS OTHERWISE INDICATED, ASIDE FROM NORMAL ACCESSORIES USED TO HOLD REINFORCING BARS FIRMLY IN POSITION, THE FOLLOWING SHALL BE ADDED:
 - IN SLABS #5 RISER BARS AT 36 INCHES OC MAXIMUM TO SUPPORT TOP REINFORCING BARS.
 - IN WALLS WITH 2 CURTAINS #3 U OR Z SHAPE SPACERS AT 6 FEET OC EACH WAY.
- METAL CLIPS OR SUPPORTS SHALL NOT BE PLACED IN CONTACT WITH THE FORMS OR THE SUBGRADE. CONCRETE BLOCKS (OR DOBIES) SUPPORTING BARS ON SUBGRADE SHALL BE IN SUFFICIENT NUMBERS TO SUPPORT THE BARS WITHOUT SETTLEMENT, BUT IN NO CASE SHALL SUCH SUPPORT BE CONTINUOUS.
- UNLESS OTHERWISE INDICATED ON THE DRAWINGS, CONCRETE COVER OVER REINFORCING BARS SHALL BE 2" AT UNFORMED SURFACES AND FOOTINGS/BASE SLABS IN CONTACT WITH EARTH, PROVIDE 3" COVER.
- CONCRETE CURING SHALL BE IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. WHERE WATER CURING IS REQUIRED, MEMBRANE CURING IS NOT ALLOWED. THE CONTRACTOR IS WARNED THAT WATER CURING IS DIFFICULT AT TIMES DUE TO WIND AND DRY CONDITIONS. THE CONTRACTOR SHALL STUDY REQUIREMENTS AND SHALL FURNISH ADEQUATE SYSTEMS TO PROVIDE WATER CURING WHERE REQUIRED. TOP OF WALLS SHALL BE KEPT VISIBLY MOIST AT ALL TIMES AND SHALL BE FLOODED NOT LESS THAN THREE TIMES DAILY.

LAP SPLICES:

- UNLESS OTHERWISE INDICATED ON THE DRAWINGS, THE LENGTH OF THE LAP SPLICE SHALL BE CLASS "A" WHEN NO MORE THAN 1/2 THE BARS ARE LAP SPICED WITHIN THE TABULATED LENGTH AND CLASS "B" WHEN MORE THAN 1/2 THE BARS ARE LAP SPICED WITHIN THE TABULATED LENGTH.
- VALUES TABULATED BELOW FOR SPLICES ARE APPLICABLE ONLY WHEN THE COVER IS EQUAL TO ONE BAR DIAMETER OR MORE.
- WHEN MULTIPLE BARS ARE SPICED AT THE SAME SECTION, THE CLEAR BAR SPACING IS THE MINIMUM CLEAR DISTANCE BETWEEN THE BARS OUTSIDE THE SPLICE LENGTH LESS ONE BAR DIAMETER.
- UNLESS OTHERWISE INDICATED ON THE DRAWINGS, THE BARS AT A LAP SPLICE SHALL BE IN CONTACT WITH EACH OTHER.
- FOLLOWING TABULATED VALUES ARE CALCULATED FOR:
F_y = 60,000 PSI
F'_c = 4,000PSI
- TOP BARS ARE ALL HORIZONTAL REINFORCEMENT PLACED SO THAT MORE THAN 12 INCHES OF FRESH CONCRETE IS CAST IN THE MEMBER BELOW THE BAR.

STRUCTURAL STEEL NOTES:

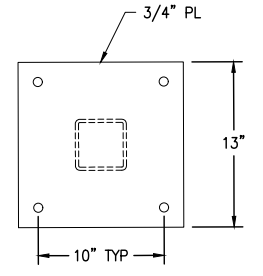
- ALL STEEL USED IN CONSTRUCTION OF THIS STRUCTURE SHALL BE COMPLIANT WITH THE AMERICAN IRON AND STEEL (AIS) REQUIREMENTS AS STATED IN THE CONTRACT DOCUMENTS.
- STEEL CONSTRUCTION SHALL CONFORM TO THE SPECIFICATIONS AND STANDARDS AS CONTAINED IN THE LATEST EDITION OF THE AISC STEEL CONSTRUCTION MANUAL.
- ALL STRUCTURAL SHAPES, BARS, PLATES AND SHEETS SHALL BE OF STEEL MEETING ASTM A-36 SPECIFICATIONS.
- ALL WELDING SHALL BE BY THE SHIELDED ARC METHOD AND SHALL CONFORM TO AWS CODE FOR THE ARC AND GAS WELDING IN BUILDING CONSTRUCTION. QUALIFICATIONS OF WELDERS SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS FOR STANDARD QUALIFICATION PROCEDURE OF THE AWS.



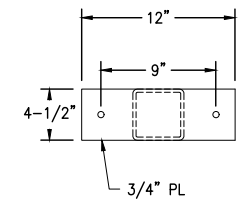
FRONT VIEW

SIDE VIEW

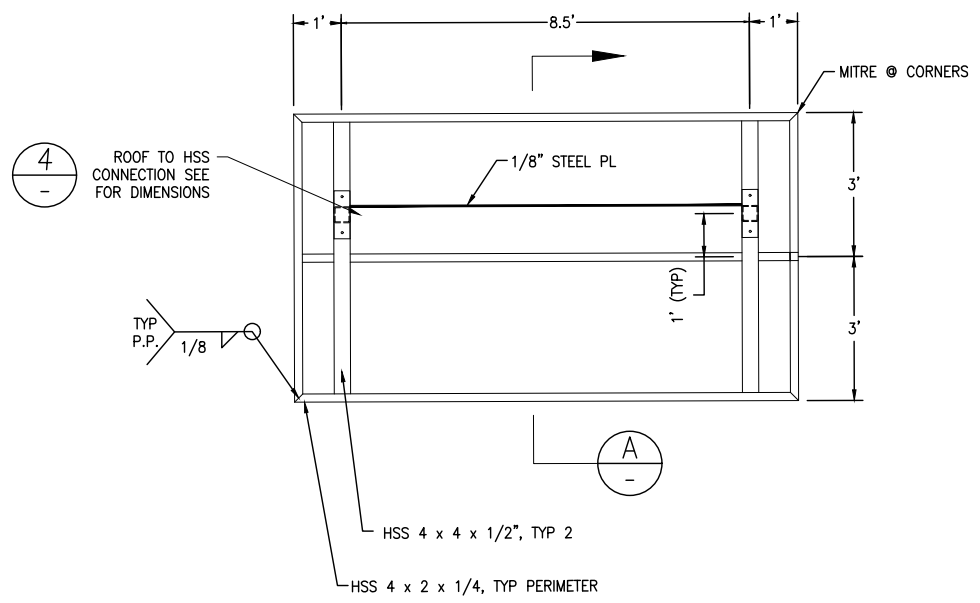
FOOTING DETAIL



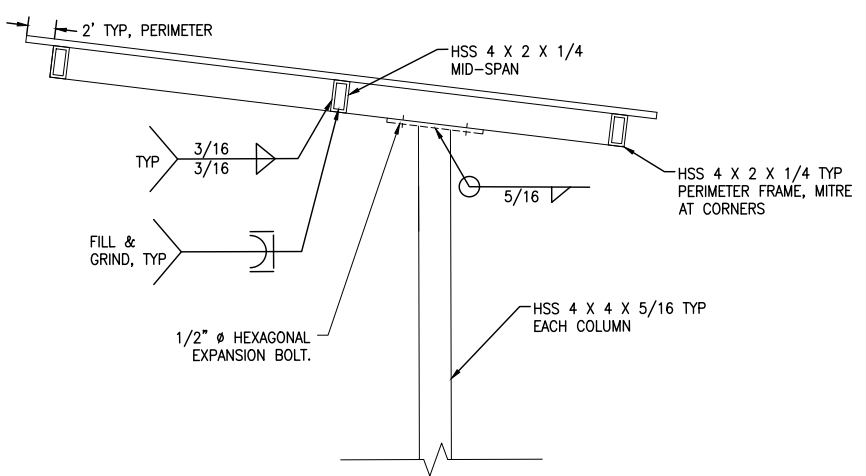
ANCHOR PLATE DETAIL



ROOF TO HSS CONNECTION

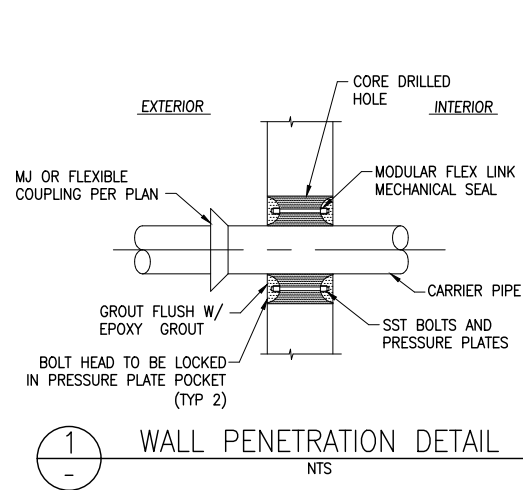


ELECTRICAL PANEL KIOSK

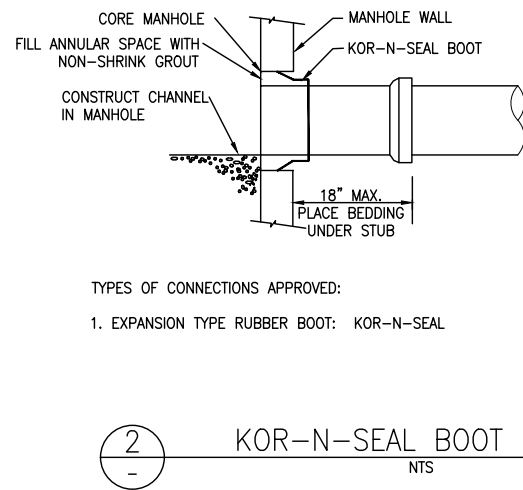


SECTION

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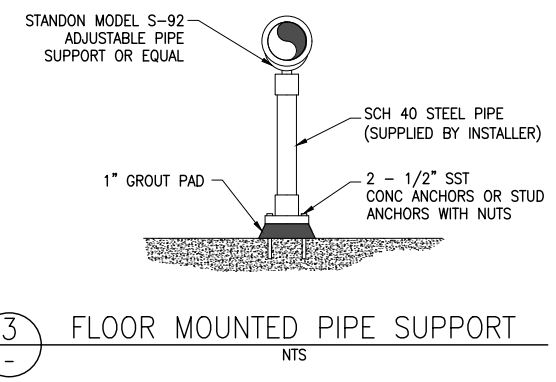


1 WALL PENETRATION DETAIL
NTS

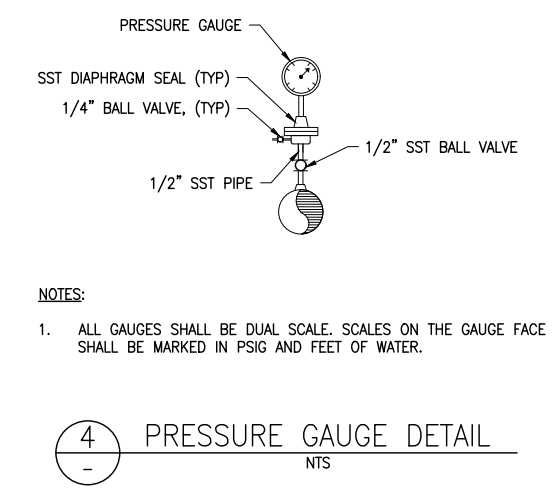


2 KOR-N-SEAL BOOT DETAIL
NTS

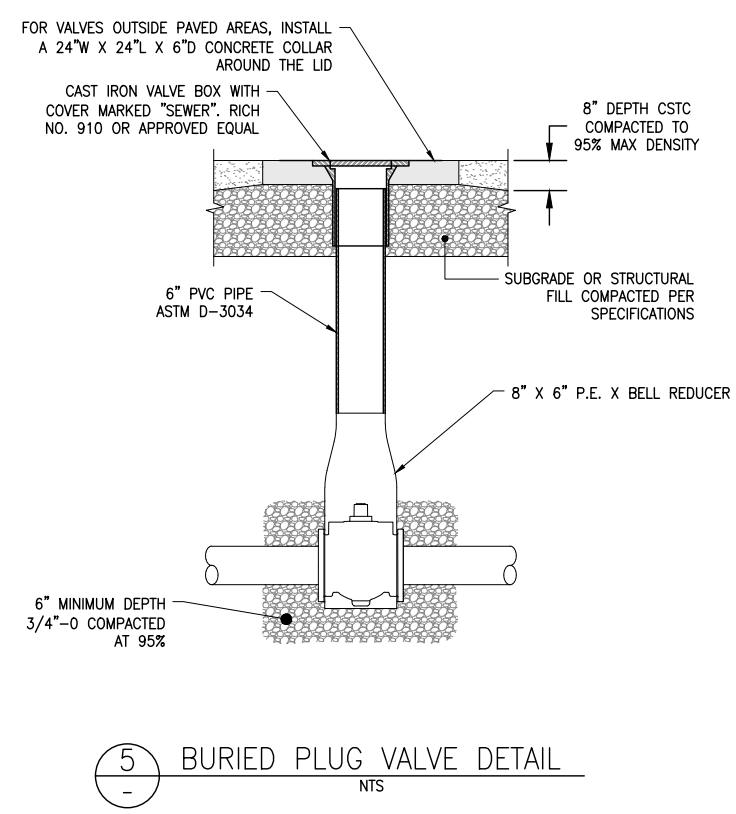
- NOTES:
- CENTER STUB OR SLEEVE IN HOLE W/2" GROUTED SPACE ALL AROUND. CORE HOLE 4" LARGER THAN OD OF STUB OR SLEEVE.
 - STANDARD GROUT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR NON-SHRINK GROUT.



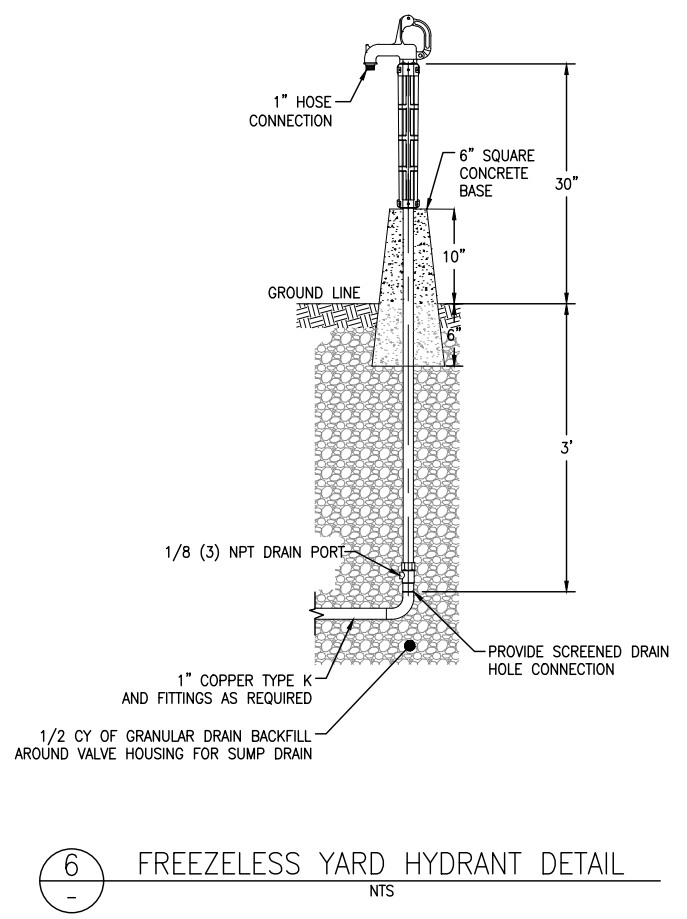
3 FLOOR MOUNTED PIPE SUPPORT
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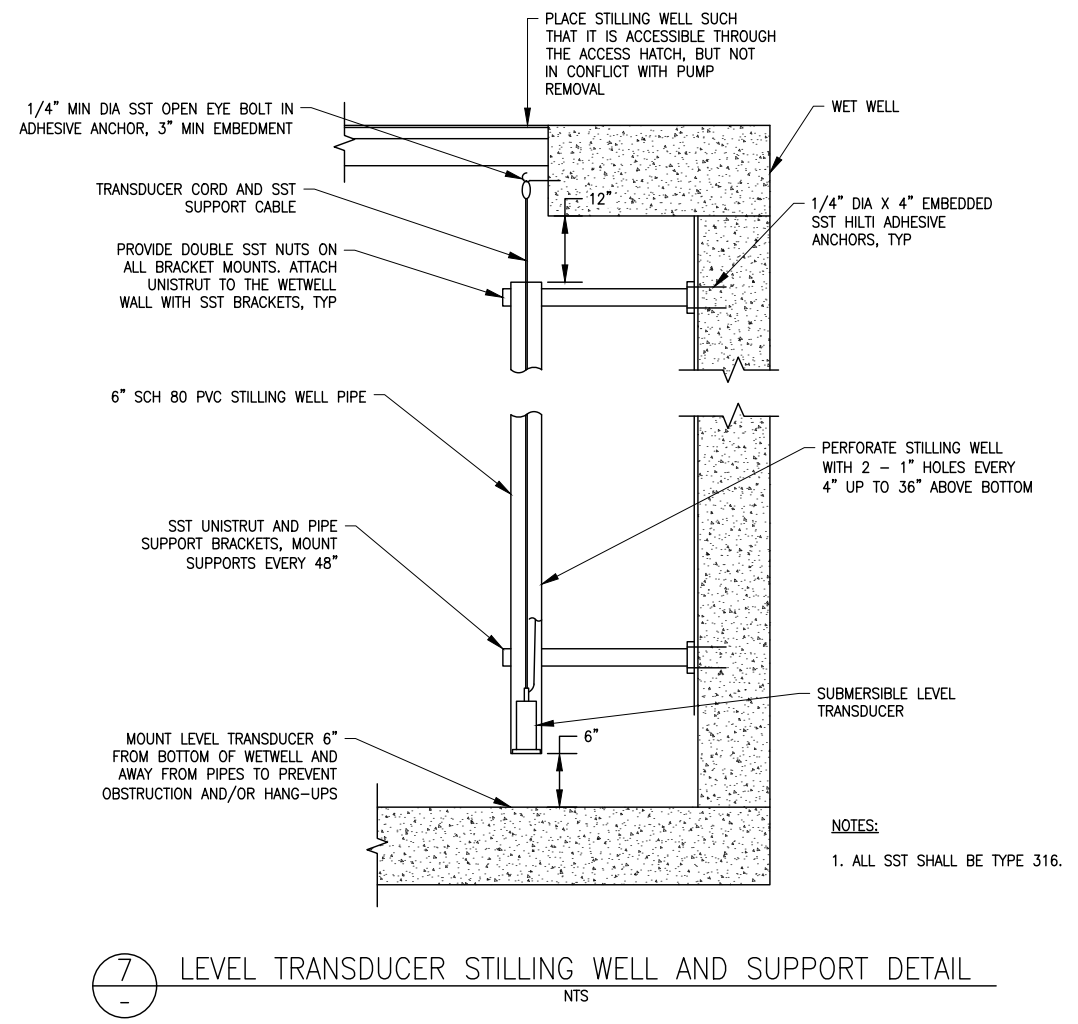
4 PRESSURE GAUGE DETAIL
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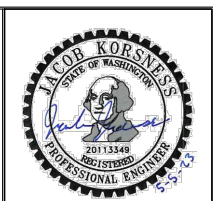
5 BURIED PLUG VALVE DETAIL
NTS



6 FREEZELESS YARD HYDRANT DETAIL
NTS



7 LEVEL TRANSDUCER STILLING WELL AND SUPPORT DETAIL
NTS



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DRAWN BY: CK
CHECKED BY: JW

SCALE: ONE INCH AT FULL SCALE. IF NOT ONE INCH ADJUST SCALE ACCORDINGLY.

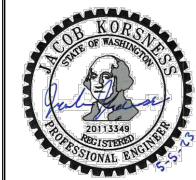
DETAILS I

wallis engineering
PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO:
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14 of 32



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DESIGNED BY	JK/AP
DRAWN BY	CK
REVISION	
NO.	

DETAILS II

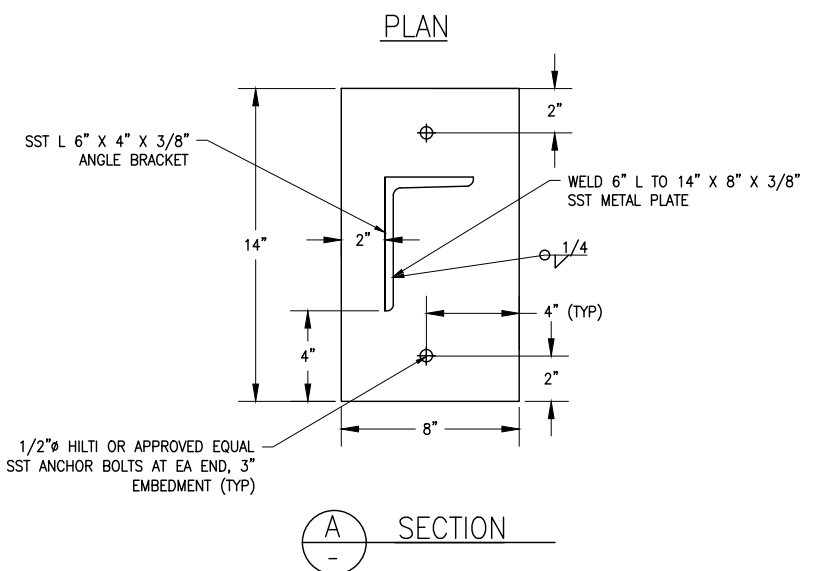
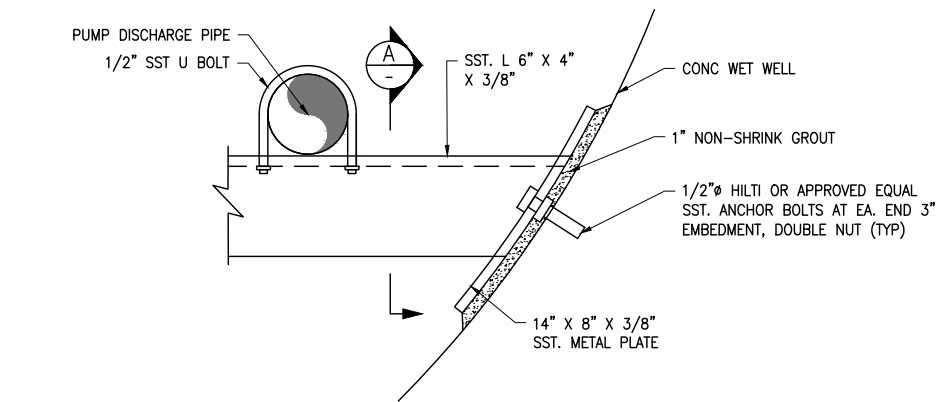
wallis engineering

PROJECT NO: 1477B
DATE: 5/2023

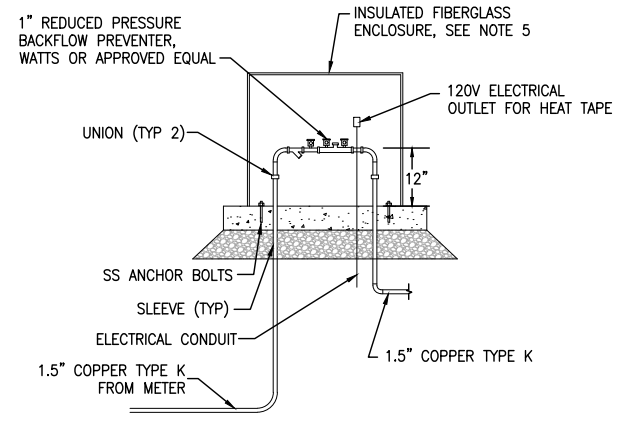
CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO: 494

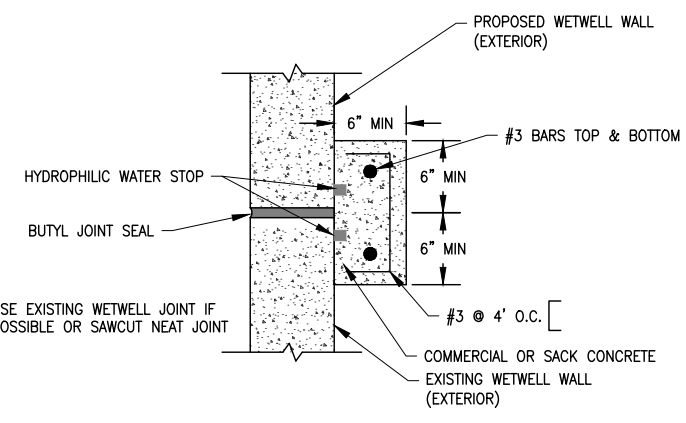


1 PUMP DISCHARGE PIPE - SUPPORT BRACE MOUNTING DETAIL
NTS



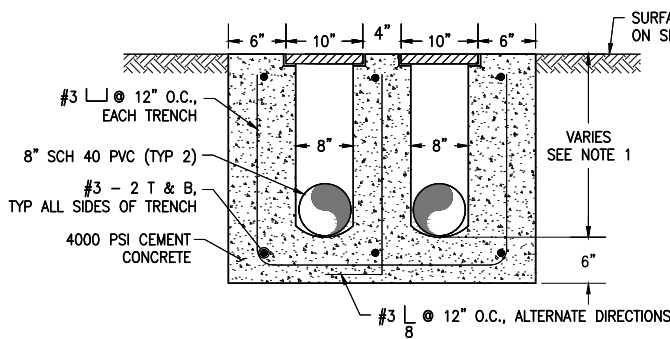
2 REDUCED PRESSURE BACKFLOW ASSEMBLY DETAIL
NTS

- NOTES:
1. THOROUGHLY FLUSH LINES PRIOR TO INSTALLATION OF BACKFLOW PREVENTER.
 2. THE BACKFLOW ASSEMBLY SHALL BE A STATE APPROVED MODEL AND SHALL INCLUDE A WYE STRAINER AND RESILIENT SEATED SHUTOFF VALVES.
 3. A PLUMBING PERMIT IS REQUIRED. PLEASE CONTACT YOUR LOCAL PLUMBING PERMIT CENTER.
 4. MUST BE TESTED AFTER INSTALLATION BY A WASHINGTON STATE CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SENT TO THE CITY OF STEVENSON WATER DEPARTMENT.
 5. INSULATED FIBERGLASS ENCLOSURE SHALL BE HINGE OPENING WITH BOTTOM DRAIN, MANUFACTURED BY HUBBEL OR APPROVED EQUAL. SIZE ENCLOSURE TO PROVIDE 6" MINIMUM CLEARANCE ALL AROUND PIPE, FITTINGS, AND BACKFLOW ASSEMBLY.

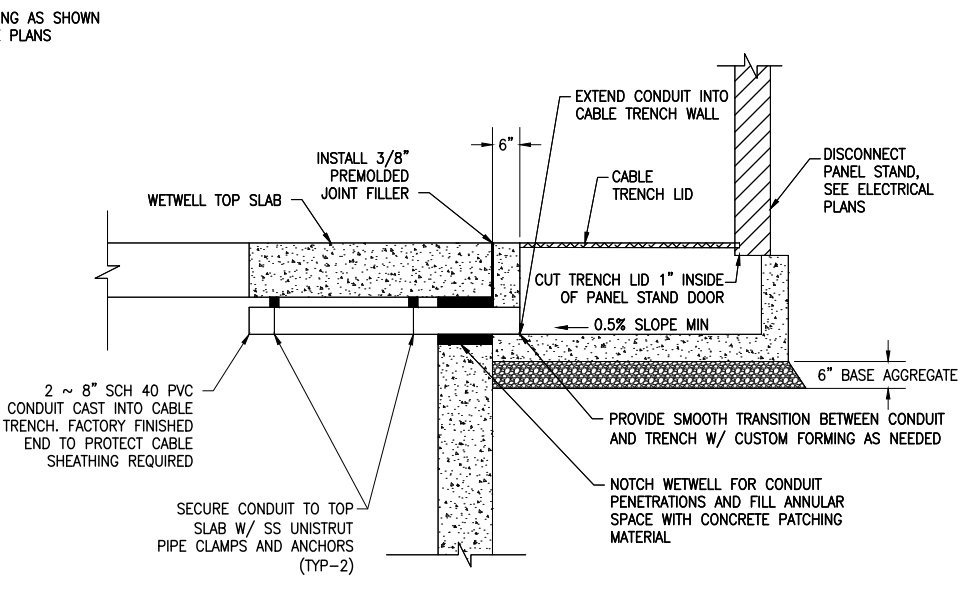


3 CONCRETE COLLAR DETAIL
NTS

- NOTE:
1. USE EXISTING WETWELL JOINT IF POSSIBLE OR SAWCUT NEAT JOINT



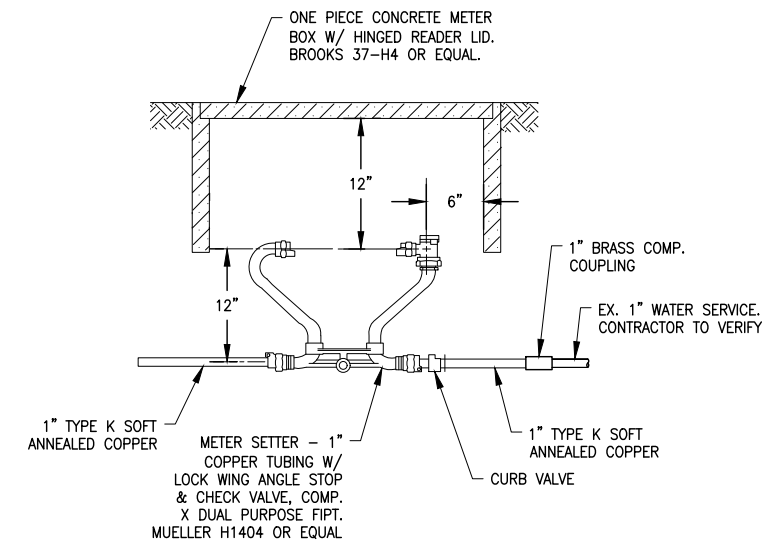
CABLE TRENCH CROSS SECTION



CABLE TRENCH ELEVATION

- NOTES:
1. CABLE TRENCH DEPTH SHALL MATCH THE CABLE CONDUIT INVERT ELEVATION AT THE CONNECTION POINT IN THE WETWELL, AND SHALL SLOPE 0.5% UP AWAY FROM THE WETWELL AS SHOWN ON THE CABLE TRENCH ELEVATION.
 2. CABLE TRENCHES SHALL SLOPE AT CONSTANT SLOPE FROM THE DISCONNECT PANEL TO THE WETWELL, MIN SLOPE 0.5%. FIELD MODIFICATION OF CABLE TRENCH FORM MAY BE REQUIRED.
 3. PROVIDE LIGHT BROOM FINISH ON CONCRETE SURFACE, AND SACK FINISH WITHIN TRENCHES.
 4. CABLE TRENCH LID TO BE CAST IRON TRENCH DRAIN GRATE.

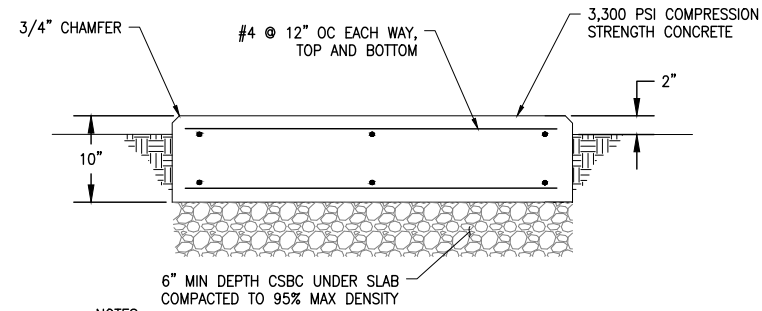
4 CABLE TRENCH DETAIL
NTS



5 WATER SERVICE CONNECTION
NTS

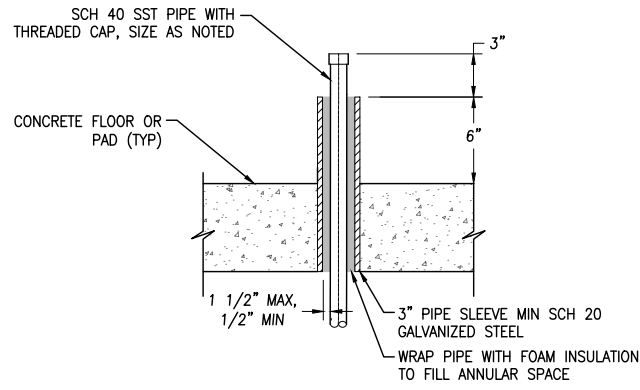
- NOTES:
1. CONTRACTOR SHALL CONTACT THE CITY OF STEVENSON 48 HOURS PRIOR TO INSTALLING ANY WATER SERVICE CONNECTIONS.
 2. METERS WILL NOT BE SET BY THE CITY PRIOR TO DISINFECTION OF THE MAIN AND SERVICE, AND PRIOR TO A SUCCESSFUL BACTERIOLOGICAL TEST.
 3. ALL METER BOXES LOCATED IN DRIVEWAYS, SIDEWALKS, OR OTHER AREAS SUBJECT TO VEHICLE TRAFFIC SHALL HAVE TRAFFIC RATED COVERS.
 4. ALL FITTINGS, NIPPLES, BUSHINGS, AND OTHER APPURTENANCES NOT SHOWN SHALL BE CONSIDERED INCIDENTAL TO THE SERVICE INSTALLATION.

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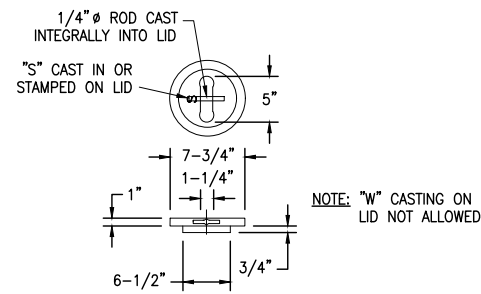


- NOTES:
- HORIZONTAL DIMENSIONS OF THE EQUIPMENT SLAB SHALL BE 36" X 36" AND ORIENTED AS SHOWN IN THE CIVIL SITE PLAN.

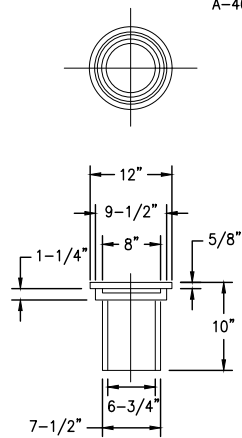
1 EQUIPMENT PAD
- NTS



2 FLOOR PENETRATION DETAIL
- NTS



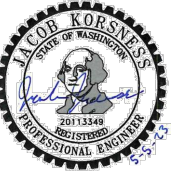
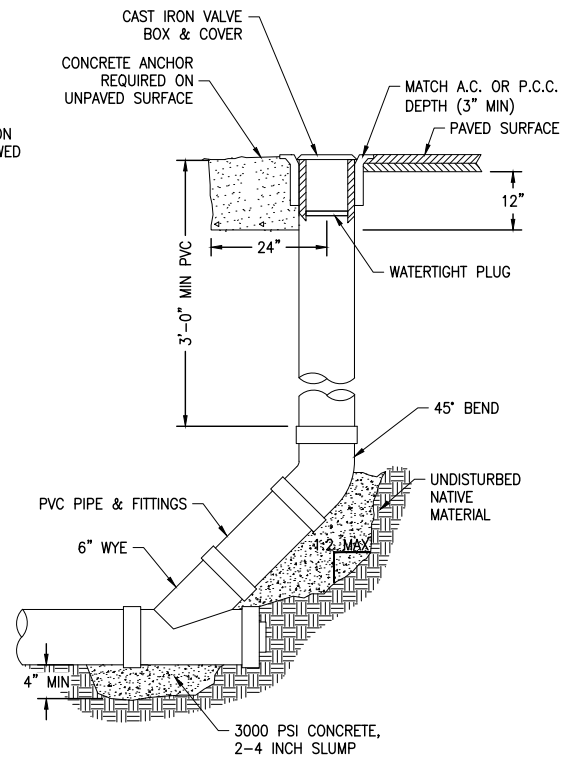
COVER
MATERIAL TO BE GREY CAST IRON CONFORMING TO ASTM A-46 CLASS 30



CAST IRON VALVE BOX AND COVER

- NOTES:
- CLEANOUT FRAME SHALL BE DOMESTICALLY-SOURCED AND CAST IRON, WITH "S" OR "SEWER" CAST STAMPED ON TOP. INSTALL MECHANICAL PLUGS ON ALL CLEANOUTS.

3 STANDARD SEWER CLEANOUT
- NTS



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REVISION: JW

ONE INCH AT FULL SCALE.
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DETAILS III

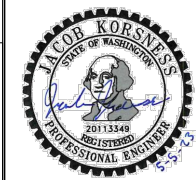
wallis engineering
PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO:

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495



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DETAILS IV

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PROJECT NO: 1477B
DATE: 5/2023

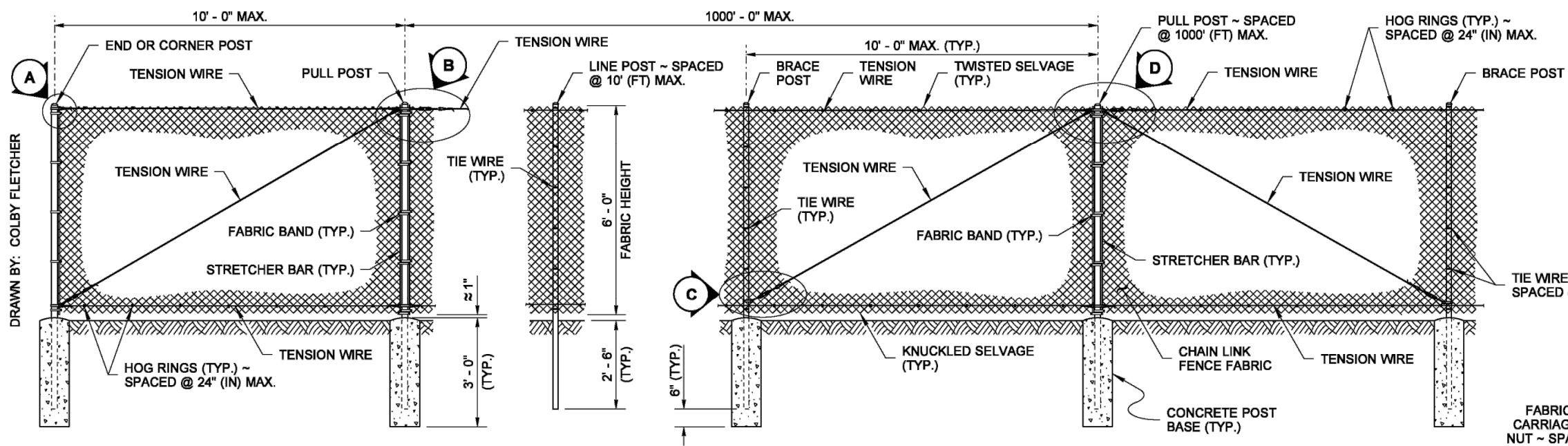
CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



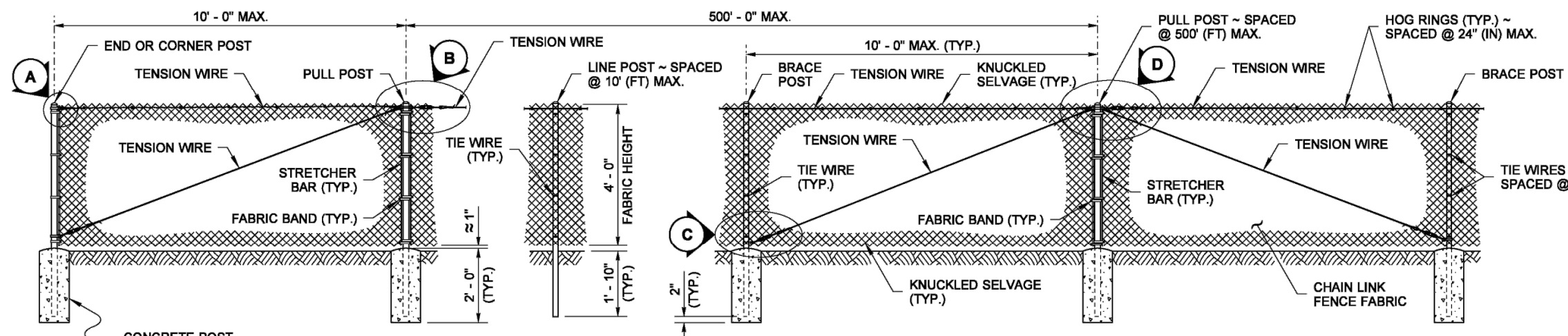
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17 of 22

NOTES

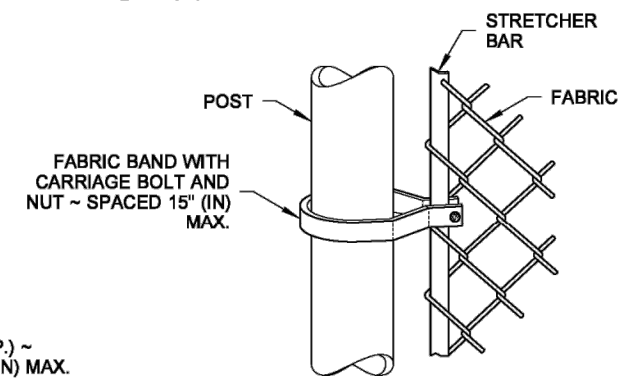
- All concrete post bases shall be 10" (in) minimum diameter.
- Along the top and bottom, using Hog Rings, fasten the Chain Link Fence Fabric to the Tension Wire within the limits of the first full fabric weave.
- Details are illustrative and shall not limit hardware design or post selection of any particular fence type.
- Fencing shall be used for security and boundary delineation only.



TYPE 3



TYPE 4



Barry, Ed
Jul 14 2015 11:14 AM
**CHAIN LINK FENCE
TYPES 3 AND 4**

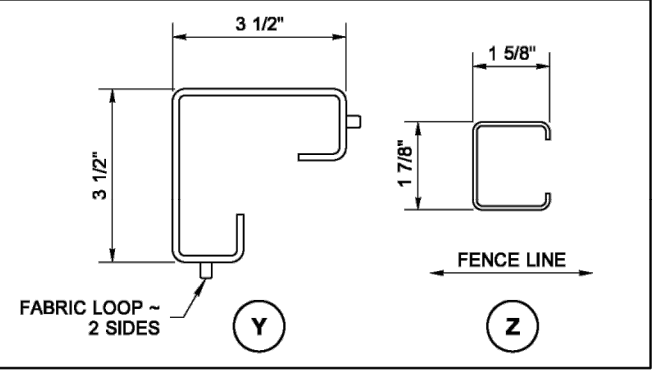
STANDARD PLAN L-20.10-03

SHEET 1 OF 2 SHEETS

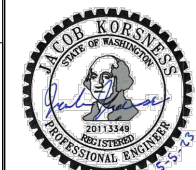
APPROVED FOR PUBLICATION
Carpenter, Jeff
Jul 14 2015 11:24 AM
STATE DESIGN ENGINEER
Washington State Department of Transportation

POST AND RAIL SPECIFICATIONS

POST	PIPE	ROLL FORMED	
	NOM. SIZE (SCH. 40) I.D.	SECTION	WEIGHT (lb/ft)
END, CORNER, OR PULL POST	2 1/2" DIAM.	Y	5.10
LINE OR BRACE POST	2" DIAM.	Z	1.85

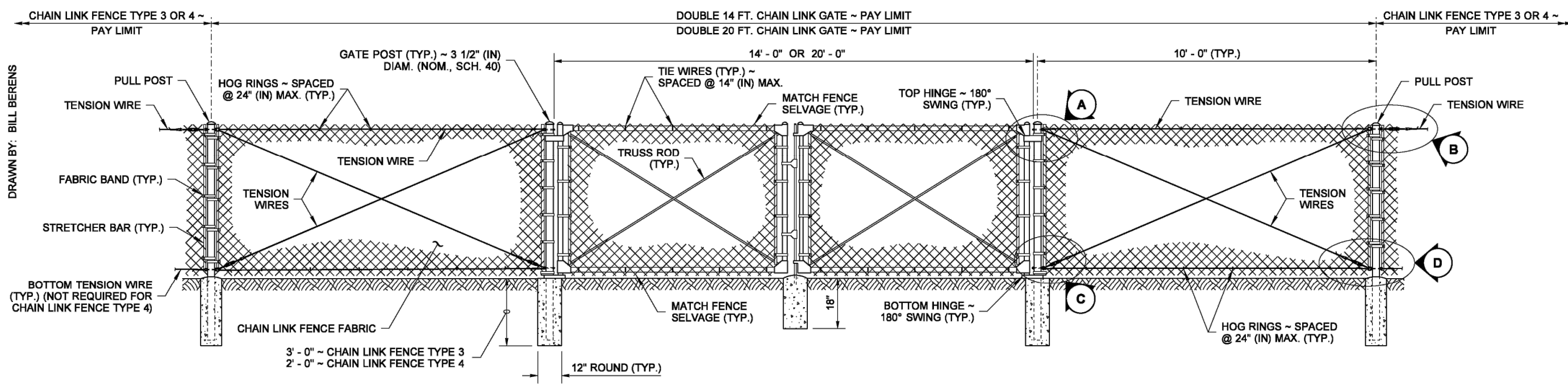


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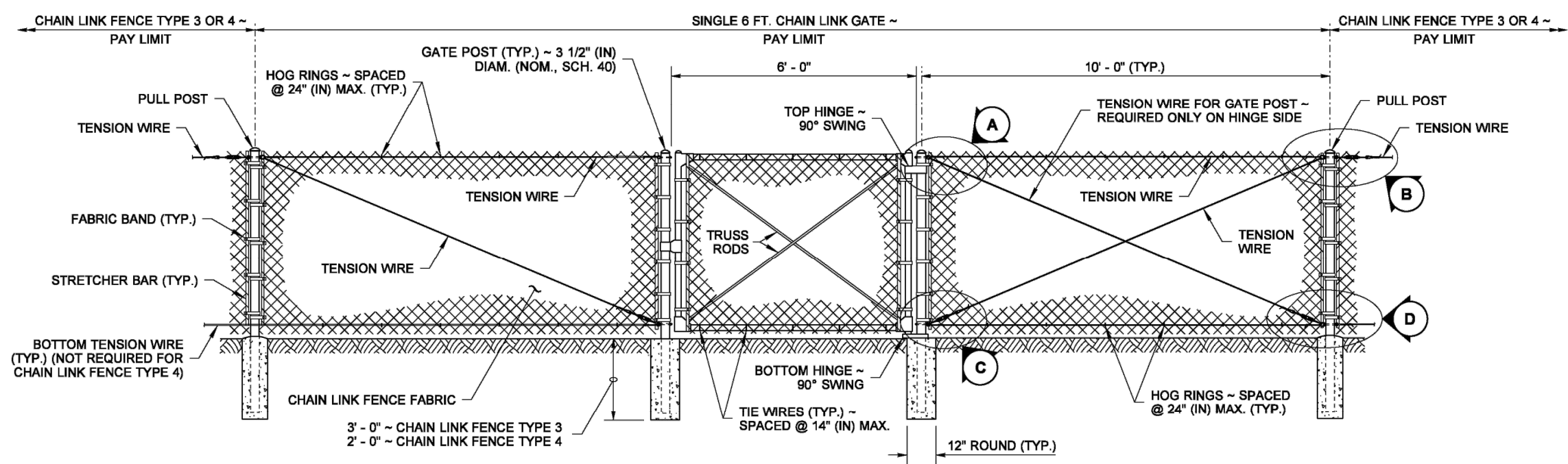


NOTES

1. Materials shall meet the requirements of Standard Specification 9-16.



DOUBLE GATE



SINGLE GATE



Barry, Ed
May 6 2014 3:57 PM

CHAIN LINK GATE

STANDARD PLAN L-30.10-02

SHEET 1 OF 2 SHEETS

APPROVED FOR PUBLICATION
Bakotich, Pasco
Jun 11 2014 1:40 PM
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Washington State Department of Transportation

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DETAILS VI

wallis engineering
PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS

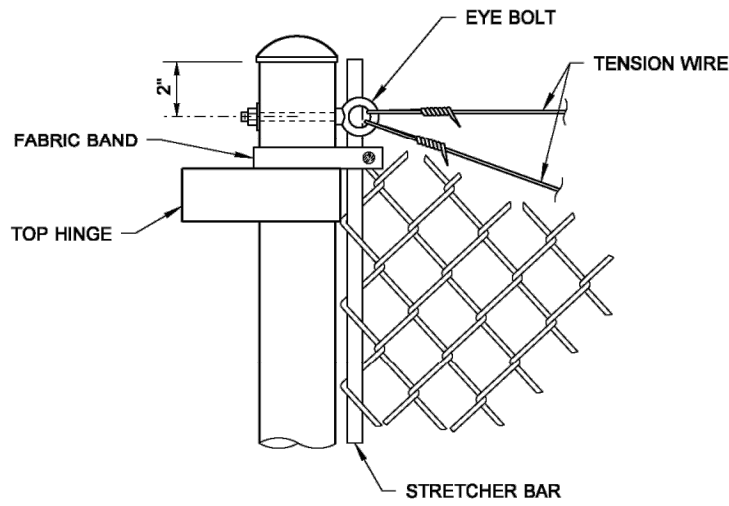


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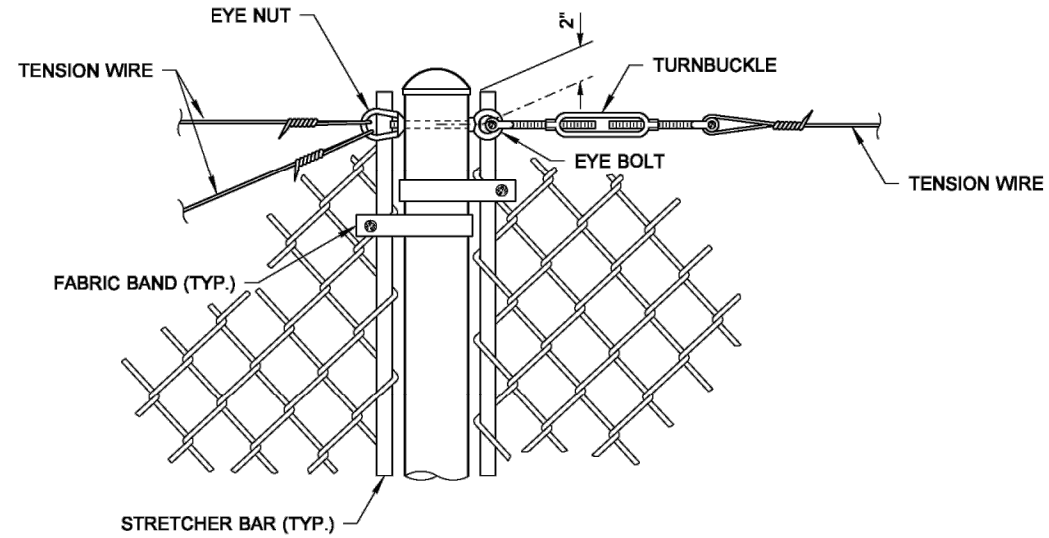
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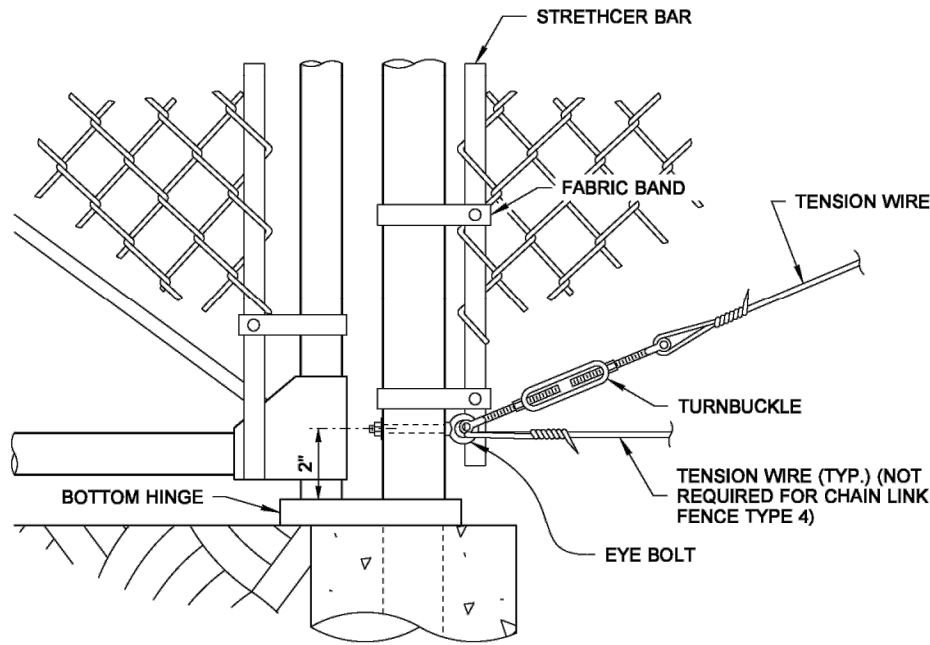
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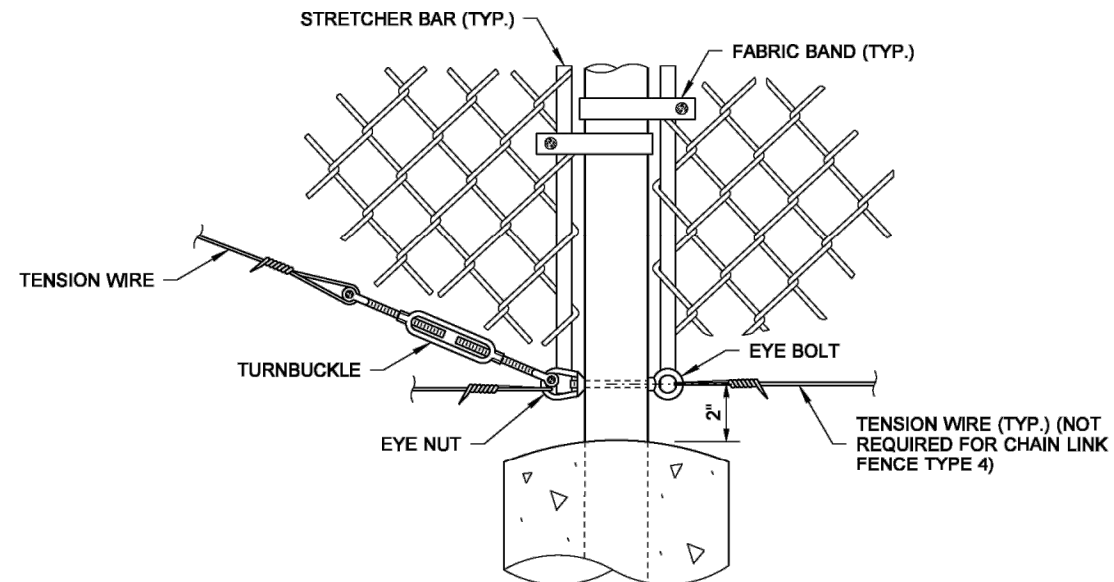
DETAIL A



DETAIL B



DETAIL C



DETAIL D



Barry, Ed
May 6 2014 3:58 PM

CHAIN LINK GATE

STANDARD PLAN L-30.10-02

SHEET 2 OF 2 SHEETS

APPROVED FOR PUBLICATION

Bakotich, Pasco
Jun 11 2014 1:41 PM

STATE DESIGN ENGINEER

Washington State Department of Transportation



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CHECKED BY: JW

ONE INCH AT FULL SCALE.
IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

DETAILS VII

wallis engineering

PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO:

D7
499

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GENERAL NOTES:

1. ALL MATERIALS AND INSTALLATIONS SHALL BE IN ACCORDANCE WITH THE LATEST NATIONAL ELECTRICAL CODE. ALL MATERIALS SHALL BE NEW AND LISTED BY THE UNDERWRITERS' LABORATORY INC. (UL). ALL ELECTRICAL WORK SHALL BE INSTALLED IN A SAFE AND FUNCTIONAL MANNER.
2. REFER TO THE ELECTRICAL CIRCUIT SCHEDULE FOR CIRCUIT IDENTIFICATIONS, ROUTING, CONDUCTOR SIZES, ETC.
3. ELECTRICAL CONTRACTOR SHALL COORDINATE WITH OTHER DISCIPLINES AS REQUIRED TO MITIGATE INTERFERENCES.
4. CONDUIT MATERIAL SHOWN ON ELECTRICAL PLANS ARE SPECIFIC FOR THE LOCATION WHERE THE CONDUIT STARTS. CONTRACTOR IS RESPONSIBLE FOR TRANSITIONING TO APPROVED CONDUIT MATERIAL BASED ON LOCATION AND IN ACCORDANCE TO ELECTRICAL SPECIFICATIONS.

ABBREVIATIONS

a	CIRCUIT BREAKER AUX. CONTACT, CLOSED WHEN BREAKER IS CLOSED	KVA	KILOVOLT AMPERES
A	AMMETER, AMPERES	KVARH	KILOVOLT AMPERES REACTIVE HOURS
AC	ALTERNATING CURRENT	KW	KILOWATT
AD	ANALOG TO DIGITAL	KWH	KILOWATT HOURS
AF	AMPERE FRAME	LCP	LIGHTING CONTROL PANEL
AIC	AMPERES INTERRUPTING CAPACITY	LP	LIGHTING PANEL
ALT	ALTERNATOR	LPS	LOW PRESSURE SODIUM LIGHTING
AM	AUTO/MANUAL CONTROLLER	LT(S)	LIGHT(S)
ANN	ANNUNCIATOR	(M)	MODIFIED
AS	AMMETER SWITCH	Ma	MILLIAMPERES
ASD	ADJUSTABLE SPEED DRIVE	MCC	MOTOR CONTROL CENTER
AT	AMPERE TRIP	MCP	MOTOR CIRCUIT PROTECTOR
ATS	AUTOMATIC TRANSFER SWITCH	MOV	MOTOR OPERATED VALVE
AUTO	AUTOMATIC	MS	MOTOR STARTER
AWG	AMERICAN WIRE GAGE	MTD	MOUNTED
b	CIRCUIT BREAKER AUX. CONTACT, CLOSED WHEN BREAKER IS OPEN	MTG	MOUNTING
BCG	BARE COPPER GROUND	(N)	NEW
C	CONDUIT, CONTACTOR	NEC	NATIONAL ELECTRICAL CODE
CAP	CAPACITOR	NEMA	NATIONAL ELECTRICAL MANUFACTURER'S ASSOC.
CB	CIRCUIT BREAKER	NEUT	NEUTRAL
CC	CONTROL CABLE, CLOSING COIL	NO	NORMALLY OPEN, NUMBER
CHH	COMMUNICATION HANDHOLE	NTS	NOT TO SCALE
CL	CHLORINE	OVHD	OVERHEAD
CKT	CIRCUIT	OL	THERMAL OVERLOAD RELAY
CMH	COMMUNICATION MANHOLE	OT	OVER TEMPERATURE
CO	CONDUIT ONLY	PB	PULLBOX, PUSHBUTTON
COMM	COMMUNICATION	PD	POSITIVE DISPLACEMENT
CON	CONTACTOR	PDP	PUMP DISCONNECT PANEL
COND	CONDUCTOR	PE	PHOTOELECTRIC
CONT	CONTINUED	PEC	PHOTOELECTRIC CELL
CPT	CONTROL POWER TRANSFORMER	PF	POWER FACTOR
CP	CONTROL PANEL	pH	MEASURE OF ACIDITY OR ALKALINITY
CR	CONTROL RELAY	PH	PHASE
CS	CONTROL SWITCH	PLC	PROGRAMMABLE LOGIC CONTROLLER
CT	CURRENT TRANSFORMER	PM	POWER MONITOR
CWP	COLD WATER PIPE	PNL	PANEL
DC	DIRECT CURRENT	PNLBD	PANELBOARD
DIAG	DIAGRAM	PRI	PRIMARY
DISC	DISCONNECT	PS	PRESSURE SWITCH
DISTR	DISTRIBUTION	PSI	POUNDS PER SQUARE INCH
DP	DISTRIBUTION PANEL	PWR	POWER
DPDT	DOUBLE POLE, DOUBLE THROW	(RL)	RELOCATE
DPST	DOUBLE POLE, SINGLE THROW	(RLD)	RELOCATED
EXST	EXISTING	RCPT	RECEPTACLE
EF	EXHAUST FAN	RCT	REPEAT CYCLE TIMER
EHH	ELECTRICAL HANDHOLE	RPM	REVOLUTIONS PER MINUTE
ELEM	ELEMENTARY	RT	RESET TIMER
EMERG	EMERGENCY	SCR	SILICON CONTROLLED RECTIFIER
EFFL	EFFLUENT	SD	SMOKE DETECTOR
EQ	EQUAL	SDBC	SOFT-DRAWN BARE COPPER
EQUIP	EQUIPMENT	SEC	SECONDS, SECONDARY
ETM	ELAPSED TIME METER	SECT	SECTION
FACP	FIRE ALARM CONTROL PANEL	SF	SUPPLY FAN
FIN FL	FINISHED FLOOR	SHH	SIGNAL HANDHOLE
FLEX	FLEXIBLE	SIG	SIGNAL
FLUOR	FLUORESCENT	SN	SOLID NEUTRAL
FO	FIBER OPTIC	SPEC	SPECIFICATIONS
FREQ	FREQUENCY	SPD	SURGE PROTECTIVE DEVICE
FU	FUSE	SPDT	SINGLE POLE, DOUBLE THROW
FUT	FUTURE	SS	STAINLESS STEEL, SOLID
FVNR	FULL VOLTAGE, NON REVERSING	SW	STATE SWITCH
FVR	FULL VOLTAGE, REVERSING	SWBD	SWITCHBOARD
FWD	FORWARD	SWGR	SWITCHGEAR
GA	GAUGE	SYNC	SYNCHRONIZING TERMINAL
GEN	GENERATOR	TB	BOX, TERMINAL BOARD
GFI	GROUND FAULT INTERRUPTER	TC	TELEPHONE CABINET
GRS	GALVANIZED RIGID STEEL	TEMP	TEMPERATURE
H ₂ O ₂	HYDROGEN PEROXIDE	TP	TWISTED PAIR UNSHIELDED
HMI	HUMAN MACHINE INTERFACE	TSP	TWISTED SHIELDED PAIR
HOA	HAND-OFF-AUTOMATIC	TVSS	TRANSIENT VOLTAGE SURGE SUPPRESSOR
HOR	HAND-OFF-REMOTE	UH	UNIT HEATER
HORZ	HORIZONTAL	UV	ULTRA VIOLET
HPS	HIGH PRESSURE SODIUM	V	VOLTS
HTR	HEATER	VA	VOLT-AMPERES
HV	HIGH VOLTAGE	VFD	VARIABLE FREQUENCY DRIVE
HZ	HERTZ (CYCLES PER SECOND)	VAR	VOLT AMPERES REACTIVE
IND LT	INDICATING LIGHT	VERT	VERTICAL
INCAND	INCANDESCENT	VH	VAR-HOUR
I/O	INPUT/OUTPUT	VS	VOLTMETER SWITCH
JB	JUNCTION BOX	W	WIRE, WATTS
KA	KILOAMPERES	WHM	WATTHOUR METER
KCMIL	THOUSANDS OF CIRCULAR MILS	WHDM	WATTHOUR DEMAND METER
KV	KILOVOLTS	WP	WEATHERPROOF
		WTRT	WATERTIGHT
		WTP	WATER TREATMENT PLANT

ELECTRICAL PLAN SYMBOLS

	CONDUIT UP
	CONDUIT DOWN
	CONDUIT UP FROM UNDERGROUND RACEWAY
	CONDUIT STUB
	FLEXIBLE CONDUIT OR MFR CONDUIT
	SURFACE RACEWAY
	UNDERGROUND RACEWAY
	HOME RUN, ELECTRICAL PANEL DESTINATION SHOWN
	POWER POLE WITH GUY WIRE
	CONDUIT SEAL
	DUPLEX, QUADPLEX RECEPTACLE, W/DESIGNATOR
	GFI = GROUND FAULT INTERRUPTING
	WP = WEATHERPROOF +48 = HEIGHT AFF.
	SPECIAL EQUIPMENT CONNECTION AS SHOWN
	JUNCTION BOX
	MOTOR CONNECTION, HORSEPOWER INDICATED
	DISCONNECT SWITCH, AMPERAGE RATING SHOWN
	FUSED DISCONNECT SWITCH
	METER BASE
	GENERATOR
	WIFI ACCESS POINT
	TRANSFORMER
	THERMOSTAT
	VAULT
	CONDUIT SEAL-OFF
	GROUND CONNECTION PER NEC ARTICLE 250

MISCELLANEOUS SYMBOLS

	HORN
	BATTERY
	RECEPTACLE
	HEATER
	SCADA/YAGI ANTENNA
	IP CAMERA (PTZ OR OTHER)

ELECTRICAL SYMBOLS

	PANEL WIRING		TIME DELAY RELAY
	FIELD WIRING		PHASE MONITOR RELAY
	TWISTED SHIELDED PAIR		ALTERNATOR RELAY
	SHIELD WIRING		120V CONTROL RELAY, DPDT MINIMUM
	TWISTED SHIELDED TRIAD		24VDC CONTROL RELAY, DPDT MINIMUM
	SHIELD WIRING		RELAY CONTACT - NO, NC
	CONNECTING LINES		PUSHBUTTON OR SWITCH CONTACT BLOCK - NO, NC
	NON-CONNECTING LINES		THREE POSITION SELECTOR SWITCH
	METERBASE W/UTILITY METER		PUSH-TO-TEST LED PILOT LIGHT
	DISCONNECT RECEPTACLE AND PLUG		INDICATOR LIGHT
	MOTOR CONNECTION, HORSEPOWER INDICATED		W - WHITE A - AMBER R - RED G - GREEN
	FUSE, SIZE SHOWN		FLOAT SWITCH - NO, NC
	THERMAL MAGNETIC CIRCUIT BREAKER		TEMPERATURE SWITCH - NO, NC
	MAGNETIC ONLY CIRCUIT BREAKER (MOTOR CIRCUITS ONLY) CONTINUOUS CURRENT RATING AND TRIP SETTINGS SHOWN		LIMIT SWITCH - NO, NC
	MOTOR STARTER, SIZE SHOWN		TIME DELAY CONTACTS, NORMALLY OPEN TIMED CLOSED, NORMALLY CLOSED TIMED OPEN
	FUSED TERMINAL BLOCK FUSE SIZE SHOWN		FLOW SWITCH - NO, NC
	CONTROL PANEL TERMINAL BLOCK		PRESSURE SWITCH - NO, NC
	COMPONENT TERMINAL BLOCK		SPEED POTENTIOMETER
	VARIABLE FREQUENCY DRIVE		ELAPSED TIME METER
	SOFT START REDUCED VOLTAGE		COUNTER
	LINE OR LOAD REACTOR, IMPEDENCE SHOWN		TRANSFER SWITCH
	XFMR NAME KVA VOLTAGE (120V-240V-480V-4160V-12.247V) PHASE (1Ø/3Ø), 3W/4W Z%=XXX A FAULT= XXXA		SOLENOID VALVE
	UNGROUND DELTA		CURRENT TRANSFORMER
	GROUND DELTA		DISCONNECT SWITCH, AMPERAGE RATING SHOWN
	OPEN DELTA		FUSED DISCONNECT
	GROUND WYE		TEST POINT TERMINAL
	POWER MONITOR		SINGLE POINT GROUND
	EMERGENCY STANDBY ENGINE GENERATOR, RATING AS INDICATED ON ONE-LINE DIAGRAM		EOL - END OF LINE RESISTOR
	SURGE PROTECTIVE DEVICE		
	PHASE MONITOR RELAY		

NOTE: NOT ALL SYMBOLS OR ABBREVIATIONS USED.

GROUNDING PLAN SYMBOLS

	GROUND ROD
	GROUND TEST WELL
	GROUND CONNECTION TO EQUIPMENT DETAIL CALLOUT SHOWN ON PLAN DWG.
	GROUND CONNECTION, DETAIL CALLOUT SHOWN ON PLAN DWG.
	GROUND CONNECTION TO REBAR, DETAIL CALLOUT SHOWN ON PLAN DWG.
	BELOW GRADE #4/0 AWG BARE COPPER FOR MAIN PLANT GROUND
	BELOW GRADE #2/0 AWG INSULATED COPPER FOR GROUND TAP.
	ABOVE GRADE #2/0 AWG INSULATED GROUND TAP

LIGHTING PLAN SYMBOLS

	FLOOD LIGHT
	WALL SWITCH STANDARD TOGGLE, DESIGNATOR
	2=DOUBLE POLE 4=FOUR WAY 3=3-WAY K=KEY OPERATED D=DIMMER WP=WEATHER PROOF T=TIMER TH=THERMAL SWITCH LV=LOW VOLTAGE
	SURFACE MOUNTED LED LUMINAIRE *
	RECESSED MOUNTED LED LUMINAIRE *
	WALL MOUNTED LED LUMINAIRE *
	*SHADED LUMINAIRE INDICATES BATTERY BACKED UNIT
	EXIT SIGN - WALL MOUNTED
	EXIT SIGN - 2 SIDED CEILING MOUNTED
	PHOTOCELL
	MOTION SENSOR
	FLOOD LIGHT
	STANCHION FIXTURE - POLE MOUNT
	STANCHION FIXTURE - WALL MOUNT

GENERAL SYMBOLS

	NEW ELECTRICAL EQUIPMENT
	EXISTING ELECTRICAL EQUIPMENT
	EQUIPMENT TO BE DEMO'D OR REMOVED
	DRAWING NOTE
	ELECTRICAL CIRCUIT IDENTIFICATION
	MULTIPLE ELECTRICAL CIRCUITS, SEPARATE CONDUITS
	MULTIPLE ELECTRICAL CIRCUITS, COMMON CONDUIT (SIZE SHOWN)
	TITLE SCALE



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ELECTRICAL LEGEND, SYMBOLS, AND ABBREVIATIONS

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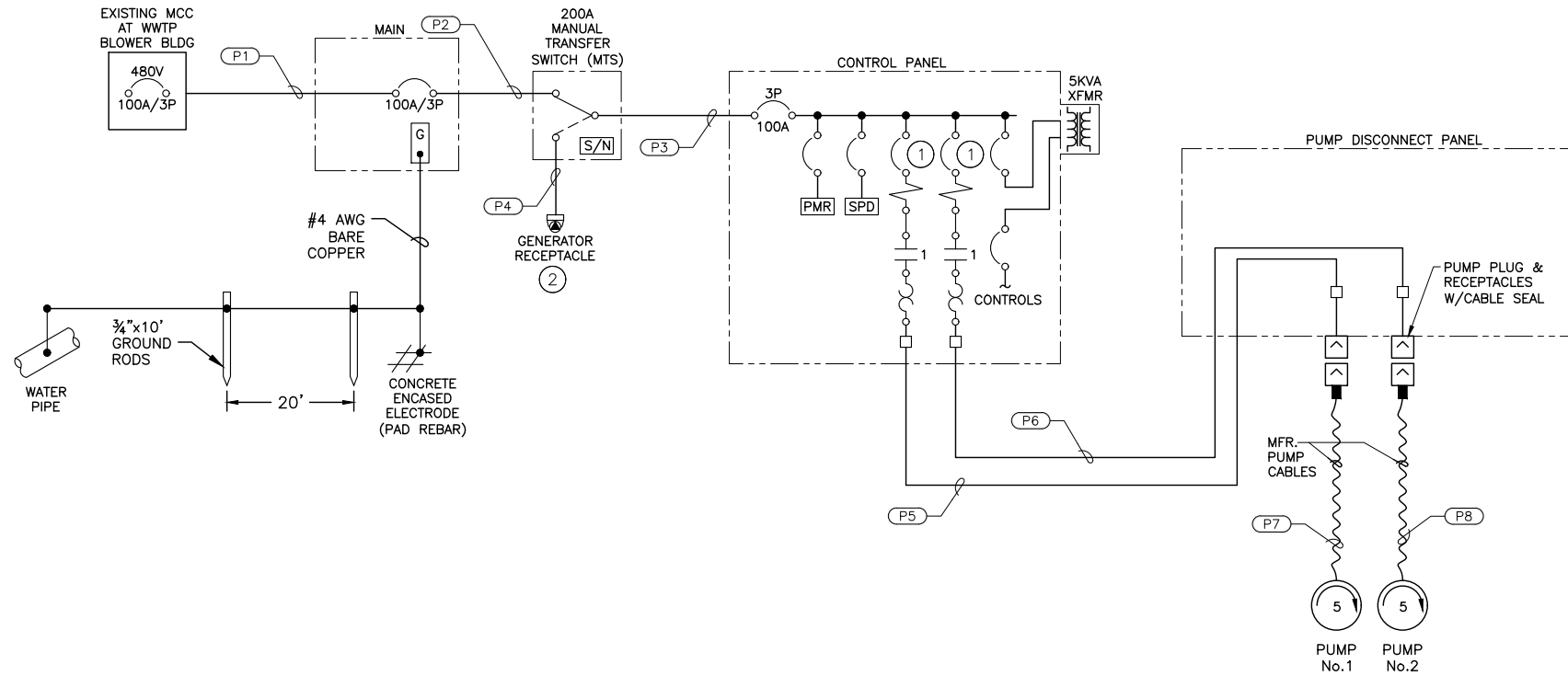
DATE: 5/2023
PROJECT NO: 1477B

**CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS**

Industrial Systems INC

12119 NE 99th Street
Suite #2090
Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
OR CCB #196597 WA #INDUSSI880K9
AK #1018436 PROJECT#: 19.29.04

- KEY NOTES:**
- 1 PROVIDE AND SIZE CIRCUIT BREAKER FOR MOTOR STARTER PER MANUFACTURER'S RECOMMENDATIONS.
 - 2 200A GENERATOR RECEPTACLE, APPLETON MODEL ADJA20044-200-RS



LOAD SUMMARY			
Voltage	480	3 Phase	4 Wire
DESCRIPTION	LOAD KVA	LOAD HP	Amperes @ 480 VAC
PUMP 1	5.28	5.00	7.6
PUMP 2	5.28	5.00	7.6
XFMR	5		6.2
SUBTOTAL	15.56	10.0	21.4
LARGEST MOTOR X 25%			1.9
NON-MOTOR LOADS X 25%			1.6
SPARE CAPACITY (25%)			5.4
TOTAL		10.0	30.2

1 FAIRGROUND PS ONE-LINE DIAGRAM
SCALE: NTS

2 FAIRGROUNDS LOAD SUMMARY
SCALE: NTS

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REV: XX

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ONE INCH AT FULL SCALE.
IF NOT ONE INCH ADJUST
SCALE ACCORDINGLY

ONE-LINE DIAGRAM



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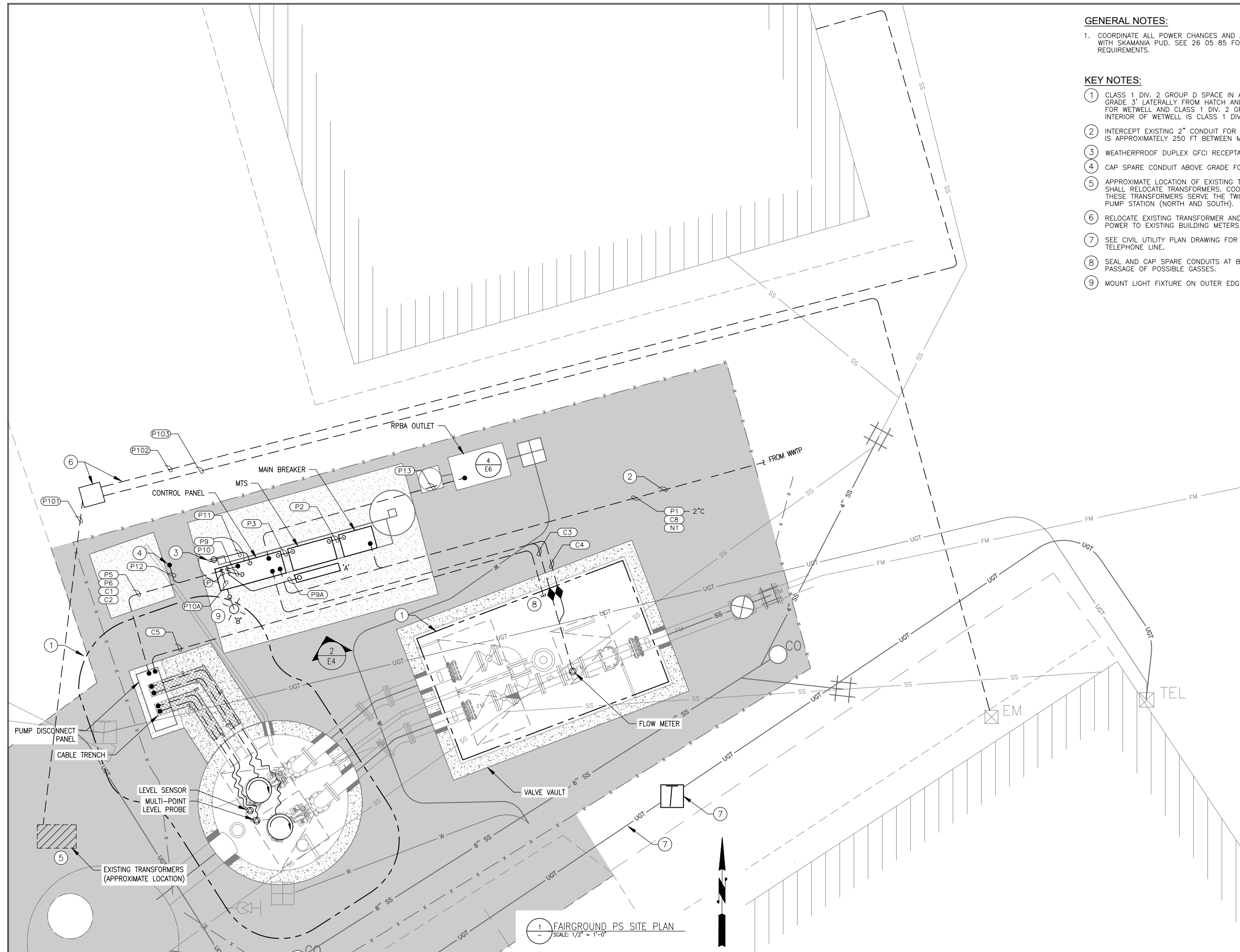
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Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
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DRAWING NO:
E2
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GENERAL NOTES:

- COORDINATE ALL POWER CHANGES AND ADDITIONS WITH SKAMANIA PUD. SEE 26 05 85 FOR ADDITIONAL REQUIREMENTS.

KEY NOTES:

- CLASS 1 DIV. 2 GROUP D SPACE IN AN ENVELOPE 18" ABOVE GRADE 3" Laterally FROM HATCH AND TRENCH OPENINGS OPENINGS FOR WETWELL AND CLASS 1 DIV. 2 GROUP D SPACE INSIDE VAULTS. INTERIOR OF WETWELL IS CLASS 1 DIV. 1 GROUP D SPACE.
- INTERCEPT EXISTING 2" CONDUIT FOR CIRCUITS BACK TO WWTP. IT IS APPROXIMATELY 250 FT BETWEEN MAIN BREAKER AND WWTP MCC.
- WEATHERPROOF DUPLEX GFCI RECEPTACLE.
- CAP SPARE CONDUIT ABOVE GRADE FOR FUTURE AERATOR.
- APPROXIMATE LOCATION OF EXISTING TRANSFORMERS. CONTRACTOR SHALL RELOCATE TRANSFORMERS. COORDINATE LOCATION WITH PUD. THESE TRANSFORMERS SERVE THE TWO BUILDINGS ADJACENT TO THE PUMP STATION (NORTH AND SOUTH).
- RELOCATE EXISTING TRANSFORMER AND INSTALL NEW UNDERGROUND POWER TO EXISTING BUILDING METERS.
- SEE CIVIL UTILITY PLAN DRAWING FOR RELOCATED UNDERGROUND TELEPHONE LINE.
- SEAL AND CAP SPARE CONDUITS AT BOTH ENDS TO PREVENT PASSAGE OF POSSIBLE GASSES.
- MOUNT LIGHT FIXTURE ON OUTER EDGE OF KIOSK ROOF.



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 DRAWN BY: AAB
 REV: XX

ONE INCH = 1' SCALE
 ONE INCH AT FULL SCALE.
 IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

ELECTRICAL SITE PLAN

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 DATE: 5/2023

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12119 NE 99th Street
 Suite #2090
 Vancouver, Washington 98682
 Phone: (360) 718-7267
 Fax: (360) 952-8958
 e-mail: is@industrialsystems-inc.com
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DRAWING NO:
E3
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CONDUCTOR SIZES ARE BASED ON COPPER CONDUCTORS.
 MULTIPLE CIRCUITS RUN IN COMMON CONDUITS ARE SHOWN ON PLANS AND SUPERSEDE THE BASIC CONDUIT SIZE SHOWN.

RACEWAY SIZES ARE IN INCHES WITH QUANTITIES IN EXCESS OF (1) SHOWN IN ADJACENT PARENTHESIS.
 P = POWER CONDUCTORS; G = GROUND CONDUCTORS; N = FOR NEUTRAL CONDUCTORS; C = CONTROL CONDUCTORS;
 SP = SPARE CONDUCTORS.

CIRCUIT NUMBER	FROM	TO	CONDUCTORS	RACEWAY	NOTES
P1	WWTP MCC (BLOWER BLDG) (100A BREAKER)	MAIN CIRCUIT BREAKER	(3) 3 AWG, P (1) 8 AWG, G	2"	CONNECT TO EXISTING CONDUIT
P2	MAIN CIRCUIT BREAKER	MANUAL TRANSFER SWITCH (MTS)	(3) 3 AWG, P (1) 4 AWG, G	1.25"	
P3	MANUAL TRANSFER SWITCH (MTS)	CONTROL PANEL	(3) 3/0 AWG, P (1) 4 AWG, G	1.25"	
P4	MANUAL TRANSFER SWITCH (MTS)	GENERATOR RECEPTACLE	(3) 3/0 AWG, P (1) 4 AWG, G	-	
P5	CONTROL PANEL (PUMP 1 MOTOR STARTER)	PUMP DISCONNECT PANEL	(3) 12 AWG, P (1) 12 AWG, G	1"	
P6	CONTROL PANEL (PUMP 2 MOTOR STARTER)	PUMP DISCONNECT PANEL	(3) 12 AWG, P (1) 12 AWG, G	1"	
P7	PUMP DISCONNECT PANEL	WET WELL PUMP #1	MANUFACTURER CABLE	CABLE TRENCH	
P8	PUMP DISCONNECT PANEL	WET WELL PUMP #2	MANUFACTURER CABLE	CABLE TRENCH	
P9	CONTROL PANEL	LIGHT SWITCH (SHELTER LIGHT)	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	3/4"	
P9A	LIGHT SWITCH (SHELTER LIGHT)	SHELTER LIGHTING	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	3/4"	
P10	CONTROL PANEL	LIGHT SWITCH (POLE MOUNTED LIGHT)	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	3/4"	
P10A	LIGHT SWITCH (POLE MOUNTED LIGHT)	AREA LIGHT	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	1"	
P10B	LIGHT SWITCH (POLE MOUNTED LIGHT)	PHOTOCELL	(3) 12 AWG, C (1) 12 AWG, G	3/4"	
P11	CONTROL PANEL	DUPLEX GFCI OUTLET (MOUNTED ON STRUCTURE POST)	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	1"	
P12	CONTROL PANEL	FUTURE AERATOR LOCATION (SEE ELECTRICAL PLAN)	PULL STRING	1"	SPARE CONDUIT FOR FUTURE AERATOR
P13	CONTROL PANEL	RPBA OUTLET	(1) 12 AWG, P (1) 12 AWG, N (1) 12 AWG, G	1"	
C1	CONTROL PANEL	PUMP DISCONNECT PANEL	(2) 12 AWG, P (2) 12 AWG, N (1) 12 AWG, G (8) 14 AWG, C (4) 14 AWG, SP	1"	PANEL HEATER MULTITRODE LEVEL CONTROL RELAY PUMP MOIST, TEMP
C2	CONTROL PANEL	PUMP DISCONNECT PANEL	(1) 18 AWG, TSP (2) 14 AWG, C (4) 14 AWG, SP (1) 18 AWG, TSP, SP	1"	LEVEL TRANSDUCER I.S. BARRIER 24VDC POWER & COMMON
C3	CONTROL PANEL	FLOW TUBE (IN VALVE VAULT)	MANUFACTURER CABLE	1"	SIGNAL CABLE
C4	CONTROL PANEL	FLOW METER (IN VALVE VAULT)	MANUFACTURER CABLE	1"	ELECTRODE CABLE
C5	PUMP DISCONNECT PANEL	VALVE VAULT	PULL CORD	1"	SPARE CONDUIT
C6	PUMP DISCONNECT PANEL	MULTITRODE LEVEL SENSOR	MANUFACTURER CABLE	CABLE TRENCH	
C7	PUMP DISCONNECT PANEL	WETWELL LEVEL TRANSDUCER	MANUFACTURER CABLE	CABLE TRENCH	
C8	CONTROL PANEL	WWTP, BLOWER BUILDING (CONTROL PANEL MCP-BB)	(4) 14 AWG, C (1) 14 AWG, G	2"	EXTEND EXISTING CONDUIT TO CONTROL PANEL
N1	CONTROL PANEL	WWTP, BLOWER BUILDING (FIBER PANEL FPP-3)	6 FIBER PAIR	2"	EXTEND EXISTING CONDUIT TO CONTROL PANEL

P101	PUD PRIMARY LINE	PUD TRANSFORMER (RELOCATE EXISTING)	BY PUD	BY PUD	CONTRACTOR TO TRENCH & BACK FILL FOR RELOCATED TRANSFORMER
P102	PUD TRANSFORMER (RELOCATE EXISTING)	EXISTING BUILDING (NORTH SIDE OF STATION)	(3) 3 AWG, P (1) 8 AWG, G	2"	RELOCATED SERVICE FOR EXISTING BLDG
P103	PUD TRANSFORMER (RELOCATE EXISTING)	EXISTING BUILDING (SOUTH SIDE OF BUILDING)	(3) 3 AWG, P (1) 8 AWG, G	2"	RELOCATED SERVICE FOR EXISTING BLDG

1 CIRCUIT SCHEDULE
 SCALE: NONE

TYPE	DESCRIPTION	MOUNTING	VOLTAGE	INPUT WATTS	MANUFACTURER PART NUMBER	BATTERY BACKED	COLOR TEMP	LAMP TYPE LUMENS
A	4' LOW PROFILE ENCLOSED AND GASKETED INDUSTRIAL LED. MOLDED FIBERGLASS HOUSING, ACRYLIC LINEAR RIBBED FROSTED LENS, 80CRI, MEDIUM DISTRIBUTION, 0-10V DIMMING, U.L. LISTED FOR WET LOCATIONS.	SURFACE	120/277V	24	LITHONIA LIGHTING: FEM LED SERIES OR AS APPROVED.	NO	40K	LED 3,790
B	LED FLOOD LIGHT, MULTI-MOUNT WITH ADJUSTABLE ANGLE, MOUNT AT ROOF PEAK EDGE.	MULTI, ADJUSTABLE	120/277V	21	LITHONIA LIGHTING: DSXF1 P1 40K FL MVOLT LED FLOOD LIGHT, OR AS APPROVED	NO	40K	LED 2965

2 LUMINAIRE SCHEDULE
 SCALE: NONE



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ONE INCH AT FULL SCALE.
 IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

CIRCUIT & LUMINAIRE SCHEDULES

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CITY OF STEVENSON
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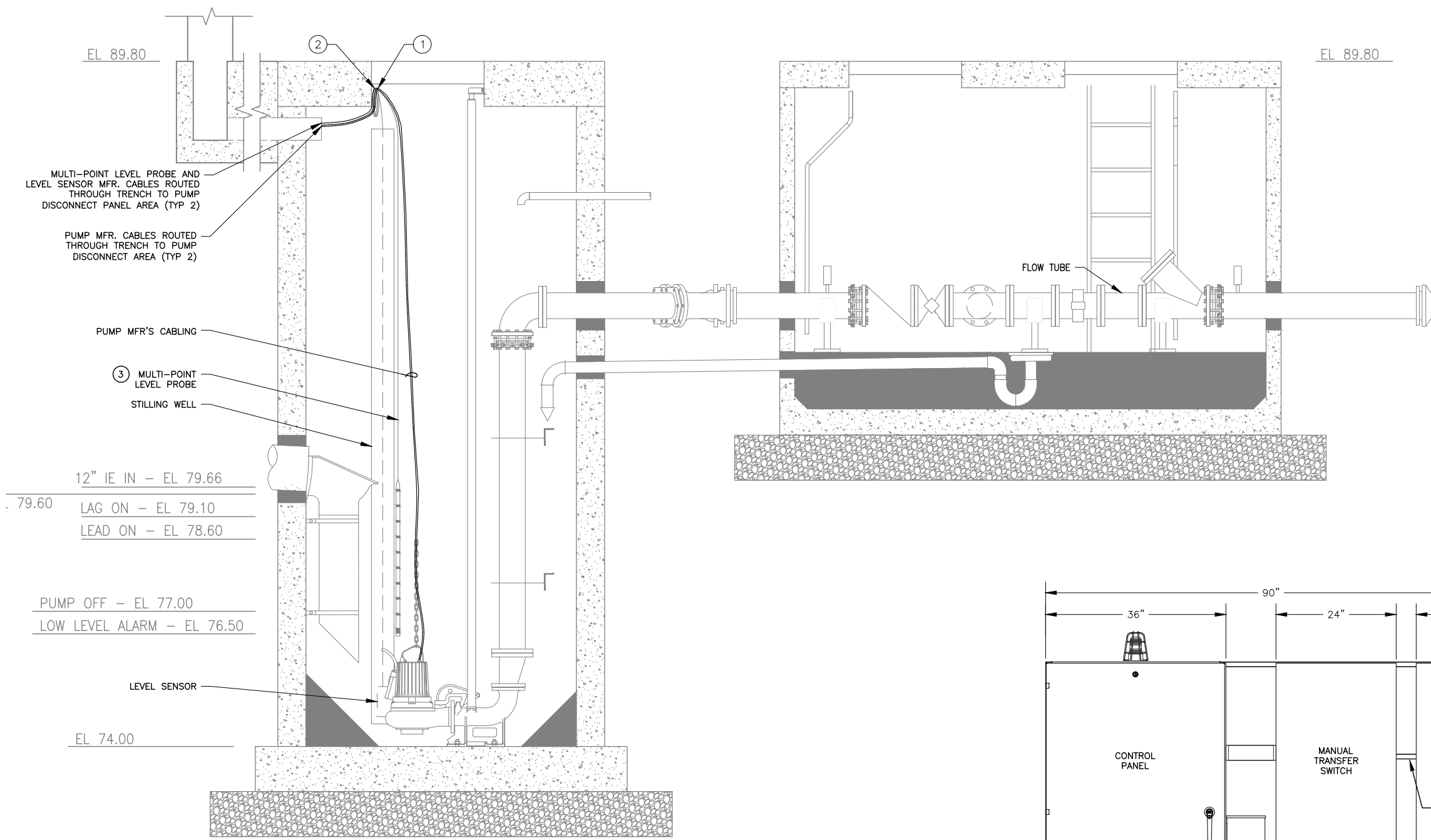
12119 NE 99th Street
 Suite #2090
 Vancouver, Washington 98682
 Phone: (360) 718-7267
 Fax: (360) 952-8958
 e-mail: is@industrialsystems-inc.com
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E4

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- KEY NOTES:**
- ① PROVIDE 304 SS EYE HOOKS WITH CONCRETE EXPANSION ANCHORS, OR ATTACHED TO HATCH FRAME, FOR SUSPENSION OF MANUFACTURER PUMP CABLES NEAR HATCH AREA IF CABLING SUPPORT MEANS NOT PROVIDED BY PUMP MANUFACTURER.
 - ② PROVIDE 304 SS EYE HOOKS WITH CONCRETE EXPANSION ANCHORS, OR ATTACHED TO HATCH FRAME, FOR SUSPENSION OF MULTI-POINT LEVEL PROBE AND LEVEL SENSOR AT HATCH AREA.
 - ③ COORDINATE ELEVATION LOCATION OF MULTI-POINT LEVEL PROBE WITH CIVIL DISCIPLINE.



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REV:	XX

ONE INCH
0" 1" SCALE
ONE INCH AT FULL SCALE.
IF NOT ONE INCH ADJUST
SCALE ACCORDINGLY

ELECTRICAL
ELEVATION

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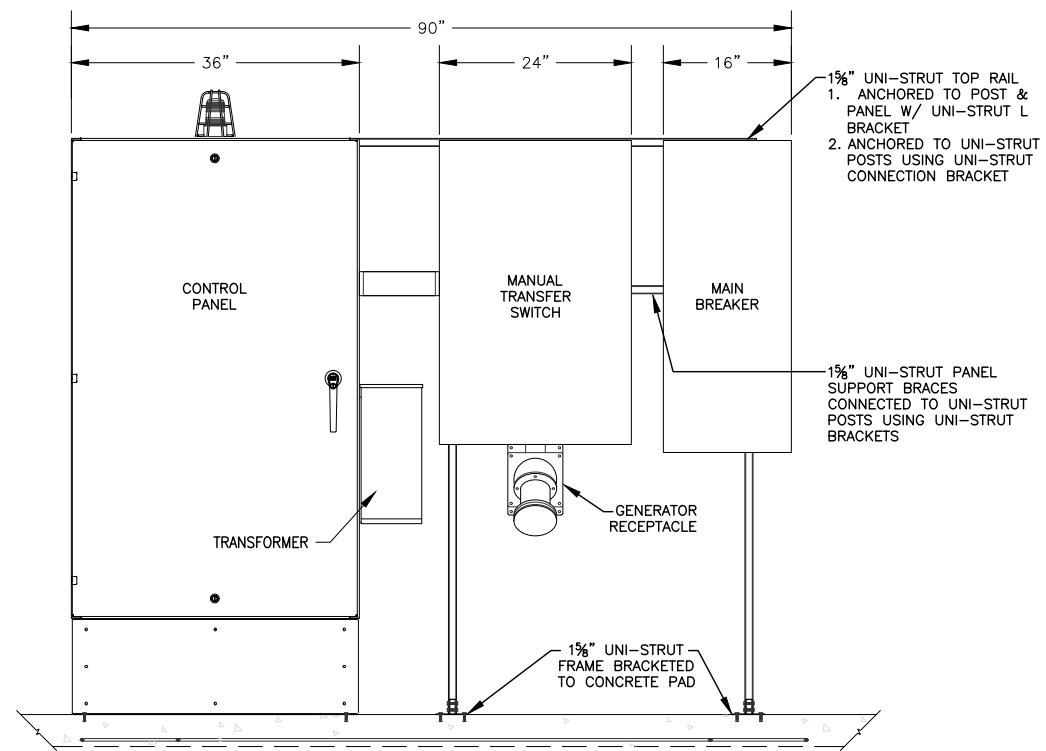
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① FAIRGROUND PS ELEVATION
SCALE: 3/4" = 1'-0"



② FAIRGROUND PS ELEVATION
SCALE: 1/2" = 1'-0"

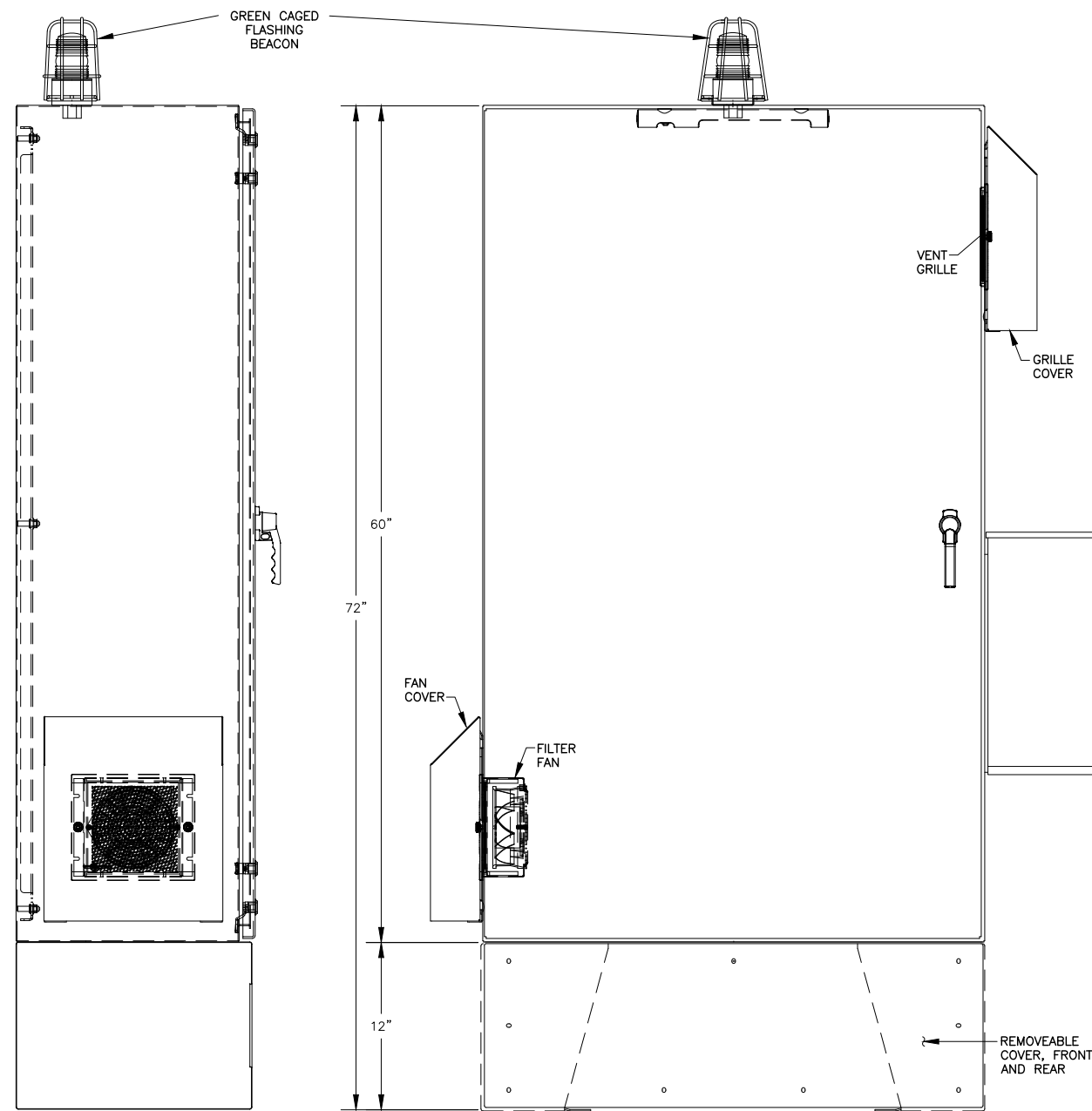
**Industrial
Systems** INC

12119 NE 99th Street
Suite #2090
Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
OR CCB #196597 WA #INDUS1880K9
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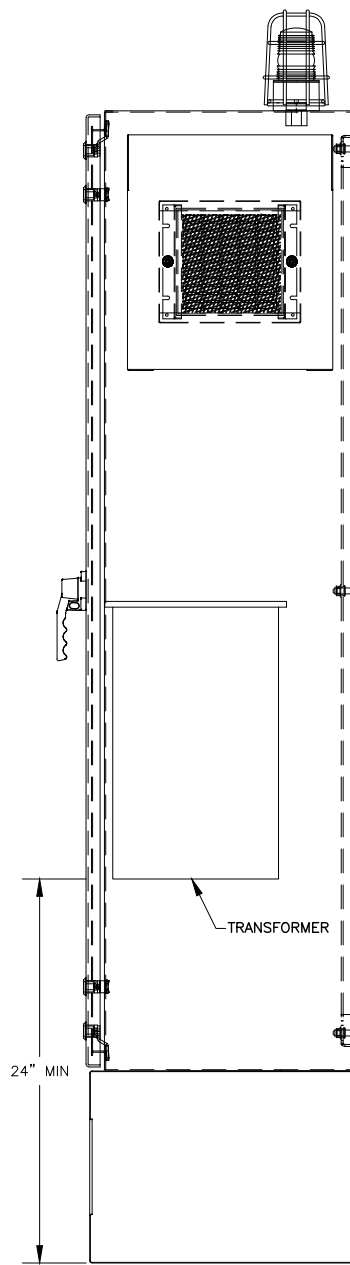
GENERAL NOTES:

- PANEL LAYOUT IS CONCEPTUAL AND FINALIZED LAYOUT SHALL BE PROVIDED BY MANUFACTURER PER UL-508 REQUIREMENTS.
- PANEL SHALL BE STAINLESS STEEL, NEMA 4, MINIMUM 60"H X 36"W X 16"D.

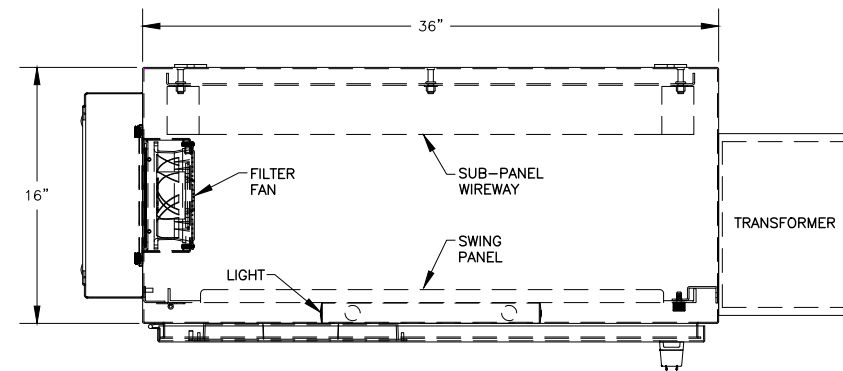


LEFT SIDE
NTS

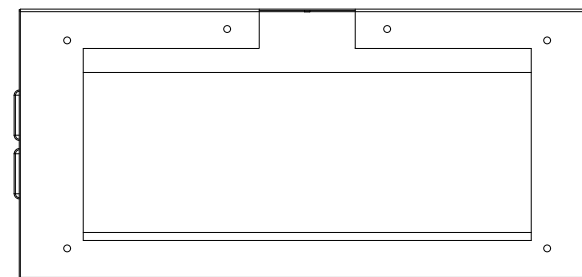
ELEVATION
NTS



RIGHT SIDE
NTS



TOP VIEW
NTS



BOTTOM
NTS

1 FAIRGROUND CONTROL PANEL ENCLOSURE
NTS

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REV: XX

0 1" INCH AT FULL SCALE.
1" INCH AT FULL SCALE.
IF NOT ONE INCH ADJUST
SCALE ACCORDINGLY

CONTROL PANEL
ENCLOSURE



PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



Industrial Systems INC
12119 NE 99th Street
Suite #2090
Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
OR CCB #196597 WA #INDUS1880K9
AK #1018436
PROJECT#: 19.29.04

DRAWING NO:

11

27 OF 32

506



DATE	
BY	
REVISION	
NO.	
DESIGNED BY:	MEW
DRAWN BY:	AAB
REV:	XX

CONTROL PANEL LAYOUT



PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



DRAWING NO:

12

28 OF 32

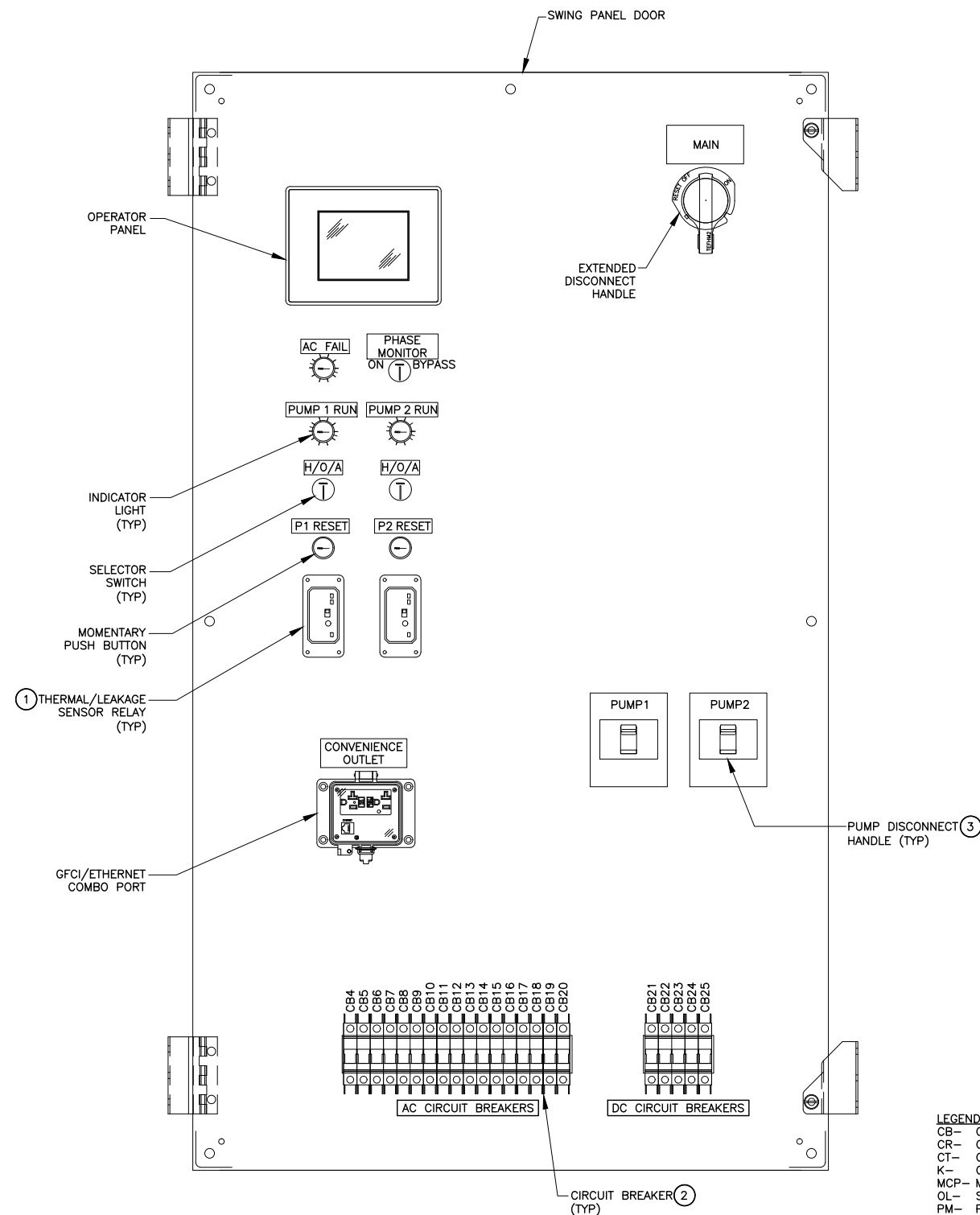
507

KEY NOTES:

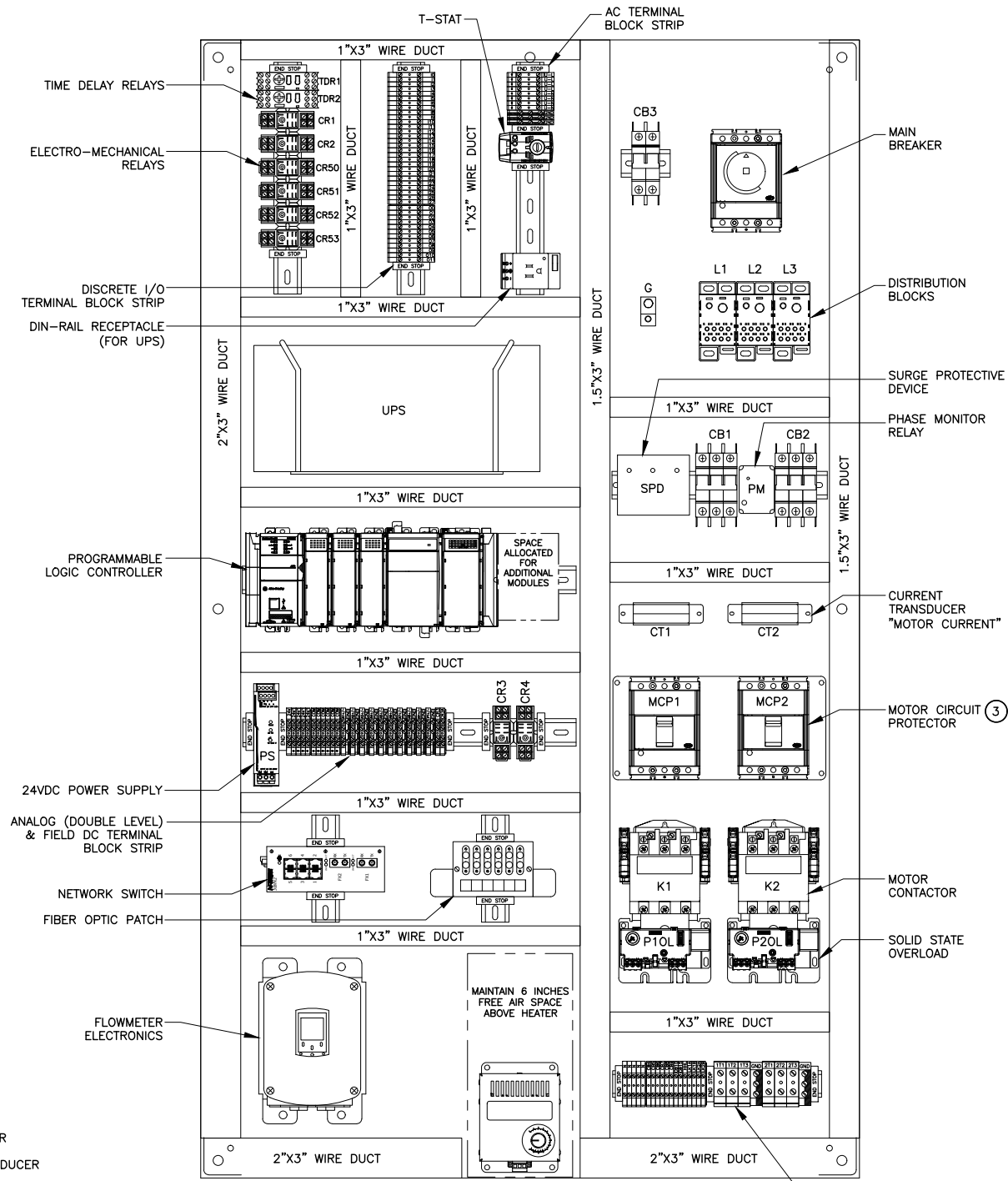
- 1 THERMAL/LEAKAGE SENSOR RELAY FOR FLYGT PUMPS.
- 2 INSTALL CIRCUIT BREAKERS FROM REAR OF SWING PANEL, ONLY ALLOWING ACCESS TO HANDLE. INCLUDE CB NUMBERS AND LABEL WHAT EACH CB FEEDS.
- 3 MOUNT PUMP DISCONNECTS OFF THE BACKPAN SO THAT THE HANDLES ARE "FINGER-SAFE", ONLY ALLOWING ACCESS TO HANDLE.

GENERAL NOTES:

1. PANEL LAYOUT IS CONCEPTUAL AND FINALIZED LAYOUT SHALL BE PROVIDED BY MANUFACTURER PER UL-508 REQUIREMENTS.

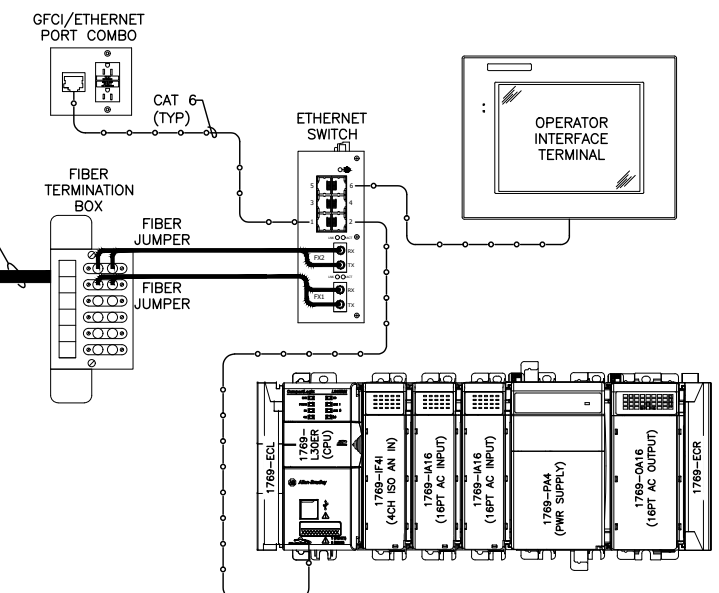
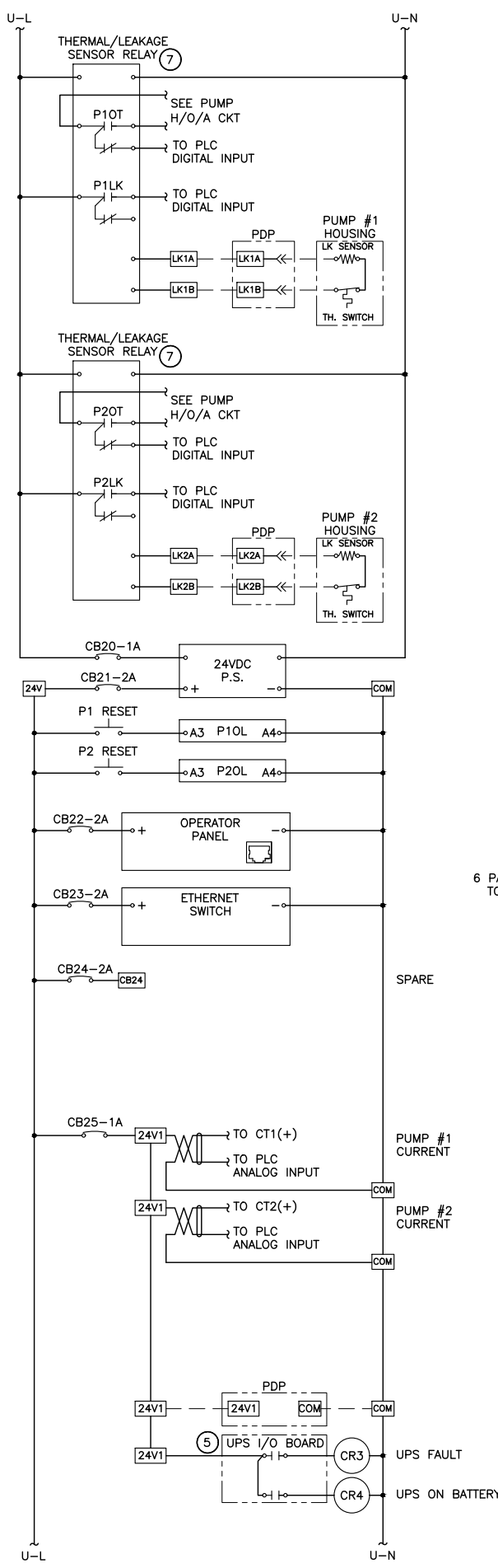
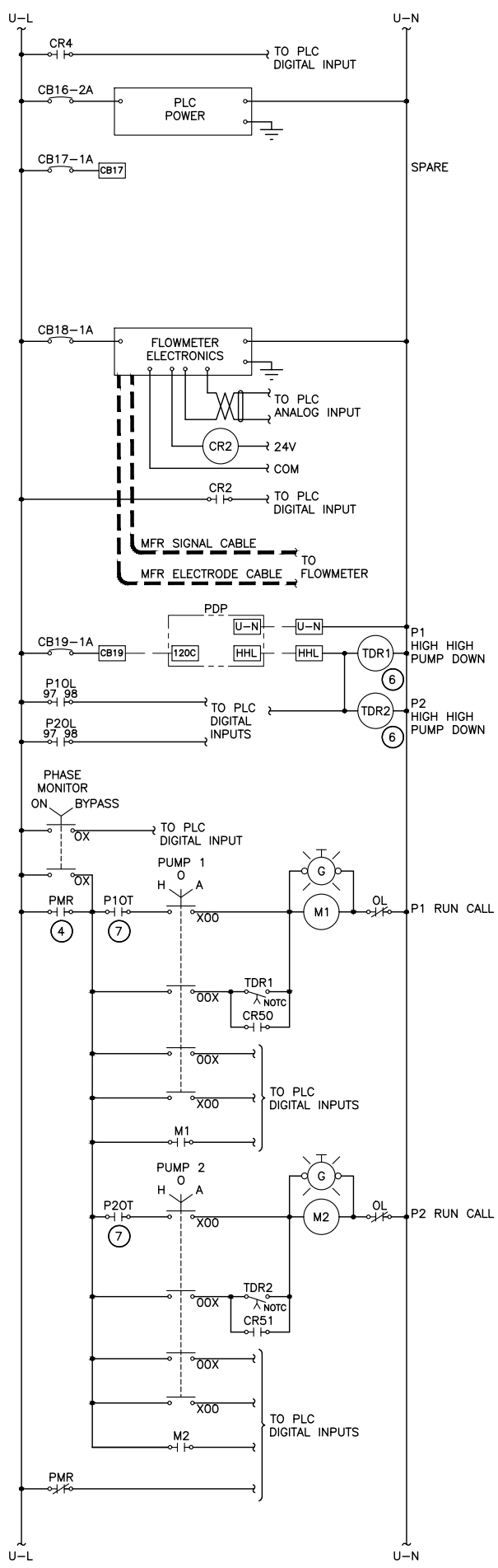
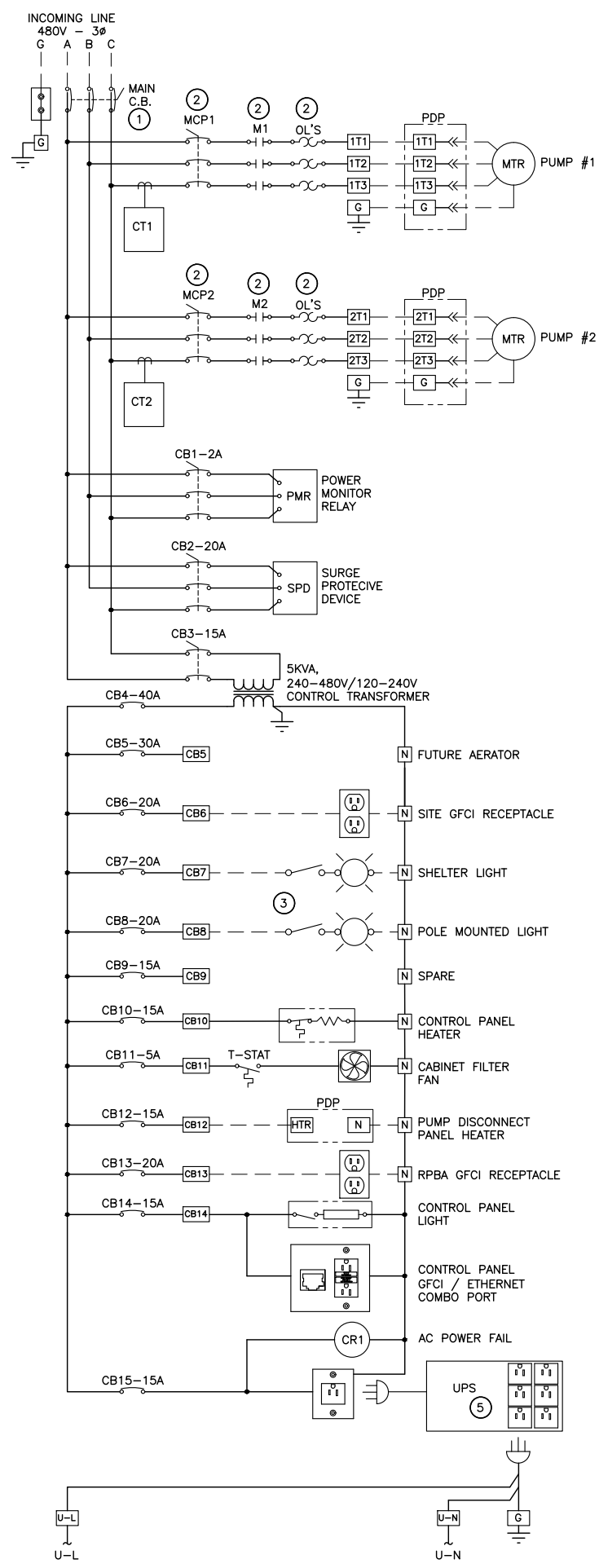


LEGEND
 CB- CIRCUIT BREAKER
 CR- CONTROL RELAY
 CT- CURRENT TRANSDUCER
 K- CONTACTOR
 MCP- MOTOR CIRCUIT PROTECTOR
 OL- SOLID STATE OVERLOAD
 PM- PHASE MONITOR
 PS- POWER SUPPLY
 SPD- SURGE PROTECTOR



Industrial Systems INC

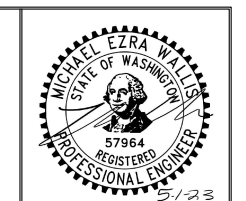
12119 NE 99th Street
Suite #2090
Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
OR CCB #196597 WA #INDUS1880K9
AK #1018436
PROJECT#: 19.29.04



- KEY NOTES:**
- MAIN BREAKER TO BE SIZED PER NEC BASED ON PROJECT PUMP SIZES AND MISCELLANEOUS POWER LOADS.
 - SIZE MOTOR CIRCUIT PROTECTOR, MOTOR STARTER AND SOLID STATE OVERLOADS ON 'FLA' OF PROJECT PUMPS.
 - SEE LIGHT SWITCH DETAIL ON E6.
 - PMR CONTACT IS CLOSED IN "NORMAL" CONDITION, OPENING ON FAULT.
 - INSTALL DRY CONTACT I/O CARD IN THE UPS TO PROVIDE "UPS FAULT" AND "UPS ON BATTERY" SIGNALS.
 - TDR'S TO BE SET 5 SECONDS APART TO STAGGER PUMP STARTS ON HIGH HIGH LEVEL (BACK-UP MODE) PUMP DOWN.
 - THERMAL/LEAKAGE SENSOR CONNECTION FOR FLYGT PUMPS. THERMAL CONTACT CLOSED IN "NORMAL" CONDITION, OPENING ON FAULT. LEAK CONTACT OPEN IN "NORMAL" CONDITION.

1 CONTROL PANEL & NETWORK DIAGRAM
NTS

2 COMMUNICATION BLOCK DIAGRAM
NTS



NO.	REVISION	DATE	BY

DESIGNED BY: MEW
DRAWN BY: AAB
CHECKED BY: XX

0 1" ONE INCH AT FULL SCALE.
ONE INCH AT FULL SCALE.
IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

CONTROL PANEL
POWER
DISTRIBUTION AND
NETWORK DIAGRAM

wallis engineering

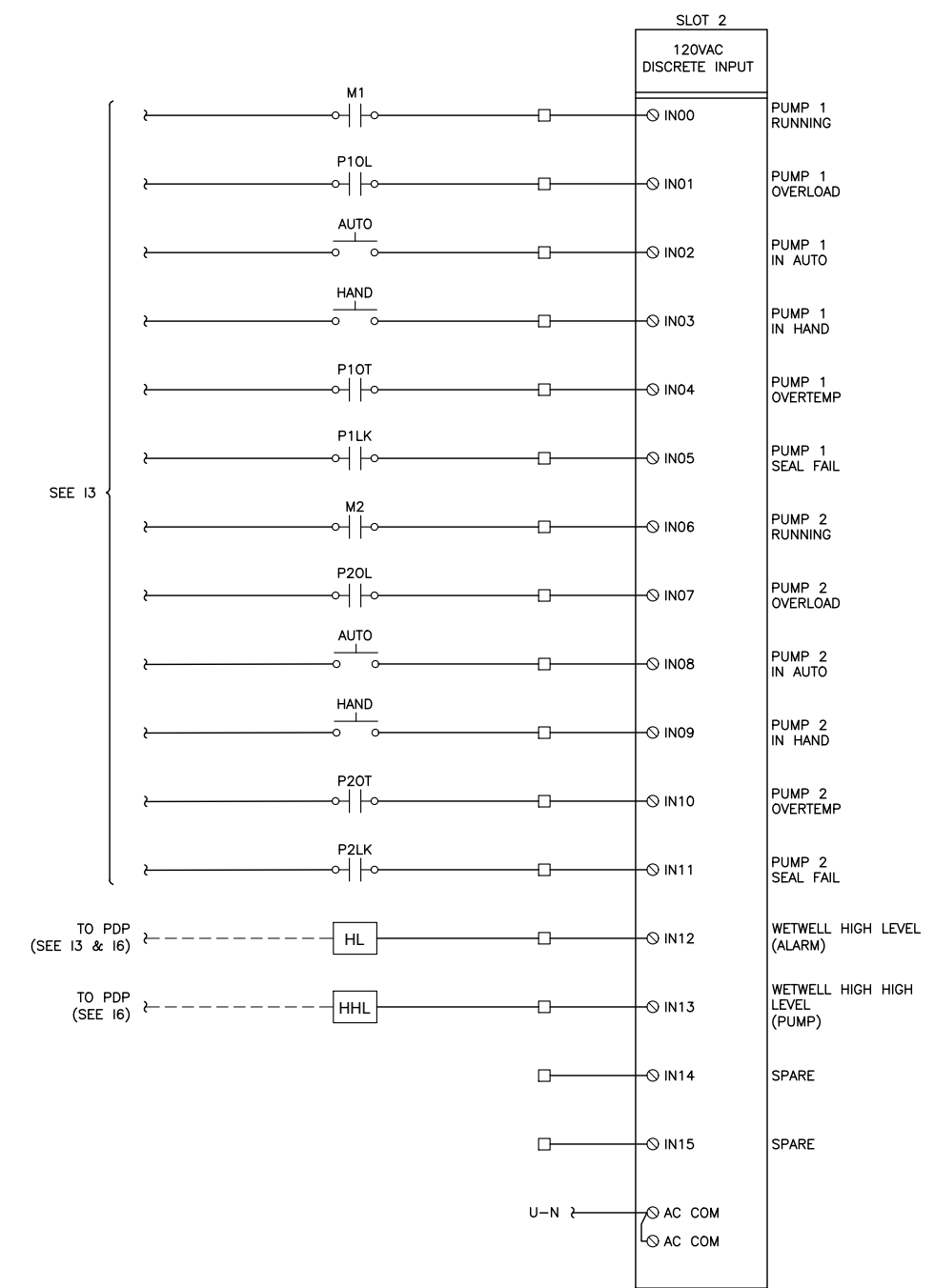
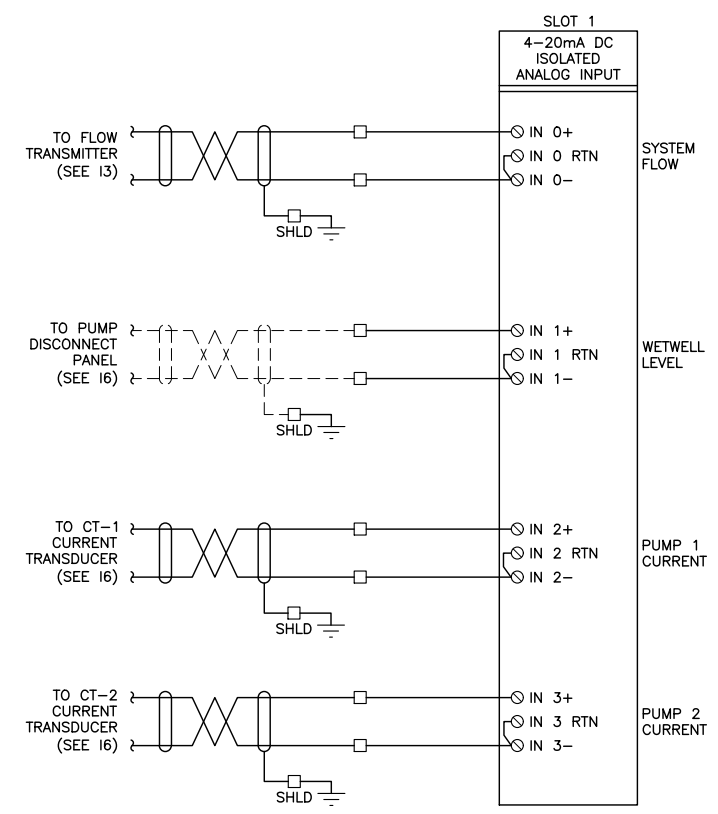
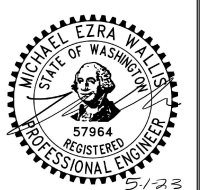
PROJECT NO: 1477B
DATE: 5/2023

CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS



Industrial Systems INC

12119 NE 99th Street
Suite #2090
Vancouver, Washington 98662
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
CR CCB #19597 WA #INDUS1880K9
AK #1018436
PROJECT#: 19.29.04



NO.	REVISION	BY	DATE

DESIGNED BY: MEW
 DRAWN BY: AAB
 REV: XX

ONE INCH AT FULL SCALE.
 ONE INCH AT FULL SCALE.
 IF NOT ONE INCH ADJUST
 SCALE ACCORDINGLY

**CONTROL PANEL
PLC IO WIRING I**

wallis engineering

PROJECT NO: 1477B
DATE: 5/2023

**CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS**



Industrial Systems INC

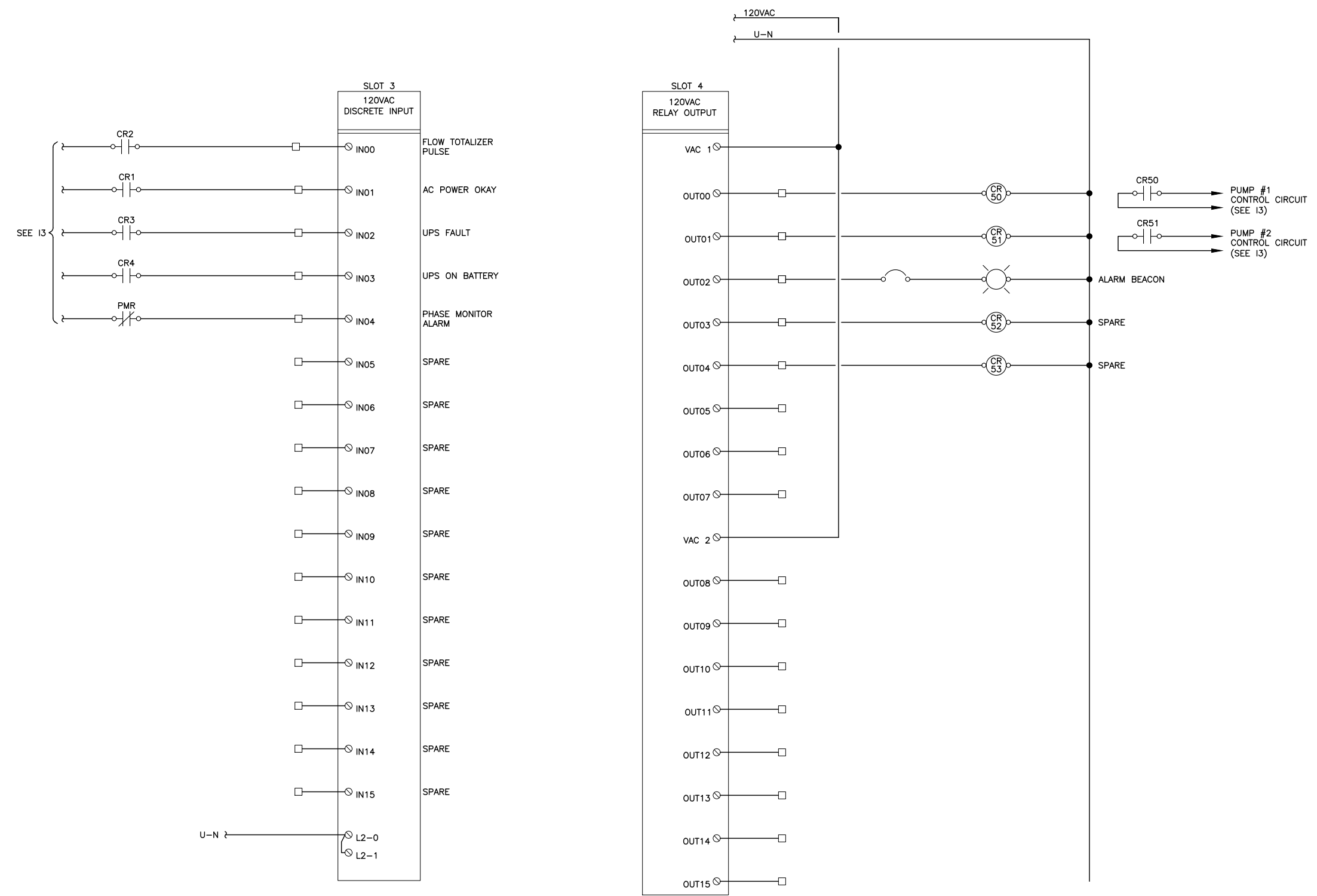
12119 NE 99th Street
Suite #2090
Vancouver, Washington 98682
Phone: (360) 718-7267
Fax: (360) 952-8958
e-mail: is@industrialsystems-inc.com
OR CCB #196597 WA #INDUS1880K9
AK #1018436
PROJECT#: 19.29.04

DRAWING NO:

14

30 OF 32

509



NO.	REVISION	BY	DATE

DESIGNED BY: MEW
 DRAWN BY: AAB
 REV: XX

ONE INCH AT FULL SCALE.
 ONE INCH AT FULL SCALE.
 IF NOT ONE INCH ADJUST
 IF NOT ONE INCH ADJUST
 IF NOT ONE INCH ADJUST

**CONTROL PANEL
 PLC IO WIRING II**

wallis
 *engineering

PROJECT NO: 1477B
 DATE: 5/2023

**CITY OF STEVENSON
 FAIRGROUNDS PUMP
 STATION IMPROVEMENTS**



**Industrial
 Systems INC**

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 Suite #2090
 Vancouver, Washington 98682
 Phone: (360) 718-7267
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 OR CCB #196597 WA #INDUSS1880K9
 AK #1018436
 PROJECT#: 19.29.04

DRAWING NO:

15

31 OF 32

510



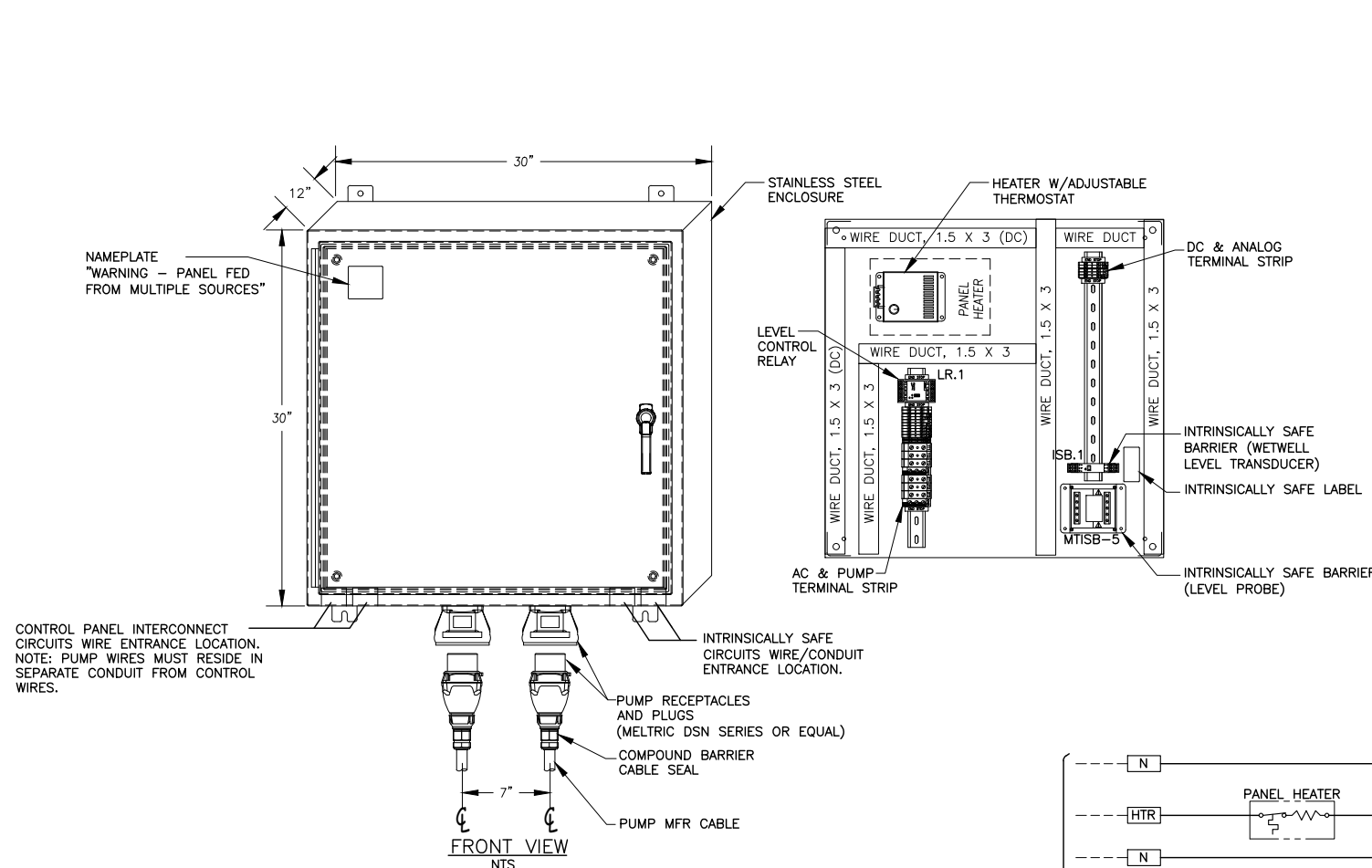
DATE	
BY	
REVISION	
NO.	
DESIGNED BY:	MEW
CHECKED BY:	AAB
REV:	XX

**PUMP DISCONNECT
PANEL LAYOUT
ELEVATION**

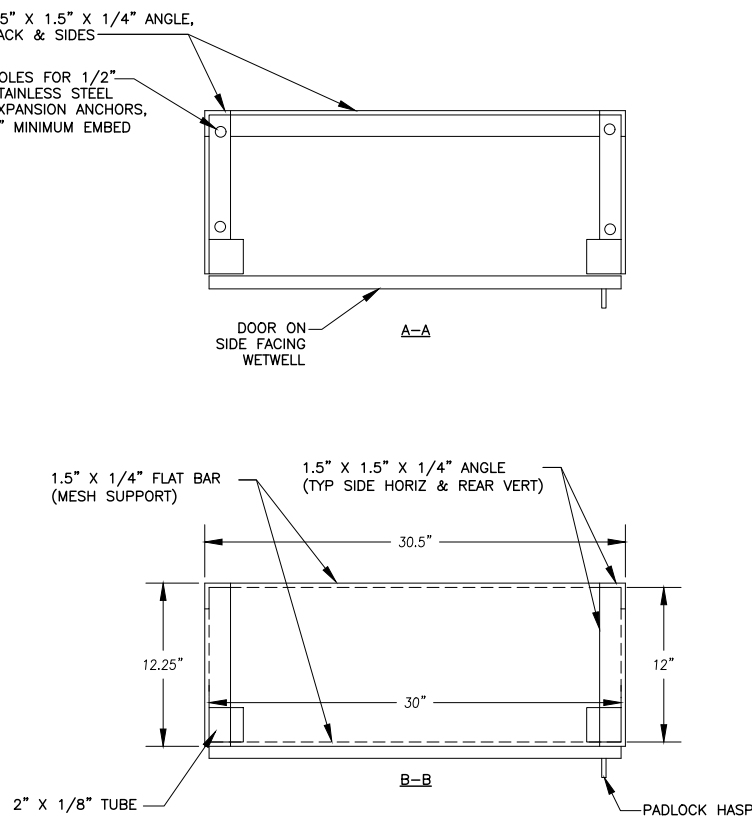
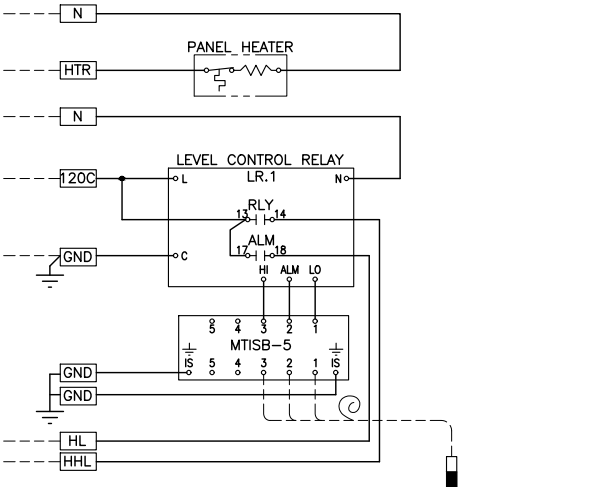
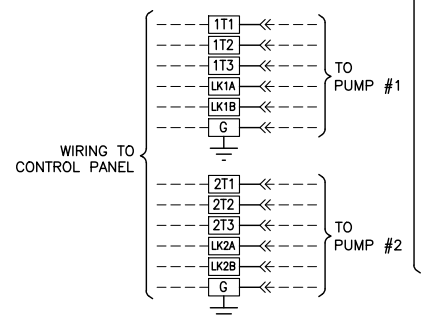
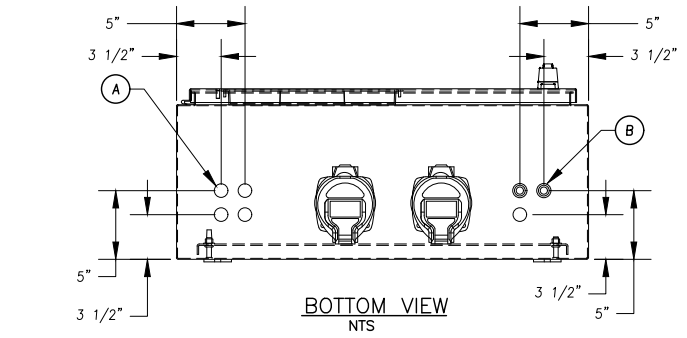
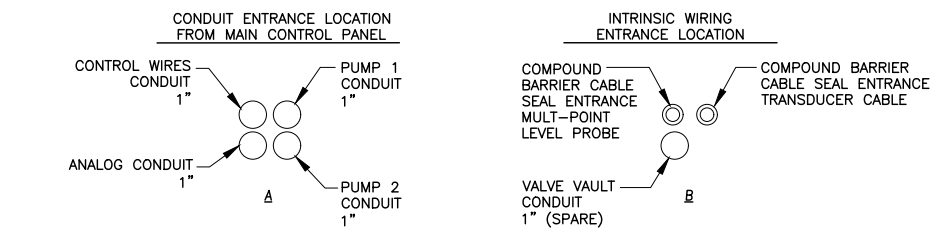
wallis
*engineering

PROJECT NO: 1477B
DATE: 5/2023

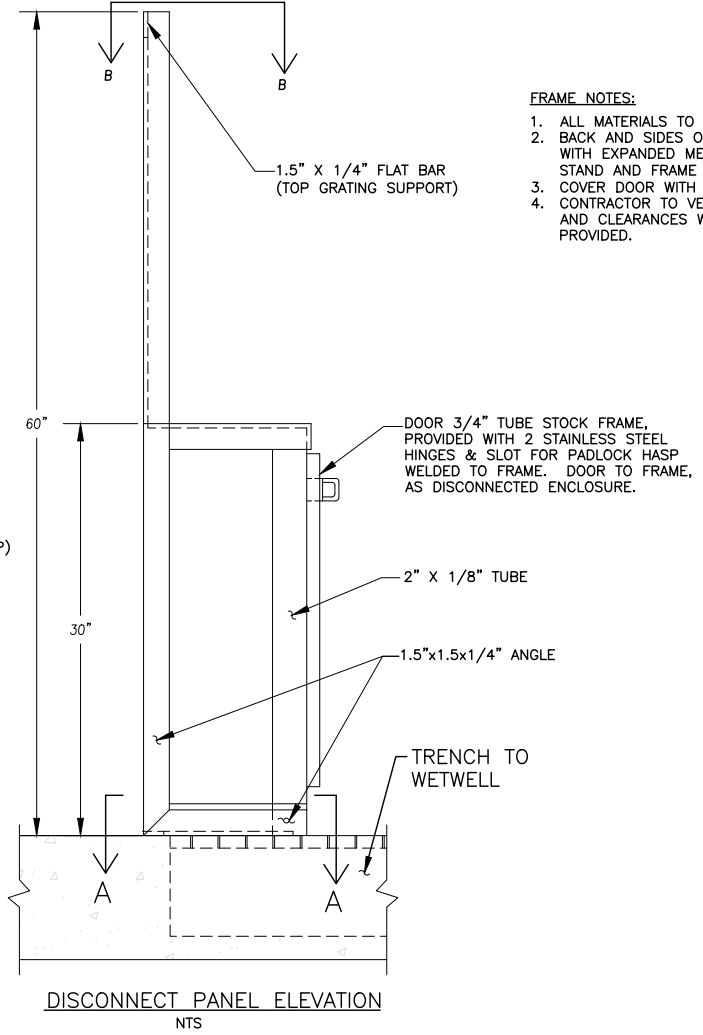
**CITY OF STEVENSON
FAIRGROUNDS PUMP
STATION IMPROVEMENTS**



NOTE: ALL CONDUITS MUST BE CONTINUOUS RGS FROM BELOW GRADE TO CONTROL PANEL. REFERENCE NEC ARTICLE 501.15 (B2) EXCEPTION NO. 1.



- FRAME NOTES:**
1. ALL MATERIALS TO BE STAINLESS STEEL.
 2. BACK AND SIDES OF STAND TO BE ENGAGED WITH EXPANDED METAL MESH, WELDED TO STAND AND FRAME (1/2"x13MM).
 3. COVER DOOR WITH SAME MESH AS STAND.
 4. CONTRACTOR TO VERIFY ALL DIMENSIONS AND CLEARANCES WITH ACTUAL PANEL BEING PROVIDED.



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AK #1018436
PROJECT#: 19.29.04

CHECK REGISTER

City Of Stevenson

Time: 16:39:24 Date: 02/14/2024

01/19/2024 To: 02/29/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
365	02/15/2024	Claims	1	EFT	Department of Revenue	6,318.83	January 2024 Taxes
323	02/08/2024	Claims	1	17581	Tyler MacKinnon	18,309.00	Fire Hall Doors Second Half
366	02/15/2024	Claims	1	17582	A&J Select	34.40	January 2024 Statement
367	02/15/2024	Claims	1	17583	Ajax Northwest LLC	128,248.80	WW Collection System Construction
368	02/15/2024	Claims	1	17584	Aramark Uniform Services	152.61	Weekly Services 1/11/2024; Weekly Services 1/18/2024; Weekly Services 1/25/2024; Weekly Services 02/01/2024; Weekly Statement 01/04/2024; Weekly Services 02/08/2024
369	02/15/2024	Claims	1	17585	Aramark	107.69	HI Vis Class 3 System Parka J Schulze
370	02/15/2024	Claims	1	17586	Avista Utilities	1,830.30	January 2024 Statement
371	02/15/2024	Claims	1	17587	BSK Associates	1,916.75	January 2024 Water Samples; WWTP Lab Testing
372	02/15/2024	Claims	1	17588	Bishop Sanitation Inc	1,938.60	WWTP Pump Station Cascade
373	02/15/2024	Claims	1	17589	Bits N Spurs	30.13	Hydrated Lime WWTP
374	02/15/2024	Claims	1	17590	Carson Hardware	183.04	January 2024 Statement
375	02/15/2024	Claims	1	17591	Cascade Columbia Distribution	2,838.88	Water Plant PAX-18, Sodium Hypochlorine
376	02/15/2024	Claims	1	17592	CenturyLink	167.89	Statement 02.01.2024 WWTP; Statement 02.01.2024 Kanaka Creek
377	02/15/2024	Claims	1	17593	Centurylink Comm Inc	47.15	January 2024 Statement
378	02/15/2024	Claims	1	17594	City of Hood River	8,466.77	Sludge Hauling Oct-Dec 2023
379	02/15/2024	Claims	1	17595	City of Stevenson	3,922.45	Firehall Water/Sewer 1/31/2024; City Hall Water/Sewer 1/31/2024; Drinking Fountain Water/Sewer 1/31/2024; East End Irrigation Water/Sewer 1/31/2024; Grange Hall Water/Sewer 1/31/2024; Rock Creek Irrig
380	02/15/2024	Claims	1	17596	Class 5	315.06	February 2024 Statement; February 2024 Statement
381	02/15/2024	Claims	1	17597	Coburn Electric Inc	1,766.06	Backwash System PLC Changes for Valve Timing; LED Button Photo Eye; Trouble Shoot Trash Rack Main Power
382	02/15/2024	Claims	1	17598	Columbia Hardware Inc	1,021.77	January 2024 Statement
383	02/15/2024	Claims	1	17599	Columbia River Disposal	239.56	January 2024 Statement
384	02/15/2024	Claims	1	17600	Consolidated Supply Company	466.06	Water Supplies
385	02/15/2024	Claims	1	17601	Correct Equipment	360.80	Radio/Dashboard Assembly
386	02/15/2024	Claims	1	17602	DeVaul Publishing	319.20	Special Meeting 01/25/2024 on 1/17/2024; Special Meeting 01/25/2024 on 1/10/2024; Notice of Special Joint Meeting 01/03/2024; Notice of Special Joint Meeting 01/17/202; Vacancy Planning Commission 1/17
387	02/15/2024	Claims	1	17603	Department of Health	1,349.40	Annual Water Operating Permit
388	02/15/2024	Claims	1	17604	Financial Consulting Solutions Group Inc	5,027.50	Water and Sewer Rate SDC Study (2022)
389	02/15/2024	Claims	1	17605	Flo Analytics	1,722.50	Map and User Updates/City Works Configuration/User Training
390	02/15/2024	Claims	1	17606	Gorge Auto Parts Inc	1,005.63	January 2024 Statement
391	02/15/2024	Claims	1	17607	Grayling Engineers	6,700.00	Rock Creek Tavern Intake Investigation
392	02/15/2024	Claims	1	17608	Gregory Scott Cheney	270.00	January 2024 Public Defender Services

CHECK REGISTER

City Of Stevenson

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01/19/2024 To: 02/29/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
393	02/15/2024	Claims	1	17609	H2Oregon	33.27	January 2024 Cooler Rent; January 2024 Drinking Water
394	02/15/2024	Claims	1	17610	HD Fowler Company	5,143.02	Water Maintenance Supplies; Water Supplies 2250 Kamstrup; Ford Fittings; Water Supplies-Ball Valves; Ford Meter Adaptors
395	02/15/2024	Claims	1	17611	Harper Houf Peterson Righellis Inc	1,033.28	Prepare Plans, Specifications and Estimates for CD's on Lakview Rd
396	02/15/2024	Claims	1	17612	IIMC International Institute of Munici	310.00	IIMC Renewal A Sorestad; IIMC Renewal L Kinley
397	02/15/2024	Claims	1	17613	Jammie's Environmental Inc	3,769.50	Transport WWTP Sludge
398	02/15/2024	Claims	1	17614	Kilmer, Voorhees & Laurick P.C.	3,154.81	January 2024 Billings
399	02/15/2024	Claims	1	17615	Kimball Midwest	302.41	Equipment Services Supplies
400	02/15/2024	Claims	1	17616	Les Schwab Tire Center	655.12	Chains S-4 Flatbed
401	02/15/2024	Claims	1	17617	Main Street - Singh	4,804.64	January 2024 Statement
402	02/15/2024	Claims	1	17618	Maria Mendoza	45.00	Refund of \$45 Inspection Fee charged in error for Permit #CS23-089
403	02/15/2024	Claims	1	17619	Office of State Treasurer-Cash Mgmt Di	44.36	February 2024 Remittance
404	02/15/2024	Claims	1	17620	One Call Concepts Inc	26.91	January 2024 Excavation Notifications
405	02/15/2024	Claims	1	17621	PUD No 1 of Skamania County	10,900.44	Collection System Updates-PUD; Statement 1/8/2024; Statement 01/18/2024; Statement 01/26/2024; Statement 01/26/2024; Statement 01/26/2024; Statement 01/18/2024; Statement 1/08/2024
406	02/15/2024	Claims	1	17622	Petty Cash	8.56	Petty Cash Reconciliation 2/6/2024
407	02/15/2024	Claims	1	17623	RADCOMP Technologies	3,486.90	Monthly Billing for February 2024
408	02/15/2024	Claims	1	17624	RTC SW Regional Transportation Co	800.00	2024 Member Contributions
409	02/15/2024	Claims	1	17625	Ricoh USA Inc	69.38	January 2024 Statement
410	02/15/2024	Claims	1	17626	Sea-Western Inc	1,377.05	Fire Department Gloves and Suspenders
411	02/15/2024	Claims	1	17627	Skamania County Auditor	311.50	Recording Fees
412	02/15/2024	Claims	1	17628	Skamania County Building Division	168.90	January 2024 Pass Through Building Permit Fees
413	02/15/2024	Claims	1	17629	Skamania County Chamber of Commerce	12,817.66	January 2024 Monthly Contract & other reimburseables
414	02/15/2024	Claims	1	17630	Skamania County Probation	429.73	January 2024 Probation Costs
415	02/15/2024	Claims	1	17631	Skamania County Prosecutor	1,500.00	February 2024 Prosecuting Attorney Fees
416	02/15/2024	Claims	1	17632	Skamania County Sheriff	1,920.00	January 2024 Encarceration Fees
417	02/15/2024	Claims	1	17633	Skamania County Treasurer	24,087.59	February 2024 Municipal Court Costs; February 2024 Remittance
418	02/15/2024	Claims	1	17634	Stellar J Corporation	187,134.70	WWTP Construction WW Projects
419	02/15/2024	Claims	1	17635	Text My Gov	3,000.00	Software Management Support March 2024-February 2025
420	02/15/2024	Claims	1	17636	Timothy Charles Shell	2,331.00	January 2024 Civil Engineering Consulting; January 2024 Monthly Services
421	02/15/2024	Claims	1	17637	US Bank Safekeeping	74.00	January 2024 Safekeeping Fees
422	02/15/2024	Claims	1	17638	US Bank Voyager Fleet Systems	193.61	January 2024 Statement

CHECK REGISTER

City Of Stevenson

Time: 16:39:24 Date: 02/14/2024

01/19/2024 To: 02/29/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
423	02/15/2024	Claims	1	17639	US Bank	7,218.00	Statement 02/06/2024 Card 2311; Statement 2/06/2024 Card 8023; Statement 2/06/2024 Card 4631
424	02/15/2024	Claims	1	17640	USA Bluebook	288.65	Hach DPD for 10ml Sample 100 pk
425	02/15/2024	Claims	1	17641	Verizon Wireless	111.94	January 2024 Cell Phone Costs
426	02/15/2024	Claims	1	17642	WFOA Washington Finance Officers Assoc	150.00	1/1/24-1/1/25 Membership Dues K Conrath; 1/1/24-1/1/25 L Kinley Membership Dues
427	02/15/2024	Claims	1	17643	WSP USA Inc	10,865.58	1st Ped Amenities Overlook
428	02/15/2024	Claims	1	17644	Wallis Engineering PLLC	66,592.64	WWTP Construction Phase Sevices; WW Collection System Engineering
429	02/15/2024	Claims	1	17645	Wave Division Holdings LLC	555.81	Statement 1.17.2024 WTP Phone; January 2024 City Hall Internet; January 2024 Statement; January 2024 Statement
001 General Expense Fund						61,781.19	
100 Street Fund						7,492.51	
103 Tourism Promo & Develop Fund						12,992.00	
311 First Street						10,865.58	
400 Water/Sewer Fund						64,543.17	
410 Wastewater System Upgrades						384,327.47	
500 Equipment Service Fund						8,702.15	
630 Stevenson Municipal Court						88.72	
* Transaction Has Mixed Revenue And Expense Accounts						550,792.79	Claims: 550,792.79

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)