

AGENDA
CITY OF STEVENSON COUNCIL MEETING
July 16, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Meeting ID: 893 4000 1903 and on YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

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

1. CALL TO ORDER: Mayor to call the meeting to order and conduct roll call.

2. 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].*

3. 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) **Special Occasion Liquor License** - American Legion Auxiliary for the Skamania County Fair Beer Garden at the Fairgrounds Aug 19th from 12-10pm, Aug 20th from 12-11pm, Aug 21st from 10-12am, and Aug 22 from 10-12am.
- b) **Water Adjustment** - Bill Klosterman (meter no. 403900) requests a water adjustment of \$143.52 for a water leak which they have since repaired.
- c) **Water Use Waiver** - The meter for Terrapin Investments, LLC was turned on during the swap-out project after the customer had it shut off to do plumbing work. This caused water to flood the building over a weekend. The total amount of usage to be waived is \$380.16, which is total usage billed rather than the calculated amount per our water leak policy due to the nature of the water usage.
- d) **Minutes** of June 18, 2020 Council Meeting, the June 22, 2020 Special Council Meeting and the July 11, 2020 Council Retreat.

MOTION: To approve consent agenda items a-d.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. 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.]*

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

-In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

-By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

-By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a) 6:15 - Transportation Improvement Program** - Public Works Director Karl Russell presents the updated six-year Transportation Improvement Program (TIP) for public input and council review.

MOTION: To approve the Six-Year Transportation Improvement Program as presented[/with changes as discussed].

6. UNFINISHED BUSINESS:

- a) *Discuss COVID Funding** - City Administrator Leana Kinley will present current funding information and additional opportunities to council for discussion. Leslie Naramore from WAGAP will also be present to discuss their needs and the community they serve.
- b) COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- c) Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.
- d) Approve Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response (WARN)** - Public Works Director Karl Russell presents the WARN agreement for council review and consideration. This is a mutual aid agreement for water and wastewater activities during emergencies.

MOTION: To approve the mutual aid and assistance agreement for Washington State for intrastate water/wastewater agency response network.

7. NEW BUSINESS:

- a) Approve Proclamation Recognizing Juneteenth 2020** - Mayor Scott Anderson presents proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020 for council consideration.

MOTION: To approve proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020.

- b) Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley presents information regarding the water meter size billing discrepancy as mentioned at the June 18, 2020 council meeting for council review and consideration.

MOTION: To approve waiving the back-billing in relation to incorrect meter sizes for the customers listed above.

- c) *Discuss Letter of Support for Title 23 Waiver** - City Administrator Leana Kinley will present a memo from Port of Cascade Locks General Manager Olga Kaganova regarding waiving Title 23 restrictions regarding the use of toll revenues on projects that receive federal funding. Letters of support from the Port of Skamania and Skamania County are included.

- d) Follow-up From Council Strategic Retreat** - City Administrator Leana Kinley presents a draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for council review and discussion.

8. INFORMATION ITEMS:

- a) Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in June, 2020.

- b) *Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through June 2020.

- c) *Fire Department Report** - The Stevenson Fire Department's report for June, 2020 is presented for council review.

- d) Planning Commission Minutes** - Minutes from the 6/8/20 Planning Commission meeting are presented.

- e) Sheriff's Report** - The Skamania County Sheriff's report for June, 2020 is presented for council review.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Karl Russell, Public Works Director

- b) Ben Shumaker, Community Development Director
- c) Leana Kinley, City Administrator

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) *June 2020 payroll & July 2020 AP checks have been audited and are presented for approval. June payroll checks 14475 thru 14481 total \$83,150.25 which includes EFT payments. July AP checks 14474 and 14482 thru 14523 total \$559,358.94 and includes ACH payments and checks . The AP check register with fund transaction summary is attached for your review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

12. 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.]*

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

-City Council Meeting - Thursday, August 20, 2020 at 6pm.

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 18, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Anderson called the meeting to order at 6:07 p.m. and conducted roll call. Councilmembers Robert Muth, Paul Hendricks, Amy Weissfeld, Matthew Knudsen and Annie McHale were present. Also present were City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell, and City Attorney Ken Woodrich. Public attendees included Mary Repar, Monica Masco, Brian McNamara, Dean Maldonado, Norm Haight, and Gloria Howell.

a) Update on Use of Technology for City Meetings - The Mayor asked participants to follow the instructions and format for remote meetings detailed in the agenda.

2. CHANGES TO THE AGENDA: The only changes were supporting documents providing additional information for packet items.

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

a) Approve Stevenson Downtown Association Tourism Funding Contract Amendment - City Administrator Leana Kinley requested approval of a contract extension of the 2019 contract for soft costs related to the development of the Park Plaza.

b) Approve Amendment to Chamber of Commerce Tourism Contract - City Administrator Leana Kinley requested approval of the amendment to the Chamber of Commerce Tourism Contract to include \$10,000 for distribution of COVID-19 related supplies. The City will fund this activity through the CARES Act contract received by the Department of Commerce.

c) Liquor License Renewal - LDB Beverage/Jester and Judge, Main Street Convenience

d) Approve Liquor License Alteration Request - Walking Man, LLC

e) Approve Liquor License Alteration and Right of Way Request - El Rio Texicantina

f) Minutes of May 21, 2020 Council Meeting.

MOTION to approve consent agenda items a-e made by Councilmember Muth with a second by Councilmember Knudsen.

- Voting aye: Councilmember Muth, Hendricks, Knudsen, McHale, Weissfeld
- Voting nay: None

Mayor Anderson shared photos of the work being done at Walking Man Brewery. He also shared information on the equipment being installed at City Hall to support remote meetings.

4. PUBLIC COMMENTS: Written comments related to the two public hearings were put under the corresponding section.

>Mary Repar offered the following comments. She asked the Stevenson City Council to pass a resolution to observe Juneteenth as a holiday. She queried why fireworks were being purchased rather than COVID-19 testing material. She also announced COVID-19 tests are now available at Community Health on demand. She requested the City encourage the Gorge Commission to think of the Gorge region as one environment and provide comments to the Gorge Commission during their open comment period.

No further comments were received.

5. PUBLIC HEARINGS:

- a) **6:15 - Rock Cove Hospitality Center Shoreline Substantial Development Permit - City** Administrator Leana Kinley presented a staff memo and Planning Commission recommendation regarding the applicant's permit. Associated documents were included.

Mayor Anderson opened the public hearing at 6:15 p.m.

Community Development Director Ben Shumaker guided the Council through the packet containing information on the Rock Cove Hospitality Center Shoreline Development Permit. He noted City Administrator Leana Kinley had attended the Planning Commission meeting on June 8th in his absence, and Mike Beck, a Planning Commission member was in attendance at the Council meeting to help explain the PC's recommendation. Shumaker pointed out additional information submitted following the PC meeting on June 8th, 2020. Shumaker also advised the Council their discussion would provide guidance to the developer, and any decision would just be for the first phase of a 3-phase project. Key issues noted were public access to the water and to views of Rock Cove during and after construction, landscape screening plans, changes in traffic patterns, archaeological and cultural impacts and wildlife/critical areas management and mitigation.

Public comments:

>Mary Repar spoke about the project's phases, observing it was hard to know what will take place without more detail on each phase. She advocated for more pathways to maintain pedestrian access to the site; permeable paving materials to increase aquifer recharging and native plantings in the landscape. She expressed concerns over possible traffic issues and noted that fill material often settles when disturbed. She also recommended a more detailed wildlife study be provided. She asked Shumaker to pass her comments on to the Planning Commission.

Public comments closed at 6:40 p.m.

Mike Beck from the Stevenson Planning Commission shared information on the Planning Commission's discussion and recommendations on the project. He noted a major consideration was the diminished public access easement on the property and the disjointed routes proposed for the public paths. He advised a dedicated easement could be provided through the plat amendment process. Limiting public access to the water over a seven years construction span was determined to be too long and the PC recommended a much shorter timeframe. He also asked about ADA accessible units as the project contains transient housing. Interpretive signage was encouraged along the pathways.

Following his comments, the City Council engaged in further discussion. All agreed the project would benefit the City.

A remark by Councilmember McHale about a conversation she had had with the developer prompted Ken Woodrich, City Attorney to initiate an Appearance of Fairness Doctrine disclosure. The intent is to assure fairness and impartiality in the City Council's decision-making process. Attorney Woodrich asked each Councilmember if they had had any ex-parte communication regarding the project, if they would be affected in any way financially by the project, and if there was anything that would limit their ability to make fair and impartial decisions. None reported any reasons that would affect their decision-making. With Councilmember McHale's disclosure it was determined it would be appropriate for her to recuse herself from further decision making on the project.

Councilmember Knudsen expressed support of the project. He talked about back and forth communication between the Council and Planning Commission, noting he felt specific concerns about traffic and shoreline variances were not being conveyed or responded to. He asked about negotiation points regarding affordable housing versus hospitality projects.

Dean Maldonado, project developer and applicant provided information and additional details on the project plans spoke next. He described the difficulties in shoreline access, as much of the area is steeply sloped. He explained the three phases of construction on the project. He suggested a developer's agreement regarding the traffic study, in which certain benchmarks would be established, and if met would initiate further traffic analysis.

Due to the complexities of the project, the need for further discussion, and the additional items needing action at the meeting, the Council agreed to hold a special meeting on June 22, 2020 at 6 p.m. to consider specific areas of concern regarding the Rock Cove Hospitality Center project. No motion was entertained to approve the Rock Cove Hospitality Center Shoreline Substantial Development Permit as presented.

- b) 6:30 - New Single-Family Residences in C1 Moratorium** - City Administrator Leana Kinley presented resolution 2019-364 regarding adoption of the Findings of Fact to support ordinance 2020-1158 establishing a moratorium on construction of new single-family residences in the C1 zone for public comment and council consideration.

Mayor Anderson opened the public hearing at: 7:58 p.m.

>Brian McNamara, a downtown Stevenson property owner summarized his comments. He expressed his unhappiness at the perception he had regarding the approval by the City Council of the recent moratorium on new construction of single-family dwellings in the C1 area of Stevenson and asked the Council to reconsider their decision. He stated he felt it was a foregone conclusion and the council had already decided to approve it prior to hearing public comments. He pointed out language in the 2013 Comprehensive Plan that spoke to supporting housing in the downtown area. He noted the downtown area had not significantly changed in 30 years.

>Monica Masco spoke next, stating she opposed the resolution due to the possibility that if her property was destroyed, she could not replace the dwelling. She felt she was being punished for being a good neighbor. She pointed to language in the 2013 Comprehensive Plan promoting the small-town atmosphere of Stevenson and requested back and forth conversions from existing businesses to residential sites be allowed to continue.

>Norm Haight and Gloria Howell noted they had no comments on the resolution supporting the moratorium. Ms. Howell offered remarks regarding siting of the fire hall and possible traffic concerns with the Rock Cove project. Attorney Woodrich advised the comments were directed towards the first public hearing topic and that comment time had passed.

>Mary Repar asked the council why they needed the moratorium. She stated they had heard from a good number of the community regarding opposition to the moratorium. She noted the 2013 Comprehensive Plan did not express concerns about homes in the downtown area, and it actually suggested they contribute to vitality and livability. She asked the Council to stop wasting time on the issue.

c) Public comments ended at 8:15.

Mayor Anderson responded to the public comments by explaining how the moratorium process works to address an issue, and how the findings of fact provide a way for public participation. He related the efforts made to encourage public knowledge and awareness about the Downtown Plan for Success. He explained the moratorium had no bearing on the issue of conversion of homes to businesses.

Councilmember Knudsen pointed out that subject is to be addressed through zoning changes the Planning Commission is considering. Councilmember Muth stated the moratorium is not the end of the discussion, but it is a way to slow down SFDD development while further details are worked out.

MOTION to approve resolution 2020-364 adopting the Findings of Fact to support ordinance 2020-1158 made by Councilmember Knudsen with a second by Councilmember Hendricks.
Voting aye: Councilmembers Weissfeld, Muth, Hendricks and McHale
Voting nay: Councilmember Knudsen

6. UNFINISHED BUSINESS:

- a) COVID-19 Update** - Mayor Scott Anderson provided an update on the city's response to the COVID-19 pandemic. More information was provided prior to the council meeting. City Administrator Kinley has continued sending out updates on the response, including caseload numbers, which remain very low. Meetings have shifted to bi-monthly due to lack of substantial issues. She reported the Governor has indicated Phase 4 will not be in place until 2021, potentially placing a huge financial burden on local businesses and workers.
- b) Sewer Plant Update** - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He relayed that operations were looking good. They are still dealing with two bad 'bugs' in the system affecting treatment.

Councilmember Muth requested a change to the order of the agenda to receive an update on the Russell Street Project and address the change orders. He praised the efforts of all, noting that work was still 6 weeks ahead of schedule.

MOTION to approve the Russell Avenue project change orders 1 and 2 in the combined amount of \$8,468.80 for a revised total contract amount of \$721,426.45 and Wallis 4

Engineering Supplement Agreement number 5 in the amount of \$9,974.63 for a total revised contract amount of \$315,703.86 made by Councilmember Muth with a second by Councilmember Weissfeld.

Prior to the vote Councilmember Knudsen asked for more information on the change order concerning replacement of an awning. PWD Russell explained it was a steel awning, and the change allowed the awning support to be removed or adjusted rather than buried in concrete.

Voting aye: Councilmembers Weissfeld, Muth, Hendricks and McHale

Voting nay: Councilmember Knudsen

PWD Russell advised the council more change orders would be coming, in part due to a small revision to the ADA ramp near Railroad Street. He highlighted areas of savings, including reduced flagging costs and minimal rock and sewer line encounters. PWD Russell also explained the WAWARN project, a mutual aid agreement intended to protect water and wastewater treatment services during emergency situations. Councilmember Muth requested that action on the WAWARN agreement be tabled.

7. NEW BUSINESS:

- a) **Approve Ecology Loan Amendment 2** - City Administrator Leana Kinley asked the Council to authorize the Mayor to sign amendment 2 to the current Ecology loan for design of the wastewater system upgrades. The amendment extends the contract through June 30, 2021 and has been approved by Ecology. She explained the amendment had not yet been seen, and the approval would allow the contract to be extended one more year.

MOTION to authorize the Mayor to sign Ecology loan WQC2019-StevPW-0044 amendment 2 made by Councilmember Weissfeld with a second by Councilmember Knudsen.

Voting aye: Councilmembers Weissfeld, Muth, Knudsen, Hendricks and McHale

Voting nay: None

- b) **Approve License Agreement Amendment with Big River Grill** - City Administrator Leana Kinley presented the amendment with Big River Grill and the use of Walnut Park for council review and consideration. The amendment allows for modified payments related to the ability to allow dine-in service in conjunction with the COVID-19 Safe Start plan. City Administrator Kinley agreed to talk with Big River Grill about providing additional signage to encourage public use of the park outside the area used by the Big River Grill.

MOTION to approve the amendment to the license agreement with Big River Grill made by Councilmember Weissfeld with a second by Councilmember Knudsen. Councilmember Knudsen clarified the agreement ends as of 2020.

Voting aye: Councilmembers Weissfeld, Muth, Knudsen, Hendricks and McHale

Voting nay: None

- c) **Approve Social Media Use Policy** - City Administrator Leana Kinley presented resolution 2020-363 adopting a social media policy for council review and consideration. To communicate with the public, the city established a Facebook page and allows comments on posts. This policy discusses how the page, and any future pages or platforms used, will be managed and retained. A brief discussion was held on using social media to communicate

with local residents. Attorney Woodrich advised it could be used to advertise meetings as a way to increase public knowledge and participation. Further discussion focused on which newspaper (Pioneer vs Columbian) the City could designate as the paper of record. The Skamania County Pioneer is currently designated as such.

MOTION to approve resolution 2020-363 adopting a social media policy made by Councilmember Muth with a second by Councilmember Knudsen. Councilmember Muth pointed out the resolution had a date from May. City Administrator Kinley will correct. Voting aye: Councilmembers Weissfeld, Muth, Knudsen, Hendricks and McHale
Voting nay: None

- d) **Approve Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response (WARN)** - Public Works Director Karl Russell presented the WARN agreement for council review and consideration. This is a mutual aid agreement for water and wastewater activities during emergencies.
>Consideration of this agreement was tabled; see item b. under **Unfinished Business**.
- e) **Approve Russell Avenue Project Change Orders** - Public Works Director Karl Russell presented construction change orders 1 and 2 for the Russell Avenue project and Wallis Engineering Amendment 5. Change order 1 is for additional work necessary to adjust the awning support for North Bank Books due to the new sidewalk in the amount of \$1,468.80. Change order 2 is related to removing base material and adding a cement treated base in the amount of \$7,000. The total revised contract amount will be \$721,426.45. Wallis contract amendment 5 in the amount of \$9,974.63 for a total revised contract amount of \$315,703.86 is for the subgrade soil analysis.
>Motion to approve the change orders was made under item b. under **Unfinished Business**
- f) **Set Date for Council Retreat** - The council retreat, initially scheduled for March 28th, was cancelled due to COVID-19. Part of the goal of the retreat is to review the adopted Strategic Plan (enclosed) for developing the 2021 budget. Street grant applications are due mid-August and the 2021 budget calendar was presented for timeline information. Due to ongoing restrictions concerning face-to-face meetings, it was agreed by consensus to set the date and time of the retreat for July 11th, 2020 from 9 a.m. to 3 p.m. The location and format will be determined later.
- g) **Transportation Improvement Program** - Public Works Director Karl Russell presented the updated six-year Transportation Improvement Program (TIP) for council review. There will be a Public Hearing on July 16, 2020 for additional public input and a more in-depth review.
- h) **Approve Affordable Housing Sales Tax Credit** - City Administrator Leana Kinley presented draft ordinance 2020-1159 authorizing the maximum capacity of a local sales and use tax to fund investment in affordable and supportive housing in accordance with substitute house bill 1406 (chapter 338, laws of 2019), and adding chapter 3.10 Sales and Use Tax for Affordable Housing for council review and consideration. She explained the process for this had been set in motion when the Council adopted the resolution of intent to authorize sales tax collection. The ordinance needs adoption by July 2020. The tax will be collected for 20 years. It is a sales tax credit, with no additional taxes assessed to residents.

MOTION to approve ordinance 2020-1159 authorizing the maximum capacity of a local sales and use tax to fund investment in affordable and supportive housing in accordance with

substitute house bill 1406 (chapter 338, laws of 2019), and adding chapter 3.10 Sales and Use Tax for Affordable Housing as presented/with changes as discussed made by Councilmember Knudsen with a second by Councilmember Weissfeld. Prior to the vote Councilmember McHale asked about accountability for the fund. City Administrator Kinley advised as a separate fund it will be audited, and any partner organizations will be required to comply with the funding restrictions.

Voting aye: Councilmembers Weissfeld, Muth, Knudsen, Hendricks and McHale

Voting nay: None

- i) **Approve Amendment to Walking Man Tourism Funding Contract** - City Administrator Leana Kinley presented a staff memo and contract amendment to allow Walking Man to change their event from Fools Fest in April to a 20th Anniversary event in the fall of 2020.

MOTION to approve the amendment to the Walking Man agreement regarding Fools Fest made by Councilmember Weissfeld with a second by Councilmember McHale.

Voting aye: Councilmembers Weissfeld, Muth, Knudsen, Hendricks and McHale

Voting nay: None

- j) **Discuss Proposed Revisions to the Columbia River Gorge Management Plan** - City Administrator Leana Kinley presented information regarding changes to the CRGC Management Plan currently open for comment until June 30. A draft resolution is included for council review regarding opposition to the proposed Urban Area Boundary revisions. A letter of support from OneGorge is also presented regarding process definition for expanding Urban Areas. Community Development Director Shumaker explained the feedback he provided on the CRGC proposed ROW changes, the standards used to review amendments, applying Oregon Administrative Rules to Washington's Gorge counties and incorrect interpretations of the Growth Management Act as it applies in Skamania County.

- k) **Discuss Park Plaza Agreement** - City Administrator Leana Kinley presented the revised agreement with Skamania County regarding the operation and maintenance of the Skamania County Courthouse Plaza as it relates to the Park Plaza project for council discussion. Councilmembers Muth and Knudsen and City Attorney Woodrich had submitted comments prior to the meeting. City Administrator Leana Kinley asked the Council to provide additional guidance and clarification. Councilmember Knudsen asked a number of questions regarding the proposed 30-year agreement. He was not in favor of it as it allowed the county to take the property back from the city after the city had invested in improvements and provided all maintenance. He advocated having the county give the property to the city. Councilmember Muth suggested that was not possible, but Attorney Woodrich pointed out that public agencies can give land to each other.

Councilmember Hendricks cautioned against derailing the project in hopes the county would give the land to the City of Stevenson. Knudsen suggested a limited deed that would provide the county the option to take ownership back if the city does not meet the terms of the MOU as a compromise. The Council agreed a longer time frame beyond the current 30-year agreement would be worth negotiating.

Administrator Kinley noted she would ask the County Commissioners about transferring ownership with the county having the ability to resume ownership if the City does not live up to its obligations and see what their response is.

8. INFORMATION ITEMS:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for May 2020 was presented for council review.
- b) **Planning Commission Minutes** - Minutes from the 4/13/20 Planning Commission meeting was presented.
- c) **Financial Report** - City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through May 2020.
- d) **Chamber of Commerce Activities** - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in May, 2020.
- e) **Fire Department Report** -The Stevenson Fire Department's report for May, 2020 was presented for council review.
- f) **Fireworks Enforcement Notice**-A letter from Sheriff Brown regarding enforcement of the city code on fireworks was presented for council information.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director** The Hegewald Well project is moving forwards to becoming designated as a regular source. He had a leak detection service check the older lines and reported no leaks were found.
- b) **Leana Kinley, City Administrator** City Administrator Kinley directed the Council to her attached report. She briefly discussed the importance of ensuring the 2020 census be filled out.

The audit is being finalized. Councilmember Knudsen and Mayor Anderson requested possible dates and times for the audit exit conference be e-mailed to them.

She attended the Mid-Columbia Economic Development board meeting, where inclusion practices and policies were a focus. This fall they will learn if they were awarded a grant to close the transportation gap between Carson and White Salmon/Bingen.

The new water meter upgrade project is done and there were mistaken billings made due to incorrect meter size. The customers were billed a lower rate based on size than what was installed. Some amounts now owed are significant. Administrator Kinley asked if the City could adjust the accounts and waive the back billings in part due to the economic impact to the local business now facing large back payments on top of COVID-19 losses. After a short discussion Attorney Woodrich advised possible solutions might include reasonable payment plans or settlements. He also noted any response would need to ensure compliance with audit practices. It was agreed Council action would take place at a later date.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE: Council had opportunity to review vouchers at City Hall prior to the meeting.

- a) May 2020 payroll & June 2020 AP checks have been audited and are presented for approval. May payroll checks 14424 thru 14427 total \$93,819.51 which includes EFT payments. June AP checks 14428 thru 14471 total \$360,464.82 and includes ACH payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented made by Councilmember Muth with a second by Councilmember Hendricks.

- Voting aye: Councilmembers Weissfeld, Hendricks, Muth and McHale
- Voting nay: Councilmember Knudsen

11. MAYOR AND COUNCIL REPORTS:

Mayor Anderson reported attending a Stevenson Downtown Association meeting where plans to re-invigorate downtown were discussed.

Community Development Director Ben Shumaker reported a new 12-room hotel project is moving forward. The Planning Commission is looking to fill a vacant position. A faith group is seeking to establish a church in a residential zone. The building they hope to use was a former church that was abandoned. There are issues now with non-conforming use and code compliance. It will be discussed through zoning and Shumaker will be seeking public comments as well.

Councilmember Weissfeld reported the Economic Development Council will hold a virtual event in the fall. Refunds for the spring luncheon are available-they are considering offering gift certificates to local businesses or making donations to the Stevenson Food Bank.

12. ISSUES FOR THE NEXT MEETING:

Councilmember Weissfeld requested those commenting on the moratorium and business/residential conversions be invited by physical mail to the Planning Commission meeting. Councilmember McHale asked the Council to consider issuing a proclamation for Juneteenth of 2021. Councilmember Hendricks agreed as well.

13. ADJOURNMENT - Mayor Anderson declared the meeting adjourned at 9:25 p.m.

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
June 22, 2020
6:00 PM, Via Zoom

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. **Councilmembers Robert Muth, Amy Weissfeld, Matthew Knudsen and Paul Hendricks** were present. Also present were Stevenson **City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell, City Attorney Ken Woodrich, and Mike Beck, Stevenson Planning Commissioner.**

2. UNFINISHED BUSINESS:

a) Rock Cove Hospitality Center Shoreline Substantial Development Permit - Council discussed the shoreline permit application including, and not limited to, traffic impact on Rock Creek Drive, public waterfront access and wildlife study. Associated documents were included in the packet prior to the meeting.

Mayor Anderson called on **Community Development Director Shumaker** to guide the Council's deliberation and discussion. Shumaker noted additions to the packet since the June 18th, 2020 City Council meeting. He advised another Appearance of Fairness of Doctrine was necessary and guidance was needed to deal with public comments as the public hearing had closed.

Under the Appearance of Fairness Doctrine City Attorney Ken Woodrich asked each councilmember present if they had had conversations with either a proponent or opponent of the project, and if so, to disclose the nature of the conversation. The intent is to assure fairness and impartiality in any decision-making. Woodrich reported no councilmember indicated any communications. He then asked if the applicant was present in case he had any new or additional objections. Dean Maldonado was not present. **Shumaker** related the current meeting information had been sent to the applicant so he was aware of the meeting.

Shumaker referred to the staff report containing a number of decision points. He explained how the meeting materials were organized and the recommended process of moving through the application.

The Council then entered into a considerable discussion regarding the application. **Councilmember Muth** shared additional concerns he had with stormwater disposal, emergency vehicle access, and screening of utility areas.

Public Works Director Russell provided information regarding the emergency vehicle question. He also noted there are other reviews necessary for the project to advance.

In regards to the stormwater facility upkeep and operations, City Attorney Woodrich advised the project is subject to the Washington Common Interest Ownership Act, (RCW 64.90), and will have to establish a Homeowner's Association regulated by statute.

Community Development Director Shumaker pointed to a section on page 199 that described screening of trash collection areas. He noted no zoning requirements are in place regarding screening of postal delivery areas.

A main point of consideration for the Council was the timing and scope of a traffic impact study. All agreed they did not want to delay the project.

- Following lengthy discussion Councilmembers eventually agreed to approve a condition by which the developer would have to have a traffic plan in place prior to submitting their

plan to the Planning Commission, and prior to occupancy any mitigation measures would have to be complete.

- Next, a decision to delete text requiring a condition to establish a cultural resources monitoring plan was made due to the extensive amount of imported fill making up the surface of the site. **Community Development Director Shumaker** noted that if the developer can work within the building code and avoid disturbing any native soil no monitoring would be necessary.

Public access to and around the site during and after construction was also discussed at length. Existing informal pedestrian pathways are currently in place along a public easement.

Councilmember Muth suggested changing the work hours to 7 a.m. to 7 p.m. in consideration of the nearby assisted living facility. He also cited pedestrian safety during construction and liability insurance as concerns. Attorney Woodrich addressed both. He stated the fundamental attribute of an easement must be met even during construction and access must be accommodated. He also advised that reasonable insurance and indemnification would be needed, and the developer had the responsibility to ensure a safe work site for both workers and the public. Attorney Woodrich left the meeting at 6:55 p.m. in order to attend another meeting.

Councilmember Knudsen spoke about striking a balance between public access and private property, noting he was concerned about maintaining the easement around the property. Various routes for pathways were proposed and reviewed, as well as a suggestion to have an option for nighttime closure of paths on the southern peninsula. **Shumaker** pointed out the draft decision as it stands requires the proponents to formalize all easements for public access through a plat amendment process the City Council would have to review and approve. He shared the developers had not filed a plat amendment due to wanting to know the Council's ideas. **Mayor Anderson** highlighted plans indicating restoration of a non-motorized boat launch.

- Following further discussion, a final determination was made to connect to the easement for a pathway to the south (pink line), continue the easement around "Florida", clarify the addition of physical access and continue the easement along the north side of proposed condominiums. ADA compliant pathways were considered beneficial, especially with the assisted living facility next door.

The Council then considered the proposed use of the site. **Community Development Director Shumaker** explained **Councilmember Knudsen** had desired discussion about requiring the proposal to include affordable housing. He detailed the use categories permitted under the SMP and current zoning regulations and the permitting process. He described Attachment A as a draft denial of the project the Council could issue if the lack of affordable housing was viewed a barrier to approval. **Shumaker** noted a new application for a conditional use permit would be required and there was no guarantee the Planning Commission would approve it.

- Based on the information provided, the Council opted to continue the review of the project without any further consideration of affordable housing. **Councilmember Knudsen** related he wanted to keep the issue of affordable housing on Council's radar.

Community Development Director Shumaker next referred the Council to the question regarding regulation of habitats/species protected under the Critical Areas Code. He noted the subject had come up during the public hearing and that **Councilmember Weissfeld** had also asked for additional information and review. He noted the applicant would need to have a critical areas

permit in place prior to receiving a construction permit, and would need to have any mitigation called for finalized prior to occupancy.

- Following an explanation from **Shumaker** on habitat protection options, **Mayor Anderson** asked the Council to determine if they were comfortable with the critical areas format to address concerns. **Councilmember Knudsen** suggested avoiding off-site mitigation. Shumaker related he would add to condition 9 as drafted the applicant should avoid off-site mitigation if possible, and any off-site mitigation is considered permitted.

A final point of discussion had to do with the landscape plan. **Community Development Director Shumaker** advised the Council the developer had submitted the plan following the Planning Commission meeting and after condition #14 had been drafted. Some of the plan will be subject to the Critical Areas Planting Plan. He explained all the benchmarks, including screening timelines.

- **Councilmember Weissfeld** requested any future plantings ensure the plants not be any that block of views and pedestrian ways. **Councilmember Muth noted** the landscape plan did not include Phase 3. **Councilmember Hendricks** asked if the developer could be required to remove the Himalayan blackberries. **Shumaker** referred to a policy that provides for restoration of functioning habitat to accommodate buffers. Not all the waterfront areas would be covered. He also noted there is a condition that requires the developer submit a landscape plan for any future development areas. The Council agreed to change the wording of condition #14 regarding submission of photo simulations detailing landscape screenings from shall provide to should provide.

MOTION to approve the Shoreline Substantial Development Permit for Rock Cove Hospitality Center with conditions as presented and with changes as discussed made **by Councilmember Muth** with a second by **Councilmember Weissfeld**.

- Voting aye: **Councilmember Muth, Hendricks, Weissfeld**
- Voting nay: **Councilmember Knudsen**

Councilmember Muth pointed out that one of the three applicants listed is administratively dissolved and as such is not a valid corporation.

3. ADJOURNMENT - **Mayor Anderson** declared the meeting adjourned at 7:51 pm.

=====

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL RETREAT
July 11, 2020
9:00 AM, Remote via Zoom

1. CALL TO ORDER/ROLL CALL: Mayor Scott Anderson called the meeting to order at 9:00am.

Councilmembers Robert Muth, Amy Weissfeld, Paul Hendricks, Matthew Knudsen and Annie McHale were present. Also present were Community Development Director Ben Shumaker, Public Works Director Karl Russell and City Administrator Leana Kinley.

2. COUNCIL BUSINESS:

a) Review previous council goals.

Report of progress for each goal and celebrate successes.

Review council and staff future goals and priorities.

Discuss proposed new and adjusted goals and priorities.

Mayor Anderson opened the meeting by asking each participant to share their history and how they came to be in their position. After each person responded, he followed up by asking for goals and hurdles to those goals, looking out in the future 5, 10, 30 years. Council and staff then reviewed the results of the survey sent out ahead of the meeting, included in the packet, which evaluated the performance on previous goals and ranked goals for the future. Consensus of council was to move forward with the top 5 ranked goals: Wastewater Upgrades, Downtown Plan Implementation, Fire Hall, Water System Maintenance and Develop Deliberate Growth Strategy. Other goals integral throughout those listed above include creating a Capital Improvement Program, communication and community engagement, aggressive undergrounding and maintaining current city infrastructure and assets such as our Right of Way. Staff will write up the goals as discussed for review at the next council meeting.

3. ADJOURNMENT - Mayor Anderson adjourned the meeting at 11:54 am.

=====

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Leana Kinley



City of Stevenson

Public Works Department

(509)427-5970

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

TO: Stevenson City Council

FROM: Karl Russell, Public Works Director and Leana Kinley, City Administrator

DATE: 7/16/20

SUBJECT: Transportation Improvement Program (TIP)

All Cities, Towns, and Counties are required to adopt a 6-year Transportation Improvement Program. Elements of the program should contain fiscally constrained projects for the first four years, and projects of regional significance shall be submitted to the Regional Transportation Planning Organization (RTPO) for inclusion in their respective TIP's, where applicable. The RTPO then submits their regional TIP to Washington State Department of Transportation (WSDOT) for inclusion into the Statewide Transportation Improvement Program (STIP).

Programs are required to be adopted by July 1st of each year and requires at least one public hearing (RCW 35.77.010). Copies shall be submitted to WSDOT within 30 days of adoption. Due to COVID-19, the public hearing for this year's update will take place on July 16, 2020. Governor Inslee extended the deadline to July 30, 2020 with Proclamation 20-26.1.

All projects receiving Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds must be in the regional TIP and STIP in order to authorize the funds. In addition, all regionally significant projects in the state (whether state or federally funded), including WSDOT projects, that have committed or reasonably available funding and are expected to begin within the next four years from STIP adoption are required to be in the regional TIP and STIP.

The transportation projects that are listed in TIP go through a process in which the City of Stevenson uses a prioritization system to determine which road systems will be upgraded/rebuilt and in what order. Road projects may not always take place in order of prioritization due to funding eligibility and grant program criteria. The City Council has the ultimate say in which projects are approved and the order in which these projects will be completed.

The initial plan for this revision was for inclusion in the Capital Improvement Program project, which has been delayed. The projects reflected are a continuation from last year's approved TIP, with date changes. We recommend a transportation study be completed next year for a comprehensive picture on the condition of the infrastructure and to inform project prioritization.

Please see attached sheet for description of acronyms used in the TIP worksheet.

Six Year Transportation Improvement Program Instructions for Completing the Form

Include all projects regardless of location or source of funds.

Complete the form for the six year program in accordance with the following instructions.

Heading

Agency	Enter name of the sponsoring agency.
County Number	Enter the OFM assigned number (see LAG Appendix 21.44).
City Number	Enter the OFM assigned number (see LAG Appendix 21.45).
MPO/RTPO	Enter the name of the MPO (if located within urbanized area) or RTPO (if in the rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution Number	Enter Legislative Authority resolution number if applicable.
Amendment Date	Enter the date this program was amended by council or commission.

Column Number

1. Functional Classification. Enter the appropriate 2-digit code denoting the Federal Functional Classification. (Note: The Federal Functional Classification must be approved by FHWA.)

Description

00 - No Classification

Rural (under 5,000 population)	Urban (over 5,000 population)
01 - Interstate	11 - Interstate
02 - Principal Arterial	12 - Freeways & Expressways
06 - Minor Arterials	14 - Other Principal Arterials
07 - Major Collector	16 - Minor Arterial
08 - Minor Collector	17 - Collector
09 - Local Access	19 - Local Access

2. Priority Numbers. Enter local agency number identifying agency project priority (optional).

3. Project Identification. Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (Mile Post or Street/Road Names); and (f) Describe the Work to be Completed.

4. Improvement Type Codes. Enter the appropriate federal code number(s).

Description

01 - New construction on new alignment	07 - Resurfacing	14 - Bridge Program Special
02 - Relocation	08 - New Bridge Construction	21 - Transit Capital Project
03 - Reconstruction	09 - Bridge Replacement	22 - Transit Operational Project
04 - Major Widening	10 - Bridge Rehabilitation	23 - Transit Planning
05 - Minor Widening	11 - Minor Bridge Rehabilitation	24 - Transit Training/Admin
06 - Other Enhancements	12 - Safety/Traffic.Operation/TSM	31 - Non Capital Improvement
	13 - Environmentally Related	32 - Non Motor Vehicle Project

5. Funding Status. Enter the funding status for the entire project which describes the current status.

S - Project is **selected** by the appropriate selection body & **funding is secured.**

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes and **funding has not been determined.**

6. Total Length. Enter project length to the nearest hundredth mile (or code "00" if not applicable).

7. Utility Code(s). Enter the appropriate code letter(s) for the utilities that would need to be relocated or are impacted by the construction project.

C - Cable TV	S - Sewer (other than agency-owned)
G - Gas	T - Telephone
O - Other	W - Water
P - Power	

Six Year Transportation Improvement Program Instructions for Completing the Form

8. **Project Phase.** Select the appropriate phase code of the project.

- PE - Preliminary Engineering, including Design (or Planning)
- RW - Right of Way or land acquisition
- CN - Construction only (or transit planning or equipment purchase)
- ALL - All Phases from Preliminary Engineering through Construction
(Use only in Years 4, 5, & 6)

9. **Phase Start Date.** Enter the month/day/year (in MM/DD/YY format) that the selected phase of the project is actually expected to start.

10. **Federal Fund Sources.** Enter the Federal Fund Source code from the table below.

			FTA Discretionary for Capital Expenditures
BIA	- Bureau of Indian Affairs	5307	- FTA Urban Areas
BR	- Bridge Replacement or Rehab.	5309(Bus)	- Bus
CBDG	- Community Development Block Grant (HUD)	5309(FG)	- Fixed Guideways
		5309(NS)	- New Starts
CMAQ	- Congestion Mitigation Air Quality	5310	- FTA Elderly/Disabled
DEMO	- TEA-21 Demo Projects (Selected)	5311	- FTA Rural Areas
Discretionary	- Ferry Boat Discretionary, Public Lands Highway, Scenic Byways, etc.	REV	- Rural Economic Vitality Program
DOD	- Department of Defense	STP(C)	- STP Statewide Competitive Program
IC	- Interstate Construction	STP(E)	- STP Transportation Enhancements
IM	- Interstate Maintenance	STP(S)	- STP Safety Including Hazard and RR
NHS	- National Highway System	STP(R)	- STP Rural Regionally Selected
3037	- FTA Job Access/Reverse Commute	STP(U)	- STP Urban Regionally Selected
		STP	- STP (WSDOT Use Only)

11. **Federal Cost.** Enter the total federal cost (in thousands) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed funds to be used on this project.

CAPP	- County Arterial Preservation Program	PWTF	- Public Works Trust Fund
CHAP	- City Hardship Assistance Program	RAP	- Rural Arterial Program
TPP	- Transportation Partnerships Program	SCP	- Small City Program
AIP	- Arterial Improvement Program	WSDOT	- WSDOT funds
PSMP	- Pedestrian Safety & Mobility Program	OTHER	- Any other <u>unlisted</u> state fund codes
PTSP	- Public Transportation Systems Program		

13. **State Funds.** Enter all funds from the State Agencies (in thousands) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (in thousands) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14.

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (in thousands) of dollars by year. (*For Local Agency use.*)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is required for *Federally funded* projects.)

- EIS - Environmental Impact Statement
- EA - Environmental Assessment
- CE - Categorical Exclusion

21. **R/W Certification.** If Right of Way acquisition is required, enter R/W Certification Date if known. (This is required for *Federally funded* projects.)

2021-2026 TIP

Project Identification

Functional Class	Index Number	Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	Expenditure Schedule					Environmental Type	R/W Required?					
														1st	2nd	3rd	4th-6th								
		Hearing Date: 7/16/2020																							
		Adopted on																							
08	22	Transportation Circulation Study	23	P	0		ALL	Jan 2021				40	40	40							CE	No			
		Phase 2																							
		Totals							0			40	40						0						
02	9	First Street	06	P	0.68	C,P,W,T	PE	Jan 2020	TAP	133		53	186	186					186	CE	NO				
		From Columbia Street to mid-way to Frank Johns Rd.	07				CN	Jan 2021	TAP	575		44	619	619					619						
		Construct traffic calming, sidewalks, and new surfacing	12																						
		Totals							708			97	805	805					805						
07	27	Loop Road Grind and Inlay	03	P	0.29	T,W,P,	All	June 2021			TIB	360	30	390					390	CE	No				
		From: Columbia to Frank Johns	07			C,G,S																			
		Engineering, grind & inlay, stormwater	06																						
		Totals										360	30	390											
08	26	School Street Grind and Inlay	03	P	0.24	T,W,P,	All	June 2022			TIB	400	40	440					440	CE	No				
		From: Hot Springs to Kanaka Creek Avenue	07			C,G,S																			
		Engineering, grind & inlay, stormwater	06																						
		Totals										400	40	440											
09	10	Kanaka Creek Phase Underpass 1	03	P	0.2	S	All	Jan 2022				88	88						88	CE	Yes				
		From SR 14 to Cascade Ave	06																						
		Rebase, surface road, modify drainage, prime and chipseal	07																						
		Totals							0			88	88						88						
09	11	Kanaka Creek Underpass Phase 2	09	P	0.01	S	All	Jan 2022				320	320						320	EA	No				
		From SR 14 to Cascade Ave																							
		Improve Underpass bridge																							
		Totals							0			320	320						320						
07	5	Roosevelt Street Overlay	07	P	0.13	C, P, T	All	Jan 2022				80	20	100					100	CE	No				
		From Hot Springs to High School	06			G, S, W						500	70	570					570						
		Engineering, sidewalks, stormdrain, overlay	03																						
		Totals							0			580	90	670					670						

2021-2026 TIP

Project Identification

Functional Class	Index Number	Project Identification	Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	Expenditure Schedule				Environmental Type	R/W Required?
															1st	2nd	3rd	4th-6th		
09	4	Leavens Overlay	06	P	0.05	C, P, T	ALL	Aug 2022				200	20	225				225	CE	No
		From First Street to Second Street	07			G, S, W														
		Remove/grind deteriorated sections of asphalt																		
		Add sidewalk on West side																		
		Totals								0		200	20	225				225		
08	14	Iman Loop-Iman Cemetery Sidewalk	06	P	0.1	W, C, S	All	Sept 2022					75	75				75		No
		Continue sidewalk and curbing	32			T														
		Totals									0		75	75				75		
07	21	Storm water System Repair and Upgrade	06	P	0		PE	July 2022					500	500				500	CE	No
		Repair and upgrade failing storm water																		
		system in the City																		
		Totals								0		500	500				500			
09	6	Lakeview Street	07	P	0.05	W, P	All	July 2022					74	74					CE	No
		Rebuild and pave Lakeview, improve				C, T														
		Storm drainage									0		74	74	0	0				
		Totals								0		74	74	0	0					
07	7	Foster Creek Road	31	P	0.38		RW	Jan 2023											CE	Yes
		From Rock Creek Dr. to Ryan Allen Rd																		
		Acquire additional Right Of Way																		
		Totals								0		0	0				0			
09	8	Chipseal Program	07	P	0.55	S, P, T	All	July 2023					18	18				18	CE	No
		McEvoy Lane, Wisteria Way, Ridgecrest Dr				G, W							18	18				18		
		Totals									0		36	36				36		
07	15	Loop Road Sidewalk	06	P	0.2	S, W	All	July 2023				160	40	200		200			CE	No
		From McEvoy Lane to Bone Road	32																	
		Construct Sidewalk between McEvoy & Bone Road																		
		Totals								0		160	40	200			0			
09	16	Chipseal	07	P	0.95	S, W	All	July 2023					45	45				45	CE	No
		Vancouver Ave																		
		Totals									0		45	45				45		
09	17	Frank Johns Sidewalk	06	P	0.24	C,G,P,	PE	Sep 2023				68	7	75	10	30	20	15	CE	No
		From Loop Rd to Second Street				S,T,W	CN	June 2024				340	34	374				374		
		Construct new sidewalk along east side																		
		Totals								0		408	41	449	10	30	20	389		

2021-2026 TIP

Project Identification

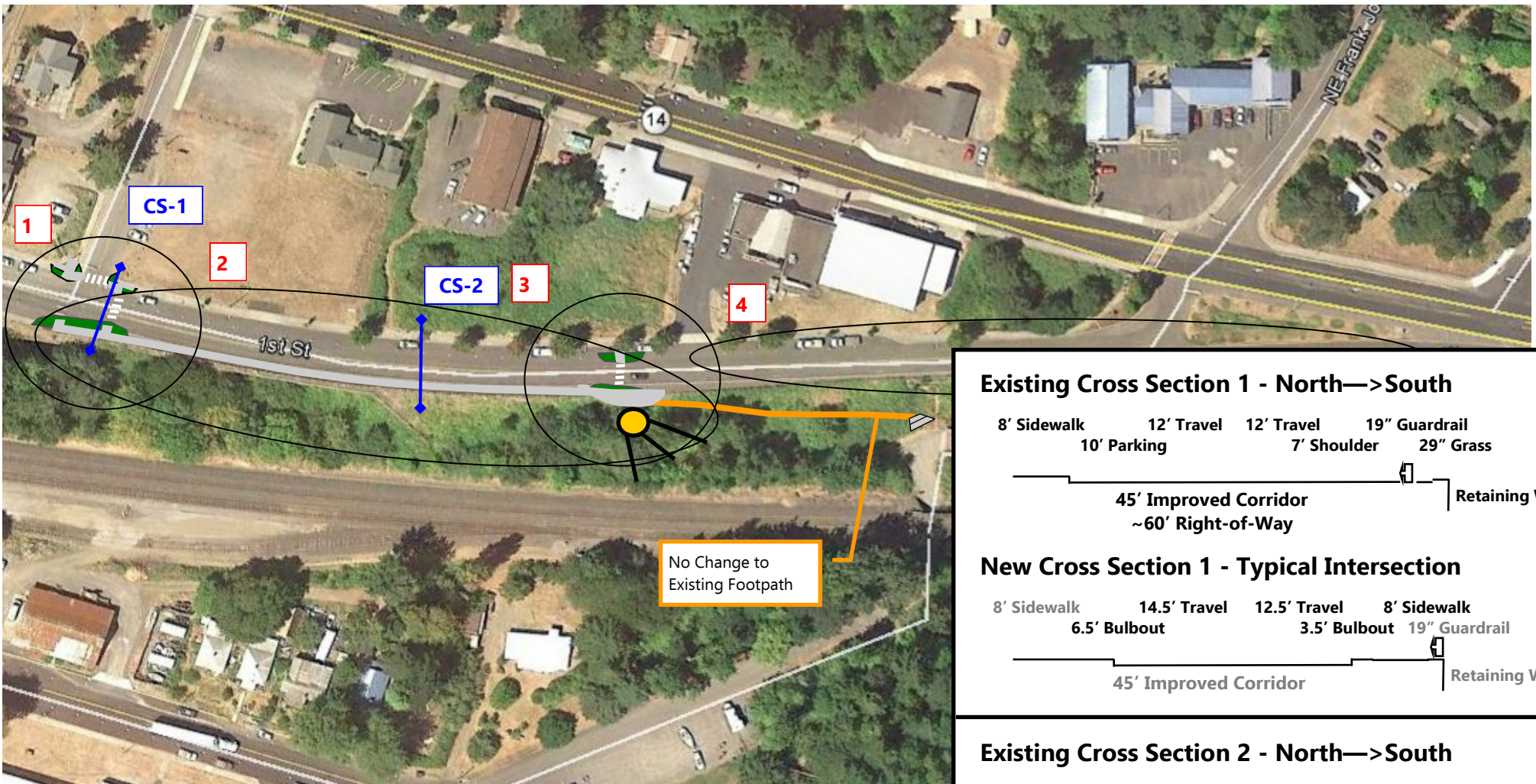
Functional Class	Index Number	Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	Expenditure Schedule					Environmental Type	R/W Required?
														1st	2nd	3rd	4th-6th			
09	19	Monda Road	01	P	0.01	P, T	All	Aug 2023				80	80				80	CE	No	
		Straighten out the intersection where	12																	
		Monda and Iman Cemetery Road meet																		
		Totals							0			80	80				80			
07	12	Vancouver Sidewalk East End	06	P	0.1		All	July 2024				125	125				25	CE	Yes	
		From Columbia Ave to City Hall	32																	
		Install sidewalks and curbs																		
		Totals							0			125	125				25			
07	13	Rock Creek Bridge Replacement	08	P	0.01	S,W,P,	PE	May 2024	BR	931		145	1,076				1,076	EIS	Yes	
		Bridge Replacement					RW	June 2024		195		30	225				225			
						C,T,G	CN	March 2025		5,968		931	6,899				6899			
		Totals								7,094		1,106	8,200				8,200			
09	18	Chipseal	07	P	1.08	W, T, S	All	July 2025				35	35				35	CE	No	
		Major St, Hillcrest and E Loop Road				P, G														
		Totals								0		35	35				35			
09	20	Chipseal	07	P	0.71	W,S,P	ALL	July 2025				23	23	23				CE	No	
		Lasher, Roselawn				G,T														
		Totals								0		23	23				0			
09	24	Roselawn Avenue Overlay	03	P	0.09	W, S, G	All	July 2025				165	165				65	CE	No	
		From: Willard to McKinley	06																	
		Engineering, sidewalks, storm drain and ramps.	07																	
		Totals								0		165	165				65			
09	23	Del Ray Avenue	01	P	0.13	C,G,P,	ALL	Jan 2026		400			400				400	CE	No	
		From Kanaka Creek Road to School	06			S,T,W														
		Construct new road, sidewalks, street lights	07																	
		and storm drains																		
		Totals								400			400				400			
	25	Phase 3 Waterfront Trail Construction	03	S	0.1		ALL	9/1/2016	TAP	200		145	345				345	EIS		
		Stevenson Shoreline Restoration and Enhancement																		
		Project. PORT OF SKAMANIA PROJECT, NO FUNDS FROM CITY																		
		Totals								200		145	345				345			
06	26	Columbia Avenue	01	P	0.05	C,G,P,	PE	May 2025		400			400				400	CE	Yes	
		From Second Street to First Street	06			S,T,W	RW	June 2025		195		30	225				225			
		Construct new road, sidewalks, street lights	12				CN	March 2026		1080		120	1200				1200			
		and storm drains, relocating water and sewer lines																		
		Totals								1675			1825				1825			

1st Street Pedestrian Amenities & Overlook 2019 Transportation Alternatives Program

#9-Construct calming, sidewalks and new surfacing. \$805k, CN Jan 2021

Typical Sections

Item 4



Existing Cross Section 1 - North→South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
10' Parking 7' Shoulder 29" Grass

45' Improved Corridor Retaining Wall
~60' Right-of-Way

New Cross Section 1 - Typical Intersection

8' Sidewalk 14.5' Travel 12.5' Travel 8' Sidewalk
6.5' Bulbout 3.5' Bulbout 19" Guardrail

45' Improved Corridor Retaining Wall

Existing Cross Section 2 - North→South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
10' Parking 8.5' Shoulder 25' Grass

52' Improved Corridor ~50% Slope
~90' Right-of-Way

New Cross Section 2 - Typical Sidewalk

8' Sidewalk 12' Travel 14' Travel 8' Sidewalk
9' Parking 19" Guardrail

52.5' Improved Corridor

#1 Intersection Improvements

- Vegetated Curb Extensions
- Crosswalk Improvement

#2 Sidewalk Addition and Amenities

- Sidewalk Addition
- Decorative Pedestrian Amenities (landscape features, wayfinding stones, interpretive sign)
- Guardrail as necessary

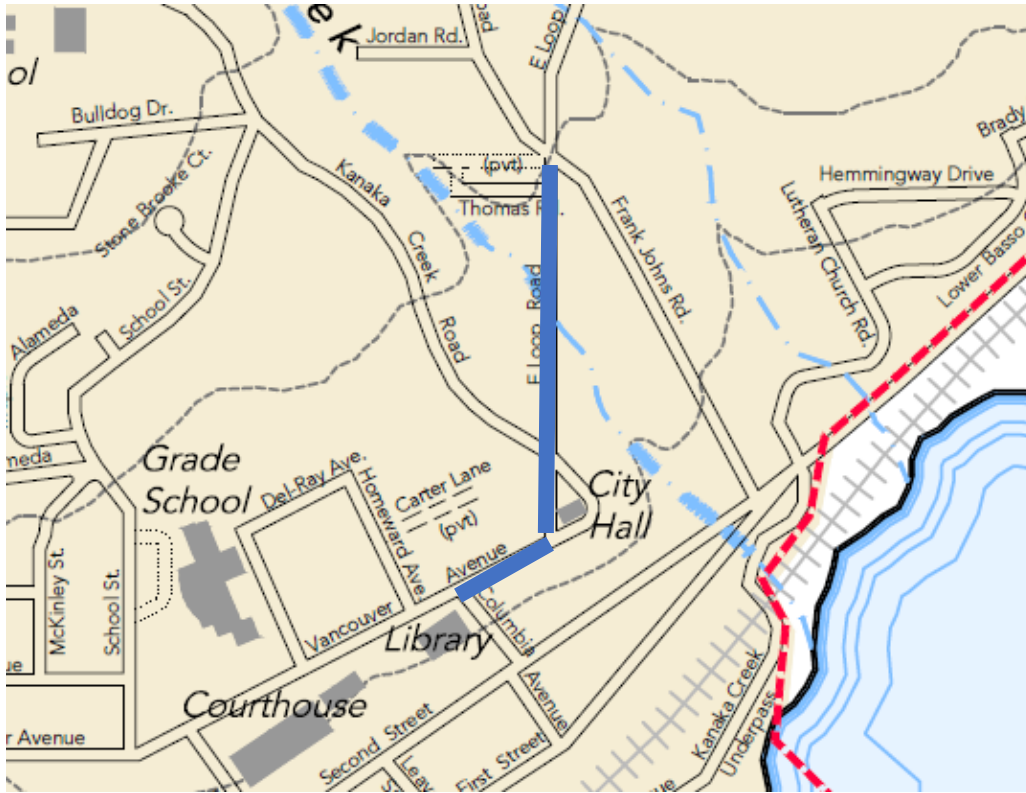
#3 Crosswalk & Overlook

- Vegetated Curb Extensions
- Gorge Overlook
- Decorative Pedestrian Amenities

#4 Guardrail Replacement

- As necessary.

2021 6-year TIP Update Project Maps



#27 Loop Road Grind and Inlay-
 Repair stormwater, replace water lines, underground utilities, extend sewer, grind and inlay.
 \$390k
 June 2021

#26 School Street Grind and Inlay-Repair stormwater, replace waterlines, grind and inlay.
 \$440k
 June 2022



#10 Kanaka Creek Underpass Phase 1-Rebase, surface road, modify drainage, prime and chipseal.
 \$88k
 Jan 2022

2021 6-year TIP Update Project Maps

#11 Kanaka Creek Underpass Phase 2-Improve underpass bridge.

\$320k

Jan 2022



#5 Roosevelt Street Overlay – Sidewalks, storm drain, overlay.

\$670k

Jan 2022

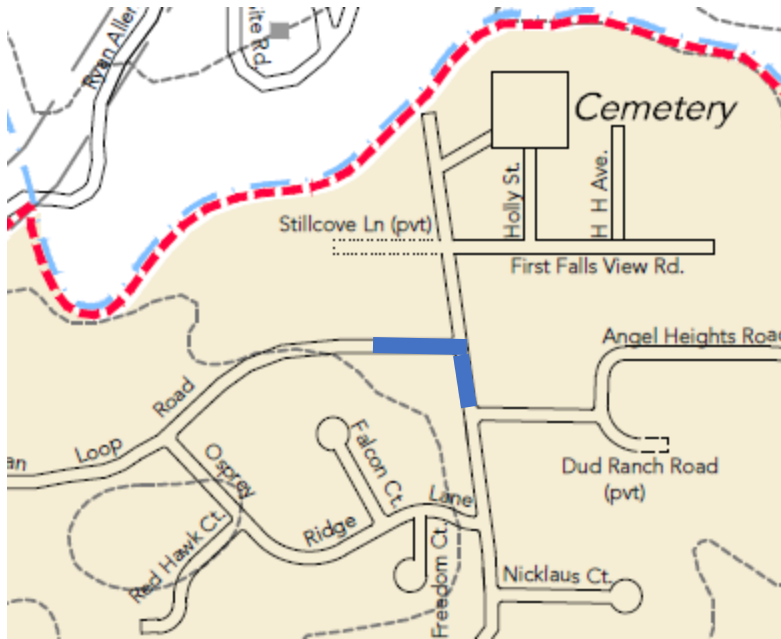
#4 Leavens Overlay – Remove/grind deteriorated sections of asphalt, add sidewalk on west side.

\$225k

Aug 2022



2021 6-year TIP Update Project Maps



#14 Iman Loop-Iman Cemetery Sidewalk – Continue sidewalk and curbing

\$75k

Sept 2022

#21 City wide stormwater system repair and upgrade

\$500k

July 2022

#6 Lakeview Street – rebuild and pave Lakeview, improve storm drainage

\$74k

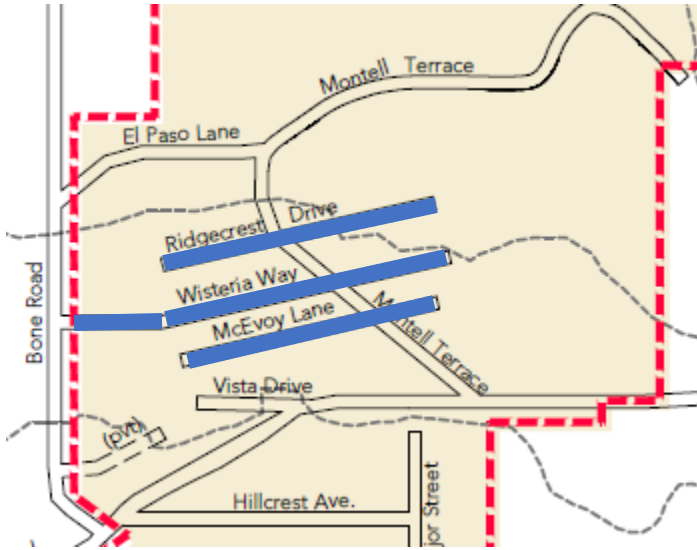
July 2022



#7 Foster Creek Road – Acquire additional Right of Way

Jan 2023

2021 6-year TIP Update Project Maps



#8 Chipseal Program – McEvoy Lane, Wisteria Way, Ridgecrest Dr.

\$36k

July 2023

#15 Loop Road Sidewalk – Construct sidewalk between McEvoy Lane to Bone Road.

\$200k

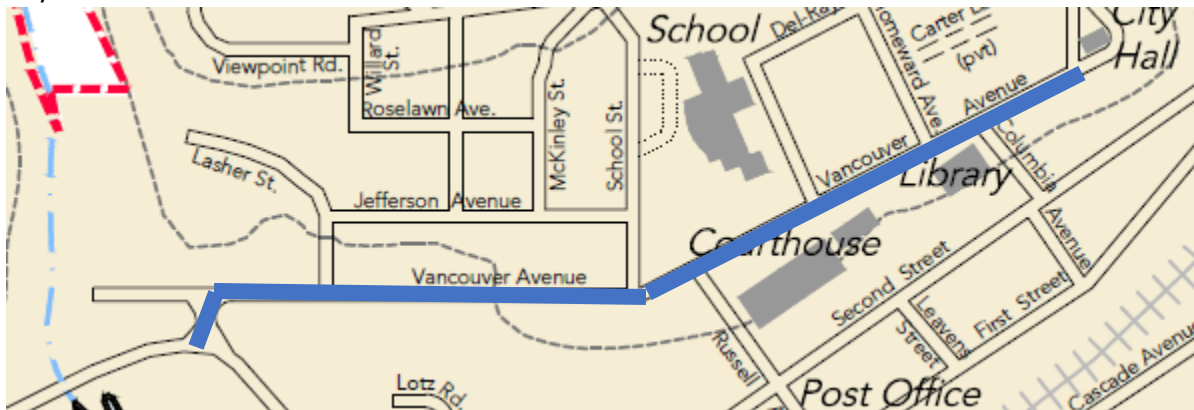
July 2023



#16 Chipseal – Vancouver Ave

\$45k

July 2023



2021 6-year TIP Update Project Maps



#17 Frank Johns Sidewalk – Construct new sidewalk along east side.

\$449k

Preliminary Engineering-Sept 2023

Construction - June 2024

#19 Monda Road – Straighten out the intersection where Monda and Iman Cemetery Road meet.

\$80k

Aug 2023



#12 Vancouver Sidewalk East End – Install sidewalks and curbs.

\$125k

July 2024

2021 6-year TIP Update Project Maps

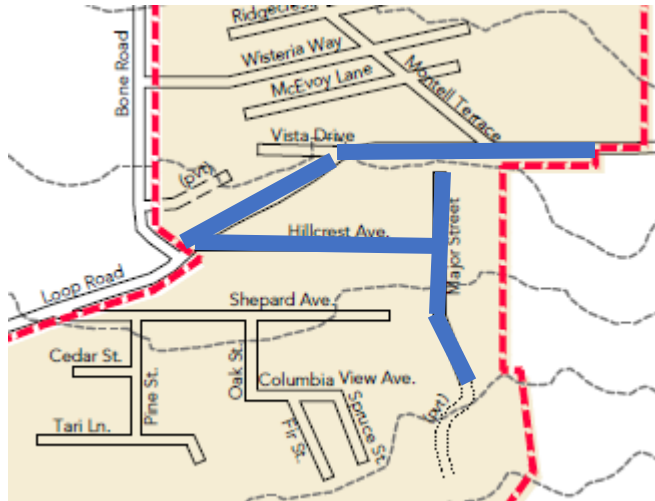
#13 Rock Creek Bridge Replacement

\$8.2M

Preliminary Engineering-May 2024

Right of Way Acquisition-June 2024

Construction-March 2025



#18 Chipseal – Major St, Hillcrest and E. Loop Rd.

\$35

July 2025

#20 Chipseal – Lasher, Roselawn

\$23k

July 2025



Del Ray Avenue Improvement Project

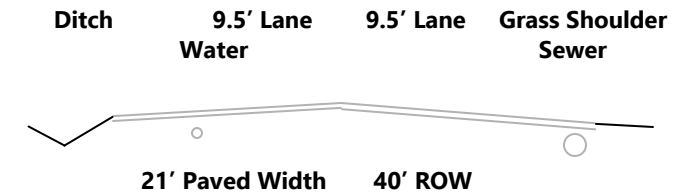
Planning Department Proposal-2017

#23 - Construct new road, sidewalks, street lights and storm drains. \$400k, Jan 2026

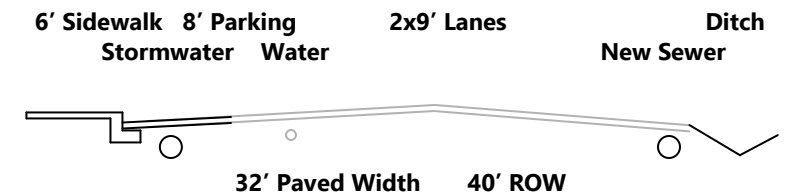
Transportation Improvement Plan-Conceptual Diagrams



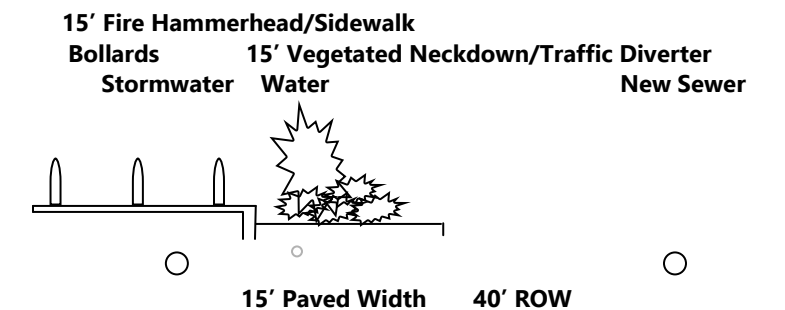
Current Cross Section A—Western Del Ray



Proposed Cross Section A & B— Del Ray



Proposed Cross Section C— Del Ray Street End



Overall Project Benefits

- Current walking distance (red) is 1,900'
- Proposed walking distance (green) is 875'
- Provides safer walking route to school (eliminates 1 crosswalk)
- Improves school facilities

#Project Benefits, cont.

- Fills 350' gap in existing road network
- Extends sewer system (pink) by 450'
- Facilitates development of 19 existing lots
- Facilitates development of an unknown # of future lots

#1 Pedestrian Path/Sidewalk

- Add new sidewalk, lighting, Curb along full length of Del Ray and sidewalk & landscaping/fencing on school property
- Fund through Safe Routes to School or TIB sidewalk program

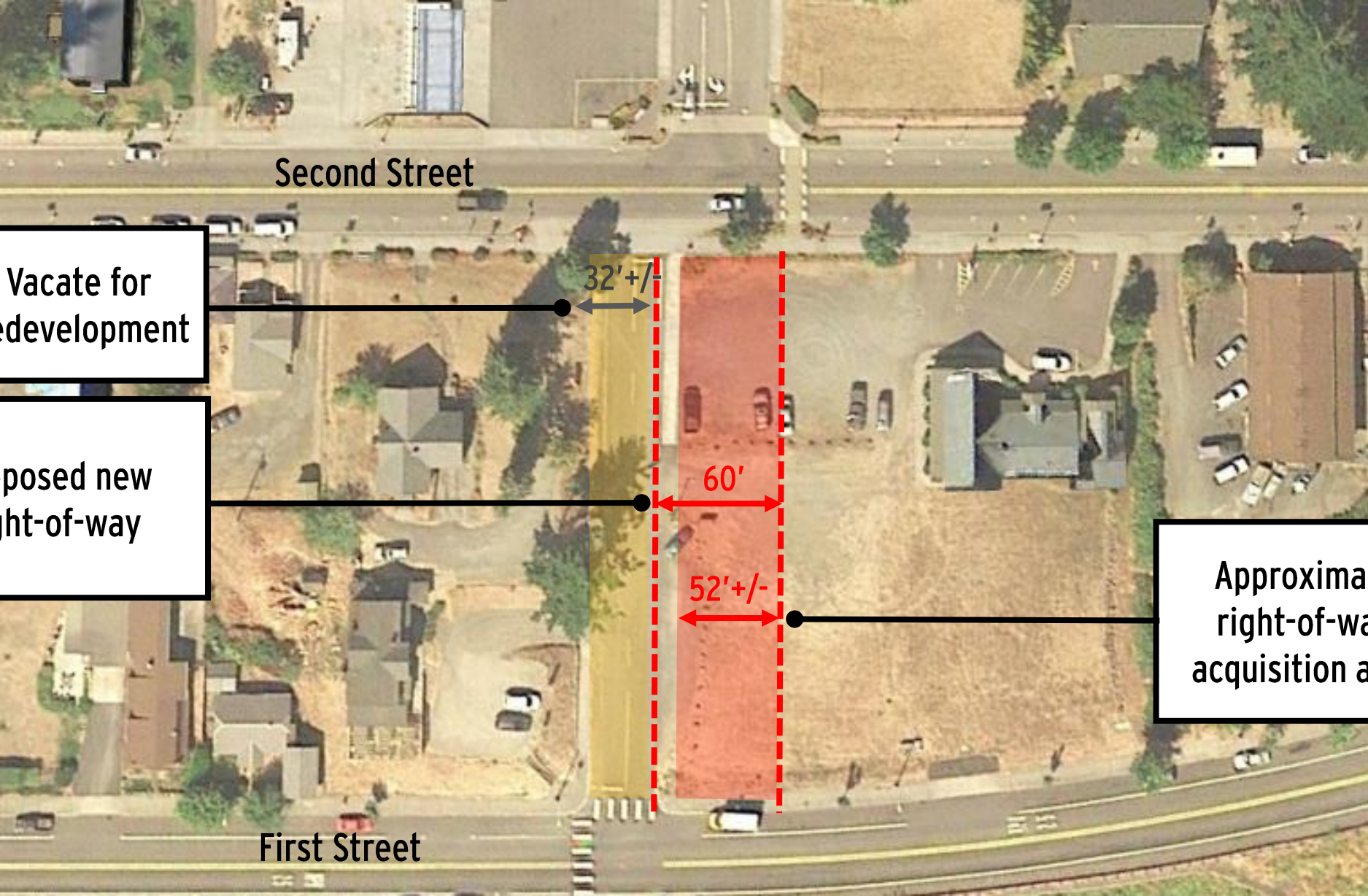
#2 Road Improvement

- Add new roadway from Homeward east to new right-of-way
- Add hammerhead turnaround, vegetated neck-down or traffic diverter, and bollards to block through traffic to Kanaka Creek Road

#2 Road Improvement, cont.

- Install sewer main extension from Homeward east to new right-of-way
- Fund through LID, Latecomers, or developer funding

Acquire road right-of-way (option 1)



Vacate for Redevelopment

Proposed new right-of-way

Approximate right-of-way acquisition area

#28 Columbia Avenue - Construct new road, sidewalks, street lights and storm drains, relocating water and sewer lines.

\$1,825k

PE-May 2025
RW-June 2025
CN-March 2026



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: COVID Funding
Meeting Date: July 16, 2020

Executive Summary:

The city received a grant through the CARES Act for \$48,600 for COVID related expenses. There is the opportunity for additional funds to assist the low-moderate income population through Community Development Block Grant.

Overview of Items:

The city has spent almost \$19k in supplies and just over \$8k in salaries related to COVID which can be reimbursed through the CARES grant. This leaves about \$21k through October 31, 2020 remaining to spend. The CARES funds can be used for economic support, such as grants to small businesses. More information on what the costs can be used for can be found in the attached document "Coronavirus Relief Funds for Local Governments Eligible Cost Test."

The CDBG COVID funds available can be increased by \$2k when used collectively with Skamania County and North Bonneville, providing \$38,244 for the community. These can be used to fund public services (including utility/rent/mortgage subsistence payments) and local microenterprise assistance programs; and public health, emergency response or temporary housing facilities that address COVID-19 impacts and grant administration. I am coordinating the collaborative between Skamania County, North Bonneville and Stevenson. I have reached out to WAGAP to determine their needs and Executive Director Leslie Naramore will be present at the meeting.

Action Needed:

Direction as to whether or not to move forward with obtaining the CDBG funds and guidance on how to spend the remaining funds from the CARES Act grant.

Coronavirus Relief Funds for Local Governments Eligible Cost Test

Instructions:

Each jurisdiction is charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in their contract scope of work with Commerce.

To assist jurisdictions with this determination, Commerce has developed an eligibility cost test. This test gives each jurisdiction full authority to make the appropriate call for each circumstance.

If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1.	The expense is connected to the COVID-19 emergency.	<input type="checkbox"/> True	<input type="checkbox"/> False
2.	The expense is “necessary”.	<input type="checkbox"/> True	<input type="checkbox"/> False
3.	The expense is not filling a short fall in government revenues.	<input type="checkbox"/> True	<input type="checkbox"/> False
4.	The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.	<input type="checkbox"/> True	<input type="checkbox"/> False
5.	The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.	<input type="checkbox"/> True	<input type="checkbox"/> False

It is the responsibility of each jurisdiction to define “**necessary**” or “**substantially different**”, giving the jurisdiction the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the *immediate impacts* of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities.

There are many possible eligible costs. Many costs are clearly eligible and others are in more grey areas. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the *immediate impacts*? Possibly not.

In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each jurisdiction has the full authority to make the final call based on their individual circumstances.

ELIGIBLE COSTS

Eligible costs based on the [US Treasury's Guidance](#) and as provided in the contract scope of work with Commerce are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.



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: Stevenson City Council
From: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: July 16th, 2020

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations: Day to day operations are going splendid. We are still monitoring filamentous bacteria life at the plant. We saw little change after adding chlorine to our reactivated sludge. We have stopped dosing and will monitor the bacteria to see if any changes occur. We have seen an increase in our mixed liquor solids which will result in an extra haul out for the July. This was anticipated with the return of tourist season.

The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc. Walking Man has decided to temporarily halt brewing operations. They will evaluate whether to continue brewing in Stevenson, or arrange for some other option either off-site or contracted going forward.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation

- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations
- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

Final design of the WWTP was be delivered to D.O.E. in June of this year. D.O.E has 60 days to review and approve the design. 50% design for the Rock Creek Lift Station is complete and under review.

Funding:

Both applications for USDA and EDA for the lift station project are moving forward. The EDA application is in the final review process at the state level. Once complete it will move on to DC and we should have an answer in July. The total project amount is \$5,068,000 and 80% would be covered by the grant and the remaining 20% will be covered by a USDA loan. The city received the obligation of funds confirmation from USDA in the amount of \$873,000 loan and \$70,600 grant.

The Department of Ecology loan extension through June 30,2021 was approved and executed.

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized it will require additional testing.

The Significant Industrial Users discharge contract with Backwoods was executed last month. LDB Beverage is reviewing the contract.

Action Needed:

None

**Mutual Aid and Assistance Agreement for Washington State for Intrastate
Water/Wastewater Agency Response Network (WARN)**

As of: 04/13/09

This Agreement ("Agreement") is made and entered into by public water and wastewater utilities that have executed this Agreement.

ARTICLE I
PURPOSE

Recognizing that emergencies may require aid or assistance in the form of personnel, equipment, and supplies from outside the area of impact, the signatories hereby establish an Intrastate Network for Mutual Aid and Assistance (the "Network"). Through the Network, Members (as further defined in this Agreement) may coordinate response activities and share resources during emergencies.

ARTICLE II
DEFINITIONS

A. Authorized Official – An employee or officer of a Member agency that is authorized to:

1. Request assistance;
2. Offer assistance;
3. Decline to offer assistance;
4. Decline to accept offers of assistance, and
5. Withdraw assistance under this Agreement.

B. Emergency – A natural or human-caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property, human suffering, significant financial loss, or damage to environment. For example, Emergencies may include fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, intentional acts, sabotage and war that are, or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Member to fully manage and mitigate by itself.

C. Member – Any public agency which provides supply, transmission or distribution of water; or collection, conveyance or treatment services of storm water or waste water that executes this Agreement (individually a "Member" and collectively the "Members"). The Members are further classified as follows:

1. Requesting Member – A Member who requests aid or assistance under the Network.
2. Responding Member – A Member that responds to a request for aid or assistance under the Network.

D. Period of Assistance – The period of time when a Responding Member

assists a Requesting Member in response to a Request for Assistance. The Period of Assistance commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when all of the resources return to the Responding Member's facility (*i.e.*, portal to portal).

E. National Incident Management System (NIMS): The national, standardized system for incident management and response that sets uniform processes and procedures for emergency response operations.

F. Associate – Any non-utility participant approved by the Statewide Committee that provides a support role for the Network (such as the State Department of Health). An Associate does not execute this Agreement.

ARTICLE III **ADMINISTRATION**

The Network is administered through Regional Committees and a Statewide Committee.

A. Regional Committees. The State is divided into regions that are geographically the same as the existing Department of Health Office of Drinking Water regions of the state, with the exception that the eastern region is divided to create a central region. Each region has a Regional Committee. Each Member within a region may appoint one person to be a member of its Regional Committee. Only those Regional Committee members appointed by Members are entitled to vote on matters before the Regional Committee. An Associate may be a non-voting member of a Regional Committee. Each Regional Committee shall elect a Chair by majority vote of the voting members of that Regional Committee and shall meet annually to review the operations and procedures of the Network.

B. Statewide Committee. The Chairs of the Regional Committees are the voting members of the Statewide Committee. An Associate may be a non-voting member of the Statewide Committee. Further, the Statewide Committee also may include as non-voting members representatives from the Washington State Department of Health Office of Drinking Water, Washington State Department of Ecology, Washington State Emergency Management Division, Rural Community Assistance Corporation, Evergreen Rural Water of Washington, Washington State Public Health Laboratory, EPA Region 10, Washington Association of Sewer and Water Districts, and the Washington PUD Association. Under the leadership of a Statewide Committee Chair elected by majority vote of the voting members of the Statewide Committee, the Statewide Committee shall plan and coordinate emergency planning and response activities for the Network.

C. Members' administrative activities shall be voluntary and members shall not be required to finance the administration of the Network, nor shall the Network hold real or personal property.

ARTICLE IV PROCEDURES

In coordination with the Regional Committees, and emergency management and public health systems of the State, the Statewide Committee shall develop and adopt operational and planning procedures for the Network that are consistent with this Agreement. The Statewide Committee shall review these procedures at least annually and shall update them as needed.

ARTICLE V REQUESTS FOR ASSISTANCE

A. Member Information: Promptly after executing this Agreement, the signatory Member shall deliver the following to the Statewide Committee: (1) a certified copy of the action of Member's governing body that authorized the signing of this Agreement and (2) an original signed Agreement. Each Member shall identify an Authorized Official and one alternate Authorized Official. Each Member shall provide current 24-hour contact information for its Authorized Officials to the Statewide Committee, which shall maintain a current list of all Members and the contact information for their Authorized Officials. The Statewide Committee shall provide to all Members an updated version of this list annually and whenever there is an addition or withdrawal of a Member and whenever there is a change of Authorized Officials' contact information.

B. Request for Assistance. In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from Members ("Request for Assistance"). Requests for Assistance may be made orally or in writing, provided that when a Request for Assistance is made orally, the Requesting Member shall, as soon as practicable, identify and transmit in writing the personnel, equipment and supplies requested. Requesting Members shall direct Requests for Assistance to Authorized Officials. The Statewide Committee shall provide specific protocols for Requests for Assistance as part of the procedures created pursuant to Article IV of this Agreement.

C. Response to a Request for Assistance – Members are not obligated to respond to a Request for Assistance. After a Member receives a Request for Assistance, the receiving Member's Authorized Official shall evaluate whether to respond to the Request for Assistance, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member whether the Member will respond to the Request for Assistance. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member of the type of available resources and the approximate arrival time of such assistance.

D. Discretion of Responding Member's Authorized Official – No Member has any duty to respond to a Request for Assistance. When a Member receives a Request for Assistance, the Authorized Official shall have sole and absolute discretion

as to whether or not to respond to the Request for Assistance, and if responding in the affirmative, to determine the availability of resources to be made available to the Requesting Member. The response of a Member's Authorized Official regarding the availability of resources to a Requesting Member shall be final.

E. No Liability for Failure to Respond – No Member will be liable to any other Member for deciding not to respond to a Request for Assistance or otherwise failing to respond to a Request for Assistance. All Members hereby waive all claims against all other Members arising from or relating to any Member's decision to not respond to a Request for Assistance or to any Member's failure to respond to a Request for Assistance.

ARTICLE VI **RESPONDING MEMBER PERSONNEL**

A. National Incident Management System-When providing assistance under this Agreement, the Requesting Member and Responding Member are encouraged (but are not obligated) to be organized and function under NIMS.

B. Coordination and Records – Employees of the Responding Member will remain under the direction and control of the Responding Member to the fullest extent possible. The Responding Member is an independent contractor at all times. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Responding Member's designated supervisor(s) shall keep accurate records of work performed by personnel during the Period of Assistance and for the equipment and supplies provided during work.

C. Food and Shelter – Whenever practical, Responding Member personnel must be self sufficient for up to seventy-two (72) hours. Whenever practical, the Requesting Member shall supply adequate food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member personnel, the Responding Member's designated supervisor is authorized to secure the food and shelter necessary to meet the needs of its personnel.

D. Communication – The Requesting Member shall provide Responding Member personnel with communications equipment as available, radio frequency information to program existing radios if appropriate, or telephone contact numbers, in order to facilitate communications with local responders and utility personnel. Each Requesting Member shall provide contact information for an individual with whom Responding Member's personnel may coordinate while en-route for access, staging instructions and other logistical requirements.

E. Status - Unless otherwise provided by law, the Responding Member's officers and employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the jurisdiction in which they are

normally employed.

F. Licenses and Permits – To the extent permitted by law, Responding Member personnel that hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during a Period of Assistance.

ARTICLE VII **RIGHT TO WITHDRAW RESOURCES**

A. Right to Withdraw - A Responding Member may withdraw some or all of its resources at any time for any reason, as determined in the Responding Member's sole and absolute discretion. The Responding Member shall communicate written or oral notice of intention to withdraw all or some of a Responding Member's resources to the Requesting Member's Authorized Official as soon as practicable under the circumstances. To the greatest extent possible, but without limiting in any way a Responding Member's sole and absolute discretion, a Responding Member's determination to withdraw some or all of its resources provided to a Requesting Member should consider the status of the incident and incident stability, to minimize any adverse impacts from the withdrawal of resources by a Responding Member.

B. No Liability for Withdrawal - No Member will be liable to any other Member for first responding to a Request for Assistance by providing resources (such as personnel, materials, and equipment) and later withdrawing or refusing to continue to provide some or all of those resources. All Members hereby waive all claims against all Members arising from or relating to such a withdrawal or refusal.

ARTICLE VIII **COST- REIMBURSEMENT**

The Requesting Member shall reimburse the Responding Member for all costs incurred by the Responding Member during a Period of Assistance, unless otherwise agreed in writing by both Members.

A. Personnel – The Requesting Member shall reimburse the Responding Member for personnel costs incurred for work performed during a Period of Assistance. Responding Member personnel costs will be calculated according to the terms provided in their employment contracts, hourly rate schedules or other conditions of employment. The Responding Member's designated supervisor(s) shall keep accurate records of work performed by personnel during a Period of Assistance. The Requesting Member shall include in its reimbursement of the Responding Member all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

Unless otherwise agreed in writing, the Requesting Member shall reimburse the Responding Member for all reasonable and necessary costs associated with providing food and shelter for the Responding Member's personnel, if the food and shelter are

not provided by the Requesting Member. The Requesting Member is not required to reimburse the Responding Member for food and shelter costs in excess of State per diem rates unless the Responding Member demonstrates in writing that the excess costs were reasonable and necessary under the circumstances.

B. Equipment – The Requesting Member shall reimburse the Responding Member for the use of equipment during a Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. The Requesting Member shall return all equipment to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. If equipment cannot be returned in good working order, then Requesting Member shall either provide in-kind replacement equipment to Responding Member at no cost to Responding Member or pay to Responding Member the actual replacement cost of the equipment. Reimbursement rates for equipment use will be no less than the Federal Emergency Management Agency’s (FEMA) Schedule of Equipment Rates. If a Responding Member uses rates different from those in the FEMA Schedule of Equipment Rates, the Responding Member shall provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. If reimbursement rates are to be different than those in the FEMA Schedule of Equipment rates, Responding Member and Requesting Member shall agree in writing on which rates will be used prior to dispatch of the equipment to the Requesting Member. Requesting Member shall reimburse for equipment not referenced on the FEMA Schedule of Equipment Rates based on actual recovery of costs. If a Responding Member is required to lease equipment while its equipment is being repaired because of damage due to use during a Period of Assistance, Requesting Member shall reimburse Responding Member for such rental costs.

C. Materials and Supplies – The Requesting Member shall reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies by the Responding Member during a Period of Assistance. The Responding Member shall not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage will be treated as expendable supplies for purposes of cost reimbursement.

D. Payment Period – In order to be reimbursed, the Responding Member shall provide an itemized bill to the Requesting Member no later than ninety (90) days following the end of the Period of Assistance for all expenses incurred by the Responding Member while providing assistance to a Requesting Member under this Agreement. The Responding Member may request additional time to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such a request. The Requesting Member shall pay the itemized bill in full on or before the forty-fifth (45th) day following the billing date. The Requesting Member may request additional time to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such a request, but in no event will payment in full occur later than one year after the date a final itemized bill is submitted to the

Requesting Member. If a Responding Member disputes a portion of an itemized bill, the Requesting Member shall promptly pay those portions of the bill not under dispute, pending the resolution of the payment of the disputed portion of the bill.

E. Records - Where a Responding Member provides assistance to a Requesting Member under this Agreement, both Members shall provide the other Member access to the books, documents, notes, reports, papers and other records relevant to this Agreement for the purposes of reviewing the accuracy of a cost bill or making or undergoing a financial, maintenance or regulatory audit. Both Members shall maintain these records for at least three (3) years or longer where required by law.

ARTICLE IX **DISPUTES** **NEGOTIATION**

Members shall first attempt to resolve any controversy, claim or other dispute arising out of or relating to this Agreement by direct negotiation.

MEDIATION

To the extent not resolved by direct negotiation, Members shall mediate any controversy, claim or other dispute arising out of or relating to this Agreement. Mediation is a condition precedent to arbitration. Unless the disputing Members agree otherwise, the mediation will be administered by the American Arbitration Association (AAA) under its Construction Industry Mediation Procedures. The disputing Members shall pay in equal shares the mediator's fee and any filing fees. Unless otherwise agreed by the disputing Members, the disputing Members shall (1) hold the mediation no later than thirty (30) days after a disputing Member delivers a request for mediation to the other disputing Members and (2) hold the mediation at the location of the Requesting Member. Agreements reached in mediation will be enforceable as settlement agreements.

ARBITRATION

To the extent not resolved by mediation, Members shall arbitrate all controversies, claims and other disputes arising out of or relating to this Agreement. Unless the disputing Members agree otherwise, the arbitration will be administered by the AAA in accordance with its Construction Industry Arbitration Rules in effect on the date a disputing Member makes a demand for arbitration. A disputing Member may make a demand for arbitration before negotiation or mediation if it appears that a claim might be barred by a statute of limitations if the demand were made after the negotiation or mediation. However, in such a case the arbitration will be stayed until the conclusion of negotiation and mediation. The decision and award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

ARTICLE X
DUTY TO INDEMNIFY

To the extent of its fault, a Member shall defend, indemnify, and hold harmless all other Members, their elected officials, Authorized Officials, officers, employees and agents from any and all costs, claims, judgments, losses, awards of damage, injury, death and liability of every kind, nature and description, including the reasonable cost of defense and attorneys' fees, directly or indirectly arising from or relating to this Agreement (collectively, "Indemnified Claims"). This indemnity obligation extends to all Indemnified Claims against a Member by an employee or former employee of another Member, and for this purpose, by mutual negotiation, each Member hereby expressly waives, with respect to each other Member only, all immunity and limitation under any applicable industrial insurance act, including Title 51 of the Revised Code of Washington, other worker compensation acts, disability benefit acts or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of Indemnified Claims.

ARTICLE XI
WORKER'S COMPENSATION AND SITE CONDITIONS

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

Each Member shall promptly identify to the other Members concerns about site safety, environmental concerns, and other working conditions. The Safety Officer appointed within the Incident Command System during the Period of Assistance shall address specific safety conditions and mitigations.

ARTICLE XII
NOTICE

Unless otherwise provided in this Agreement, all notices must be in writing. Notice to a Member must be delivered to the Member's Authorized Official.

ARTICLE XIII
EFFECTIVE DATE

This Agreement shall be effective with respect to each Member when that Member's authorized representative executes the Agreement. The Statewide Committee shall maintain a master list of all Members.

ARTICLE XIV
WITHDRAWAL

A Member may withdraw from this Agreement at any time by providing to the Statewide Committee Chair written notice of withdrawal signed by the withdrawing Member's Authorized Official or other person authorized by the withdrawing Member's governing body. Any withdrawal will be effective upon receipt by the Statewide Committee Chair of the notice of intent to withdraw. If there is no Statewide Committee Chair, the withdrawing Member shall provide written notice to each Member in its region, and the withdrawal will be effective upon delivery of those notices. Once withdrawal from this Agreement is effective, the withdrawing Member will have no further obligations under this Agreement, except that withdrawal from this Agreement will not affect any indemnification or reimbursement obligation under this Agreement that arises prior to the effective date of the withdrawal.

ARTICLE XV TERMINATION

This Agreement shall terminate in its entirety when there are less than two Members. Termination of this Agreement will not affect any indemnification or reimbursement obligation under this Agreement arising prior to the termination. The Statewide Committee Chair shall provide written notice of termination to all remaining Members of the Agreement.

ARTICLE XVI AMENDMENT

This Agreement may be amended if, after written notice of a proposed amendment to all Members, the proposed amendment is approved by a majority of Members in each region. The Statewide Committee Chair shall provide written notice to all Members of approved amendments. Approved amendments will take effect sixty (60) days after the date the notice is sent to the Members.

ARTICLE XVII SEVERABILITY

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

ARTICLE XVIII PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

Notwithstanding rights of subrogation asserted by a Member's insurance provider, this Agreement is for the sole benefit of the Members and no other person or entity shall have any rights under this Agreement as a third party beneficiary nor shall any Member owe duty to a third party not a signatory of this Agreement by virtue of this Agreement. Assignments of benefits and delegations of duties created by this

Agreement are prohibited and of no effect.

**ARTICLE XIX
GOVERNING LAW**

This Agreement is governed by the law of the State of Washington, specifically RCW 39.34, Interlocal Cooperation Act.

**ARTICLE XX
EXECUTION IN COUNTERPARTS**

This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same Agreement.

The water and wastewater utility listed below executed this Agreement on this _____ day of _____ 201 .

Water/Wastewater Utility: _____

By: _____

By: _____

Title: _____

Title _____

Please Print Name

Please Print Name

Approved as to form

By: _____

Attorney for Member

Please Print Name



City of Stevenson, Washington Mayoral Proclamation 2020-01

JUNETEENTH 2020

WHEREAS, the first enslaved Africans were brought as captives to what is now the Commonwealth of Virginia in 1619; and

WHEREAS, Black people were bought and sold as slave labor for 250 years and suffered unspeakable acts of violence; and

WHEREAS, President Abraham Lincoln first issued the Emancipation Proclamation effective January 1, 1863, freeing the enslaved people in the South. However, southern slave owners ignored that order. On June 19, 1865, Union soldiers arrived in Galveston, Texas and enforced the president's order, freeing the enslaved two and a half years after it was first decreed. This day has since come to be known as Juneteenth; and

WHEREAS, other systems of oppression, such as sharecropping, Jim Crow, redlining, and mass incarceration, and the police violence against Black bodies continued throughout our Country's history and perpetuated the racist legal and social systems that persist to this day; and

WHEREAS, the City Council recognizes the history of racism in our country and how it has led to many current day disparities in education and job attainment, housing, and healthcare, as well as disproportionate incarceration rates for Black people.

NOW THEREFORE BE IT RESOLVED, I, SCOTT ANDERSON, MAYOR OF THE CITY OF STEVENSON, WASHINGTON, on behalf of the City Council, staff, and residents do hereby recognize Friday, June 19, 2020 as Juneteenth to acknowledge the historical significance of the day and recommit the City to working toward the dismantling of institutionalized racism.

Date this 16th day of July 2020.

Scott Anderson
Mayor



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: Stevenson City Council
 From: Leana Kinley, City Administrator
 RE: Water Meter Size Billing Discrepancy – Waiving Back-billing
 Meeting Date: July 16, 2020

Executive Summary:

The City of Stevenson replaced customer water meters as part of its energy conservation grant. In the process there were thirteen meters identified as having a different meter installed than what was being billed. According to RCW 4.16.040, the city can back bill, collect on accounts receivable, for up to six years. This would compound the economic struggles of businesses trying to survive during COVID. The accounts have been corrected and steps have been taken to prevent the issue from happening in the future.

Overview of Items:

The list of customers impacted and the total difference if they were back billed from January 2018 to present is below. The Attorney General’s opinion in the attached document allows the forgiveness in this instance as it will help “...prevent the region’s economic collapse from the unprecedented COVID-19 crisis...” The majority of the customers impacted are businesses or government agencies which have been closed or have seen a dramatic reduction in revenues since the COVID-19 pandemic began. Additional costs such as these may be detrimental in their ability to continue doing business.

<u>Customer</u>	<u>SIZE</u>	<u>COMMENT</u>	Water Diff	WW Diff	Total
Eagles Lodge	2"	Billed at 1"	4,908.47	4,273.84	9,182.31
Joel Battistoni	1"	Billed at 3/4"	524.18	-	524.18
Skamania County Transfer Site	2"	Billed at 3/4"	7,824.09	-	7,824.09
Bill Wilkins	1"	Billed at 3/4"	524.18	-	524.18
Port of Skamania	3/4"	Billed 2"	(5,432.65)	-	(5,432.65)
Port of Skamania	2"	Billed 1"	4,908.47	4,273.84	9,182.31
Port of Skamania	2"	Billed 3/4"	5,432.65	-	5,432.65
Rock Cove Irrigation	2"	Billed at 3/4"	5,432.65	-	5,432.65
Port of Skamania	1"	Billed at 3/4"	524.18	1,768.56	2,292.74
El Rio	1"	Billed at 3/4"	524.18	1,768.56	2,292.74
Pioneer	1"	Billing at 3/4"	524.18	1,768.56	2,292.74
A&J	1"	Billed at 3/4"	524.18	1,768.56	2,292.74
DCYF	1.5"	Billing 1"	2,177.22	1,670.21	3,847.43
					45,688.11

The timeline for the initial discrepancy is unknown and none of the meters were recently installed. When staff would manually read the meter, the only information they had was the customer name, address and meter location. There was no indication of the size meter being billed for the field crew to verify. Going forward the meter size being billed will be verified after installation and be listed when a manual meter read is necessary.

Action Needed:

Approve waiving the back-billing in relation to incorrect meter sizes for the customers listed above.



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

MEMORANDUM

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

I. INTRODUCTION

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

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II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

IV. FACTUAL BACKGROUND

A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

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by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

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B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx. This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

V. ANALYSIS

A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.¹

Const. art. VIII, § 7.

¹ The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

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Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state’s lending of credit, it did not intend to hinder state government from carrying out its “essential function to secure the health and welfare of the state’s citizens.” *See Wash. State Hous. Fin. Comm’n v. O’Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is “to prevent state funds from being used to benefit private interests where the public interest is not primarily served.” *Wash. Pub. Ports Ass’n v. Dep’t of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government’s use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts “use a two-pronged analysis to determine whether a gift of public funds has occurred.” *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended “to carry out a fundamental purpose of the government.” *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called “consideration”). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the “key factor.” *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a “fundamental purpose” of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers’ compensation, and obtaining and defending guardians ad litem.² In contrast, building baseball

² *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass’n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep’t of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263–64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep’t of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

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stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.³

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

³ *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

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is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

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without work, at least temporarily.⁴ This in turn could help address local governments' concerns about the economic collapse of the region.

C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

⁴ This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

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this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*

Port of Cascade Locks Updates

July 16, 2020



Bridge Updates:

1. The bridge damage by an over-height truck has been repaired. Additionally, the paving of the area we discussed when I was present at your
2. This year, there will be some welding on the deck, which will happen in the Fall and Spring. These typically result in one-lane closure and are not significantly disruptive to the transportation system. Additionally, we will begin painting project this year in accordance with the 15-year maintenance and preservation plan. This project is being designed by our engineers and should be available in the Fall.

Bike/Ped/Equi. Pathway:

1. The House included an exemption in its version of the Surface Transportation bill. The language was modified to expressly state that tolls will not be charged for pedestrians, bikers, and horse riders. This exemption will allow the Port to receive federal funding despite of Title 23 to use only for this project.
2. Having passed the House, the bill should be considered by the Senate. However, Senate has passed its own version of the Surface Transportation bill and may choose to go to a conference committee to merge the two bills. There is not much certainty at this time about either the process or the likelihood of our exemption making it through the process. However, if we learned one thing about the recent House process, things can happen quickly and unexpectedly. We appreciate any support you are willing to lend for this project.
3. Some project highlights:
 - a. Constructs a walkway to attached to the bridge to separate vehicular and bike/foot traffic.
 - b. Connects the PCT trail across the river.
 - c. Considers a crossing over SR 14 to connect to existing and future trail system on the Washington side.
 - d. Is expected to attract additional tourism to benefit the Oregon and Washington communities.
 - e. More information: <http://isurvivedthewalk.com/>

Overall Port updates:

1. COVID-19 restrictions led to a 30% revenue reduction for the new year. The revenue reduction is due decreased tourism, as well as due to impacted commercial leases. The Port responded by cutting costs in many areas, including not funding certain positions and projects. The Event Coordinator and Bridge Manager positions have not been funded, among others.
2. Some of our businesses have been affected more than others, however, many of the Cascade Locks businesses are hospitality industry and have seen significant effects.
3. The Port is working on implementing paid parking in the Marine Park through a smart phone application. The Port intends that local residents will be exempt from parking fees and will define the area of "local" in its subsequent meetings.



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

Bridge of the Gods

1 message

Stebbins, Bryan (Murray) <Bryan_Stebbins@murray.senate.gov>

Wed, Jun 24, 2020 at 10:51 AM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>, "scott.anderson@ci.stevenson.wa.us"

<scott.anderson@ci.stevenson.wa.us>

Hi Mayor Anderson and Leana,

The attached letters of support from Skamania County and the Port of Skamania were shared with me yesterday. I thought I would reach out to you to see how the city feels about the Title 23 Amendment that the Port of Cascade Locks is peddling?

I look forward to hearing from you and happy to chat by phone if you'd like.

Best,

Bryan Stebbins | *he/him/his*


Southwest Washington Director


Office of U.S. Senator Patty Murray

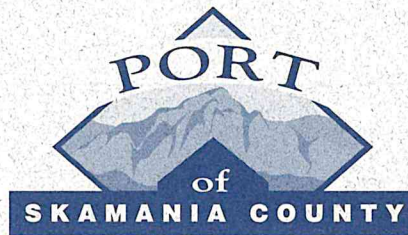
Cell: 360-901-0874

Bryan_Stebbins@murray.senate.gov

2 attachments

 **doc01483520200622100029.pdf**
347K

 **doc02053620200619104151.pdf**
738K



P.O. Box 1099 • Stevenson, WA 98648
509/427-5484 • Fax 509/427-7984 • port@PortofSkamania.org
www.PortofSkamania.org

Congresswoman Jamie Herrera Beutler
2352 Rayburn HOB
Washington DC 20515

June 17, 2020

Regarding: Bridge of Gods Bike/Pedestrian Pathway

Dear Congresswoman Beutler,

Port of Skamania County Commissioners addressed the Bridge of the Gods Bike/Pedestrian Pathway during their June 16, 2020 commission meeting and directed me to send this letter of support for the Bridge of the Gods Bike/Pedestrian Pathway on their behalf. The Port Commissioners unanimously agreed the significant public benefit of adding a pedestrian and bike pathway to the Bridge of the Gods outweigh the Port's general opposition for exemptions of title 23, United States Code.

The Bridge of the Gods is a vital part of Skamania County's transportation system. This is the only bridge from our county across the Columbia River and our only access to the interstate Highway System. Adding a dedicated bicycle/pedestrian lane to the bridge will greatly improve public safety and will be a regionally significant asset to be enjoyed by area residents and visitors for decades. In the last decade there have been millions of dollars invested in bicycle/pedestrian pathways in both Washington and Oregon and this dedicated lane will connect those investments.

As long as tolls are not collected for bicycle and pedestrian use of the bridge we consider those uses outside of their bridge tolling operation. In this specific instance and unique situation we are able to lend our support to the proposed amendment exempting this project from title 23, United States Code. Thank you for your attention to this matter.

Sincerely,

J. Pat Albaugh, Executive Director

on behalf of:

Todd Kingston, Commissioner District 3

Jennifer Taylor, Commissioner District 2

Ray Broughton, Commissioner District 1



**SKAMANIA COUNTY BOARD
OF COMMISSIONERS**

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700

Richard Mahar
District 1

Tom Lannen
District 2

Bob Hamlin
District 3

June 18, 2020

United States Representative
Congresswoman Jaime Herrera-Beutler

Dear Congresswoman Beutler:

We, the Skamania County Board of Commissioners in recognizing the significant public benefit of adding a pedestrian and bike pathway to the Bridge of the Gods offer our support for the Title 23 Tolling Amendment.

This is a very special situation given the Pacific Crest Trail crosses the Bridge of the Gods. Adding a dedicated bicycle/pedestrian lane to the bridge will be a regionally significant asset that will be enjoyed by area residents and visitors for decades.

Not only will a new bicycle/pedestrian lane greatly improve safety, but it is a critical connection to trails on both sides of the Columbia River. In the last decade there have been millions of dollars invested in bicycle/pedestrian pathways in both Washington and Oregon.

Thank you for your continuing support of issues important to Skamania County and its citizens

Sincerely,

Robert Hamlin
Commissioner

T.W. Lannen
Commissioner

Richard Mahar
Commissioner





City of Stevenson

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

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

Stevenson City Council Goals for 2021-2022

Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”

Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.

Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2022.
 - a. Implement **updated rate structure** after completion of rate study by the end of 2020.
 - b. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022.
 - c. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows.
 - d. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations.
 - e. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents.
 - f. Sign contract for funding

Stevenson City Council Goals for 2021-2022 (cont.)

- g. Complete permitting requirements, SEPA, etc.
 - h. Bid construction project-WWTP
 - i. Bid construction project-Lift Stations
 - j. Begin Construction.
2. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021.
 - b. **Design Standards** outlined in the Downtown Plan will be reviewed updated by the end of 2021.
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024.
 - d. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place **by the end of 2020**, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association **by the end of 2019** and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.
 - e. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024. This will start with the development of a list of improvements needed **by the end of 2019**.
 - f. First Street Overlook will be constructed in 2021.
3. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
- a. **Design Completion**
 - b. Apply for and secure **Construction Funding**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
 - d. Complete construction
4. **Water System Continued Maintenance**
- a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next two years include:
 - i. School Street
 - ii. Loop Rd
 - iii. Upper Russell
 - iv. Frank Johns
 - b. Water Treatment Plant Maintenance includes reroof and painting interior.
5. **Develop Deliberate Growth Strategy** by the end of 2021.
- a. Complete Capital Improvement Program

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	June, 2020	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	330.00	Program Management Time
	1,717.09	Monthly Reimbursables
	<u>2,864.00</u>	PPE Supplies
	\$ 12,411.09	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	264
Telephone Calls:	110
E-Mails:	52
Business Referrals:	1,770
Tracked Overnight Stays:	13
Mailings (student, relocation, visitor, letters):	3
Large Quantity Brochures	60
Chamber Website Pageviews	6,017
COS Website Pageviews	8,403

CHAMBER BUSINESS

Chamber Board Meeting: We held our June board meeting with discussions about progress on the strategic plan.

Chamber Membership: We had 4 new members join the Chamber and 15 membership renewals in June.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants that have had to close due to COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updated website with links to our Instagram page and new Columbia Gorge Tourism website. Added an email request to receive a free visitor packet and added a new Membership Directory link on the home page.
- Created new paid social media ads Chamber
- Worked with a board committee to review Chamber by laws and make revisions
- Working with Washington State Tourism Alliance on "Explore Washington's Backyard" campaign
- Working with Washington Hospitality Association on safe re-opening social media campaigns; #ReadyToServe and #WelcomeBackWA
- Bi-weekly calls with County Emergency Operations Team with COVID-19 updates
- Weekly calls with Representative Gina Mossbrucker
- Watched webinar on Retirement Plans as a Chamber Benefit

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended quarterly SDA board meeting and weekly meetings as part of the business recovery committee.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing to create new print ads for Stevenson and go over social media plans
- Created new paid social media ad for City of Stevenson
- Website updates including COVID “Carefully Re-Opening for Business” message and new link to Instagram page
- Created 4th of July poster, signs, ad, press release and social media posts
- Met with Alex Hays to go over parking areas, sign placements and restricted areas for 4th of July
- Worked with Tom Waters on getting an FM transmitter for music during fireworks show

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 472.09
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-F	Co-op Advertising with Skamania Lodge	<u>\$ 245.00</u>
		\$1,717.09

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	5 hrs	\$ 150.00
P3-C	4 th of July Fireworks Show	6 hrs	<u>\$ 180.00</u>
			\$ 330.00

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$2,047.09	\$18,690.82	\$66,309.18

PPE for Businesses – Reimbursable Expenses

60 disinfectant wipes	\$659.40
40 boxes of gloves	\$1,079.60
50 boxes of masks	<u>\$1,125.00</u>
	\$2,864.00

TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #: 0652

06/01/2020 To: 06/30/2020

Time: 16:49:37 Date: 07/14/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	875,325.22	86,599.90	75,678.23	886,246.89	1,383.00	2,600.39	-28.40	890,201.88
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,483,593.47	0.00		1,483,593.47	0.00	0.00	0.00	1,483,593.47
100 Street Fund	337,283.98	20,343.11	19,858.04	337,769.05	0.00	639.97	-73.05	338,335.97
103 Tourism Promo & Develop Fund	781,849.04	602.92	11,672.86	770,779.10	0.00	0.69	-3.21	770,776.58
300 Capital Improvement Fund	152,878.07	617.83		153,495.90	0.00	0.00	0.00	153,495.90
309 Russell Ave	-331,881.35	48,954.42	100,666.88	-383,593.81	0.00	0.00	0.00	-383,593.81
311 First Street	-368.42	0.00		-368.42	0.00	0.00	0.00	-368.42
400 Water/Sewer Fund	1,202,676.09	132,548.96	421,292.45	913,932.60	1,460.00	1,884.65	-1,099.71	916,177.54
410 Wastewater System Upgrades	-61,776.30	0.00	139,416.59	-201,192.89	0.00	0.00	0.00	-201,192.89
500 Equipment Service Fund	157,125.78	10,860.15	6,670.92	161,315.01	0.00	175.95	-22.15	161,468.81
630 Stevenson Municipal Court	5,132.72	2,519.86	2,900.00	4,752.58	2,875.00	0.00	0.00	7,627.58
631 CATV Fund	3,099.07	0.13		3,099.20	0.00	0.00	0.00	3,099.20
	4,931,642.99	303,047.28	778,155.97	4,456,534.30	5,718.00	5,301.65	-1,226.52	4,466,327.43

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #: 0652

06/01/2020 To: 06/30/2020

Time: 16:49:37 Date: 07/14/2020
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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,753,619.38	311,151.50	765,058.48	1,299,712.40	-780.58	8,094.65	1,307,026.47
3	Court Trust Umpqua	5,132.72	2,519.86	2,900.00	4,752.58	0.00	2,925.00	7,677.58
10	Xpress Bill Pay	62,156.51	21,871.59	43,000.00	41,028.10	-445.94	0.00	40,582.16
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	320,093.32	42.07	0.00	320,135.39	0.00	0.00	320,135.39
Total Cash:		2,141,501.93	335,585.02	810,958.48	1,666,128.47	-1,226.52	11,019.65	1,675,921.60
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	870,784.75	264.64	0.00	871,049.39	0.00	0.00	871,049.39
6	US Bank Safekeeping	1,916,256.86	0.00	0.00	1,916,256.86	0.00	0.00	1,916,256.86
8	CATV Trust	3,099.45	0.13	0.00	3,099.58	0.00	0.00	3,099.58
Total Investments:		2,790,141.06	264.77	0.00	2,790,405.83	0.00	0.00	2,790,405.83
		4,931,642.99	335,849.79	810,958.48	4,456,534.30	-1,226.52	11,019.65	4,466,327.43

TREASURERS REPORT
Fund Investments By Account

City Of Stevenson
 MCAG #: 0652

06/01/2020 To: 06/30/2020

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	203,644.05		90.75	90.75		203,734.80
100 000 Street Fund	25,967.06		11.57	11.57		25,978.63
103 000 Tourism Promo & Develop Fund	230,969.17		102.92	102.92		231,072.09
300 000 Capital Improvement Fund	6,264.52		2.79	2.79		6,267.31
400 000 Water/Sewer Fund	108,416.76		48.31	48.31		108,465.07
500 000 Equipment Service Fund	18,611.98		8.30	8.30		18,620.28
5 - LGIP	593,873.54	0.00	264.64	264.64		594,138.18
001 000 General Expense Fund	526,375.92					526,375.92
103 000 Tourism Promo & Develop Fund	320,655.44					320,655.44
300 000 Capital Improvement Fund	25,568.09					25,568.09
400 000 Water/Sewer Fund	185,797.68					185,797.68
500 000 Equipment Service Fund	10,226.25					10,226.25
6 - US Bank Safekeeping	1,068,623.38	0.00	0.00			1,068,623.38
001 000 General Expense Fund	0.38					0.38
631 000 CATV Fund	3,099.07		0.13	0.13		3,099.20
8 - CATV Trust	3,099.45	0.00	0.13	0.13		3,099.58
	1,665,596.37	0.00	264.77	264.77		1,665,861.14

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #: 0652

06/01/2020 To: 06/30/2020

Time: 16:49:37 Date: 07/14/2020
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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	730,020.35		90.75	90.75		730,111.10	156,135.79
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,483,593.47
100 Street Fund	25,967.06		11.57	11.57		25,978.63	311,790.42
103 Tourism Promo & Develop Fund	551,624.61		102.92	102.92		551,727.53	219,051.57
300 Capital Improvement Fund	31,832.61		2.79	2.79		31,835.40	121,660.50
309 Russell Ave						0.00	-383,593.81
311 First Street						0.00	-368.42
400 Water/Sewer Fund	294,214.44		48.31	48.31		294,262.75	619,669.85
410 Wastewater System Upgrades						0.00	-201,192.89
500 Equipment Service Fund	28,838.23		8.30	8.30		28,846.53	132,468.48
630 Stevenson Municipal Court						0.00	4,752.58
631 CATV Fund	3,099.07		0.13	0.13		3,099.20	0.00
	1,665,596.37		264.77	264.77		1,665,861.14	2,790,673.16

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

4,456,534.30

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 06/30/2020 Date: 07/14/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	1473	06/29/2020	Util Pay	1		Xpress Billpay	336.06	Xpress Import - CC - 06-29-2020__daily_batch.csv
2020	1475	06/30/2020	Tr Rec	1		Business License Customer	10.00	BL #20-093 Columbia River Disposal
2020	1476	06/30/2020	Tr Rec	1		Gordon Rosander	319.38	June 2020 Gordy Reimbursement
2020	1477	06/30/2020	Tr Rec	1		Avista Utilities	25.00	ROW Permit - Avista - Jefferson To Vancouver
2020	1478	06/30/2020	Util Pay	1		Xpress Billpay	90.14	Xpress Import - CC - 06-30-2020__daily_batch.csv
Receipts Outstanding:							780.58	
2020	1440	06/26/2020	Payroll	1	EFT	Dept of Labor & Industry	3,158.42	2ND Quarter 04/01/2020 - 06/30/2020
2019	635	04/29/2019	Payroll	1	13417	Skamania Branch Food Bank	138.14	
2019	629	04/29/2019	Payroll	1	13419	Stevenson Fire Association	69.07	
2019	2139	12/09/2019	Payroll	1	14020	Connor Black	59.10	2019 Volunteer FF Pay
2019	2147	12/09/2019	Payroll	1	14027	Sean M Hietpas	435.90	2019 Volunteer FF Pay
2019	2316	12/19/2019	Claims	1	14087	Skamania County Prosecutor	1,333.00	Dec 2019
2020	1295	06/18/2020	Claims	1	14431	BSK Associates	1,460.00	Wastewater Sampling
2020	1443	06/30/2020	Payroll	1	14475	Michael Beck	69.07	PP 06.01.20-06.30.20
2020	1454	06/30/2020	Payroll	1	14476	Annie McHale	138.14	PP 06.01.20-06.30.20
2020	1464	06/26/2020	Payroll	1	14478	City of Stevenson	319.38	Pay Cycle(s) 06/30/2020 To 06/30/2020 - City Payback
2020	1465	06/26/2020	Payroll	1	14479	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 06/30/2020 To 06/30/2020 - HRA VEBA
2020	1466	06/26/2020	Payroll	1	14480	Stevenson Fire Association	69.07	Pay Cycle(s) 06/30/2020 To 06/30/2020 - Fire Association
2020	1467	06/26/2020	Payroll	1	14481	WGAP Washington Gorge Action Program	345.36	Pay Cycle(s) 06/30/2020 To 06/30/2020 - Food Bank
							8,094.65	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
2020	1535	06/26/2020	Claims	3	1016	Stevenson Municipal Court	25.00	A & J Select, Inc. - CR0018967
2020	1537	06/30/2020	Claims	3	1018	Stevenson Municipal Court	2,850.00	City Of Stevenson - July Remittance
							2,925.00	
2020	1474	06/29/2020	Util Pay	10		Xpress Billpay	25.00	Xpress Import - iPay - 06-29-2020__daily_batch.csv
2020	1479	06/30/2020	Util Pay	10		Xpress Billpay	125.06	Xpress Import - EFT - 06-30-2020__daily_batch.csv
2020	1480	06/30/2020	Util Pay	10		Xpress Billpay	96.43	Xpress Import - Metavante - 06-30-2020__daily_ba
2020	1481	06/30/2020	Util Pay	10		Xpress Billpay	49.45	Xpress Import - iPay - 06-30-2020__daily_batch.csv
2020	1482	06/30/2020	Util Pay	10		Xpress Billpay	150.00	Xpress Import - CheckFree - 06-30-2020__daily_ba
Receipts Outstanding:							445.94	
							11,019.65	

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
 MCAG #: 0652

As Of: 06/30/2020 Date: 07/14/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund									
							Claims	Payroll	
							Total		
001			General Expense Fund				1,383.00	2,600.39	3,983.39
100			Street Fund				0.00	639.97	639.97
103			Tourism Promo & Develop Fund				0.00	0.69	0.69
400			Water/Sewer Fund				1,460.00	1,884.65	3,344.65
500			Equipment Service Fund				0.00	175.95	175.95
630			Stevenson Municipal Court				2,875.00	0.00	2,875.00
							5,718.00	5,301.65	11,019.65

TREASURERS REPORT

Signature Page

City Of Stevenson
MCAG #: 0652

06/01/2020 To: 06/30/2020

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

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

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 16:51:24 Date: 07/14/2020
Page: 1

001 General Expense Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	419,177.79	680,398.49	(261,220.70)	162.3%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	59,695.22	51,135.13	8,560.09	85.7%
308 Beginning Balances	512,286.83	764,947.44	(252,660.61)	149.3%
311 Property Tax	481,883.50	280,510.11	201,373.39	58.2%
313 Sales Tax	265,000.00	119,084.58	145,915.42	44.9%
316 Utility Tax	40,000.00	25,576.46	14,423.54	63.9%
317 Other Tax	16,000.00	10,521.31	5,478.69	65.8%
310 Taxes	802,883.50	435,692.46	367,191.04	54.3%
321 Licenses	2,900.00	2,460.00	440.00	84.8%
322 Permits	45,000.00	(2,041.54)	47,041.54	4.5%
320 Licenses & Permits	47,900.00	418.46	47,481.54	0.9%
330 Grants	350,000.00	62,036.28	287,963.72	17.7%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,055.00	9,313.33	6,741.67	58.0%
330 Intergovernmental Revenues	377,055.00	71,349.61	305,705.39	18.9%
341 Other	0.00	2,186.76	(2,186.76)	0.0%
342 Fire District 2	19,500.00	11,642.44	7,857.56	59.7%
345 Planning	4,500.00	15,995.00	(11,495.00)	355.4%
346 Building	3,000.00	29.00	2,971.00	1.0%
340 Charges For Goods & Services	27,000.00	29,853.20	(2,853.20)	110.6%
350 Fines & Penalties	11,250.00	6,693.03	4,556.97	59.5%
360 Interest & Other Earnings	5,500.00	10,516.92	(5,016.92)	191.2%
380 Non Revenues	0.00	3,949.55	(3,949.55)	0.0%
Fund Revenues:	1,783,875.33	1,323,420.67	460,454.66	74.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	6,472.27	15,527.73	29.4%
512 Judicial	62,700.00	25,630.77	37,069.23	40.9%
513 Executive	110,825.00	46,048.84	64,776.16	41.6%
514 Financial, Recording & Elections	99,600.00	58,439.29	41,160.71	58.7%
515 Legal Services	31,500.00	10,524.00	20,976.00	33.4%
517 Employee Benefit Programs	525.00	10,621.00	(10,096.00)	2023.0%
518 Centralized Services	51,580.29	61,306.30	(9,726.01)	118.9%
521 Law Enforcement	192,801.85	92,615.09	100,186.76	48.0%
202 Fire Department	82,905.00	10,649.46	72,255.54	12.8%
203 Fire District 2	19,500.00	1,872.31	17,627.69	9.6%
522 Fire Control	102,405.00	12,521.77	89,883.23	12.2%
528 Dispatch Services	8,000.00	3,229.75	4,770.25	40.4%
551 Public Housing Services	350,000.00	0.00	350,000.00	0.0%
553 Conservation	300.00	434.75	(134.75)	144.9%
554 Environmental Services	11,400.00	0.00	11,400.00	0.0%
550 Building	37,050.00	3,083.25	33,966.75	8.1%

2020 BUDGET POSITION

City Of Stevenson
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001 General Expense Fund Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
560 Planning	193,480.00	75,961.18	117,518.82	39.3%
570 Economic Development	11,900.00	5,265.00	6,635.00	44.2%
558 Planning & Community Devel	242,430.00	84,309.43	158,120.57	34.8%
565 Welfare	30,000.00	0.00	30,000.00	0.0%
566 Substance Abuse	150.00	92.95	57.05	62.0%
573 Cultural & Community Activities	500.00	59.96	440.04	12.0%
576 Park Facilities	149,350.00	27,044.29	122,305.71	18.1%
580 Non Expenditures	0.00	(2,176.68)	2,176.68	0.0%
597 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
100 Unreserved	189,698.97	0.00	189,698.97	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	59,695.22	0.00	59,695.22	0.0%
999 Ending Balance	282,808.19	0.00	282,808.19	0.0%
Fund Expenditures:	1,783,875.33	437,173.78	1,346,701.55	24.5%
Fund Excess/(Deficit):	0.00	886,246.89		

2020 BUDGET POSITION

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010 General Reserve Fund		Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	325,553.66	326,705.62	(1,151.96) 100.4%
Fund Revenues:	325,553.66	326,705.62	(1,151.96) 100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining
999 Ending Balance	325,553.66	0.00	325,553.66 0.0%
Fund Expenditures:	325,553.66	0.00	325,553.66 0.0%
Fund Excess/(Deficit):	0.00	326,705.62	

2020 BUDGET POSITION

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020 Fire Reserve Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,480,000.00	1,483,593.47	(3,593.47)	100.2%
397 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
Fund Revenues:	1,515,000.00	1,483,593.47	31,406.53	97.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Expenditures:	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Excess/(Deficit):	0.00	1,483,593.47		

2020 BUDGET POSITION

City Of Stevenson
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100 Street Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	116,553.76	306,289.98	(189,736.22)	262.8%
310 Taxes	322,000.00	133,684.07	188,315.93	41.5%
320 Licenses & Permits	600.00	100.00	500.00	16.7%
330 Intergovernmental Revenues	49,620.60	21,774.74	27,845.86	43.9%
360 Interest & Other Earnings	0.00	200.86	(200.86)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	488,774.36	462,049.65	26,724.71	94.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	265,600.00	84,364.02	181,235.98	31.8%
543 Streets Admin & Overhead	28,050.00	15,891.62	12,158.38	56.7%
544 Road & Street Operations	21,000.00	0.00	21,000.00	0.0%
566 Substance Abuse	0.00	65.02	(65.02)	0.0%
594 Capital Expenditures	39,000.00	23,959.94	15,040.06	61.4%
597 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
999 Ending Balance	82,124.36	0.00	82,124.36	0.0%
Fund Expenditures:	488,774.36	124,280.60	364,493.76	25.4%
Fund Excess/(Deficit):	0.00	337,769.05		

2020 BUDGET POSITION

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103 Tourism Promo & Develop Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	615,661.30	710,294.51	(94,633.21)	115.4%
310 Taxes	440,000.00	117,484.39	322,515.61	26.7%
360 Interest & Other Earnings	0.00	7,285.69	(7,285.69)	0.0%
Fund Revenues:	1,055,661.30	835,064.59	220,596.71	79.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	357,250.00	64,285.49	292,964.51	18.0%
594 Capital Expenditures	370,000.00	0.00	370,000.00	0.0%
999 Ending Balance	328,411.30	0.00	328,411.30	0.0%
Fund Expenditures:	1,055,661.30	64,285.49	991,375.81	6.1%
Fund Excess/(Deficit):	0.00	770,779.10		

2020 BUDGET POSITION

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300 Capital Improvement Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	99,236.62	135,656.42	(36,419.80)	136.7%
310 Taxes	20,000.00	17,462.99	2,537.01	87.3%
360 Interest & Other Earnings	0.00	376.49	(376.49)	0.0%
Fund Revenues:	119,236.62	153,495.90	(34,259.28)	128.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%
999 Ending Balance	48,625.62	0.00	48,625.62	0.0%
Fund Expenditures:	119,236.62	0.00	119,236.62	0.0%
Fund Excess/(Deficit):	0.00	153,495.90		

2020 BUDGET POSITION

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303 Joint Emergency Facilities Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

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309 Russell Ave		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	819,927.00	48,954.42	770,972.58	6.0%	
360 Interest & Other Earnings	75,000.00	0.00	75,000.00	0.0%	
397 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%	
Fund Revenues:	965,538.00	48,954.42	916,583.58	5.1%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	965,538.00	432,548.23	532,989.77	44.8%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	965,538.00	432,548.23	532,989.77	44.8%	
Fund Excess/(Deficit):	0.00	(383,593.81)			

2020 BUDGET POSITION

City Of Stevenson
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311 First Street		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	132,800.00	0.00	132,800.00	0.0%
397 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
Fund Revenues:	185,800.00	0.00	185,800.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	185,800.00	368.42	185,431.58	0.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	185,800.00	368.42	185,431.58	0.2%
Fund Excess/(Deficit):	0.00	(368.42)		

2020 BUDGET POSITION

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400 Water/Sewer Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	129,205.20	251,864.61	(122,659.41)	194.9%
401 Water	191,376.85	207,161.66	(15,784.81)	108.2%
402 Sewer	190,400.27	218,673.27	(28,273.00)	114.8%
308 Beginning Balances	510,982.32	677,699.54	(166,717.22)	132.6%
330 Intergovernmental Revenues	311,000.00	0.00	311,000.00	0.0%
343 Water	690,150.00	266,754.34	423,395.66	38.7%
344 Sewer	887,594.20	431,241.16	456,353.04	48.6%
340 Charges For Goods & Services	1,577,744.20	697,995.50	879,748.70	44.2%
343 Water	46,674.00	83,496.29	(36,822.29)	178.9%
344 Sewer	56,532.00	67,898.00	(11,366.00)	120.1%
400 Water/Sewer	4,000.00	3,421.69	578.31	85.5%
360 Interest & Other Earnings	107,206.00	154,815.98	(47,609.98)	144.4%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	350,000.00	321,000.00	29,000.00	91.7%
Fund Revenues:	2,856,932.52	1,851,511.02	1,005,421.50	64.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	473,150.00	216,497.11	256,652.89	45.8%
535 Sewer	852,500.00	274,126.24	578,373.76	32.2%
534 Water	64,373.39	24,087.96	40,285.43	37.4%
535 Sewer	32,671.00	16,335.00	16,336.00	50.0%
591 Debt Service	97,044.39	40,422.96	56,621.43	41.7%
534 Water	764,500.00	406,532.11	357,967.89	53.2%
535 Sewer	0.00	0.00	0.00	0.0%
594 Capital Expenditures	764,500.00	406,532.11	357,967.89	53.2%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
400 Water/Sewer	234,755.01	0.00	234,755.01	0.0%
401 Water	188,050.85	0.00	188,050.85	0.0%
402 Sewer	246,932.27	0.00	246,932.27	0.0%
999 Ending Balance	669,738.13	0.00	669,738.13	0.0%
Fund Expenditures:	2,856,932.52	937,578.42	1,919,354.10	32.8%
Fund Excess/(Deficit):	0.00	913,932.60		

2020 BUDGET POSITION

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410 Wastewater System Upgrades			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119,857.70)	119,857.70	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	1,000,000.00	279,665.24	720,334.76	28.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	1,000,000.00	159,807.54	840,192.46	16.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,000,000.00	361,000.43	638,999.57	36.1%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,000,000.00	361,000.43	638,999.57	36.1%
Fund Excess/(Deficit):	0.00	(201,192.89)		

2020 BUDGET POSITION

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500 Equipment Service Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,450.73	139,248.98	(73,798.25)	212.8%
340 Charges For Goods & Services	150,000.00	59,736.49	90,263.51	39.8%
360 Interest & Other Earnings	0.00	289.16	(289.16)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	215,450.73	199,274.63	16,176.10	92.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	125,750.00	37,959.62	87,790.38	30.2%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	89,700.73	0.00	89,700.73	0.0%
Fund Expenditures:	215,450.73	37,959.62	177,491.11	17.6%
Fund Excess/(Deficit):	0.00	161,315.01		

2020 BUDGET POSITION

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630 Stevenson Municipal Court		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	9,738.88	(9,738.88)	0.0%
380 Non Revenues	0.00	16,664.03	(16,664.03)	0.0%
Fund Revenues:	0.00	26,402.91	(26,402.91)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	21,650.33	(21,650.33)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	21,650.33	(21,650.33)	0.0%
Fund Excess/(Deficit):	0.00	4,752.58		

2020 BUDGET POSITION

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631 CATV Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	3,098.81	(3,098.81)	0.0%	
380 Non Revenues	0.00	0.39	(0.39)	0.0%	
Fund Revenues:	0.00	3,099.20	(3,099.20)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	3,099.20			

2020 BUDGET POSITION TOTALS

City Of Stevenson
MCAG #: 0652

Months: 01 To: 06

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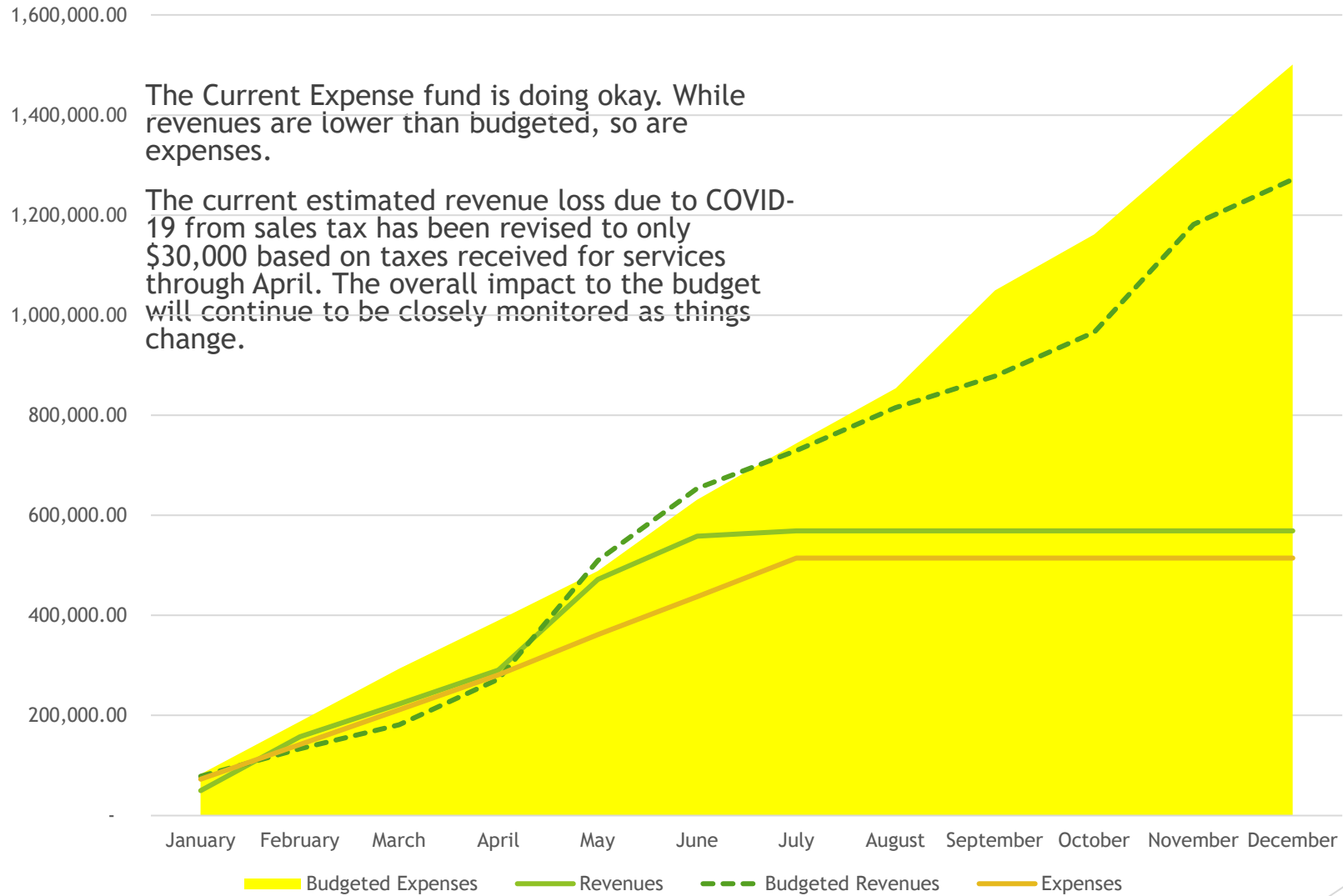
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,783,875.33	1,323,420.67	74.2%	1,783,875.33	437,173.78	25%
010 General Reserve Fund	325,553.66	326,705.62	100.4%	325,553.66	0.00	0%
020 Fire Reserve Fund	1,515,000.00	1,483,593.47	97.9%	1,515,000.00	0.00	0%
100 Street Fund	488,774.36	462,049.65	94.5%	488,774.36	124,280.60	25%
103 Tourism Promo & Develop Fund	1,055,661.30	835,064.59	79.1%	1,055,661.30	64,285.49	6%
300 Capital Improvement Fund	119,236.62	153,495.90	128.7%	119,236.62	0.00	0%
303 Joint Emergency Facilities Fund	0.00	0.00	0.0%	0.00	0.00	0%
309 Russell Ave	965,538.00	48,954.42	5.1%	965,538.00	432,548.23	45%
311 First Street	185,800.00	0.00	0.0%	185,800.00	368.42	0%
400 Water/Sewer Fund	2,856,932.52	1,851,511.02	64.8%	2,856,932.52	937,578.42	33%
410 Wastewater System Upgrades	1,000,000.00	159,807.54	16.0%	1,000,000.00	361,000.43	36%
500 Equipment Service Fund	215,450.73	199,274.63	92.5%	215,450.73	37,959.62	18%
630 Stevenson Municipal Court	0.00	26,402.91	0.0%	0.00	21,650.33	0%
631 CATV Fund	0.00	3,099.20	0.0%	0.00	0.00	0%
	<u>10,511,822.52</u>	<u>6,873,379.62</u>	<u>65.4%</u>	<u>10,511,822.52</u>	<u>2,416,845.32</u>	<u>23.0%</u>

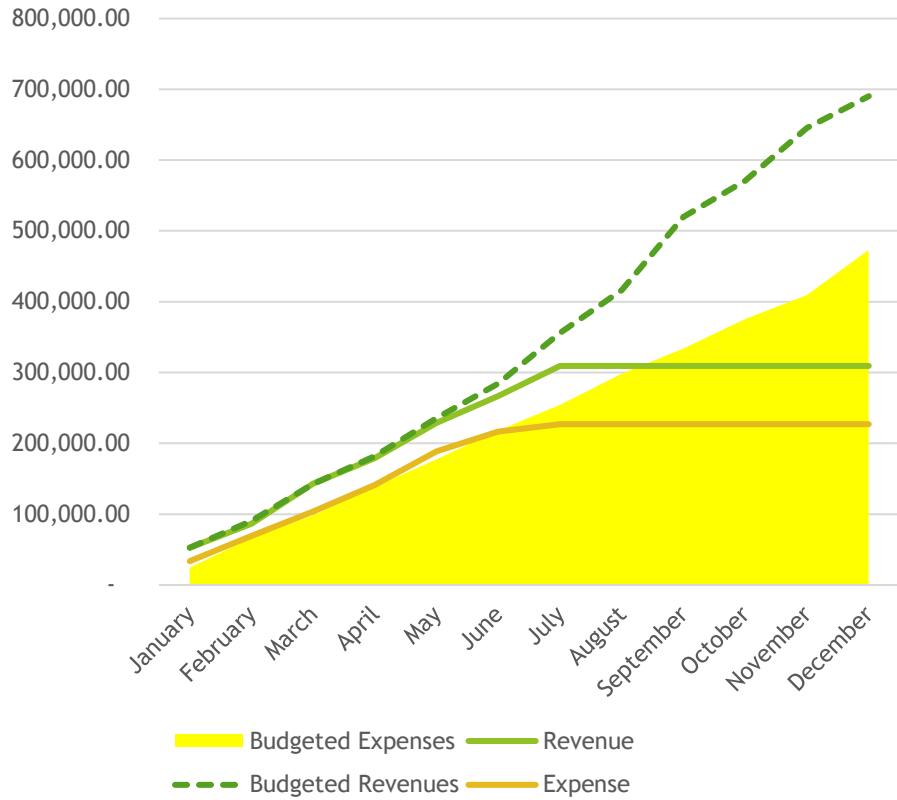
City of Stevenson

Q2 2020 Financial Report

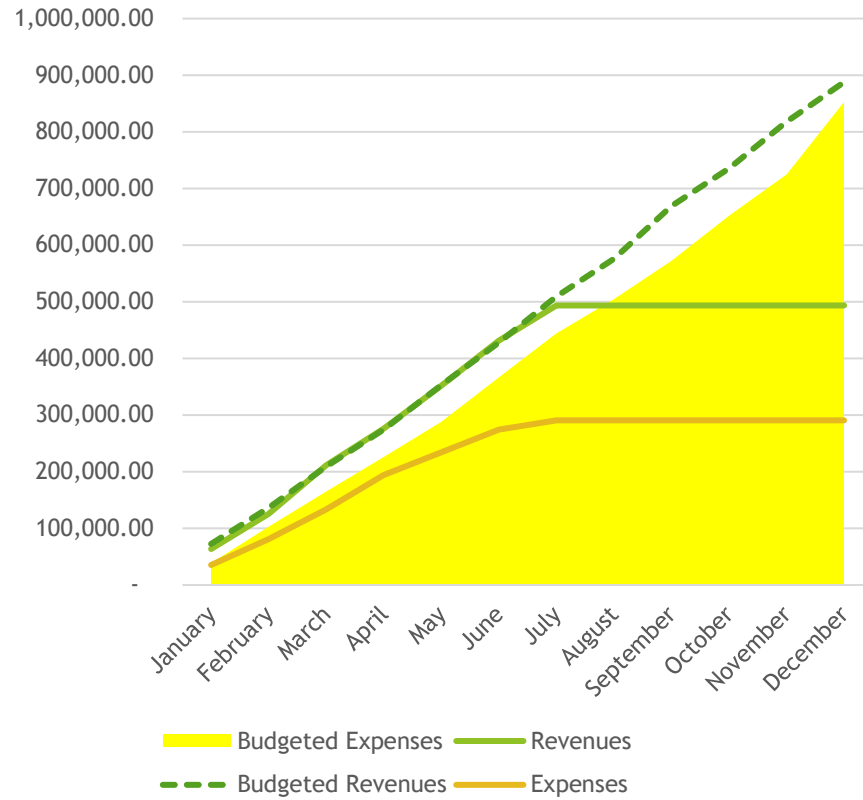
2020 Current Expense



2020 Water



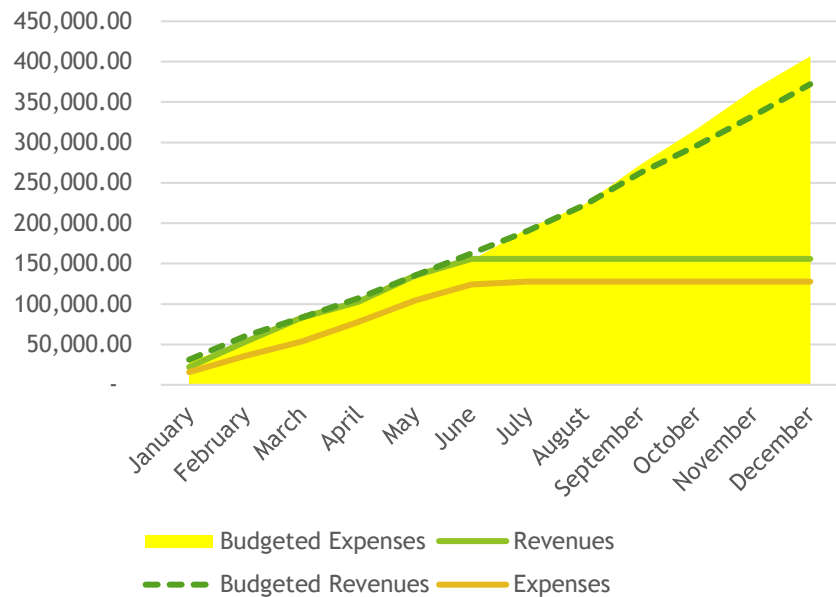
2020 Wastewater



The O&M funds for Water and Wastewater are decreasing slightly. We will continue to see the impact on revenues from a reduction of commercial use related to COVID-19. An overall loss of 10% is currently anticipated.

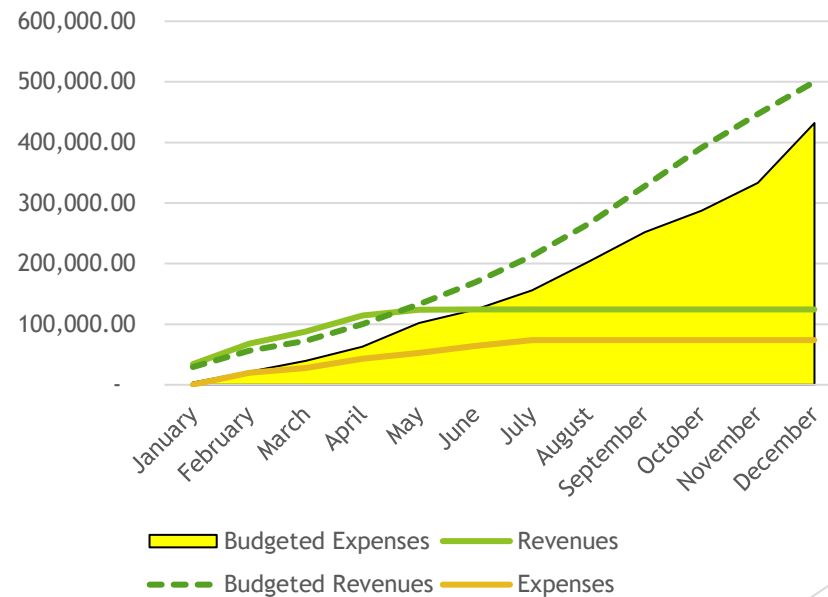
The Street Fund is trending to budget. The revenue impacts to the Street Fund related to COVID-19 include sales tax and fuel tax, which are just beginning to be reflected.

2020 Street



COVID-19 will greatly impact this fund as the revenues for April services were only \$500. There are enough funds in reserves to cover current contract obligations and events have been cancelled, reducing expenses.

2020 Tourism





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
From: Rob Farris, Fire Chief
RE: Fire Department Update – June 2020
Meeting Date: July 16th, 2020

Executive Summary:

Fire Department focus has been on the COVID-19 response in our service area and Skamania County. Fire Chief is receiving daily SitReps and continues to pass on relevant updates to the membership. Fire Department leadership has been working hard on digesting COVID-19 response guidelines which sometimes change daily. We continue to develop and adjust response procedures and protocols based on the information available. Fire Department transitioned back in to doing weekly in-person training meetings

We were not able to host the annual 4th grade community field trip this year due to COVID-19 so we produced a virtual Tour video for the students to watch at home.

Video Link: <https://youtu.be/wPws7JBP9tw>

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus is November 2020
- *Fire Station Bay Door Upgrade:* Vendor contacted, Vendor has ordered parts.

Drills/Training/Calls:

June Drills/Training – 53 Hours of volunteer training time

June Calls – 4 total

2 – Automatic Fire Alarm

1 – Wild Fire

1 – Smoke Investigation

Action Needed: None

PLANNING COMMISSION MEETING MINUTES
Monday, June 8, 2020
6:00 PM, Held remotely

Attending: Planning Commission members PC Chair Valerie Hoy-Rhodehamel, Mike Beck, Jeff Breckel, Auguste Zettler

City Staff: City Administrator Leana Kinley

Other: Zachary Pyle

Audience: Kristi Versari, Mary Repar, Monica Masco, Brian McNamara, Kelly O'Malley McKee

Preliminary Matters

1. Chair Describes Public Comment Expectations for Remote Meeting

PC Chair Valerie Hoy-Rhodehamel requested people identify themselves prior to speaking.

Commissioner Beck recommended a motion to limit public comment to a defined time rather than allowing open comments and back and forth conversations throughout the meeting. **PC Chair Valerie Hoy-Rhodehamel** noted the Planning Commission agenda had a specific time set aside in the agenda for public comments. No motion was made.

2. Approval of Minutes from April 13th, 2020 PC Meeting

Motion to approve the Planning Commission minutes from April 13th, 2020 was provided by **Commissioner Zettler** with a second by **Commissioner Beck**. The motion was approved unanimously.

3. Public Comment Period (For items not located elsewhere on the agenda)

>Mary Repar suggested Planning Commissioners announce their name at remote meetings so it's known if there was a quorum available. She expressed dismay regarding the May 2020 City Council meeting where she felt the City Council's response to the 18 public comments regarding the issue of residences being used for business purposes was dismissive, and felt more consideration should have been given to opinions expressed by the people commenting. She urged the Planning Commission to deeply consider what they were looking at for the zoning amendment.

>Monica Masco commented regarding the proposed zoning amendment to the C1 area in downtown Stevenson regarding the reversion of businesses to residences and vice-versa. She advocated that residents and business owners should be allowed to use their property for either purpose and urged the Commission to listen to local residents.

>Brian McNamara voiced his concerns regarding the 2013 Commission plan and Plan for Success. He is a downtown property owner. He stated the two plans noted above both address protecting single-family detached dwellings in the downtown area under certain situations. He said he felt the recent moratorium initiated by the City Council at their May 2020 meeting was a foregone conclusion and he spoke in favor of dual usage of residences/businesses in the downtown area.

New Business

4. Shoreline Review @ 6:15

Rock Cove Hospitality Center Shoreline Substantial Development Permit

a. Review Purpose of Meeting (to review project and provide a recommendation to City Council)

Chair Hoy-Rhodehamel noted the similarity of the review to a public hearing, but reminded everyone the purpose was to provide a recommendation to the City Council regarding the project at Rock Cove. No members expressed concerns.

City Administrator Leana Kinley pointed to the memos provided by **Community Development Director Ben Shumaker** and briefly described the project and the role the Planning Commission provides. The City Council will hold a public hearing regarding the proposed project at their regular meeting on June 18th, 2020. Comments provided by the Planning Commission will be considered at the public hearing.

Four points of review were outlined and explained: Appropriate Order of Permit Approvals, Public Access Considerations, Scenic Vista and View Protections and Site Interpretations.

Commissioner Beck asked and was assured discussion could be held after the applicant made the presentation.

b. Appearance of Fairness Disclosures

Chair Hoy-Rhodehamel explained the Appearance of Fairness disclosures. The intent is to assure fairness and impartiality in the Planning Commission decision-making process. She asked each Commission member if they had had any ex-parte communication regarding the project, if they would be affected in any way financially by the project, and if there was anything that would limit their ability to make fair and impartial decisions.

All Commissioners reported no ex-parte discussions or communications, no financial concerns and all stated they could make a fair and impartial decision. **Chair Hoy-Rhodehamel** noted she had spoken with **Community Development Director Shumaker** regarding the shoreline application but had no challenges regarding her ability to act fairly.

c. Presentation by Staff

All Commission members had reviewed the applicant materials contained in the meeting packet, including the memo from Community Development Director Ben Shumaker.

d. Presentation by Applicant

Zachary Pyle, applicant, provided information on the proposal. He highlighted the features and gave a brief history of the site. The area is not considered a brownfield site. He noted it is a three-phase project with lodging and an event meeting space planned. The intent is to develop one phase per year. He explained the pedestrian pathway routes and described how the public would still have access to the shoreline for non-motorized boat launching. Public access will be blocked during construction phases for safety purposes but will be allowed in between work at the site.

Commissioners asked a number of questions, including the proposed rental rates, estimated ROI (return on investment), if operators were in place for Phase 1, possible options for public ownership of the fourplexes, and the expected start time of the project.

A number of concerns were expressed over the design of the pedestrian pathways and the proposed 7-year timeline for maintaining public access to the water.

Zachary described the need for extensive grading at the site. Upgrading the sidewalks and installing pathways are part of the plans for phase 2. The 7-year timeline was put in place by **Community Development Director Shumaker** to allow for delays during construction.

In response to the question from **Commissioner Breckel** regarding options for private ownership and permanent residences, Zachary explained they do not intend to operate the site as anything other than a hospitality complex. Under existing regulations condos are allowed at the site. They do not plan to withdraw the option, but it is unlikely due to the Stevenson Municipal Code and the plat amendment conditions. Subdivisions are not allowed due to the shared driveway provisions. He answered questions from **Commissioner Zettler** regarding the loss of public access via the southern

peninsula by explaining the desire for privacy and sense of seclusion for guests. The shoreline designation as it currently stands does not allow sidewalk construction.

He anticipates starting work in July following the June 2020 City Council meeting and public hearing.

Commissioner Beck asked for additional information regarding imagery and information for Phase 2 and 3. He stated he was hesitant to review and make recommendations for the full project as they were not as well defined as Phase 1.

He clarified that if the project reverted to a condominium partialization would not be required. He asked also about shoreline setbacks and if variances would be needed as some of the trails appear to be within a 50' buffer area.

Zachary related that the Department of Ecology is reviewing updates to the Shoreline Management Plan and may reduce the requirement regarding setbacks for pathways to 35'. He did agree that conceptual plans for Phase 2 and 3 were not in place. The project will need to go through another permitting process and they will be available then.

e. Public Comments

Chair Hoy-Rhodehamel noted that since it was not a public hearing, she would not proceed with the public comments section.

>Mary Repar noted she had sent in comments regarding improving interpretive signage for better awareness of public access points. She reviewed the project map and prefers the existing easement with more public walking sites. She advocated for permeable pavement materials. She asked about the Natural Resource Conservation Service report on the site's sediment and formations, and noted she did not see a wildlife survey. She reminded everyone that Rock Cove is part of the Audubon southwest birding loop.

She asked about the source of rip-rap on the site and if it had to be removed. She suggested the City fire hall may be impacted due to more dwellings.

Zachary responded by stating the property was all man made by the Hegewald family. It can be cleaned up, with non-native plants removed. The rip-rap will stay for stabilization. A stormwater management plan is in place and derelict impervious surfaces will be removed.

He addressed the wildlife survey, noting it was part of the complete critical areas application. No birds were observed the day of the survey. NRCS-full geo-tech report was not included, but he provided some details regarding soil types at the site.

Regarding the easement he noted there will be give and take when land goes from publicly owned to private. He noted a change in the areas may take some access away, but what will be available will be more accessible to all.

>Mary Repar reiterated keeping the easement as is. She described a number of bird species known to be in the area and suggested further surveys. She will write up comments for written record. Thanked Zachary for input.

>Kelly O'Malley McKee, Executive Director of the Stevenson Downtown Association. She asked about parking for those wanting to use the boat launch. Zachary pointed to the map and noted the circular drive area would only be restricted to parking during events.

>Brian McNamara also stressed the importance of an environmental assessment due to the site's fish and bird species. He asked what impact the project would have to the Waste Water Treatment Plant.

City Administrator Leana Kinley responded regarding the question about the WWTP and noted that Phase 1 would not have an adverse affect on the plant.

Chair Hoy-Rhodehamel asked if an Environmental Impact Statement would need to be done. It was explained only if an adverse impact is expected. A State Environmental Policy Act is needed. Zachary noted one was completed.

f. Commission Discussion

Following an extensive discussion, the Planning Commission determined the following areas needed to be further addressed:

- Ensuring public access to the water and along pathways is critical.
- Plans for undisturbed areas need to be developed.
- A landscape design with plant species, elements and other information would be beneficial.
- More detailed plans for Phases 2 and 3 would be helpful.
- Concerns about potential conversion to condominiums were expressed.

Commissioners were appreciative of the project's positive affect to the community and local economy.

City Administrator Kinley asked the Commissioners to not send emails solely to **Community Development Director Shumaker**, include her as well. She pointed out a landscape/screening plan was a condition on page 15 of the draft permit. Restoration and site improvement is addressed as well. She cautioned the Commission that decisions need to be based on location of structures and not necessarily the look or aesthetics of buildings. **Commissioner Breckel** responded by noting architectural designs were not being requested, but plans consistent with policies contained in the Stevenson zoning code re commercial residential areas. **Kinley** replied they would be addressed when the project submits its application for a building permit. **Breckel** asked to what extent a landscape plan would be reviewed as well. Kinley stated it would likely be part of an administrative review performed by **Community Development Director Shumaker**. **Zettler** also spoke in favor of landscape plans to determine what mitigation efforts would be put in place.

>Mary Repar commented on the landscape plan, noting protected species on a property need to be mitigated. She stated it is an important point.

Chair Hoy-Rhodehamel asked Commissioners to reflect on the guidance points detailed in **Shumaker's** memo.

- Order of permits: Is everything in order? All Commissioners responded affirmatively.
- Public access: **Commissioners Beck and Breckel** stated they would like to see the timeline reduced to one year from seven, with access maintained except during construction. **Administrator Kinley** clarified their comments to note during much of the project there would be no formal established path, but access would still be maintained. **Commissioner Beck** noted the existing path needed better connectivity and suggested revisions to the pathways at the project center and north end. He advocated for a loop within the dedicated public easement, without a dead end at the fire pit as shown in the current plan.
- Scenic vista/view protection: **Chair Hoy-Rhodehamel** noted previous comments from **Commissioner Zettler** regarding the tree cover to maintain the view from the fairgrounds point of view. Mary Repar had provided the only comment regarding the issue.
- Site interpretation: **Commissioner Breckel** noted it would be nice to have something similar to what is on the existing path regarding historic use of property.

>Brian McNamara asked if property owners across the way had been notified about the project, and what efforts had been made to contact them. It was noted the city had posted details at the Stevenson Post Office and had provided information to the Skamania County Pioneer. **City Administrator Kinley** will confirm letters were sent to adjoining and adjacent property owners.

g. Recommendation

City Administrator Kinley will summarize the above points and recommendations made tonight. She will follow up with **Community Director Shumaker** regarding who is established as point of contact.

Zachary Pyle stated he appreciated the comments and thanked everyone for their input.

Old Business

None.

Discussion

5. Staff & Commission Reports

City Administrator Kinley provided the following updates:

- On Russell Street the power lines are down and the poles are coming out. The decorative lamps will be installed within a few weeks. Sidewalks are being done with detailing. Construction is still one month ahead of schedule.
- First Street is progressing. Surveys are taking place.
- Columbia Street is moving forward. The intent is to improve safety at the intersection.
- Governor Inslee's Modified Public Meeting Guidelines have been extended to June 17th. Still does not allow personal meetings, but regular actions can take place. City Administrator Kinley shared a meeting was planned with Rep. Gina Mosbrucker. It was noted it would be nice to have the state guidelines extension align with the various opening phases.
- The June 2020 City Council meeting will be online, but may also be open to the public at City Hall resulting in a hybrid meeting.
- She asked if the Planning Commission wanted her to advertise and hold interviews in July to fill the vacancy on the PC Board and was given approval to do so.

Commissioner Beck related **Community Development Director Shumaker** had asked for a PC representative to attend the June 2020 City Council meeting and present the PC recommendations regarding the Rock Cove Hospitality project. He agreed to attend.

He congratulated the staff and the contractor regarding the work on the Russell Street project.

Commissioner Breckel commented it will add a lot to the downtown plan.

6. Thought of the month

None.

Adjournment

Planning Commission Chair Hoy-Rhodehamel declared the meeting adjourned at 8:08 p.m.

Minutes recorded by Johanna Roe



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Private Prop	1
Abandon Vehicle Right of Way	5
Alarms oth than	1
Other Types of Animal Calls	1
Animal - Barking Dog	2
Boating Incident	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	6
Citizen Assist	3
Citizen Dispute	1
Civil Standby	2
Custodial Interference	1
Disorderly Conduct	1
Problems with Dogs	1
Domestic Violence	4
Found Property	5
Fraud	1
Harrass	3
Hospice	2
Incomplete 9-1-1 Calls	2
Information Report	8
Jail Problems/Inmate Problems	2
Juvenile Problem	1
Lockout, Vehicle/Home	1
Medical Emergency	32
Patrol Request	3
Traffic Collision Prop Damage	2
Property Watch, House Check	2
Public Nuisance/County Ordinan	1
Request Traffic Enforcement	3
Residential Alarm	1
RSO address verification	7
Runaway Juvenile	2
Sex Offense/Abuse	1
Suspicious Person/Circumstance	13
Theft Other Property	2
Theft Automobile	1
Traffic Stop	24
Wanted Person - Warrant	3
Welfare Check	3

Total reported: 156

Report Includes:

All dates between `00:00:00 06/01/20` and `00:00:00 07/01/20`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Harrass	1
Incomplete 9-1-1 Calls	1
Medical Emergency	1
Traffic Stop	1

Total reported: 4

Report Includes:

All dates between `00:00:00 06/01/20` and `00:00:00 07/01/20`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

Nature of Incident

Suspicious Substance

Total Incidents

1

Total reported: 1

Report Includes:

All dates between `00:00:00 06/01/20` and `00:00:00 07/01/20`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.005	NVOL W/O I.D.	1
46.20.342	DR W/LIC PRIV SUSP	26
46.20.740.2	Fail to Equip w/Interlock	1
46.61.190.2	Fail to yield after stop sign	1

Report Totals		29
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Report Includes:

All dates of issue between `00:00:00 06/01/20` and `00:00:00 07/01/20`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



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: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: July 16, 2020

Overview of items staff has been working on over the past month:

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates remain bi-weekly.

Water Meter Change/Energy Conservation Project – There remain about 40 meters that need to be changed out, which should take place by the end of August. We will now start reading meters and billing customers for usage on a monthly basis. This will make it easier for customers to budget mostly expenses and reduce the time a water leak is left uncorrected. Mary Corey and Anders Sorestad have refined the data for the unread meters to make them easier to read this month.

2018/2019 Audit –The audit has been completed and council was sent the exit conference materials. The final report will be added to the website once received. There are minor recommendations on areas of improvement and no findings.

2020 Budget Amendments – The budget amendments are on hold until at least the August meeting due to resource constraints. This will allow time for additional analysis and to determine the severity of the impact COVID-19 has had. It will also provide an opportunity for a public hearing to be held in person if possible.

Permitting Module – We are moving forward with implementation. I am reviewing the set up and will work with staff to incorporate it into our process.

Nuisances & Public Records Requests –Responding to these as time allows.

Wastewater Rate Study – The rate study has begun and the goal is to wrap it up by the end of July. It will include a model which can be updated as changes occur. Staff will also attend an asset management training and incorporate that training into our own asset management tool. The tools and models will be reviewed to determine which is the best fit for Stevenson.

Red Cross Volunteers Needed – An email regarding the need for Red Cross volunteers is attached. Please pass along the information to others.

Action Needed:

None.



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

Volunteers Needed for Red Cross Disaster Response

1 message

Drake, Michael <michael.drake@redcross.org>
To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Wed, Jul 15, 2020 at 4:23 PM

Dear City Administrator,

Experts say the Pacific Northwest could be in for a busy wildfire season this summer and the American Red Cross needs volunteers to help in our local communities.

The coronavirus pandemic will make it challenging to deploy trained disaster volunteers from other parts of the country should a large emergency occur in Oregon or Southwest Washington. In light of this, the Red Cross is asking local volunteers to be ready to help their community.

SHELTER HELP NEEDED There is a special need for volunteers to support sheltering efforts. Because of COVID-19, the Red Cross is placing those needing a safe place to stay in emergency hotel lodging when possible. If hotel stays aren't possible, then the Red Cross will open traditional shelters. To help keep people safe, we have put in place additional precautions and developed special training for our workforce.

Volunteers will staff positions at shelter reception, registration, feeding, dormitory, information collection and support other vital tasks to help those we serve. We have both associate and supervisory level opportunities available.

HEALTH SERVICES SUPPORT NEEDED We are looking for health professionals including, RN, LPN, LVN, APRN, NP, EMT, paramedic, MD/DO or PA's with an active, current and unencumbered license. Volunteers are needed in shelters to help assess people's health. Daily observation and health screening for COVID-19-like illness among shelter residents may also be required. RNs supervise all clinical tasks.

Roles are also available for Certified Nursing Assistants, Certified Home Health Aides, student nurses and medical students. Volunteers who can provide care as delegated by a licensed nurse in shelters are greatly needed.

Volunteers interested in helping their community should a disaster occur can sign up at redcross.org/volunteertoday or contact our region offices at volunteer.cascades@redcross.org.

Thank you for your support in our call for local volunteers and for all you do to lead your communities.

Sincerely,

P.S. We continually post updated information on the Red Cross Cascades Region [Facebook](#), [Twitter](#) and [Instagram](#) accounts, which can easily be shared to your channels.

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

06/19/2020 To: 07/16/2020

Time: 16:43:39 Date: 07/14/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1271	06/25/2020	Claims	1	EFT	Department of Revenue	5,108.22	May 2020 Taxes
1583	07/16/2020	Claims	1	EFT	Department of Revenue	4,029.32	June 2020 Taxes
1387	06/19/2020	Claims	1	14474	SunLand Water District	100.00	Van Guard Microscope
1595	07/16/2020	Claims	1	14482	A&J Select	21.70	June 2020 Statement #131
1596	07/16/2020	Claims	1	14483	Aramark Uniform Services	193.50	June 2020 Statement
1597	07/16/2020	Claims	1	14484	Avista Utilities	140.46	July 2020 Statement
1598	07/16/2020	Claims	1	14485	Cascade Columbia Distribution Company	337.44	Sodium Hypochlorite; Container Return Credit
1599	07/16/2020	Claims	1	14486	CenturyLink	172.36	July 2020 Services; July 2020 Phone Services; July 2020 Phone Services
1600	07/16/2020	Claims	1	14487	Centurylink Comm Inc	44.76	June 2020 Long Distance Services
1601	07/16/2020	Claims	1	14488	City of Stevenson	112.02	June 2020 Statement
1602	07/16/2020	Claims	1	14489	Class 5	135.00	Fax Setup
1603	07/16/2020	Claims	1	14490	Columbia Hardware, Inc.	802.66	May/June 2020 Statement
1604	07/16/2020	Claims	1	14491	Columbia River Disposal	198.76	June 2020 Statement
1605	07/16/2020	Claims	1	14492	Consolidated Supply Co.	453.65	Romac Repair Clamps
1606	07/16/2020	Claims	1	14493	Integrity Safety Services, Inc	90.00	Respiratory Medical Clearance For 5 Firefighters
1607	07/16/2020	Claims	1	14494	MCEDD	982.00	MCEDD Dues 7.1.20-6.30.21
1608	07/16/2020	Claims	1	14495	Mallory Safety and Supply	2,108.26	Adaptor Assembly And Cartridges
1609	07/16/2020	Claims	1	14496	Victor & BJ Morgan	55.20	2483.0 - 1227 SWRYAN ALLEN ROAD
1610	07/16/2020	Claims	1	14497	NAPA Auto Parts	583.74	June 2020 Statement
1611	07/16/2020	Claims	1	14498	NW Construction General Contracting, Inc	226,008.95	Pay Estimate #4-June 2020
1612	07/16/2020	Claims	1	14499	Office of State Treasurer - Cash Mgmt Di	1,255.40	July 2020 Remittance
1613	07/16/2020	Claims	1	14500	One Call Concepts, Inc.	26.75	June 2020 Statement
1614	07/16/2020	Claims	1	14501	PUD No 1 of Skamania County	6,022.90	16 SW First St Fire Hall-June 2020 Statement; Second St W Street Lights-June 2020 Statement; Second St Lights-June 2020 Statement; 30 SE Cascade Avenue-June2020 Statement; W Of Clark &
1615	07/16/2020	Claims	1	14502	Pacific Power Group, LLC	6,520.75	Generator Maintenance/Battery Replacement; Repair Leaking Generator
1616	07/16/2020	Claims	1	14503	Petty Cash	276.38	June 2020 Petty Cash Statement
1617	07/16/2020	Claims	1	14504	QCL, Inc.	280.00	2020 Hearing Tests
1618	07/16/2020	Claims	1	14505	Radcomp Technologies	910.66	July IT Services; June 2020 Additional IT Services
1619	07/16/2020	Claims	1	14506	Skamania County Chamber of Commerce	12,411.09	June 2020 Statement
1620	07/16/2020	Claims	1	14507	Skamania County Department of Public Wor	50.00	Water System Maps-10 Copies
1621	07/16/2020	Claims	1	14508	Skamania County Pioneer	377.47	Planning Commission Vacancy Ad; Planning Commission Vacancy Ad; Ordinance 2020-1159 Adoption; Public Hearing Notice-Nazarene Church CUP; Public Hearing Notice-Nazarene Church CUP; Special Meeting-Stra
1622	07/16/2020	Claims	1	14509	Skamania County Probation	151.00	June 2020 Probation Costs
1623	07/16/2020	Claims	1	14510	Skamania County Prosecutor	1,333.00	July 2020 Remittance
1624	07/16/2020	Claims	1	14511	Skamania County Treasurer	16,319.04	July 2020 Remittance For Police Services; July 2020 Remittance For District Court
1625	07/16/2020	Claims	1	14512	Stevenson-Carson School District	30,000.00	2nd, 3rd & 4th Quarter 2020 Agreement For Pool Support

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

06/19/2020 To: 07/16/2020

Time: 16:43:39 Date: 07/14/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1626	07/16/2020	Claims	1	14513	Tribeca Transport LLC	5,908.42	June 2020 Statement
1627	07/16/2020	Claims	1	14514	US Bank Safekeeping	30.00	June 2020 Maintenance Fees
1628	07/16/2020	Claims	1	14515	US Bank	1,985.19	June 2020 FD Credit Card Statement; June 2020 Card #1 Credit Card Statement; June 2020 Card #2 Credit Card
1629	07/16/2020	Claims	1	14516	US Postmaster	76.00	Annual PO Box Rental Fee
1630	07/16/2020	Claims	1	14517	USA Bluebook	962.25	Ricca PH Buffer/Filter/Float Valve; Water Maint Supplies; Solenoid Valve & Repair Kit
1631	07/16/2020	Claims	1	14518	Verizon Wireless	286.63	June 2020 Cell Phone Services
1632	07/16/2020	Claims	1	14519	WEX Bank	911.99	June/July 2020 Statement
1633	07/16/2020	Claims	1	14520	Wallis Engineering, PLLC	227,880.01	WWPT & Collection System Improvements; Rock Creek Cove Engineering & Traffic Studies; Stevenson Development Review
1634	07/16/2020	Claims	1	14521	Washington State DOT Cashier	247.06	Russell Avenue Onsite Review
1635	07/16/2020	Claims	1	14522	Wave Broadband	224.95	July 2020 Services; July 2020 Telephone Services
1636	07/16/2020	Claims	1	14523	Woodrich, Kenneth B PC	3,234.00	June 2020 Statement
						68,193.11	
001 General Expense Fund						2,243.82	
100 Street Fund						9,547.09	
103 Tourism Promo & Develop Fund						226,256.01	
309 Russell Ave						28,217.46	
400 Water/Sewer Fund						222,703.23	
410 Wastewater System Upgrades						2,198.22	
500 Equipment Service Fund						<u>559,358.94</u>	
						Claims:	559,358.94
* Transaction Has Mixed Revenue And Expense Accounts						559,358.94	

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)