

AGENDA
CITY OF STEVENSON COUNCIL MEETING
May 17, 2018
6:00 PM, City Hall

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

Amy Weissfeld requests an excused absence for other prior arranged absence.

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. Items with an asterisk (*) have been added after the initial posting of the agenda and prior to the meeting].*

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.]*

1. a) Minutes of April 19, 2018 City Council Meeting
2. b) Liquor license renewal –Clark and Lewie’s (#085380).
3. c) Liquor license application- Big T’s Grill.
4. d) Special Occasion Liquor license application - Friends of the Stevenson/N. Bonneville Libraries at the Stevenson Library on June 11th.
5. e) Special Occasion Liquor license application - American Legion Auxiliary Coy-Catlin Post 137 at the Skamania County Fairgrounds during the Fair (Aug 15-18).
6. f) Special Occasion Liquor license application - Skamania County Chamber of Commerce at the Skamania County Fairgrounds for Gorge Grass (July 26-28).
7. *g) Training Request - Scott Anderson, Mayor, requests approval to attend a 3 day Regards to Rural conference in Portland, OR May 18-20. Approximate cost to the City will be \$350 plus taxes for lodging.

PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

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.]*

8. a) 6:15 – Community Development Block Grant (CDBG) - This hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state CDBG, and receive comments on proposed activities, particularly from lower income persons.
9. b) 6:15 – Transportation Improvement Program - Public Works Director Eric Hansen will present the updated Six-Year Transportation Improvement Program (TIP) for public input and Council review. This is the first of two scheduled public hearings for the annual TIP update.

PRESENTATIONS FROM OUTSIDE AGENCIES:

10. a) Stevenson Carson School District - Superintendent Karen Douglass will present an update to council on the Pool.

OLD BUSINESS:

11. a) Approve Ordinance 2018-1121 - Staff has prepared this ordinance which reduces the marijuana buffer zone from 1,000' to 100' for all uses except schools and playgrounds. Additional information regarding the commercial parcels impacted and retail licenses available is included in the packet.
12. b) Discuss Personnel Policy Changes - City Administrator Leana Johnson requests discussion of changes to the Standby Pay, the Cell Phone policy, Job Descriptions and corresponding salaries. A memo will be presented to council prior to the meeting.
13. c) Approve Revised Salary for Gordy Rosander - City Administrator Leana Johnson requests approval of a revised annual salary for Gordy Rosander until the medical premium overpayment has been repaid. A detailed memo is included in the packet.
14. d) Sewer Plant Update - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

NEW BUSINESS:

15. a) Approve Ordinance 2018-1120 - City Administrator Leana Johnson requests council approval of this ordinance which re-establishes a 6-month moratorium on commercial sewer connections.
16. b) Approve Contract with Apollo Solutions - City Administrator Leana Johnson requests approval of the contract with Apollo Solutions to perform an Investment Grade Audit in the amount not to exceed \$49,394. If the city moves forward with a project, the cost will be rolled into the total finance package.

17. c) Approve Chinidere Bond Extension - Public Works Director Eric Hansen requests approval of an extension on the bond for the Chinidere project from one year to two years.
18. d) Approve Relight Washington TIB Grant Agreement - Public Works Director Eric Hansen requests approval of the grant agreement in the amount of \$118,298 to replace standard streetlights to LED lighting.
19. e) Critical Areas Ordinance Update - Planning Director Ben Shumaker will provide an update on the Critical Areas Ordinance.
20. f) Approve Resolution 2018-309 - City Administrator Leana Johnson requests council approval of this resolution which is authorizing the application for CDBG funds and meeting the conditions of the grant.
21. g) Approve Resolution 2018-310 - City Administrator Leana Johnson requests council approval of this resolution which revises the current Grievance Procedure.
22. h) Approve Municode Contract Amendment - City Administrator Leana Johnson requests council approval of the addendum for Municode Meeting and Agenda Management services.
23. i) Approve Becoming a CGTA Partner - City Administrator Leana Johnson requests approval to become a Columbia Gorge Tourism Alliance Sustaining Partner for the annual amount of \$500.
24. j) Discuss Safe Energy Leadership Alliance Letter - City Administrator Leana Johnson requests council discussion regarding a SELA letter about the expansion of Kinder Morgan' Trans-Mountain Pipeline for oil.
25. *k) Approve Cutting Line Agreement with DNR – City Administrator Leana Johnson requests approval of the attached a cutting line agreement between DNR and the City for a small section of line that has not been previously marked by a surveyor. According to the consultant, “It is fairly apparent where the line should be and DNR agrees with its location. This process is a fairly common agreement and saves a couple thousand dollars by forgoing a survey. I have also been working with the Forest Service on another section to the North which has not been surveyed.”

INFORMATION ITEMS:

26. a) Building Permits Issued - The city has 3 Building Permits issued for new single family residential homes. The cost for new building permits has also increased from \$4.50 for the first unit to \$6.50. Projects permitted under the IBC or IEBC are now \$25.00 instead of \$4.50.

- 27. b) Timber Harvest - The consultant HFI is currently soliciting bids for logging of the final section this summer. They state that “log markets are still looking good for this summer with no indications of a large decline.”
- 28. c) New Fire Hall - The RFQ for the Design phase of the new fire hall project has been issued. They are due on May 22nd at 5pm. There will be a representative group review the submittals and we will arrange for interviews as needed. We anticipate a contract at the next council meeting.
- 29. d) Bridge of the Gods - The Port of Cascade Locks has removed the \$1 toll for all pedestrian and bicycle traffic across the Bridge of the Gods effective June 1, 2018.
- [30.](#) e) Sheriff's Report - A copy of the Skamania County Sheriff's report for April, 2018 is attached for Council review.
- [31.](#) f) Municipal Court Cases Filed - A summary of Stevenson Municipal Court cases recently filed is attached for Council's review.
- [32.](#) g) Planning Commission Minutes - Minutes are attached from the 3/12/18, 4/2/18 and 4/9/18 Planning Commission meetings.
- [33.](#) h) Chamber of Commerce Activities - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in April, 2018.

CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director
- b) Ben Shumaker, Planning Director
- c) Leana Johnson, City Administrator

VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- [35.](#) April 2018 payroll & May 2018 A/P checks have been audited and are presented for approval. April payroll checks 12428 thru 12453 total \$90,832.51 which includes one EFTPS and two ACH payments. A/P Checks 12454 thru 12511 total \$216,243.61 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in April 2018.

MAYOR AND COUNCIL REPORTS:

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.]*

EXECUTIVE SESSION - City Council will convene in Executive Session under:

- a) RCW 42.30.110.1(g) to evaluate the qualifications of an applicant for public employment.

RETURN TO REGULAR SESSION - Mayor will reconvene the regular Council meeting and call it order.

CITY COUNCIL ACTION - City Council will consider action based on the discussions held in Executive Session.

ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- May 28, 2018 – Memorial Day, City Hall offices closed.
- June 6, 2018 – Value Planning Meeting
- June 21, 2018 – Regular Council Meeting

Backup material for agenda item:

- a) Minutes of April 19, 2018 City Council Meeting

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 19, 2018
6:00 p.m., City Hall

1. **CALL TO ORDER/PRESENTATION OF THE FLAG:** Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.
Councilmember Jenny Taylor requests an excused absence.
Council Members Present: Amy Weissfeld, Mark Peterson, Robert Muth, Paul Hendricks
Council Members Absent: Jenny Taylor
Staff: Ben Shumaker, Ken Woodrich, Leana Johnson, Eric Hansen
Guests: Mary Repar, Sharon Madsen, Larry Krug, Terese Stacy, Karen Douglass, Cyndy Bratz and Jim Santroch with Tetra Tech

MOTION: MUTH motioned for unanimous consent for approval of TAYLOR's absence. No objections.

2. **CHANGES TO THE AGENDA:** None.
3. **CONSENT AGENDA:** The following items are presented for Council approval.
 - a) Minutes of March 15, 2018 City Council Meeting
 - b) Water adjustment – Living Faith Church (meter No. 204900) requests a water adjustment of \$38.13 for a waterline break which they have since repaired.
 - c) Water adjustment – Jared Rogers (meter No. 608000) requests a water adjustment of \$56.30 for a waterline break which they have since repaired.
 - d) Special Occasion Liquor license application – Stevenson Business Association at the Skamania Fairgrounds on June 22nd from 6pm to 10pm and June 23rd from 2pm to 10pm.
 - e) Special Occasion Liquor license application – The Oregon Seed Association at Skamania Lodge Conference Business Center on June 21st from 5pm to 7:30pm.
 - f) Liquor License Renewal –Fraternal Order of Eagles #360505.
 - g) Liquor License Renewal –Skamania Lodge #077692.
 - h) Liquor License Renewal –Walking Man Brewing, LLC #082190.

MOTION: MUTH moved to approve unanimous consent for items as presented. WEISSFELD questioned approval of license for Skamania Lodge. Johnson clarified that it is the Seed Association at the lodge as a location and they are bringing in their own alcohol, which requires Council approval. No objections. Approved unanimously.

4. **PUBLIC COMMENTS:**
Repar shared with the Council her attendance at the Aging in the Gorge Alliance meeting today, which brings together citizens and organizations who are putting together needs and action items for people who have dementia and are living along the gorge communities. They discussed training

for law enforcement on dealing with dementia as well as other first responders and caregivers. They also highlighted building codes and how it affects aging in place as well as daily living and transportation. She will continue to report issues back to Council as time goes on. If there are any questions, members are welcome to contact Repar.

5. **OLD BUSINESS:**

- a) Discuss Proposal to Reduce Marijuana License Buffer Zone – Johnson brought attention to related documents included in the Council packet: two public comments that were received prior to tonight’s meeting, draft language for a yet-to-be-create ordinance, and an updated map with 100, 400, 1000 foot buffer zones indicated. HENDRICKS noted that, looking at the map, most of downtown is excluded. Shumaker identified that the dark spot in the middle of map is the elementary school property, the top dark spot is the high school and the far left is the playground at county fairgrounds. The yellow circle is Gateway Park, and to the right is county Courthouse and Walnut Park followed by the library, Wee Care Childcare and Russell Street/Stevenson Landing and the city owned access to water next to that. Shumaker noted a factual error that was printed in the newspaper and clarified that there is not a transit facility that requires a buffer. Gateway park in front of Texaco is the same area and is buffered as city owned. Shumaker explained that the Liquor and Cannabis Board does not consult with the city on buffer zones. WEISSFELD clarified that if the buffer is decreased to 100 feet, anything outside the yellow and big red is potentially affected and all that resides inside the red but outside yellow is “no go”. HENDRICKS added that the only thing that would change would be a little section sticking out by waterfront and downtown. He seconded that there is nothing the city can do to impact the area within the big red circle and the only thing that would change at all are the outliers. Shumaker identified this was from the southside of First Street and everything on the water from there and then east and west from the parks and the eastside. We don’t know how many potential properties outside the big red this could affect but we do know it’s all commercial properties. Anderson noted that there is a limited amount of space on the corridor.

Anderson explained to the community members and Council that this is a comment period and not fact-finding mission. He asked those speaking to refrain from asking questions of the Council and to use their time to let Council know their thoughts on the matter. Comments should be kept to 3 minutes each and there may be opportunity to circle back around if time allowed. The following community members spoke:

Madsen questioned lowering the buffer zone. She mentioned the impact to businesses, such as preschools, leasing and relocating to different areas of the city. She highlighted a 3-year study from Colorado that showed an increase in property crimes and impact on kids who are 15-17 years-old. She questioned if the city really wants something in our small downtown that requires more sheriff deputies and highlighted the limited funding for dealing with increase in crimes. She asked if Stevenson really wants to be known as a cannabis city and questioned what is ethically and morally right for the area. She noted teachings and belief that marijuana is a gateway drug.

Krug noted that parents need help in this community to keep their kids from relying on marijuana and other recreational drugs. He questioned the intention for changing this buffer zone and was concerned that such a decision would be driven by money. He asked council members to consider their own ethics and whether they want to create access for something

that isn't necessarily good for community members or whether they want to make the city more pleasant and family friendly. He views cannabis as not a business but a disease.

Stacy stated that some community members see this issue as an ethical one where she sees a business issue. She shared an interest in seeing some profits from the business going toward children's programs that support dealing with drug use behavior and engaging students in addressing these issues they face with drugs, alcohol and suicide. She clarified that adults would have to show proof of 21 years or older to purchase within a cannabis shop and identification would need to be shown to enter the building. She mentioned the importance of educating adults and engaging the youth.

Douglass noted that science shows regular use of cannabis has effects on the brain and is linked to schizophrenia. She shared that allowing this within the city may entice students to engage in drug use. She highlighted the opportunity the adults in the community have right now to influence students and the schools.

Repar noted the high number of people who have died from alcohol and tobacco, which is legalized and sold throughout the city. She highlighted the issue of addiction and the ability to educate. She also highlighted the opioid crisis as a larger concern than the marijuana crisis. She noted that literature does not support marijuana as a gateway drug.

After community members spoke, Johnson clarified with Council that the current question is whether they want to move forward with drafting an ordinance for approval at next council meeting or not and, if yes, the buffer needs to be confirmed. PETERSON and HENDRICKS shared favor of drafting ordinance. MUTH was not in favor of reducing under 1000 feet. HENDRICKS shared that the reduced buffer allows business owners to use their properties as they see fit and is a personal liberty and personal rights issue. MUTH argued that the city has the right to regulate and the responsibility to regulate for the community in responsible way. WEISSFELD asked if one cannabis store in town could grow into more and become a bigger concern. Woodrich clarified that the whole county only has two licenses for cannabis and both are currently held by other businesses so one of the existing licenses would have to move or give it up and then another business would have to reapply. HENDRICKS shared favor with 100 foot buffer as decreasing only to 400 feet could imply targeting for one particular building and favoritism for one particular property. Johnson will provide how many properties a 100 foot buffer could potentially impact and provide detail on the map that shows what's being impacted in the more centralized areas.

- b) Approve Use of Force on Threatening Animal Policy – WEISSFELD brought attention to Exhibit A and questioned who is requiring medical attention, as it doesn't clarify. MUTH confirmed it could be a dog, a person or both. Johnson seconded that it can be any parties involved and in need. Anderson stated that this policy is protecting the safety of employee and shared concern that the verbiage doesn't take into account the safety of the employee. MUTH explained that the intent is to protect city staff so they know what they can and can't do. Woodrich confirmed that city will be instructing the staff that this is a part of the personnel packet

MOTION: WEISSFELD motioned to approve the policy. PETERSON seconded. No objections. Approved unanimously.

- c) Approve Ordinance 2018-1118 Adopting the WAVE Franchise – Woodrich clarified that this is a renewal and it is in a new form. Hansen noted that WAVE wasn't previously aware that they needed permits and have since applied for right away permits. MUTH suggested that the city request that they pay the fee, in lieu of a fine, from their previous oversight before providing additional permits in the future. MUTH asked whether Centurylink has a franchise agreement. Johnson confirmed no and Woodrich stated that the city needs to contact them and request it as it is needed for anyone providing services in the city. Anderson clarified that a franchise agreement requires services to be provided within the defined area, such as city limits, and gives the city leverage to make sure that is withheld. Johnson will call Centurylink to explain and arrange.

MOTION: MUTH moved to approve ordinance 2018-1118, adopting the WAVE franchise.

PETERSON seconded. No objections. Approved unanimously.

- d) Sewer Plant Update – Hansen addressed five actions needing confirmation or approval from the Council: value planning through the Center for Sustainable Infrastructure, month-long BOD5 testing, operations and maintenance audit, inflow and infiltration through cameras in the sewer lines, CERB grant funding.

Johnson reported on a recent meeting with industry representatives and said it went well. Questions were raised around rates and their impact. The draft has since been revised to remove 20% language as a result. There was concern shared regarding retrofitting existing buildings and the timelines for pretreatment options. The assumption was that users would have to file permit from first round of testing when breweries were above 5% mark. It was clarified that the city wouldn't serve notices until after the second round of testing and after everyone could review the new results. At that point, there will be 180 days granted to apply for the permit. The consensus was that industries were more comfortable with these details. There are additional changes to consider, as outlined in the letter from Kari Fagerness on behalf of the Economic Development Council. Johnson sees the value planning project as one step in the right direction for getting everyone on board. DOE hasn't signed off on cost yet but they see it as a good thing. Their concern is with the timing of changing plant design and are worried they won't have turnaround to consider the new application. Johnson gave a draft of timeline and compliance schedule, which gives a 10 month timeframe to submit a draft to DOE and it fits into the current timeline for a funding application as the final design can be approved by December. Johnson explained that the bottom line is the city is paying for it one way or another. The total cost is \$57,000 for value planning with additional 10,000 covered by the grant. Shumaker explained that the Center for Sustainable Infrastructure looks at the cost of traditional engineering and tries to find ways to change the mold. They can look beyond just wastewater system and connect problems to others systems with a holistic view. The work will be done in May or June and will include a 6-7 hour meeting that all council members will be invited to.

Johnson reported that in the past two months, the city has violated the effluent for BOD loading twice, once in each month, both during foaming events. Five days after the fact, the city notified the DOE. Workers at the plant reported a cider or beer smell on occasion and it is always happening on Tuesdays. There's been evidence of foam in Rock Creek Lift Station and a couple of times in Kanaka so there's reason to believe it's coming from the east side of town. The upcoming monitoring program can look into waste analysis, such as foam color and acidic acid levels. Johnson explained that Wallis can do it for less than \$10,000 if the city takes the samples itself and the \$23,000 total assumes Wallis will take the samples. Hansen shared the city's ability to help out as much as possible as long as there is no dispute of how the city takes the

samples and wanted to consider whether it is better for a 3rd party to be responsible. Johnson reported that at the industry meeting, it was discussed that if LDB agreed to the process and jet clean the line daily then they would agree with testing location and results. Hansen suggested that it could be offered to industry that a representative from each business could have an opportunity to observe the sampling being taken. WEISSFELD suggested to just have Wallis do the work. Shumaker stated that it can be a good cost savings if the industries agree to it. Anderson mentioned that it goes a long way to address concerns from last month.

Hansen explained that in lieu of completing an entire operations manual update, DOE is requiring an audit. Johnson detailed that the city will have to go through the process with a new plant anyway. Hansen noted that it would produce a multiple page document which will outline the current operations at the plan and further outline ways the city can improve BOD and TSS that aren't currently being done. The hope is that they see something we aren't aware of that can improve outcomes. WEISSFELD asked if their findings will lead to required financially-dependent fixes. Hansen doesn't anticipate a large amount of capital investment but, rather, a more technical memo on how we operate our plan and we can optimize operations. He brought attention to page 3 of the proposed review which identifies improvements to pretreatment and loading as only a part of the scope.

In discussing the camera work to identify inflow and infiltration (I & I), Anderson suggested saving money and putting the cameras down when we go in to do the work. If we use cameras twice, once for finding the problem areas and again when we go to address the problems, it's possible for the problem to get worse by the time we go to fix it. WEISSFELD spoke on behalf of TAYLOR, who was the councilmember who was interested in seeing everything checked. Anderson argued to the camera work does not need to be done to find the scope of the problem. Johnson clarified by asking whether the Council wants to spend money on fixing the problem areas or spend money on scoping by not fixing. Hansen proposed fixing the problems identified for this year and sending the camera to areas of concerns but not to fix, as that is what is in the current budget. He clarified that I & I doesn't change the size of the plant and doesn't address BOD, which is the driving force in determining the size of the plant. Santroch explained that the plant capacity rating is for mass. We can add more water and that doesn't change the total mass, just the concentration. He explained further that the plant does have solids settling and flushing after dry summer weather but the plant is not just limited to the first rainy day in the fall as they happen year round at various times. Hansen detailed that BOD spikes strongly correlate with flow spikes and Santroch explained the correlation is due to flushing solids. Anderson added that we now see summertime spikes where we haven't seen before. WEISSFELD explained that there's been debate over the existing data which is what lead to this ongoing discussion and MUTH added that we need to make sure we touch on and review everything. Anderson stated that if the change of volume from I & I event isn't the problem then the money should not be spent on camera work. MUTH agreed with Hansen's recommendation to not go forward with cameras. Johnson stated that there is currently \$60,000 for testing and repairing in the budget. Hansen explained that we scoped a month ago and put together a report, which analyzed video footage and identified repairs needed estimating at approximately \$42,000. That leaves about \$10,000 in the existing budget should the next step be to film the previous areas of concern. Anderson spoke to striking item 4, authorizing additional \$17,000.

MOTION: WEISSFELD moved to authorize City Administrator to sign a contract with the Center of Sustainable Infrastructure for an amount not to exceed \$60,000 for value planning services. PETERSON seconded. No objections. Unanimously approved.

MOTION: WEISSFELD moved to approve authorizing up to \$22,456 to complete month-long BOD5 testing, wastewater sampling, with Wallis Engineering, subject to legal council approval. HENDRICKS seconded. No objections. Unanimously approved.

MOTION: WEISSFELD moved to approve wastewater operations and maintenance audit through Wastewater Solutions, Inc for \$22,050. HENDRICKS seconded. No objections. Unanimously approved.

MOTION: WEISSFELD moved to match funds at \$6,667 for the CERB grant. Hendricks seconded. No objects. Unanimously approved.

Cyndy Bratz and Jim Santroch with Tetra Tech presented historical information as well as current work to the Council for context and clarify around current functioning of the plant and the current work being outlined by their company. In 1993, Tetra Tech designed the current treatment plant and it performed well for 17 years. In 2010, they were asked back to address problems with loading and with the plant reaching almost double what it was designed for. Tetra Tech suggested cutting the food waste from commercial kitchens, which extended the plant life for another five years. In 2016, they were called in again but this time it was not a food waste issue. The plan was twofold: cut the BOD load from industry to domestic strength through treatment and pretreatment plan; and complete just enough pretreatment to not upset the plan and put in more extensive improvements at plant, with the overall point to dampen the shocks. The attached memo outlines two pretreatment alternatives, both which came out almost the same bottom line cost, one with more cost to the city and one with more cost to industry. The recommendation from the city has been to have less on industry and more on the plant. That recommended plan is a 20 year solution rather than a 5 year fix. The cheaper approach is one that goes into effect through phases, with a cost of \$8 million. In a conversation with DOE in March, they expressed new flexibility around re-rating and want to reopen the discussion, as DOE sees the cost to Stevenson. With re-rating, the cost will drop to \$5 million and there's willingness from DOE to lessen this initial cost. \$5 million will give high load dischargers time to put in pretreatment and see if we can cut waste economically to drop to the needed pounds. The value planning may identify additional ways to treat this economically. The monitoring measures pounds and volume of water and the plants are rated more by pounds than by concentration. The city is doing good things with waste load study and value study.

MUTH added that it is a problem with math at the end of the day. Shumaker noted one criticism about the alternative analysis is that we didn't get analysis for 0% pretreatment. Santroch explained that the DOE and good practice would say 0% is a bad idea and the minimum pretreatment is to dampen slug loads and bleed gradually as big shocks make the bacteria struggle. WEISSFELD highlighted two crucial problems: the industry doesn't believe the data or believes it's faulty when we say we know where BOD spikes come from and they push back; and the lack of communication and lack of city bringing in industry along for the process at an early time, which has since been corrected. Santroch stated that the one-month of monitoring will put any data concerns to rest. HANSEN added that we don't have a way to measure flow. Santroch added that we have concentration data but not flow data and it can be expensive to get good numbers. Shumaker added that with the Wallis effort now approved, it will be more data points and will also insure that we're all on the same page, as there is room now for users

to question how things were done and Wallis will be able to speak to process and results. WEISSFELD mentioned that industry made changes and spent money to do so and the changes didn't move the levels. Santroch explained that industry didn't sample waste water but relied on the city to do so but sampling at the source is necessary. Bratz added that it is unclear if all industry was doing the work at the same time and coordinating efforts. Santroch detailed that two industries made changes and two didn't. Pat explained that Backwoods has been full diluting along with all of the Port businesses. He reported that industry doesn't feel like this is an "us versus them" issue. He reports that not a single business has been in their location more than three years, other than Walking Man, and the charts don't show a correlation being made with so many businesses having record years recently. There's confusion with new businesses being unfairly targeted when the Lodge has been contributing a significant amount for a long time. Johnson explained that the Lodge will be sampling along with the rest during this next round. The Brewers Guild looked at the pretreatment ordinance and said it appears that it is anti-industry and will drive businesses out of town to make room for more residential. If the City is going to require pretreatment at the businesses then they need to consider the high expenses for retrofitting. There is already a pretreatment ordinance on the books and businesses coming in the last three years were never asked to do anything so now they're being asked to go back and that could have factored whether they came into the City at all.

3. **NEW BUSINESS:**

- a) Approve Ordinance 2018-1119 Relating to Sewer Service and Requiring Wastewater Pretreatment – The April 30th deadline is fast approaching and Johnson asked for an extension but the Department of Ecology requested a reason why an extension is needed. There was a meeting on Friday with BOD committee and industry users and they didn't have comments. Users were notified that they have to file for a permit. PETERSON addressed the ramifications of this and asked if there is a way that we can give them three years and charge extra money or is the six months part of EPA document. Johnson clarified that they have six months to apply for the permit, not to comply with the permit. Assuming DOE will issue the permit, the language is favorable that the date could be three or five years after their work with Ecology. DOE will work with the city and the user for changes that may or may not need to be made to their facilities to comply. The pretreatment sections are from the model ordinance from the state also rolled in with the city's current sewer code, which is why it's repealing the previous code.

MOTION: MUTH motioned to approve city ordinance and include additional items as addressed by city administrator. HENDRICKS seconded. Johnson to include additional sections from ordinance into memo (deadline for compliance - specific three-year date to comply; retrofitting of facilities), letter from EDC, update recitals to ordinance to identify what's currently going on with testing. MUTH saw no reason to amend recitals. No objections. Approved unanimously.

- b) Approve Boundary Line Adjustment for WWTP – Public Works Director Eric Hansen requests approval of the boundary line adjustment application. The adjustment is for the property at the wastewater treatment plant and includes a 20' easement for fairground access.

MOTION: MUTH moved to approve boundary line adjustment application as presented. HENDRICKS seconded. No objection. Approved unanimously.

- c) Approve Safety Policy – Johnson explained that the city did not have a policy this comprehensive in the past. Hansen added that the defensive driving course has been added.

MOTION: HENDRICKS moved to approve the safety manual as presented. MUTH seconded. No discussion. Unanimously approved.

- d) Approve Waiving Back-billing of Medical Premiums – City Administrator Leana Johnson requests waiving \$18,244.25 in medical premiums for Gordy Rosander’s dependents.

MOTION: MUTH moved to approve the waiving of back-billing of medical premiums of \$18,244.25, subject to legal counsel review. MUTH asked if this could be considered a gift of public funds. Woodrich to look into it further. WEISSFELD seconded. No discussion. Unanimously approved.

- e) Approve DOE Spill Prevention Grant – City Administrator Leana Johnson requests approval of allowing the Mayor to sign an agreement with Department of Ecology for the Spill Prevention, Preparedness, and Response Program grant. The grant is in the amount of \$95,889.90 for the purchase of a fire command vehicle and requires no matching funds.

MOTION: HENDRICKS moved to approve agreement with DOE for the Spill Prevention Grant in the amount of \$95,889.90. WEISSFELD seconded. No discussion. Unanimously approved.

- f) Discuss CDBG for Housing Rehab Program Pass-Through – City Administrator Leana Johnson requests discussion of a proposal by the Mid-Columbia Housing Authority to be the pass-through agent for a Community Development Block Grant Housing Rehab program. Johnson explained that the city has done this before. The city manages the grant but the heavy lifting is done through Mid-Columbia. We’re soliciting a list preemptively to show interest. Shumaker explained that low to moderate income homeowners can apply to upgrades to stay in their home. There will be a public hearing and resolution at the next Council meeting.

4. INFORMATION ITEMS:

- a) Financial Report - The City’s Financial Report for year-to-date revenues and expenditures through March 30, 2018 and year ending 2017 reports are enclosed. Johnson explained that, compared to last year, some funds ended up higher and others not.
- b) Building Permits Issued – There have been approximately 20 building permits for home improvements. No new construction permits have been issued for 2018.
- c) Timber Sale – The final area to be logged is mostly flagged and awaiting a survey to be completed. It is still on track to be logged this summer.
- d) Sheriff’s report – A copy of the Skamania County Sheriff’s report for March, 2018 is attached for Council review.
- e) Municipal Court Cases Filed – A summary of Stevenson Municipal Court cases recently filed is attached for Council’s review.
- f) Chamber of Commerce Activities – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in March, 2018.
- g) Mid-Columbia Economic Development District – MCEDD’s Comprehensive Economic Development Strategy (CEDS) project ranking is attached, which lists the Steven Water System as #2 for Washington Technical Assistance/Public Works projects.
- h) 2018 Cruise Ship Facts – Information regarding the dates of cruise ship dockings for this season, subject to change.

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

- a) Eric Hansen, Public Works Director- Hansen mentioned the FOG Control Program from Bend, Oregon. He has shared all the documents and hopes to be bringing at least a portion to Council next month for approval. In discussion with FOG program in regards to wastewater issues, it was shared by others that other cities have all been there and are going through the same thing. In addition, the surplus of two vehicles has been completed, one a dump truck and the other a service truck. We still have the old fire engine.

- b) Ben Shumaker, Planning Director - Shumaker noted the recent shoreline program listening session at the Port and that it got the dialogue going. Not a lot of comments were received regarding the specific document but the Commission got the word out. The written comment period closes Sunday and there will be a response in writing to every comment to show a feedback loop. Nothing at this time appears to be pulling the Commission off the timeline. Additionally, the shoreline timeline got the final bill report to make sure it's in compliance with the requirements. In addition, there has been little progress on the transportation plan. We will be advertising and getting consultants in the next two months. There will be dialogue with Council at some point to make sure we're prioritizing. In addition, the Broadband Strategic Plan hired a graduate student from the University of Washington to work with the city this summer. The franchise agreement task would be to complete the franchise compendium. In addition, the water system mapping is now in GIS format to look at where all meters are and creates easier access to all information. Karl Russell is working with the PUD to potentially set up a system through GPS to see what component of the water system is needed and would then be downloaded to the computer. At some point there will be a request for funds. Last, the Stevenson clean up day is this weekend.

- c) Leana Johnson, City Administrator - Johnson reported that the Fire Hall request for qualifications (RFQ) will be out by the end of the month. In addition, the water system plan is still in review after the DOE comments and will be on the next Council meeting agenda for approval, hopefully. The industry requested to supplement sewer rates with taxes, general fund or sales tax, to take the burden off business for higher fees. This will be discussed at rate sub-committee. In addition, the NW Iman nuisance property has been cleaned up a bit but there is still a deadline on Monday to remove all the boats and a deadline on May 7th to remove all the vehicles. A voluntary action plan will be issued for the city to come on the property and help get it done if the deadlines aren't met. If it comes to that, and they don't sign it, the Council will discuss filing a court request at the next meeting. In addition, the LDB needs assistance for 20-23 employees who could be laid off but no application yet. In addition, there is new agenda software being trialed that may cost \$100 a month for three users (Leana, Ben, Claire). This tool saves time and HENDRICKS added it is convenient. Johnson noted it is intuitive without needing a high cost and could decrease on the need for multiple printing of agenda and documents on paper. The downfall is there isn't much customization. In addition, the park planning process ball is moving faster than anticipated. There is an interlocal agreement for maintenance for the park and if rented then who would manage those funds and long term maintenance. One discussion was that the city could do the work for maintenance of the park and if there are concerns or red flags that council has, Johnson asked that she be informed. In addition, the moratorium on wastewater will be readdressed at the next meeting. Finally, the local elementary school students took a tour of City Hall today to walk through and see

Backup material for agenda item:

b) 6:15 – Transportation Improvement Program - Public Works Director Eric Hansen will present the updated Six-Year Transportation Improvement Program (TIP) for public input and Council review. This is the first of two scheduled public hearings for the annual TIP update.



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council

FROM: Eric Hansen, Public Works Director

DATE: 5/2/2018

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 June 30th of each year and require two (2) public hearings. Copies shall be submitted to WSDOT within 30 days of adoption.

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. The prioritization is based on several factors which include the following:

1. Safety- Are improvements needed to protect the safety of our citizens	30%
2. Use – Average Daily Traffic Counts	25%
3. Condition – Pavement Condition Rating (0-100:0=gravel,100=new pavement)	20%
4. Funding Eligibility- Arterials & Major Collectors are eligible for federal funding, Minor Collectors are eligible for state funding	15%
5. Sidewalk – Is there a need for sidewalk(s)	5%
6. Storm drainage- Is there a need for new or improvement of facilities	5%
TOTAL	100%

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.

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.

			<i>FTA Discretionary for Capital Expenditures</i>
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.)

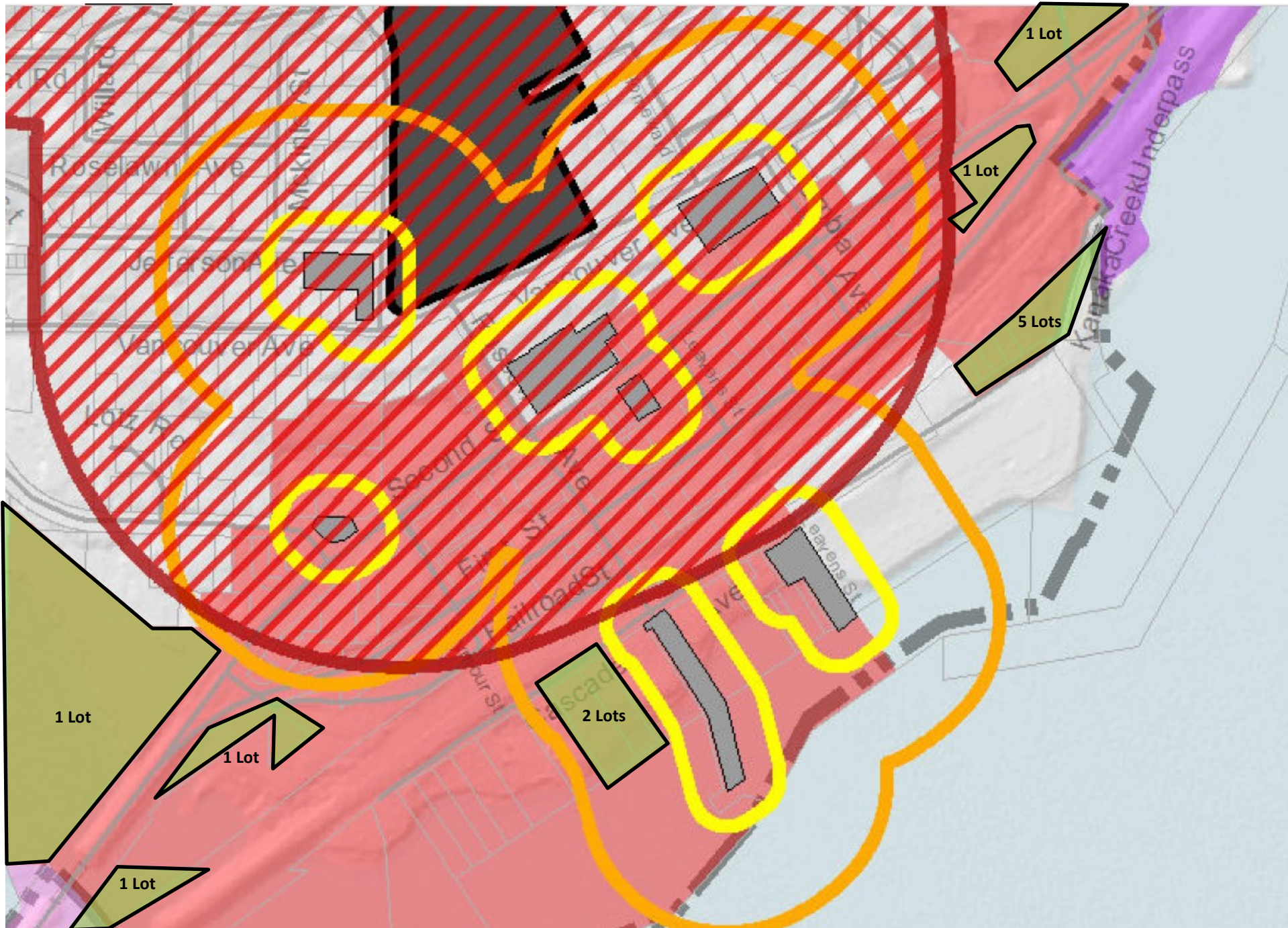
2019-2024 TIP

Project Identification

Functional Class	Index Number	Project Description	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?
09	16	Chipseal	07	P	0.95	S, W	All	July 2022				30	30	30		CE	No
		Oak St, Columbia View, Spruce, Fir and Vancouver Ave															
		Totals							0			30	30	30			
09	17	Chipseal	07	P	1.08	S, W	All	July 2023				35	35	35		CE	No
		Pine St, Tari Ln, Shepherd, Cedar St, Kanaka Creek & Upper Frank Johns Rd															
		Totals							0			35	35	35			
09	18	Chipseal	07	P	1.08	W, T, S	all	July 2024				35	35	35		CE	No
		Major St, Hillcrest and E Loop Road				P, G											
		Totals							0			35	35	35			
09	19	Monda Road	01	P	0.01	P, T	All	Aug 2019				80	80	80		CE	No
		Straighten out the intersection where Monda and Iman Cemetery Road meet	12														
		Totals							0			80	80	80			
09	20	Chipseal	07	P	0.71	W,S,P	ALL	July 2024				23	23	23		CE	No
		Lasher, Roselawn				G,T											
		Totals							0			23	23	23			
07	21	Storm water System Repair and Upgrade	06	P	0		PE	July 2018				300	300	300		CE	No
09		Repair and upgrade failing storm water system in the City															
08		Transportation Circulation Study	23	P	0			Jan 2020				40	40	40		CE	No
		N/A															
		Totals							0			40	40	40			
09	24	Del Ray Avenue	01	P	0.13	C,G,P	ALL	Jan 2022		400		40	40	400		CE	
		From Kanaka Creek Road to School	06			S,T,W											
		Construct new road, sidewalks, street lights and storm drains	07														
		Totals							400			40	40	400			
		Totals							400					400			

Backup material for agenda item:

a) Approve Ordinance 2018-1121 - Staff has prepared this ordinance which reduces the marijuana buffer zone from 1,000' to 100' for all uses except schools and playgrounds. Additional information regarding the commercial parcels impacted and retail licenses available is included in the packet.



Total # of Commercially-zoned lots available for use would increase by ~12



Legend

Counties increased by 75%	
Counties increased 100%	
Ban or Moratorium	

Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
Adams County					
At Large	2	0	1	3	
Asotin County					
At Large	2	2	1	3	
Benton County					
At Large	2	2	0	2	Moratorium
Kennewick	4	1	0	4	Ban
Richland	3	0	0	3	Ban
West Richland	1	1	0	1	Ban
Chelan County					
At Large	3	3	0	3	Moratorium
Wenatchee	3	2	2	5	
Clallam County					
At Large	3	3	2	5	
Port Angeles	2	2	1	3	
Sequim	1	1	1	2	
Clark County					
At Large	6	5	0	6	Ban
Battle Ground	1	1	1	2	
Camas	1	1	0	1	Ban
Vancouver	6	6	6	12	
Washougal	1	1	0	1	Ban

Columbia County					
At Large	1	0	0	1	Ban

Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
Cowlitz County					
At Large	3	3	3	6	
Kelso	1	0	1	2	
Longview	3	3	3	6	
Douglas County					
At Large	2	3	0	2	Moratorium
East Wenatchee	1	1	1	2	
Ferry County					
At Large	1	1	1	2	
Franklin County					
At Large	1	0	0	1	Ban
Pasco	4	3	0	4	Ban
Garfield County					
At Large	1	0	0	1	Ban
Grant County					
At Large	3	2	2	5	
Ephrata	1	1	1	2	
Moses Lake	2	2	1	3	
Quincy	1	0	0	1	Ban
Grays Harbor County					
At Large	3	3	2	5	
Aberdeen	1	2	1	2	
Hoquiam	1	1	1	2	
Ocean Shores	1	1	1	2	
Island County					
At Large	3	3	2	5	
Oak Harbor	1	1	1	2	

Jefferson County					
At Large	3	3	2	5	
Port Townsend	1	1	1	2	
Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
King County					
At Large	11	11	11	22	
Auburn (part)	2	2	2	4	
Bellevue	4	4	4	8	
Burien	1	0	1	2	
Des Moines	1	1	1	2	
Federal Way	3	4	0	3	Moratorium
Issaquah	1	1	1	2	
Kent	3	3	0	3	Ban
Kirkland	2	2	2	4	
Maple Valley	1	0	1	2	
Mercer Island	1	0	1	2	
Redmond	2	2	2	4	
Renton	3	3	3	6	
Sammamish	1	0	0	1	Ban
SeaTac	1	1	0	1	Ban
Seattle	21	27	21	42	
Shoreline	2	2	2	4	
Tukwila	1	0	1	2	
Kitsap County					
At Large	7	7	7	14	
Bainbridge Island	1	1	1	2	
Bremerton	2	3	2	4	
Kittitas County					
At Large	2	2	1	3	
Ellensburg	2	2	1	3	
Klickitat County					
At Large	3	2	2	5	
Goldendale	1	1	0	1	Ban

Lewis County					
At Large	4	3	3	7	
Centralia	2	2	1	3	
Chehalis	1	1	1	2	
Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
Lincoln County					
At Large	2	0	1	3	
Mason County					
At Large	4	4	3	7	
Shelton	1	1	1	2	
Okanogan County					
At Large	4	3	3	7	
Omak	1	1	0	1	Ban
Pacific County					
At Large	2	2	1	3	
Pend Oreille County					
At Large	2	1	1	3	
Pierce County					
At Large	17	17	0	17	Ban
Bonney Lake	1	1	0	1	Ban
Lakewood	2	2	0	2	Ban
Puyallup	2	2	0	2	Ban
Tacoma	8	9	8	16	
University Place	1	0	0	1	Ban
San Juan County					
At Large	0	0	0	0	
San Juan Island	1	1	1	2	
Lopez Island	1	1	1	2	
Orcas Island	1	1	1	2	

Skagit County					
At Large	4	4	4	8	
Anacortes	1	1	1	2	
Burlington	1	1	1	2	
Mount Vernon	3	3	3	6	
Sedro-Woolley	1	1	1	2	
Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
Skamania County					
At Large	2	2	1	3	
Snohomish County					
At Large	16	16	16	32	
Arlington	1	1	1	2	
Bothell (part)	1	1	1	2	
Edmonds	2	1	2	4	
Everett	5	5	5	10	
Lake Stevens	1	1	1	2	
Lynnwood	2	2	2	4	
Marysville	3	3	0	3	Ban
Mill Creek	1	1	0	1	Ban
Monroe	1	0	1	2	
Mountlake Terrace	1	1	1	2	
Mukilteo	1	0	1	2	
Spokane County					
At Large	7	7	7	14	
Spokane	8	8	8	16	
Spokane Valley	3	3	0	3	Moratorium
Stevens County					
At Large	4	3	3	7	
Thurston County					
At Large	6	6	6	12	
Lacey	2	2	2	4	
Olympia	2	2	2	4	
Tumwater	1	1	1	2	

Wahkiakum County					
At Large	1	0	1	2	
Walla Walla County					
At Large	2	2	0	2	Ban
Walla Walla	2	2	1	3	
Jurisdiction	Allotments	Current or pending license	Proposed Additional Allotment	Total Proposed Allotment	Ban or Moratorium
Whatcom County					
At Large	7	6	7	14	
Bellingham	6	6	6	12	
Ferndale	1	1	1	2	
Lynden	1	0	0	1	Ban
Whitman County					
At Large	1	0	1	2	
Pullman	3	3	2	5	
Yakima County					
At Large	6	5	0	6	Ban
Grandview	1	0	0	1	Ban
Selah	1	0	0	1	Ban
Sunnyside	1	1	0	1	Ban
Yakima	5	5	0	5	Moratorium
Total	334	305	222	556	35

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2018-1121**

**AN ORDINANCE REDUCING THE BUFFER ZONE FOR
LICENSED MARIJUANA BUSINESSES FOR THE CITY OF
STEVENSON, WASHINGTON**

WHEREAS, the City of Stevenson (“City”) received a request by a citizen to reduce the buffer zone separating marijuana-related businesses from sensitive and/or child intensive land uses; and

WHEREAS, RCW 69.50.331(8) allows the City to reduce the buffer from 1,000’ to 100’ for all uses except schools and playgrounds; and

WHEREAS, the City Council of the City of Stevenson held a public meeting regarding the change and invited public comment on April 19, 2018 and May 17, 2018.

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

Section 1. THAT the following shall be added to the Stevenson Municipal Code:

SMC 5.25 Liquor & Cannabis Regulations

SMC 5.25.200 Unlicensed Marijuana Businesses, Facilities, and Operations Prohibited.

Marijuana uses, businesses, facilities, and operations that do not have a state license pursuant to RCW Title 69 are prohibited within the city of Stevenson. This prohibition includes, but is not limited to, collective gardens, medical dispensaries, and any unlicensed marijuana production, processing, retail, or research business, facility, or operation.

SMC 5.25.220 Use Buffers for State-Licensed Marijuana Producers, Processors, Retailers, and Researchers—Where Permitted.

- A. Any lot line of property having a state-licensed marijuana producer, processor, retailer, or researcher must be 1,000 feet or more from any lot line of property on which any of the following uses, as defined in WAC 314-55-010, is located: elementary school; secondary school; or playground.
- B. Any lot line of property having a state-licensed marijuana producer, processor, retailer, or researcher must be 100 feet or more from any lot line of property on which any of the following uses, as defined in WAC 314-55-010, is located: child care center; game arcade admitting minors; library; public park; public transit center; or recreation center or facility.

SMC 5.25.240 Odor Control for State-Licensed Marijuana producers and processors.

Marijuana processing and production businesses must be equipped with a ventilation system that prevents marijuana odors from being detected beyond the premises of the business. Applicants for such businesses must submit, as part of building and mechanical permit applications, a ventilation plan prepared by a licensed mechanical engineer. The ventilation plan shall be reviewed and approved by the City. Any measures that were required for approval must be maintained. Once operation of the business begins, if odors are detected beyond the premises of the building, even with an approved ventilation plan, the facility may be subject to enforcement under this chapter.

SMC 5.25.500 Violations, Enforcement.

In addition to all other remedies available by law, violations of this chapter may be abated as public nuisances pursuant to SMC 8.60 – Public Nuisances.

Section 2. THAT, this ordinance affects Title 5 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of Title 5 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 3. THAT, if any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the City Council of the City of Stevenson this _____ day of _____, 2018.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Johnson, City Clerk

Kenneth B Woodrich, PC
City Attorney

Backup material for agenda item:

b) Discuss Personnel Policy Changes - City Administrator Leana Johnson requests discussion of changes to the Standby Pay, the Cell Phone policy, Job Descriptions and corresponding salaries. A memo will be presented to council prior to the meeting.



City of Stevenson

Leana Johnson, 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 Johnson, City Administrator
RE: Personnel Policy Discussion
Meeting Date: May 17, 2018

Executive Summary:

At the March council meeting staff presented a few changes to the personnel policy. In addition to those changes, an analysis of Standby pay, firefighter pay, councilmember pay, cell phone reimbursement and overall employee positions and compensation was done. What follows is a summary of the results and recommendation. The decision from council at this meeting will then be included into the overall policy update

Analysis:

In order to do a comprehensive analysis of pay scales, the cities of similar size and location were looked at as well as nearby cities. A list of the 20 cities and their population is below:

Bingen	735	Sumas	1571
La Conner	925	South Bend	1620
North Bonneville	1010	Cosmopolis	1660
Coulee Dam	1100	Tenino	1785
Tonasket	1110	Cle Elum	1875
Cascade Locks	1158	Leavenworth	2015
Entiat	1195	Carnation	2030
Darrington	1400	Westport	2115
Kittitas	1500	Friday Harbor	2255
Soap Lake	1550	White Salmon	2480
Stevenson	1560		

The way the current standby pay of \$6,000 is treated is as if it were part of an employee's base salary. The hourly rate for the employee is adjusted to include the \$6,000 and this hourly rate is then the basis for the calculation of the overtime rate. For example, the hourly rate for a certified Public Works employee at the first step is \$22.73, which includes the \$6,000 standby pay, and the Overtime rate is \$34.10. Without the \$6,000 included in the calculation the hourly rate is \$19.84, the overtime rate is \$29.76 and the standby pay would be paid out at \$500 per month. The difference between the overtime rate calculations added up to \$3,020 last year.

If the \$6,000 is treated as it is paid, which is part of the base salary, then the rates for Stevenson are at the higher end of the cities in the analysis. Stevenson's salary range for a Public Works position in 2017

was \$3,773 to \$4,966. The averages were \$3,383 to \$4,308. Of the cities with a lower salary scale range, the standby pay for two cities was \$2.50, one city was \$1.75, and the fourth city was \$6.41. The remaining 13 cities did not pay standby pay. Only one of the four cities with a higher wage paid standby and the rate was \$15 per day. The annual cost of paying standby pay at the rate of \$1.50 an hour would be approximately \$5,000 and at the rate of \$2.50 it would be about \$8,000.

During a review of other positions most of them were in the middle range and in-line with other cities. The one position that was low was the Planning Director. During a review of the position description there are also tasks being done that are not currently reflected in the job description. A revised draft job description for a Community Development Director is attached. The salary range for this position would be the same as the Public Works Director (2017 rate of \$60,894 to \$80,134) and is in line with salaries for the Community Development Director position.

In comparing the cell phone benefits, a vast majority of the cities either paid the employees a monthly stipend for a cell phone or provided the employee with a city issued cell phone. The stipend rate varied and the assumption is that it depends on the type of phone needed for the position - whether or not it needs to be a smart phone. The cost of reimbursing employees for a cell phone would be approximately \$3,000 per year.

Reviewing the medical benefits, most cities paid 100% of the premiums for the employee. The average payment for the employee and dependents was 80% paid by the city and 20% paid by the employee. A few cities appeared to not pay any premiums for the employees' dependents while others made the employee pay 10% of the entire premium. Stevenson currently pays 100% for the employee and all dependents. If the City of Stevenson becomes a WellCity through AWC, we will be able to save 2% on the premiums.

During a review of councilmember and mayor salaries, Stevenson was in the middle. The average salary for a Mayor was \$678 and the average compensation for councilmembers was \$170 per month. No change is recommended for the elected official salaries.

The salaries for volunteer firefighters for Stevenson are currently \$5/drill and \$6 /call. Some cities pay their firefighters nothing or on a points system while a majority pay on a per call or drill basis. Some cities also pay the officers \$100/month. The common rate for volunteer firefighters is \$8/drill and \$10/call. The rates are to reimburse the volunteers for expenses and are not meant to be an hourly wage.

Conclusion:

The recommendation is to add standby pay for employees at a rate between \$1.50 and \$2.50 per hour and add a cell phone reimbursement equal to the cost for the city to issue the employee a smart phone.

Approve the change of the Planning Director position to Community Development Director with the salary range equal to the Public Works Director position.

Direct staff to become a Well City within two years. If that goal is not met we can discuss employee participation in payment of health benefit premiums.

Volunteer firefighter pay should be increased to \$8/drill and \$10/call.

TITLE: Community Development Director FLSA STATUS: Exempt SALARY: Step 5 Factor 215-270

SUMMARY: Performs current and long range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the City Administrator. Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

PRIMARY TASKS & DUTIES:

- Current Planning:
 - Acting as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
 - Advising the public on City regulatory requirements.
 - Ensuring that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
 - Developing programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
 - Maintaining compliance with state-mandated land use and environmental statutes.
 - Developing the community's capacity to engage in informed, shared decision-making.
 - Assists with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
 - Leading and assisting grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.

PERIPHERAL FUNCTIONS:

- Testifying as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Representing the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Three (3) or more years of work in land use planning.
- Working knowledge of:
 - Local land use planning principles, practices and techniques.
 - Environmental sciences.
 - Computer literacy.
 - City government functions, policies, rules and regulations.
 - State planning statutes and general familiarity with legal foundations of planning.

- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field
- American Institute of Certified Planners membership.
- Working knowledge of:
 - GIS, presentation, and infographic software.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required and occasional attendance at meetings and trainings outside City boundaries.
- The position is filled by appointment and reports to the City Administrator. Removal is by action of the City Administrator.
- The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

Backup material for agenda item:

c) Approve Revised Salary for Gordy Rosander - City Administrator Leana Johnson requests approval of a revised annual salary for Gordy Rosander until the medical premium overpayment has been repaid. A detailed memo is included in the packet.



City of Stevenson

Leana Johnson, 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 Johnson, City Administrator
RE: Gordy Rosander Medical Premium Repayment
Meeting Date: May 17, 2018

Executive Summary:

At the April 19th council meeting, staff presented information regarding the overpayment of medical premiums for Gordy Rosander’s children in the amount of \$18,244.25. Ken Woodrich, City Attorney, reached out to MRSC for verification as to whether or not this would classify as wages and therefore be required to be paid back according to RCW 49.48.200. MRSC confirmed that yes, medical premiums classify as wages and have to be paid back. Council expressed a desire to lessen the financial impact of the repayment. The following analysis and calculations show an option to balance out the impact.

Analysis:

RCW 49.48.200 limits the amount that can be deducted from an employee’s paycheck to reimburse back wages to 5%. The calculations below show the difference to the employee between his current monthly salary and a revised monthly salary of \$6,387.57 with the maximum 5% deduction. The overall financial impact to the employee will be \$.11. It will take approximately 57 payments (4 years and 9 months) or less to payback the \$18,244.25 overpayment.

Current Monthly Salary	6,011.83
Revised Monthly Salary	6,387.57
Maximum Deduction 5%	319.38
FICA Difference	28.74
Retirement Difference	27.73
Total Revised Salary	6,011.72
Difference	(0.11)

The monthly additional cost to the city will be an estimated \$132.82 per month, or approximately \$1,600 per year.

Conclusion:

Staff recommends approving a revised annual salary for Gordy Rosander of \$76,650.88 effective May 1, 2018. This will continue until the back wages have been paid in full.

Backup material for agenda item:

d) Sewer Plant Update - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule.



City of Stevenson

Leana Johnson, 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 Johnson, City Administrator
RE: Sewer Plant Update
Meeting Date: May 17, 2018

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:

Value Planning:

The Value Planning process is moving forward. The meeting will take place on June 6th and all council members will receive an invite. There is a slide attached that represents what Value Planning is and the expected outcomes. A copy of the current schedule is also attached with the final report anticipated the beginning of July.

Operations and Maintenance Audit:

The O&M audit approved at the last council meeting is scheduled for next week.

Month Long BOD5 Testing:

The month long BOD5 testing will take place the end of May and beginning of June. A testing plan will be reviewed by the users and another meeting will take place to ensure everyone is in agreement before moving forward. A recent draft of the testing plan is attached.

Plant Operations:

The foaming at the plant has continued to varying degrees and had been manageable. Tetra Tech responded to a question at the last meeting regarding the impact of restaurants on the plant, and the email is attached.

The interviews have been completed for the Wastewater Treatment Plant Operator position and we will discuss this further in an executive session at the end of the council meeting.

Both pumps at the fairgrounds lift station have given out and replacement parts have a seven-week lead time. Staff is researching alternative solutions while we use a temporary diesel pump.

We are now able to haul additional solids to Vancouver after permit negotiations.

Infiltration and Inflow (I&I):

Tetra Tech as followed-up from the conversation regarding the connection between I&I and BOD at the last council meeting. The email is attached.

The sewer pipe repair lining is taking place this week in the areas scoped earlier in the year.

Funding:

The city is pursuing an EDA grant for upgrades that would mitigate impacts from flood events. The total project cost for the Kanaka and Rock Creek pump stations replacement and flood related improvements to the treatment plant is \$3,361,000. The grant would require a 20% match, or \$672,200, and the grant would pay for the remaining \$2,688,800.

Ben Shumaker, Leana Johnson, Pat Albaugh from the Port of Skamania and Kari Fagerness from the Skamania EDC will present their application to the Community Economic Revitalization Board earlier in the day on Thursday. They will be able to provide an update on the status of the grant at the meeting.

Compliance Schedule:

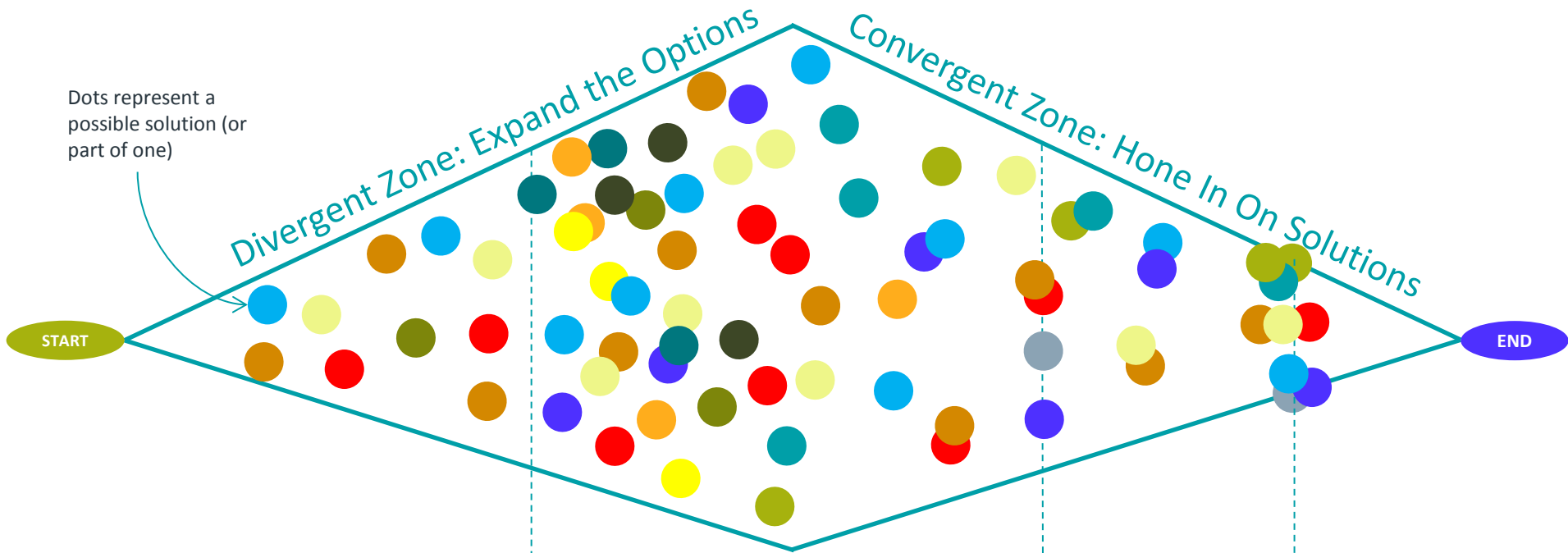
The Industrial User Survey will be sent out to non-residential users for completion by the end of June.

Action Needed:

No action needed.

The Value Planning Process – City of Stevenson

Dots represent a possible solution (or part of one)



Advance Research

- Gather/Absorb information
- Sniff out possibilities
- Exercise curiosity
- Follow hunches
- Break down assumptions
- Exercise an open mind
- Create a “cloud of potential”

Problem statements (*How can we...?*)

Portfolio of potentials – a just ideas, notions

**AT THIS STAGE, NO SOLUTIONS YET!
DO NOT BECOME ENAMORED OF YOUR IDEAS**

Value Planning Workshop

- Agree on the problem statement
- Define success (desired outcomes)
- Generate solution possibilities
- Keep testing assumptions
- Integrate everyone’s knowledge
- Build agreement
- Sift, sort, and improve on ideas and collections of ideas
- Define compelling, converging concepts (workable collections of ideas)

An initial portfolio of solutions

Strategy Report

- Evaluate solution concepts on ability to achieve outcomes
- Compare solutions
- Improve on solutions
- Define set of viable solutions, with numbers

Recommended solution portfolio

City Choice

Week	23-Apr	30-Apr	7-May	14-May	21-May	28-May	4-Jun	11-Jun	18-Jun	25-Jun	2-Jul	9-Jul
TASK 1: ADVANCE RESEARCH												
Kickoff Meeting												
Research/Review												
Progress Meetings			1	2	3	4						
TASK 2: FIELD TRIP & VALUE PLANNING WORKSHOP												
Workshop Prep.												
Field Trip							6/5					
VP Workshop							6/6					
TASK 3: STRATEGY REPORT												
Develop Report												
Internal Review												
Strategy Review Mtg.										6/26		
Finalize Report												

DRAFT TECHNICAL MEMORANDUM

DATE: May 11, 2018
TO: Leana Johnson, City of Stevenson
FROM: Jack Wallis, PE
RE: Stevenson Industrial Wastewater Sampling Plan
WE # STEV18GS T1

Introduction

A number of industries in Stevenson discharge high volume and/or strength wastewater to the City's sewer system. To determine the magnitude of wastewater loadings from these industrial users, industrial wastewater sampling was performed in 2016 and 2017, in accordance with the recommendations of the July 29, 2016 *Technical Memorandum re: High Strength Dischargers Sampling Plan* [1]. Following these past sampling efforts, there have been questions regarding unexplained BOD spikes and foaming episodes at the City's wastewater treatment plant (WWTP). To resolve these questions and provide additional data for stakeholders, an additional round of wastewater sampling will be completed. The goals of this sampling effort are to:

1. Determine the strength and loadings of industrial wastewater users,
2. Determine Significant Industrial Users and support DOE permit applications,
3. Investigate the cause of BOD loading spikes and foaming at the wastewater treatment plant, and
4. Provide a basis for future planning and design efforts.

This memorandum summarizes the wastewater sampling plan for the industrial wastewater users in Stevenson.

Sampling Plan

Wastewater sampling will focus on measuring the BOD₅ concentration, pH, and temperature in each industry's effluent. Other constituents such as COD may also be measured to provide useful information to WWTP operations. Sampling will occur daily through the duration of the sampling period. In addition to the industrial user sampling, the City will also collect 24-hour composite samples at the WWTP influent during all days in which industrial user samples are collected. A summary of the industrial user sampling plan is shown below in Table 1, and discussed in further detail below for each user.

Table 1. Industrial User Sampling Plan Summary

Industrial User	Sampling Duration	Sampling Location	Flow Measurement	Notes
Waterfront Building (Backwoods Brewing, Skunk Brothers Distillery)	3 wks w/o BMPs ^a 3 wks w/ BMPs	~600 gallon sump	Magnetic flow meter on pump discharge line	Sampling location includes both process water and sanitary wastewater from entire waterfront building
LDB Beverage	3 wks w/o BMPs 3 wks w/ BMPs	Kanaka Pump Station	Water meter, multiplied by 0.8 consumption factor	Sampling location includes wastewater from public restroom and Silver Star Industries.
Walking Man Brewery	4 wks	Sample port	Water meter, multiplied by 0.8 consumption factor	Includes both process and sanitary wastewater
Skamania Lodge	4 wks	Manhole	Water meter with cooling tower water subtracted	

a. Best Management Practices, such as sidestreaming high concentration wastewater.

Backwoods Brewing and Skunk Brothers Distillery (Waterfront Building)

Wastewater from the waterfront building, including Backwoods Brewing and Skunk Brothers Distillery, is combined in a sump prior to being pumped to the City’s collection system. Because it is not feasible to separate the various influent sources, the combined wastewater will be sampled from this sump (Figure 1). To assist these users in determining the efficacy of sidestreaming BMPs, sampling will be split into two three-week phases. During the first phase, the users will continue operating with no new BMPs in place. During the second phase, the users will implement sidestreaming BMPs to reduce their BOD load.

Wastewater flow for these users is measured with a magnetic flow meter on the pump discharge line, and will be recorded at the time of sample collection. Water meter use will also be recorded to determine the consumption factor for these users.



Figure 1. Sampling location for the Waterfront Building. Sump is located below the metal cover. Metal pipes shown are sump pump discharge lines, and plastic pipe is an influent drain line.

LDB Beverage

LDB Beverage process wastewater and sanitary wastewater enter the collection system at different points. Previous efforts took samples from a submerged pipe in the process water discharge line, and did not take into account the effect of the sanitary wastewater on the total wastewater strength. There are two options to provide better estimates of wastewater strength for this user. The first option is to sample from the process water line, and correct for the sanitary wastewater using standard volume and strength values from the Washington State Department of Ecology's (DOE) *Criteria for Sewage Works Design* ("Orange Book"). The second option is to sample from the influent sewer to the Kanaka Pump Station, and correct for the other connections to this sewer line (a public restroom and Silver Star Industries) using Orange Book volume and strength values. Due to the improved sampling location and low flows expected from the public restroom and Silver Star Industries, the second option is recommended. See Figure 2 for this sample location.

Wastewater flow for LDB Beverage will be estimated by multiplying the water meter use by a consumption factor. The consumption factor was previously determined to be 0.6, based on sixty days of water use data [2]. This consumption factor will be reevaluated using water use data collected during the sampling period.



Figure 2. Kanaka Pump Station Wetwell. LDB Beverage sample location will be from a container suspended below the influent sewer shown on right.

Walking Man Brewery

Walking Man Brewery process wastewater is combined with sanitary effluent prior to discharge. Wastewater will be sampled from a port (Figure 3) on the discharge sewer line. The brewery operation has implemented many sidestreaming BMPs, which the Brewer's Association Sustainability Mentor has estimated to reduce their total BOD load by approximately 40%. Because these BMPs are already in place, sampling before and after implementing these BMPs is impractical. Walking Man Brewery will therefore be sampled daily for 4 weeks, during which they will continue utilizing the implemented BMPs.

Wastewater flow from Walking Man Brewery will be estimated by multiplying the water meter use by a consumption factor. This consumption factor was previously estimated to be 0.85 [2], but will be reevaluated using water use and beer production data collected during the sampling period.

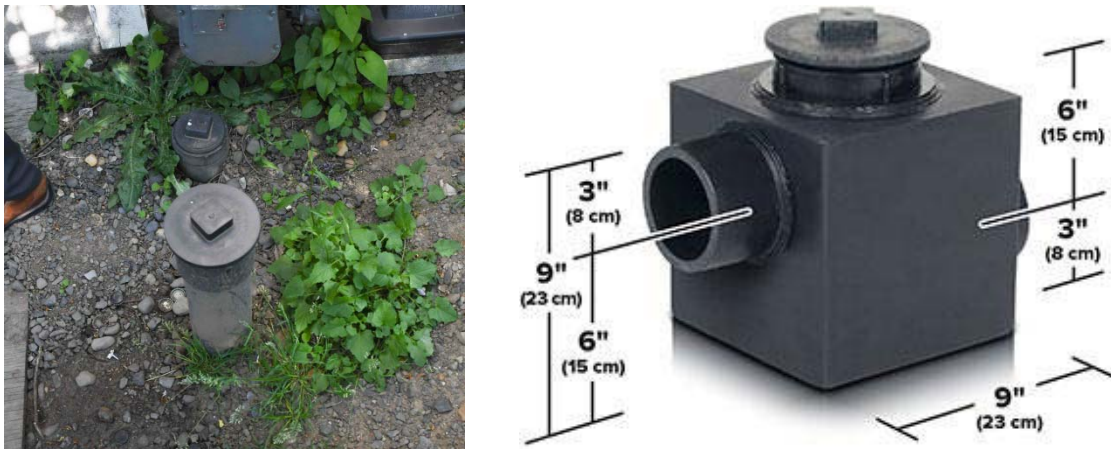


Figure 3. Sample port used at Walking Man Brewery, standpipe shown on left and in-line sample port fitting on right.

Skamania Lodge

Skamania Lodge will be sampled at a manhole just downstream of their grease trap (Figure 4). Because no additional BOD reduction strategies have been identified, sampling will occur throughout a 4 week period, during which they will operate as usual.

All City water used by Skamania Lodge enters the wastewater system, with the exception of water lost by an evaporative cooling tower. Flow for Skamania Lodge will be calculated by subtracting the water lost in the evaporative cooling tower from the water meter use. The water lost in the evaporative cooling tower will be measured by Skamania Lodge using a flow meter.



Figure 4. Skamania Lodge discharge manhole sampling location.

Sampling Procedures

Wastewater will be sampled using automatic composite sampling equipment. There are two options for composite sampling: flow proportional and time composite. Previous efforts collected 24-hour time composite samples, with sample aliquots collected every 15 minutes. While flow proportional samples give a more accurate representation of average daily concentration than time composite samples, they require input from a flow meter. Currently, only one user has an effluent flow meter installed (the Waterfront Building). Flow proportional sampling is an option for this user, but other users must be sampled using the time composite method unless effluent flow meters are installed. To provide the most representative sample possible, the time interval for time composite sampling will be reduced to the minimum allowable by the sample container size, and sampling will occur only during business hours (when wastewater flow is generated).

Sampling procedures will follow 40 CFR Part 136 requirements and EPA guidelines [3]. In general, sampling procedures will be as follows:

- Time-based composite samples.
- Minimum 100 mL aliquot per sample.
- Time interval between sample aliquots will be the minimum allowed by the sample container, 15 minutes maximum.
- Sample tube intake will be near the center of the flow channel, at approximately 40-60% of the water depth.
- Flow measurement will be recorded at the time of sample collection.
- Samples will be collected from composite sampling equipment daily and sent to laboratory for BOD₅ analysis within 48 hours. Samples will be stored at 4° C prior to analysis.
- pH and temperature of grab sample from sampling location will be measured daily during sample collection.

- Non-refrigerated sampling equipment will be filled with ice daily.
- Composite sampling equipment will be stopped when the industry is not in operation.
- Sample collection will be logged in a sample logbook kept at each sample location.
- In the event of a sample equipment failure, a grab sample will be collected but will not be included in data analysis for calculating averages.

Composite sampling equipment will consist of full sized Teledyne ISCO samplers. Samples will be collected by City staff and analyzed by a laboratory certified by the DOE to perform the required tests. Results will be distributed to the industrial users as soon as they are received.

Next Steps

Following the wastewater sampling period, concentration and flow data will be analyzed and summarized in a technical memorandum. Data analysis will include calculations of minimum, maximum, and average flows, concentrations, and loadings.

References

- [1] *Technical Memorandum re: High Strength Dischargers Sampling Plan*. July 29, 2016. Tetra Tech.
- [2] *Technical Memorandum re: Pretreatment and Source Control Alternatives - Addendum*. September 22, 2017. Tetra Tech.
- [3] *Wastewater Sampling Operating Procedure SESDPROC-306-R3*. February 28, 2013. United States Environmental Protection Agency, Science and Ecosystem Support Division.



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

Restaurant BOD concentrations and Significant Industrial Users

Bratz, Cyndy <Cyndy.Bratz@tetrattech.com>

Tue, May 8, 2018 at 3:01 PM

To: Eric Hansen <Eric@ci.stevenson.wa.us>, Leana Johnson <leana@ci.stevenson.wa.us>, "Ben Shumaker (ben@ci.stevenson.wa.us)" <ben@ci.stevenson.wa.us>

Cc: "Bennett-Daggett, Hunter" <Hunter.Bennett-Daggett@tetrattech.com>, "Santroch, James" <Jim.Santroch@tetrattech.com>

Hi Eric, Leana and Ben

At the Apr 19 Council meeting, we heard a comment from Pat Albaugh (Port of Skamania County) that restaurants were not sampled and could be a source of high BOD, and that Skamania Lodge could be a source of high BOD. Here is information on this topic (primarily from the Stevenson General Sewer Plan/WW Facilities Plan):

- Skamania Lodge effluent BOD concentration was tested during the Industrial Waste Survey in the fall of 2016, as described in the Stevenson GSP/FP Appendix F-Pretreatment and Source Control Alternatives TM. Skamania Lodge effluent BOD concentration averaged 440 mg/L with a minimum concentration of 251 mg/L and maximum concentration of 672 mg/L.
- Table 3 from Appendix F shows that Skamania Lodge, during this sampling period, contributed 47-61% of flow, 22-38% of BOD, and 11-20% of TSS influent to the Stevenson WWTP.
- Appendix F - Pretreatment and Source Control Alternatives – Addendum is attached FYI. Please note that this is not the full TM, only the addendum. It is attached for simplicity since it shows High Strength WW sampling results.
- The July 2016 High Strength Dischargers Sampling Plan included a sampling location at Big River Grill (to capture effluent from this restaurant). However, field investigation showed that the manhole we'd hoped to sample from was actually upstream of Big River Grill and the downstream manhole included contributions from many other businesses in town. Due to cost and the limited number of samplers available, the City opted not to collect samples from this downstream manhole.
- The DOE Orange Book table G2-2 indicates typical restaurants have 0.2 ppd BOD/seat and 50 gpd/seat. This equates to $(0.2 \text{ ppd}/50 \text{ gpd}/8.34) * 1000000 = 480 \text{ mg/l}$ typical concentration.
- Here is the definition of Significant Industrial User from Stevenson's Pretreatment Ordinance:

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

1. A User subject to categorical pretreatment standards; or
2. A User that:
 - a. Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

As you can see by the SIU definition, restaurants won't meet any of the criteria of an SIU. To clarify: To get to 25,000 gpd you'd need a 500 seat restaurant. To get to 5% of the load limit (30.6 lbs/day), you'd need a 153 seat restaurant. I'd guess any restaurant in Stevenson is probably less than 50 seats, so they won't come close to those limits. Skamania Lodge, being similar to a combination hotel/restaurant, seems to meet the criteria of an SIU, based on the data the City collected in the fall of 2016. However, the City will have a clearer picture (more data) after the current sampling event is complete.

I hope you will find a way to distribute this information to the Council and others interested (particularly Pat Albaugh, whose comment spurred this clarification).

Feel free to call if you have questions or wish to discuss.

Cynthia L. Bratz, PE, ENV S.P., LEED A.P. | Senior Project Manager

Direct: 503.598.2532 | Cell: 208-440-8335 | Main: 503.684.9097 | Fax: 503.598.0583

cyndy.bratz@tetrattech.com

Tetra Tech | Complex World, Clear Solutions™

15350 SW Sequoia Parkway, Suite 220 | Portland OR 97224 | tetrattech.com

This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.



Please consider the environment before printing. Read more



2 attachments

 **Pretreatment Alternatives Memo Addendum 2017-09-22.pdf**
106K

 **Pretreatment Alternatives Memo Final 2016-12-1.pdf**
806K

Technical Memorandum

Date: September 22, 2017

To: Eric Hansen, City of Stevenson

From: Hunter Bennett-Daggett, P.E.

Reviewed by: Cynthia L. Bratz, P.E.

Project: General Sewer Plan Update

Project Number: 135-48600-16001

Subject: Pretreatment and Source Control Alternatives - Addendum

This addendum documents revisions to the TM issued December 1, 2016, specifically to the load calculations for the high strength wastewater sampling program conducted in Stevenson during September 2016. These revisions were made based on input received at meetings with the high load dischargers, and were included in the July 2017 draft of the General Sewer Plan.

The primary revision was the addition of a consumption factor in calculating flows. Breweries and similar commercial water users consume or package a significant percentage of the water they receive; the Brewers Association Water and Wastewater Manual states that the average brewery discharges 70% of its incoming water as wastewater. In comparison, most homes and businesses discharge nearly all incoming water as wastewater. For each high strength sampling location, a consumption factor was selected and flows were multiplied by this factor for use in calculating loading. The reasoning for each location is summarized below.

- Skamania Lodge: flow data based on water meter. Minimal consumption expected; consumption factor of 1.0 was selected.
- Jester & Judge Cider / LDB Beverage: flow data based on water meter. LDB provided 60 days of data during which 57% of metered water was sent to sewer. Consumption factor of 0.60 was selected.
- Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits: flow data based on wastewater, metered at onsite pump station. Consumption is already accounted for; consumption factor of 1.0 was selected.
- Walking Man Brewery: flow data based on water meter. Location has a brewery, with consumption expected to be approximately 0.70 based on Brewers Association Manual, and a restaurant, with consumption factor expected to be closer to 1.0. An intermediate consumption factor of 0.85 was selected.

Applying the selected consumption factors resulted in lower flows for the two sampling locations and as a result lower loads as well. Table 2 is an updated version of the table contained in the December 2016 TM.

Table 2. High Strength Wastewater Sampling Results - Loading

Sampling Location	Average BOD (ppd)	Average COD (ppd)	Average TSS (ppd)	Average NH3-N (ppd)	Average TP (ppd)	Average Total FOG (ppd)	Average Flow (gpd)
Skamania Lodge	223	411	101	9.3		33	61,043
Jester & Judge Cider / LDB Beverage	105	247	34				5,187
Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits	69	139	11				2,646
Walking Man Brewery	51	124	5	0.1	0.2		2,195
Wastewater Treatment Plant	903		831				115,000

One other minor revision was made to the December 2016 calculations, which left out one day of sampling for the Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits location.

Table 3 from the December 2016 TM was also modified to account for the revised loads.

Table 3. Flow and Load Contributions by Source at WWTP

Flow/Load Source	Skamania Lodge	Jester & Judge Cider / LDB Beverage	Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits	Walking Man Brewery	All Other Sources
Flow Contribution	47 – 61%	3 – 7%	2 – 3%	2 – 3%	27 – 47%
BOD Load Contribution	22 – 38%	7 – 14%	6 – 10%	4 – 11%	27 – 60%
TSS Load Contribution	11 – 20%	5 – 16%	1 – 2%	1 – 2%	60 – 82%

Technical Memorandum

Date: December 1, 2016

To: Eric Hansen, City of Stevenson

Cc: File

From: Hunter Bennett-Daggett, P.E.
Cynthia L. Bratz, P.E.

Reviewed by: Jim Santroch, PE

Project: General Sewer Plan Update

Project Number: 135-48600-16001

Subject: Pretreatment and Source Control Alternatives

The purpose of this memorandum is to address Task 15 – Industrial Waste Survey (from our contract scope of work), which states:

“This task involves identifying and characterizing major sources of high strength wastewater. It also includes a preliminary assessment of source control and pretreatment alternatives for the major sources and preliminary opinions of probable cost for implementing pretreatment improvements.”

This TM provides a summary of pretreatment and source control alternatives for accommodating high strength wastewater in the City of Stevenson (the City), and to determine whether on-site pretreatment or treatment at the Stevenson Wastewater Treatment Plant (WWTP) is more cost effective.

BACKGROUND

Historically the majority of sanitary sewer flow in the City has been generated by residential users and light commercial users which typically generate lower strength wastewater comparable to residential wastewater. However, the regional growth of the beverage industry, including breweries, wineries, distilleries, cider makers, and bottlers, has brought new, high strength dischargers to the City. Beverage industries often discharge wastewater that is high in biochemical oxygen demand (BOD) due to the high sugar and/or alcohol content of the products, and depending on pretreatment and housekeeping employed by the industry may also discharge high levels of total suspended solids (TSS). As a result, these users can have a disproportionate impact on the downstream wastewater treatment plant (WWTP), and it is important to evaluate the most efficient and cost-effective method for the City to accommodate these users while maintaining compliance with their wastewater discharge permit.

HIGH STRENGTH WASTEWATER SAMPLING PROGRAM

Tetra Tech worked with the City to develop a sampling plan focusing on locations with potentially high wastewater strength discharge. This sampling plan was executed by the City between August 30th and September 30th 2016. In total, 67 samples were collected at seven different locations:

- Skamania Lodge, which is the largest single discharger to the City’s wastewater system
- Fairgrounds Pump Station, one of two pump stations delivering flow to the WWTP

- Jester & Judge Cider, which produces hard cider as well as operating as a contract production facility (as LDB Beverage) for other beverage companies without their own large-scale production facilities
- Kanaka Pump Station, which receives flow from Jester & Judge Cider
- The Waterfront Building that currently houses Backwoods Brewing Company and Skunk Brothers Spirits and which is considered a likely site for additional beverage industry expansion
- Walking Man Brewing, which operates both a brewery and an on-site brew pub serving food
- Rock Creek Pump Station, the second pump station delivering flow to the WWTP and serving the majority of the City

Figure 1 shows the City's wastewater system and identifies locations in the system that were sampled. At each location, composite samplers were set to collect samples every 15 minutes, and each composite sample was collected after 24 hours and sent to a certified laboratory for analysis. At the time the samples were collected, water temperature and pH were also recorded. In order to estimate total flow, pump run times, water meter readings, or flow meter readings were also recorded at the start and finish of each sampling period. In general, samples were collected four times each week.

Sampling data for the WWTP are collected as part of normal operations; pH and effluent flow are recorded each day, while BOD and TSS are typically sampled and recorded twice each week. For each day of the sampling program, relevant data from the WWTP were compiled along with the sampling program results for comparison purposes.

SAMPLING PROGRAM RESULTS

Sampling results in both concentration and load are described in this section.

Concentration

Table 1 summarizes the concentration sampling results for Skamania Lodge and the three beverage producer locations. For each sampling location, the minimum, maximum, and average concentration is listed; the number of data points ranged from seven (for the Waterfront Building) up to 16 (for Skamania Lodge). The results for the WWTP are included for comparison purposes. Results for the pump stations have not been included in this table or used for further analysis. Concentration data from the pump stations did not correspond well to same-day influent samples at the WWTP, possibly due to variations in sample timing.

Skamania Lodge includes both a hotel and a restaurant, and its wastewater strength would typically be expected to be approximately twice that of residential wastewater; the data show that it is within this range. Of the three beverage producer sample locations, Jester & Judge Cider / LDB Beverage (J&J) produces the highest strength and volume of wastewater and also shows the highest variability in volume and strength, possibly due to its role as a contract facility handling products from other beverage companies in addition to normal variation in flow and load as part of the bottling/canning process. J&J's average concentration of BOD was more than six times higher than the levels observed at the WWTP, and its average TSS concentrations was more than four times higher. In addition, J&J wastewater showed wide swings in pH, ranging from 4.9 to 12.6. Walking Man Brewery (WMB) and the Waterfront Building both produced high strength wastewater, with concentrations three and four times higher than the WWTP influent average, respectively. In addition, both of these dischargers showed significant spikes in BOD and COD but less variability in TSS.

Table 1. High Strength Wastewater Sampling Results - Concentration

	BOD (mg/L)	COD (mg/L)	TSS (mg/L)	NH3-N (mg/L)	TP mg/L)	Total FOG (mg/L)	pH	Water Temp (°F)	Flow (gpd)
Skamania Lodge									
Minimum	251	450	88	21.3		25	5.5	68	45,972
Maximum	672	1,370	324	21.3		135	6.8	93	77,538
Average	440	808	196	21.3		63	6.3	81	61,043
Jester & Judge Cider / LDB Beverage									
Minimum	361	860	60				4.9	63	1,646
Maximum	19,600	59,600	21,200				12.6	115	17,952
Average	5,922	17,407	3,343				8.6	84	8,645
Waterfront Building / Backwoods Brewing / Skunk Brothers Spirits									
Minimum	1,200	1,970	106				7.6	66	2,178
Maximum	5,730	17,800	1,240				12.6	103	3,944
Average	3,564	6,597	545				10.3	77	2,915
Walking Man Brewery									
Minimum	726	1,390	66	3.9	5.2		4.6	62	1,623
Maximum	7,550	34,700	754	3.9	5.2		6.7	73	4,204
Average	2,903	7,288	285	3.9	5.2		5.7	68	2,582
Wastewater Treatment Plant									
Minimum	546		390				6.6		53,000
Maximum	1,753		2,180				9.1		152,000
Average	869		808				7.5		115,000
Typical Residential Wastewater^a									
Minimum	110	250	25	12	4	50			
Maximum	350	800	85	45	12	100			
Average	190	430	210	25	7	90			

a. Based on low, average, and high strength domestic wastewater per *Wastewater Engineering, 4th Edition, Metcalf & Eddy, 2003*

Load

Table 2 shows average loading results for each sampling site and the WWTP, based on the flows observed during the sampling periods. In general, loading is a more useful metric for assessing the impact of wastewater strength at the WWTP, as it incorporates both the relative strength and volume of wastewater from a discharger.

Table 2. High Strength Wastewater Sampling Results - Loading

Sampling Location	Average BOD (ppd)	Average COD (ppd)	Average TSS (ppd)	Average NH3-N (ppd)	Average TP (ppd)	Average Total FOG (ppd)	Average Flow (gpd)
Skamania Lodge	223	411	101	9.3		33	61,043
Jester & Judge Cider / LDB Beverage	175	411	57				8,645
Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits	73	146	12				2,915
Walking Man Brewery	60	146	6	0.1	0.2		2,582
Wastewater Treatment Plant	903		831				115,000

In the City’s 1991 Wastewater Facilities Plan, Skamania Lodge’s projected loading for the end of the planning period (2011) was estimated to be 92 ppd average and 132 ppd maximum month, based on a concentration of 200 mg/L. The average loading from Skamania Lodge during the sampling period was 1.69 times higher than this projected maximum month.

All three beverage producer sample locations contribute significant BOD loadings, with J&J contributing a loading more than twice as high as the Waterfront Building and WMB. However, for TSS loadings only J&J appears to be a significant contributor; its average TSS loadings are about five and 10 times higher than the Waterfront Building and WMB, respectively.

Table 3 shows the range of percent contributions of each sampling location to the total flow and loading at the WWTP, using the average loadings shown from Table 2. For each source, the percentages are calculated based on 25 percent and 75 percent of the loading range divided by the average loading at the WWTP.

Table 3. Flow and Load Contributions by Source at WWTP

Flow/Load Source	Skamania Lodge	Jester & Judge Cider / LDB Beverage	Waterfront Bldg / Backwoods Brewing / Skunk Brothers Spirits	Walking Man Brewery	All Other Sources
Flow Contribution	47 – 61%	5 – 12%	2 – 3%	2 – 3%	21 – 44%
BOD Load Contribution	22 – 38%	12 – 24%	6 – 10%	5 – 13%	15 – 55%
TSS Load Contribution	11 – 20%	9 – 26%	1 – 2%	1 – 2%	49 – 79%

Due to the statistically small data set, these percentages should be regarded only as a snapshot rather than as fully representative of typical contributions by these high strength dischargers to the WWTP. However, during the sampling period, Table 3 indicates the significant influence of the high strength dischargers to the WWTP. The beverage producers, in particular, are contributing a significant percentage of the BOD measured at the WWTP, especially when compared to their relatively low flow contribution.

A mass balance approach was used to validate the above sampling results, using the following equation:

$$\text{WWTP Load} - \text{High Strength Dischargers Load} = \text{Load from All Other Sources}$$

“All Other Sources” includes residential users as well as commercial users that were not included in the high strength sampling program. The City is estimated to have 489 residential Equivalent Residential Units (ERUs) and 160 non-residential ERUs in addition to the ERUs included in the sampling program. The average BOD load contributed by “All Other Sources” during the sampling period was 372 ppd, which is equivalent to 0.52 ppd per ERU and 0.24 ppd per capita. This per capita loading is close to the typical 0.2 ppd per capita BOD residential loading criteria recommended in the Department of Ecology Orange book Table G2-1, and indicates that the BOD mass balance and industrial waste monitoring BOD data are reasonably accurate.

The same calculation for TSS loading results in 0.97 ppd per ERU and 0.44 ppd per capita for “All Other Sources”; this is higher than would be expected. Further investigation is needed, but possible explanations for the apparently high TSS load from “All Other Sources” include:

- Limited number of data points
- Sampling anomalies
- Variability in the beverage producers’ processes that may or may not have been captured in this sampling
- Possible TSS introduced to the system through infiltration and inflow (I/I)
- Steep sewers which convey volatile suspended solids and organic material to the WWTP quickly, so the material does not have time to decompose as it frequently does in a sewer system with shallower slopes

EFFECTS OF HIGH STRENGTH WASTEWATER AT WWTP

The Stevenson WWTP had a major upgrade in 1991. The 1991 WWTP design criteria include the following:

- Influent BOD loading
 - Dry weather average: 490 ppd
 - Maximum month average: 612 ppd *
- Influent TSS loading
 - Dry weather average: 490 ppd
 - Maximum month average: 612 ppd *
- Oxidation Ditch BOD Loading
 - Dry weather average: 12 ppd / 1,000 CF
 - Maximum month average: 15 ppd / 1,000 CF

If these design criteria are routinely exceeded it indicates that additional capacity is needed at the WWTP. In addition, criteria marked above with an asterisk (*) are included in the WWTP’s National Pollutant Discharge Elimination System (NPDES) permit. When a plant reaches 85 percent of these criteria for three consecutive months or 95 percent of the criteria for a single month, it triggers the submission of a plan for maintaining capacity to the Washington Department of Ecology (DOE).

Table 4 shows the average and max month data from the Stevenson WWTP during the last three years and during the high strength wastewater sampling period and compares these data to the design criteria.

	Influent BOD Loading		Influent TSS Loading		Oxidation Ditch BOD Loading	
	(ppd)	Percent of Design Criteria	(ppd)	Percent of Design Criteria	(ppd/1000 CF)	Percent of Design Criteria
2014						
Dry Weather Average	385	79%	336	69%	9.6	80%
Maximum Month Average	521	85%	706	115%	13.0	87%
2015						
Dry Weather Average	786	160%	525	107%	19.7	163%
Maximum Month Average	1,027	168%	848	139%	25.7	171%
2016 (January – September)						
Dry Weather Average	865	177%	688	140%	21.6	180%
Maximum Month Average	1,218	199%	866	142%	30.5	202%
Sampling Period						
Average	903	184%	831	170%	22.6	188%
Maximum	1,828	299%	2,273	371%	45.7	304%

Both dry weather average and maximum month average loading have consistently exceeded the design criteria in 2015 and 2016. In addition, a significant increase in loading can be observed in just the last three years. In 2014, influent BOD loading exceeded the design criteria on 20 percent of sampling days; this rose to 49 percent in 2015 and 64 percent in 2016. More detailed analysis of the scale and timing of upgrades needed at the WWTP to accommodate increasing influent loads will be included in the General Sewer Plan Update; however, Table 4 shows that influent loads already exceed the design criteria of the WWTP by a significant margin.

Despite the influent loading consistently exceeding the design criteria in 2015 and 2016, the WWTP has not exceeded its permitted effluent limits for BOD. Two exceedances for TSS did occur in 2016, but these may be related to solids handling issues at the WWTP rather than strictly influent loading. Given this compliance record it is recommended that the City pursue rerating for the WWTP, increasing the oxidation ditch's design criteria to account for actual performance data. This process has been successful at similar plants in Washington, although construction of additional secondary treatment capacity in the near future is likely to be required. The performance data indicates that rerating the oxidation ditch for 150 percent to 200 percent of its current design (from 490 ppd dry weather average to 735 or 980 ppd) is a reasonable target.

ALTERNATIVES

In order to maintain consistent permit compliance at the WWTP, the City will need to reduce incoming wastewater loading or increase its capacity to treat that load. The results of the sampling program demonstrates that high strength wastewater dischargers represent a significant percent of the City's wastewater loading, and addressing the growing contribution of these dischargers should be included in the City's approach for handling wastewater loading. The approaches for handling wastewater loading include the following, which are described in this section:

- Source Control
 - Promote Best Practices
 - Implement Strength-based Sewer Fees
 - Enforce Pretreatment Requirements
- On-site Pretreatment
- Upgrades to the Wastewater Treatment Plant

Source Control

Source control is typically the first step in addressing high strength discharges. This is because addressing high strength discharge at the source often produces faster and more cost-effective results than changes to wastewater infrastructure. Even if infrastructure upgrades are also required, starting with source control allows these upgrades to be sized more efficiently. Source control focuses on providing high strength dischargers with both an incentive to reduce wastewater strength and the information on how to accomplish that reduction.

Promote Best Practices

The sampling results indicate that beverage industries within the City are significant contributors of loading to the WWTP, particularly with regard to BOD. Beverage industries typically employ a wide range of processes, many of which can be optimized.

In April 2016, Tetra Tech prepared a Brewery Wastewater Guidance Document for the City, with the intention that this document can be used as a basis for conversations with beverage industries and also distributed to these dischargers. The document recommends a water survey to quantify how, where, and when water is used, identifies processes that typically generate high strength wastewater, and lists best practices to reduce water use and wastewater strength.

If the City wishes to implement this option, the recommended approach would be to meet individually with each high strength discharger to discuss the need for source control, provide a copy of a guidance document for addressing high strength wastewater, and discuss issues specific to the discharger that are relevant to source control. This process should be repeated for new dischargers. Regular annual check-ins would also be

recommended in the case that management or day-to-day operational staff at the dischargers has changed. Although this process will be relatively time-intensive for City staff, it appears that it will currently only be necessary at five or less facilities in the City.

Implement Strength-Based Sewer Fees

Many municipalities have implemented sewer fees that incorporate wastewater strength to reflect the additional cost of treating high strength wastewater. Typically this is done by tying the cost per unit (gallons or cubic feet) to a BOD range. For instance, the City of Hood River charges \$2.09 /1,000 gallons for BOD less than 401 mg/L, \$3.14/1000 gal for BOD less than 801 mg/L, and \$4.17 /1000 gal for BOD greater than 801 mg/L. If the City used a similar metric, all of the beverage industry dischargers evaluated during the September 2016 sampling program would be charged the highest sewer rate. Alternately, the City could cap the wastewater strength allowable for discharge to the sewers, requiring high strength dischargers to implement their own pretreatment.

City Ordinance 613 5(C), 1972, 13.08.230, Prohibited discharges to public sewer prohibits discharge of “Any waters or wastes having a pH lower than 6.0 or higher than 9.0” and “Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such material at the sewage treatment plant.”

Every site sampled in September 2016, including Skamania Lodge, showed wastewater outside the allowable pH range. In addition, the prohibition on suspended solids could reasonably be applied to the high strength dischargers, given that the high-BOD solids they discharge to the WWTP may require upgrades to fully accommodate.

The City’s current water and sewer rate structure does not have provision for wastewater strength-based charges. However, the rate structure could be updated using the existing ordinance as a basis and neighboring cities such as Hood River and Portland as examples. Even if alternate arrangements, such as dischargers contributing to construction and operation of centralized pretreatment, are ultimately regarded to be preferable to charging strength-based sewer fees, the existence of these fees would offer the City an additional enforcement option in the future.

Enforce Pretreatment Requirements

Another option is to cap the wastewater strength allowable for discharge to the sewers, requiring high strength dischargers to implement their own pretreatment. Again, the City’s existing Code of Ordinances provides a basis for the requirements. *City Ordinance 613 5(E), 1972, 13.08.250, Pretreatment-Required when-Facilities plan approval* allows the City’s superintendent to require pretreatment for any wastewater having “(1) a BOD demand greater than three hundred milligrams per liter, or (2) containing more than three hundred fifty milligrams per liter of suspended solids or (3) having an average daily flow greater than two percent of the average daily sewage flow of the city.” Every site sampled in September 2016 met all of these conditions on at least one sampling day.

In addition, *City Ordinance 613 5(I), 1972, 13.08.290, Provisions not to prevent special agreements for industrial waste pretreatment* allows for “special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the city for treatment subject to payment therefor by the industrial concern.”

13.08.250 can potentially be used to require pretreatment for every high strength discharger in the City, this ordinance could be used to negotiate alternative arrangements with the dischargers, either in the form of strength-based sewer fees or contributions to the construction and operation of additional wastewater infrastructure.

On-Site Pretreatment

Many of the high-strength dischargers included in this sampling program are clustered in one area of the City, primarily located in buildings owned by the Port of Skamania County (the Port). Jester & Judge Cider (LDB Beverage), Backwoods Brewing, and Skunk Brothers Spirits are all located in adjacent Port buildings. Together, these dischargers represented 11 percent of the flow, 27 percent of the BOD loading, and 8 percent of the TSS loading observed during the sampling program. Pretreating wastewater from these dischargers on-site would reduce the influent loading at the WWTP, and would allow the use of treatment technologies designed specifically for treating smaller volumes of high strength wastewater.

It is assumed that site pretreatment would be provided by installing a packaged wastewater treatment system; these types of systems typically include above-ground steel tanks, equipment such as aerators, pumps, controls and site piping. The type of treatment could be based on aerobic biological treatment, comparable to what is used at the WWTP, or on anaerobic treatment that allows the use of smaller tanks and higher treatment rates.

Installation of a pretreatment facility would make the Port buildings a more desirable location for current and future beverage industry dischargers because it reduces the need for individual dischargers to implement pretreatment themselves.

Upgrades to Wastewater Treatment Plant

The City’s WWTP was significantly upgraded in 1993. The 2017 General Sewer Plan Update will include a capital improvement plan for future WWTP improvements required to maintain NPDES permit compliance under year 2040 flows and loading conditions. From a loading perspective, additional secondary treatment capacity will need to be installed. Rerating of the existing oxidation ditch can be pursued to bring permitted influent load capacity in line with documented treatment performance. The General Sewer Plan Update will include evaluation of secondary process improvements, including converting the oxidation ditch process to a conventional activated sludge process with selector basin. Secondary process improvements and existing permit compliance data would justify rerating the WWTP capacity.

Even if loads and concentration from high-strength dischargers were reduced using other methods discussed in the above sections, it appears that the additional secondary treatment capacity will still be required in the near future. Table 5 shows the same data as Table 4, with the loading reduced by 25 percent to account for source control and/or pretreatment.

Table 5. Pretreated Influent Loading at WWTP Compared to Design Criteria

	Influent BOD Loading		Influent TSS Loading		Oxidation Ditch BOD Loading	
	(ppd)	Percent of Permitted Design Criteria	(ppd)	Percent of Permitted Design Criteria	(ppd/1000 CF)	Percent of Permitted Design Criteria
2015						
Dry Weather Average	590	120%	394	80%	14.7	123%
Maximum Month Average	770	126%	636	104%	19.2	128%
2016 (January – September)						
Dry Weather Average	649	132%	516	105%	16.2	135%
Maximum Month Average	914	149%	650	106%	22.8	152%
Sampling Period						
Average	677	138%	623	127%	16.9	141%
Maximum	1,371	224%	1,705	279%	34.2	228%

The 25-percent reduction was selected because the combined loading contribution of Jester & Judge and the Waterfront Building during the sampling period was 27 percent (see Table 3) and the total reduction of BOD load in the pretreatment system is expected to be at least 94 percent to bring the high strength discharge concentration down to approximately residential concentration.

ESTIMATED COSTS

Preliminary cost estimates for each alternative are discussed below. The costs below are intended to be used as order-of-magnitude comparisons.

Source Control

The costs associated with source control will consist of time spent by City personnel on implementation and enforcement.

On-Site Pretreatment

Cost estimates were solicited from vendors of packaged treatment systems used at other sites for treating wastewater similar to brewery/distillery wastewater. Two systems were reviewed; each capable of treating high strength wastewater (BOD > 5,000 mg/L) to near domestic strength (BOD < 350 mg/L). One system was a sequencing batch reactor (aerobic treatment), sold by Cloacina Package Treatment Solutions, and the second system was a Gas Energy Mixing and Expanded Granular Sludge Bed (anaerobic treatment), sold by Clean Water Technology. Preliminary costs for both systems were comparable at approximately \$1.0M. Other acceptable pretreatment technologies exist. Further evaluation of on-site pretreatment systems is recommended if on-site pretreatment is selected for further planning, design and construction.

The estimated total cost opinion for the pretreatment system is shown in Table 6. This cost opinion has been prepared for guidance in project evaluation and implementation from the information available at the time of the estimate. Costs are stated as order-of-magnitude estimates in 2016 dollars, and are developed from material received from the system vendors. According to the Association for the Advancement of Cost Engineering, order-of-magnitude estimates are normally expected to be accurate to within plus 80 percent to minus 50 percent of the actual cost. The final costs will depend on actual labor and material costs, competitive market conditions, final project costs, implementation schedule, and other variable factors.

Table 6. Pretreatment System Cost Estimate

Item	Estimated Cost
Pretreatment system incl. equipment, installation, construction costs	\$1,000,000
<i>Subtotal</i>	\$1,000,000
Contingency @ 20%	\$200,000
<i>Subtotal</i>	\$1,200,000
Design, Administration, CMS @ 20%	\$240,000
<i>Subtotal</i>	\$1,440,000
Total Capital Cost (as of November 2016)	\$1,440,000

Upgrades to Wastewater Treatment Plant

A capital improvement plan (CIP) will be included in the General Sewer Plan Update, which will include projects needed to keep up with growth and maintain permit compliance through the year 2040. It is likely that the CIP will include additional secondary treatment capacity, solids handling capacity and other recommended

improvements to accommodate the high influent loading observed during the sampling period and prior two years. For simplicity, costs included here are limited to the secondary treatment process.

The estimated total cost opinion for a complete oxidation ditch is shown in Table 7. Other methods of providing additional secondary treatment capacity will also be considered, but for preliminary cost estimating purposes a second oxidation ditch comparable in size to the existing ditch has been used as a basis. This cost opinion has been prepared for guidance in project evaluation and implementation from the information available at the time of the estimate. Costs are stated as order-of-magnitude estimates in 2016 dollars, and are developed from past project experience and EPA fact sheets. According to the Association for the Advancement of Cost Engineering, order-of-magnitude estimates are normally expected to be accurate to within plus 80 percent to minus 50 percent of the actual cost. The final costs will depend on actual labor and material costs, competitive market conditions, final project costs, implementation schedule, and other variable factors.

Table 7. Oxidation Ditch Cost Estimate

Item	Estimated Cost
Oxidation ditch incl. equipment, installation, construction costs	\$2,000,000
<i>Subtotal</i>	\$2,000,000
Contingency @ 20%	\$400,000
<i>Subtotal</i>	\$2,400,000
Design, Administration, CMS @ 20%	\$480,000
<i>Subtotal</i>	\$2,880,000
Total Capital Cost (as of November 2016)	\$2,880,000

Cost Comparisons

To roughly evaluate the cost effectiveness of on-site pretreatment and secondary treatment at the WWTP under a variety of design conditions, these capital costs were divided by the pounds of BOD removed by the proposed treatment system. The results are shown in Table 8. Comparison of these initial unit costs indicate that on-site pretreatment becomes more cost effective with larger industrial BOD loads, and that treatment at the City WWTP becomes more cost effective as its allowable loading rates (rerating) increase. The cost effectiveness will be considered in more detail in the General Sewer Plan Update including capital costs for solids handling and other facilities and operation and maintenance costs.

Table 8. Cost Comparison

Design Condition	Cost per Pound of BOD Removed
On-Site Pretreatment	
Current conditions (influent loading of 248 ppd, 94% removal by pretreatment system)	\$6,200
Full capacity of treatment system (influent loading of 1,000 ppd, 94% removal)	\$1,500
Additional Secondary Treatment at WWTP (oxidation ditch or comparable)	
Current design criteria for oxidation ditch (average dry weather loading of 490 ppd of BOD)	\$5,900
Rerated design criteria for oxidation ditch (150% of existing, 735 ppd of BOD)	\$3,900
Rerated design criteria for oxidation ditch (200% of existing, 980 ppd of BOD)	\$2,900

RECOMMENDATIONS

The purpose of this memorandum is to provide a preliminary assessment of source control and pretreatment alternatives for the major sources. Recommendations for handling wastewater loading include the following:

- Source Control
 - Promote Best Practices
 - Implement Strength-based Sewer Fees
 - Enforce Pretreatment Requirements
- On-site Pretreatment
- Upgrades to the Wastewater Treatment Plant

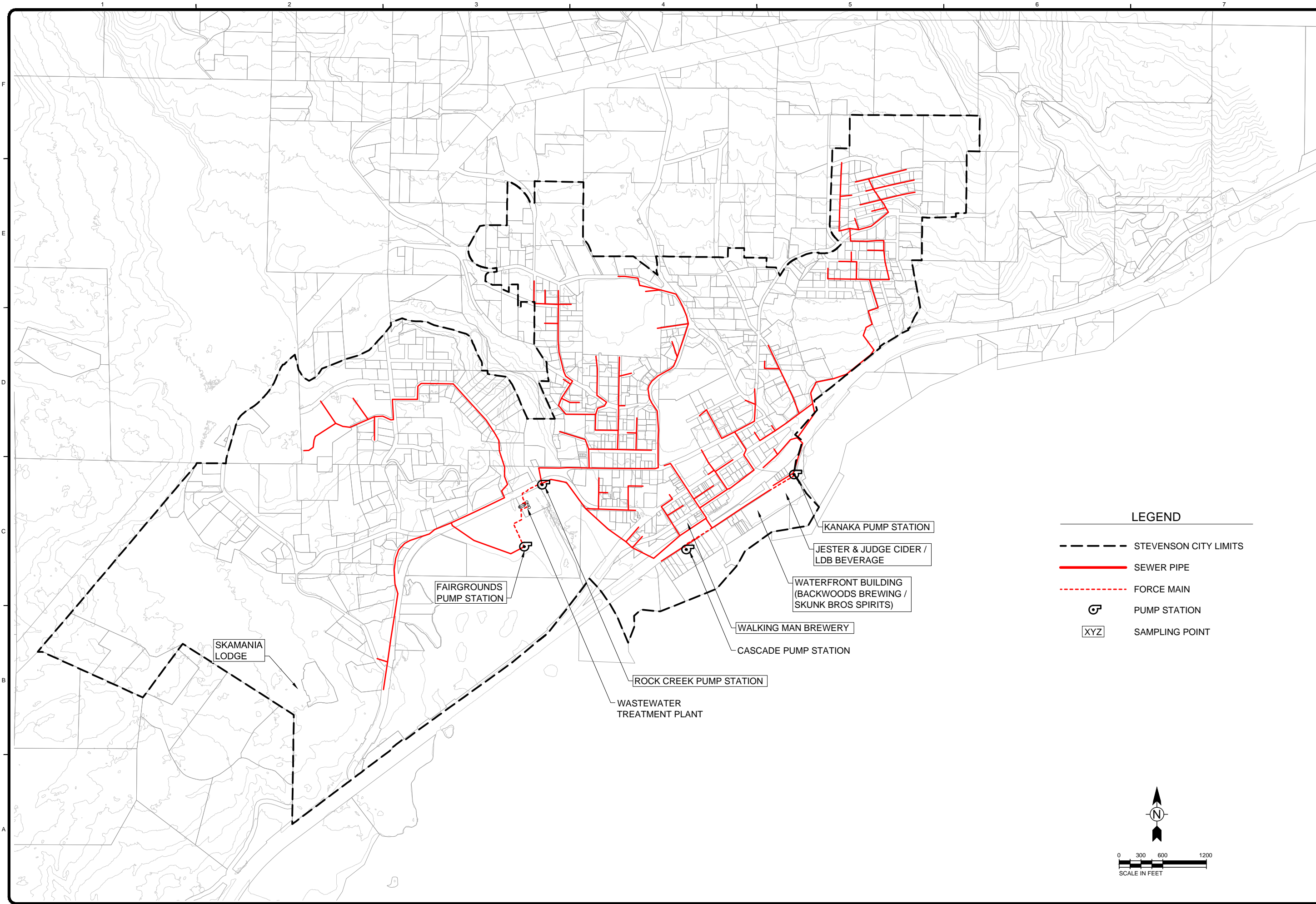
Source control and pretreatment of high strength wastewater discharges should be implemented in order to stabilize WWTP operations and maximize the operating life of current and future WWTP facilities. Source control can be implemented directly by the City without significant capital cost and should be initiated as soon as reasonable.

On-site pretreatment should also be considered, as the preliminary cost information presented in this memo indicates that pretreatment is roughly as cost effective as WWTP expansion when considering BOD load reduction under current conditions, and significantly more cost effective than WWTP expansion if beverage industries continue to grow and the pretreatment facility is operated at its design capacity. On-site pretreatment does not eliminate the need for short-term upgrades at the WWTP, but will help stabilize WWTP operations and maximize the operating life of current and future WWTP facilities. Further development of the on-site pretreatment system option at the Waterfront Building is recommended since it would be accessible to three of the beverage industry high strength dischargers, and potentially others in the future.

The Stevenson WWTP needs additional secondary treatment capacity in order to accommodate the influent loading rates observed in the last two years. The General Sewer Plan Update will include evaluation of secondary process improvements, including converting the oxidation ditch process to a conventional activated sludge process with selector basin. Secondary process improvements and existing permit compliance data would justify rerating the WWTP capacity.

Additional analysis and cost information will be included in the General Sewer Plan Update.

11/20/2016 11:00:53 AM - P:\486001\35-48600-16001\CAD\CONCEPTUAL\PRETREATMENT MEMO FIGURES.DWG - BENNETTDAGGETT, HUNTER



LEGEND

- STEVENSON CITY LIMITS
- SEWER PIPE
- FORCE MAIN
- G PUMP STATION
- XYZ SAMPLING POINT

SKAMANIA LODGE

FAIRGROUNDS PUMP STATION

ROCK CREEK PUMP STATION

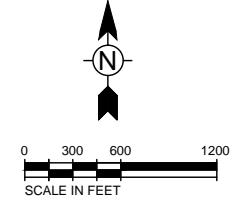
WASTEWATER TREATMENT PLANT

WALKING MAN BREWERY

WATERFRONT BUILDING (BACKWOODS BREWING / SKUNK BROS SPIRITS)

JESTER & JUDGE CIDER / LDB BEVERAGE

KANAKA PUMP STATION



MARK	DATE	DESCRIPTION	BY

CITY OF STEVENSON
GENERAL SEWER PLAN UPDATE
WASTEWATER COLLECTION SYSTEM AND SAMPLING LOCATIONS

Project No.: 135-48600-16001
Designed By:
Drawn By:
Checked By:



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

I/I and BOD at Stevenson

Bratz, Cyndy <Cyndy.Bratz@tetrattech.com>

Tue, May 8, 2018 at 3:48 PM

To: Eric Hansen <Eric@ci.stevenson.wa.us>, Leana Johnson <leana@ci.stevenson.wa.us>, "Ben Shumaker (ben@ci.stevenson.wa.us)" <ben@ci.stevenson.wa.us>

Cc: "Santroch, James" <Jim.Santroch@tetrattech.com>, "Bennett-Daggett, Hunter" <Hunter.Bennett-Daggett@tetrattech.com>

Hi Eric, Leana and Ben

I noted at the April 19 Council meeting that language in the Facilities Plan/GSP Update may have given city council and others the impression that I/I could contain significant quantities of BOD. Here is information to clarify:

1. Appendix F, Pretreatment and Source Control Alternatives TM, p. 4 bottom half of the page shows TSS loading results for All Other Sources (not from high load dischargers). The TSS loading is higher than typical and the text shows a list of possible explanations. The explanations include:
 - a. "Possible TSS introduced to the system through I/I". TSS (mostly dirt) is frequently introduced to sewer systems with I/I, sometimes with small quantities of organic material (leaves, etc)
 - b. "Steep sewers which convey volatile suspended solids and organic material to the WWTP quickly, so the material does not have time to decompose as it frequently does in a sewer system with shallower slopes". This means that some additional TSS load may be conveyed to the Stevenson WWTP during rainstorms due to steep sewers. To clarify here, the text is talking about TSS, not BOD.
2. To assist with the distinctions, here are definitions of TSS and BOD:
 - a. TSS is suspended material that can be captured on a filter (the TSS test is performed by filtering wastewater, drying the solids captured by the filter and then measuring weight of the solids). TSS can include a wide variety of material, such as silt, decaying plant and animal matter, industrial wastes, and sewage.
 - b. Biochemical Oxygen Demand (BOD) is the amount of dissolved oxygen needed (i.e. demanded) by aerobic microorganisms to break down organic material present in a given water sample at certain temperature over a specific time period
3. We do have information on rainfall, WWTP influent flow and WWTP influent BOD. Hunter assembled this into the attached figures. Here are observations regarding the figures:
 - a. The Rain-Flow-Load Chart 2003 – 2017 shows this data over the past 15 years. As we've described previously, the BOD spikes in the late 2000's spurred Jim to suggest to Eric, and for Eric to require restaurants to install grease traps and to scrape their food waste in the trash (to be hauled to the landfill). This seemed to alleviate the problem from 2012 to early 2015. Then BOD load started increasing again and Eric and the City issued an RFP for the Facilities Plan Update.
 - b. The Rain-Flow-Load Chart 2012 – 2017 shows data over a 4-year period, so you can see correlations more easily. Same for the Rain-Flow-Load Chart 2012 – 2017. The data shows that rainfall has a direct correlation with WWTP influent flow, but not with WWTP influent BOD.
 - c. Generally, WWTP influent BOD appears to trend higher in summer months, although there are sporadic BOD spikes at other times of year.

Again, I hope you find a way to distribute this information to the Council and others interested.

Feel free to call if you'd like to discuss this further.

Cynthia L. Bratz, PE, ENV S.P., LEED A.P. | Senior Project Manager

Direct: 503 598-2532 | Cell: 208-440-8335 | Main: 503.684.9097 | Fax: 503.598.0583

cyndy.bratz@tetrattech.com

Tetra Tech | Complex World, Clear Solutions™

15350 SW Sequoia Parkway, Suite 220 | Portland OR 97224 | tetratech.com


This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.





Please consider the environment before printing. [Read more](#)



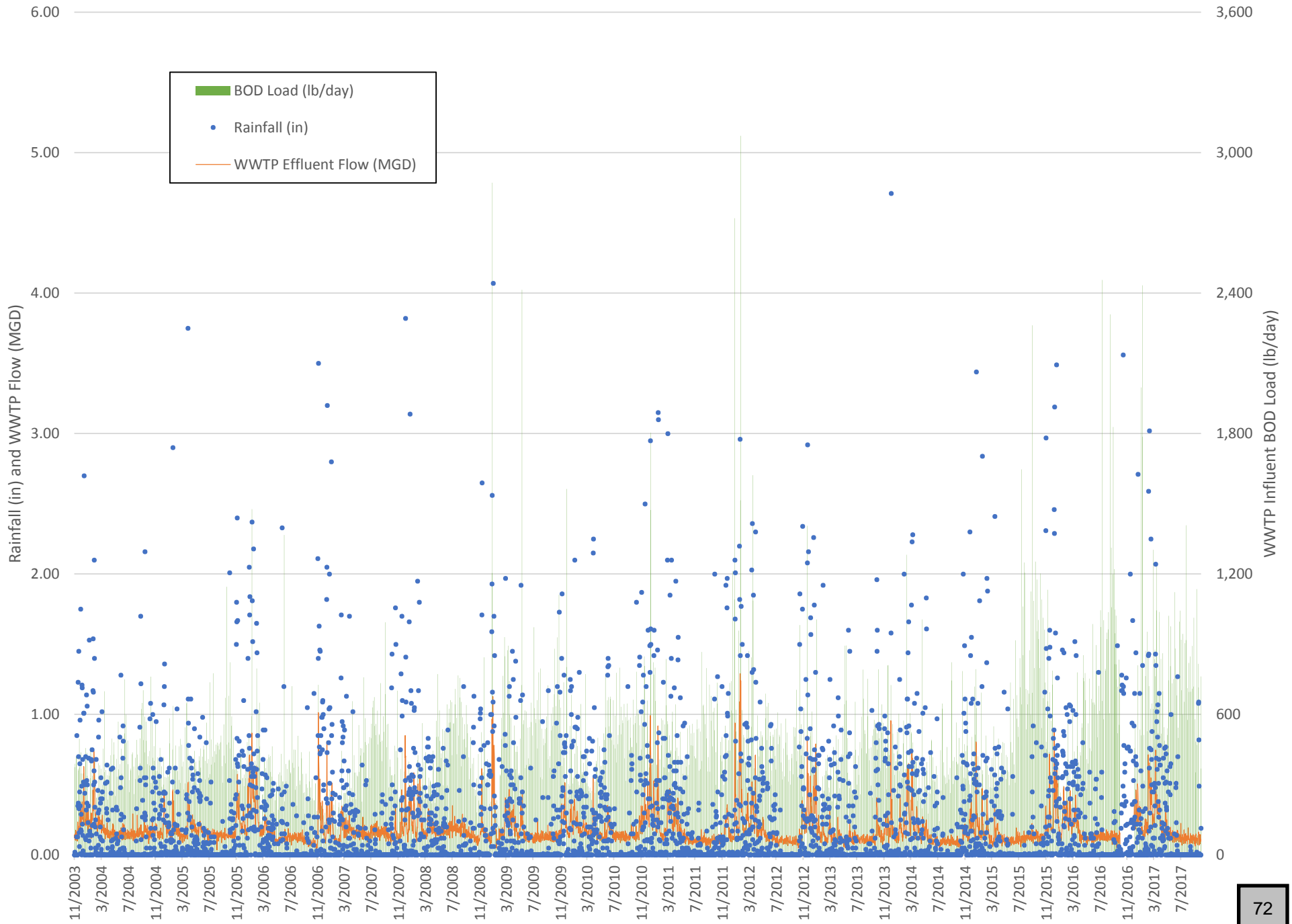
3 attachments

 **Rain-Flow-Load Chart 2003-2017.pdf**
1684K

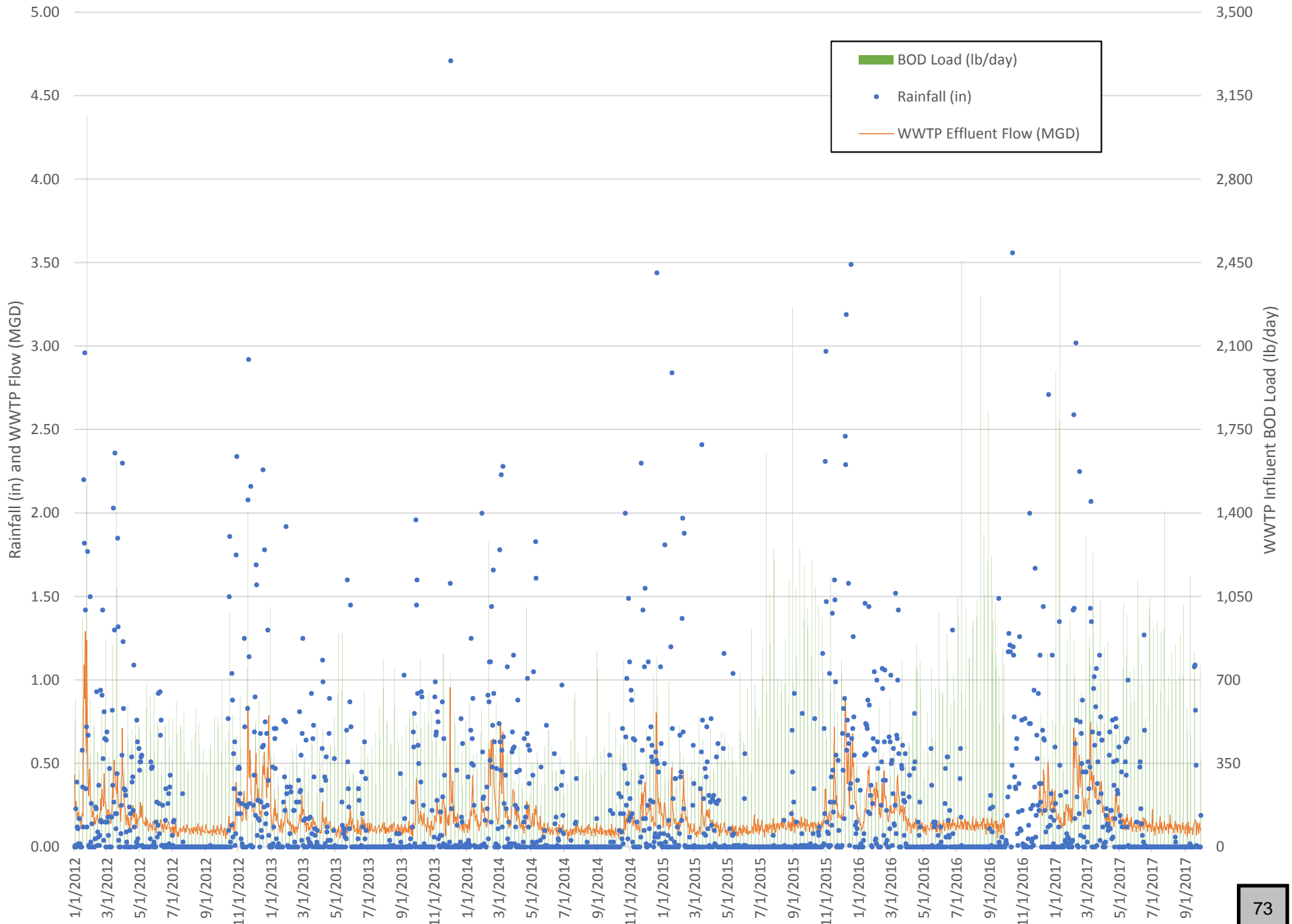
 **Rain-Flow-Load Chart 2012-2017.pdf**
729K

 **Rain-Flow-Load Chart 2014-2017.pdf**
408K

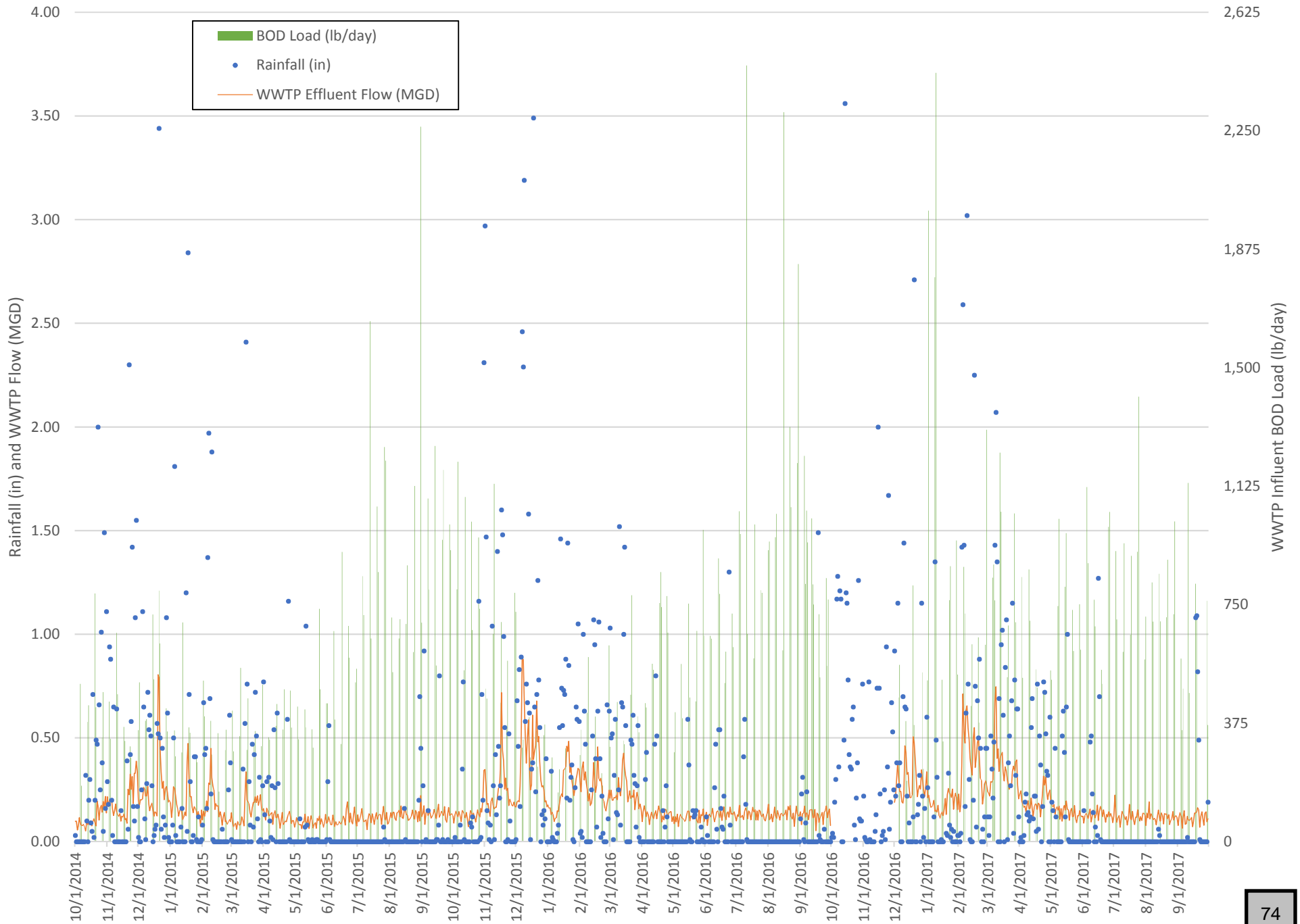
Rainfall, WWTP Effluent Flow, and WWTP Influent BOD Load, Nov 2003 to Sep 2017



Rainfall, WWTP Effluent Flow, and WWTP Influent BOD Load, Jan 2012 to Sep 2017



Rainfall, WWTP Effluent Flow, and WWTP Influent BOD Load - Oct 2014 to Sep 2017



Backup material for agenda item:

a) Approve Ordinance 2018-1120 - City Administrator Leana Johnson requests council approval of this ordinance which re-establishes a 6-month moratorium on commercial sewer connections.

**City of Stevenson
Ordinance No. 2018-1120**

AN ORDINANCE RELATED TO WASTEWATER CONNECTIONS IN THE CITY OF STEVENSON'S SERVICE AREA, AND PURSUANT TO RCW 35A.63.220 AND OTHER APPROPRIATE AUTHORITY AUTHORIZING A MORATORIUM EXTENSION ON FURTHER COMMERCIAL WASTEWATER CONNECTIONS AND APPLICATIONS FOR COMMERCIAL WASTEWATER CONNECTIONS AS MORE PARTICULARLY SET FORTH HEREIN.

WHEREAS, the City of Stevenson ("City") received an Administrative Order #14221 letter in July of 2017 from the Washington State Department of Ecology ("DOH"), stating that the City is in violation of its NPDES permit as it has exceeded the Wastewater Treatment Plant design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions between January 2012 and December 2106 and exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions between September 2015 and September 2016; and

WHEREAS, the City is in the process of designing and constructing wastewater treatment plant improvements that have the capacity to solve the City's wastewater treatment problems, which will take time and require multiple funding streams; and

WHEREAS, a moratorium on further filing and processing of commercial applications for wastewater connections that will impact the BOD5 or TSS load on the wastewater treatment plant is necessary while the City completes the construction of the treatment plant improvements and increases the plant's capacity, or otherwise mitigates the current plant limitations; and

WHEREAS, the Stevenson City Council finds that the City's ability to plan for utility service and urban growth will be jeopardized unless this moratorium is authorized; and

WHEREAS, the Stevenson City Council finds that the authorization of this moratorium is necessary to protect the health, welfare, safety and future economic viability of the City; and

WHEREAS, RCW 35A.63.220 provides that, "A council or board that adopts a moratorium or interim zoning control, without holding a public hearing on the proposed moratorium or interim zoning control, shall hold a public hearing on the adopted moratorium or interim zoning control within at least sixty days of its adoption, whether or not the council or board received a recommendation on the matter from the commission. If the council or board does not adopt findings of fact justifying its action before this hearing, then the council or board shall do so immediately after this public hearing. A moratorium or interim zoning control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium or interim zoning control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, RCW 35A.63.220 or RCW 36.70A.390, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, moratoria and interim zoning control enacted under RCW 35.99.050, RCW 35A.63.220 or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot or frustrated by intervening development; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 both authorize the enactment of a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing; and

WHEREAS, the Stevenson City Council previously adopted a moratorium on November 16, 2017 which expired on May 15, 2018; and

WHEREAS, the Stevenson City Council shall hold a duly advertised public hearing on June 21, 2018, to consider public comment concerning the authorization of such moratorium; and

WHEREAS, the Stevenson City Council finds that the best interests of the City would be served if such a moratorium was authorized.

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

Section 1. A six (6) month moratorium is hereby imposed on accepting commercial applications for wastewater connections that will impact the BOD5 or TSS load on the wastewater treatment plant for wastewater service inside and outside its corporate boundaries that otherwise would have been authorized under said section. This moratorium does not apply to residential wastewater connections.

Section 2. The moratorium imposed pursuant to Section 1 above may be extended for one or more additional six (6) month periods in the event a work plan or further study determines that

such extension is necessary or to determine what further policies and procedures related to future commercial wastewater connection applications will best serve the purposes of the City.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 4. Effective date. This ordinance shall become effective following passage and publication as provided by law.

ADOPTED this 17th day of May, 2018.

CITY OF STEVENSON

Scott Anderson, Mayor

ATTEST:

Leana Johnson, Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

Backup material for agenda item:

b) Approve Contract with Apollo Solutions - City Administrator Leana Johnson requests approval of the contract with Apollo Solutions to perform an Investment Grade Audit in the amount not to exceed \$49,394. If the city moves forward with a project, the cost will be rolled into the total finance package.



Leanna Johnson
City Administrator
City of Stevenson
7121 E Loop Road
Stevenson, WA 98648

Lisa Steel
Energy Engineer
Department of Enterprise Services
1500 Jefferson St. SE
Olympia, WA 98501

Date: May 14, 2018

SUBJECT Investment Grade Audit Proposal - Energy
Energy Services Performance Contract
City of Stevenson, WA

Dear Leanna,

Apollo Solutions Group is pleased to submit this proposal for the Investment Grade Audit phase of an Energy Services Performance Contract for the City of Stevenson, in Stevenson, WA. As you are aware, an interagency agreement was entered between the Department of Enterprise Services and the City of Stevenson. The City has chosen Apollo Solutions Group as their ESCO.

The result of the Preliminary Assessment conducted by Apollo Solutions Group has provided a reasonable certainty that further development will result in an Energy Savings Performance Contract satisfying the state’s requirements in terms of both energy savings and code compliance/safety.

The buildings and facilities included in the Investment Grade audit are as follows:

City of Stevenson

Facility	Square Feet
City Hall	6,300
Water Treatment Plant	3,500
Total	9,800

The focus of this Investment Grade Audit (IGA) is the FIMs that are outlined in **Table 1: Facility Improvement Measures (FIMs) List**. The FIMs in Table 1 will be further developed both from energy and operational savings perspective as well as their respective costs and Rebate Incentive potential. The IGA Fee Breakdown of specific task and their associated hours can be found in **Table 2: Investment Grade Audit (IGA) Hours Estimate**.



Apollo Solutions group will provide energy services for Stevenson, in accordance with the following tasks:

ENGINEERING SERVICES

Apollo Solutions Group (ASG) shall undertake a Detailed Investment Grade Audit (IGA) of the facilities mentioned above. The IGA shall identify all cost-effective Facility Improvement Measures (FIMs) as listed in the FIM list in this document. The IGA estimate and Fee are predicated on this FIM list. If the client wishes to add additional FIMs, ASG will provide a proposal and amendment to add scope or change cost. ASG shall present to Stevenson, a written Energy Services Proposal (ESP), which will include the IGA documentation, within the time specified in the Energy Services authorization and commencing on the date of the authorization to proceed. The ESP shall include the following elements.

1. A description of the facilities and a description of the buildings and systems which shall receive equipment and services.
2. The cost effective FIMs to be installed or caused to be installed by ASG, and a description of the FIMs analyzed but disqualified under the cost-effective criteria.
3. The services that ASG will perform or caused to be performed on or in the facility, including but not limited to engineering, construction management, the operations and maintenance procedures for use on equipment installed as a part of this project, training for facility personnel, providing warranty service, and equipment maintenance.
4. The Maximum Allowable Project Cost, itemized in detail, which may be amended to represent actual cost.
5. Recommendations for replacement of existing equipment, along with recommendations for improvements to existing equipment and operating conditions.
6. The standards of comfort and service appropriate for the facility.
7. The baseline energy consumption for the facility, including the data, methodology and variables used to compute the baseline, and the baseline calendar period, which shall not be less than (12) months.
8. The estimated energy savings and energy cost savings that are expected to result from the installation of equipment installed under the proposed project, and from ASG, and an explanation of the method, used to make the estimate.

9. The method by which the energy savings and energy cost savings will be calculated during the term of the Energy Services Authorization.
10. A description of how ASG will finance the project, and when title of equipment installed as a part of the proposed project will transfer to the owner.
11. A description of how energy savings will be guaranteed by ASG.
12. A description of how ASG proposes to be compensated.
13. The term of the energy savings guarantee period.
14. The termination value for each year during the term of the energy savings guarantee period.
15. Schedule for the project completion.
16. The nature and extent of the work and equipment that ASG anticipates it will receive from other firms under subcontract.
17. ASG's Measurement and Verification (M&V) Plan for documenting energy savings.

The Facility Improvement Measures (FIMs) will include items that save energy, water, or other resources including, but not limited to, various cost saving measures. The Investment Grade Audit will provide detailed documentation of field work for the audit, calculation input and output in support of the recommendations made in the Energy Services Proposal, economic and engineering assumptions, sketches, floor plans and any other information developed during the audit.

The City of Stevenson agrees to provide Apollo Solutions Group with access to materials pertinent to this audit.

- a. Minimum of 36 Months of Utility Bills.
- b. Access to the complete sets of as-built drawings and O&M manuals.
- c. Access to the facilities and staff.

FINANCIAL CRITERIA

The IGA Fee for performing the services mentioned above will not exceed \$49,394.

Should ASG not provide an Energy Services Proposal (ESP) for a project that meets the cost-effective criteria set by the City of Stevenson, the City would have no obligation to pay ASG for the IGA. If ASG does present a project that meets the City of Stevenson's financial criteria but decides not to move forward with the project, then ASG would be paid the actual cost incurred to date, but not to exceed the audit amount, upon final receipt of the Energy Services Proposal.

ASG will work with the local utility companies to secure any energy rebate incentives for the City.

ASG will assist the City of Stevenson in applying for a Private Energy Technology Grant -or - State of Washington Department of Commerce Energy Grant. ASG cannot guarantee the success of receiving a Private Energy Technology Grant or Commerce Energy Grant. The City understands that the project financials are dependent on getting the grant. If there are multiple grant rounds during the current biennium, Apollo will invoice the City for the IGA only after the City is awarded a grant. If the City chooses not to re-apply for the Grant, then Apollo would request to get paid for the IGA. The suspension of the project may increase the cost of the project slightly to reflect changes in market value, which will be reassessed prior to submittal of the new grant application.

The project must meet the following cost-effective criteria:

- The client has capital reserves that they may put towards the project.
- The maximum term of potential financing will be 15 years or less for the balance of project costs after any grants are received. The loan will be self-funded through the guaranteed energy and operational savings. Utility Rebate incentives will be shown in the cash flow analysis. The project will be neutral or have a positive accumulated cash flow.
- All utility rebates and/or grants associated with the chosen bundle of projects will be deducted from the costs of implementing them before determining their cost effectiveness.
- Any capital contributions associated with the selected bundle of FIMs will be deducted from the cost of implementing them before determining their cost effectiveness.
- The Energy Project must have a simple payback of that is equal to or less than 35 years.



TIMELINE

- ASG proposes to deliver the Energy Services Proposal in 90 days or less from the time a Notice to Proceed from DES is received. Detailed timeline will be provided at the kickoff meeting. ASG will make the deadline for the Grant Application when it is made available.

We at Apollo Solutions Group appreciate the opportunity to provide these services, and look forward to working with the City of Stevenson and the Department of Enterprise Services.

Sincerely,

Pat Stephens

Pat Stephens
Business Development Account Manager
Apollo Solutions Group

FACILITY IMPROVEMENT MEASURES (FIMs)

The scope of this IGA will include the development of guaranteed cost and savings for the following Facility Improvement Measures (FIMs).

Table 1: Facility Improvement Measures (FIMs) List

FIM	FIM Description	Strategic Benefits	Rank
1	Lighting Upgrade	- Reduces energy costs	1
2	Water Pump VFDs	- Reduces energy costs - Allows for variable flow control	1
3	Water Meter Replacement	- Drastically increases meter accuracy while increasing revenue. - Remote meter reading - Remote shut-off - Remote flow throttling - Remote pressure sensing (potential) - Remote temperature sensing (potential)	1

Payback Rank Notes:

- 1.) Measures that are likely to pay for themselves through energy savings and utility incentives.
- 2.) Measures that may pay for themselves partially, and may require some capital infusion.
- 3.) Measures that are greatly needed but will require significant capital infusion.

Table 2: Investment Grade Audit (IGA) Hours Estimate

Investment Grade Audit	Account Executive	Development Engineer	Energy Engineer	Construction Manager	Project Manager	Commissioning Engineer	Performance Specialist	Administrative Assistant	Hours
Data Collection (Utility Bills, Ops Costs)									
Utility Bills Analysis		12	8						20
Site Survey / Client Interviews									
Financial Criteria	8								8
Field Notes, System Write-ups, Issues									
Preliminary FIM List									
Investment Grade Audit Proposal Development									
Client Meeting	8	16							24
Site Investigation, Walk Through, Interviews		32	32						64
Pre-retrofit Measurements, Logging, Trends		8	16						24
GMAX M&V Methodology - DES/Client Review		4	12			4			20
GMAX Energy Savings		16	80						96
GMAX O&M Budget Savings, Emerg. Repairs		8							8
GMAX Scope of Work, Equip BOD, Pre-Design		8		6					14
GMAX FIM Budgets	8	16		16					40
GMAX Estimated Rebate Incentives			8						8
Scope / Risk Review	4	4		4					12
GMAX Presentation to DES	1	1	1	1					4
GMAX Presentation to the Client	8	4							12
Development of the Energy Services Proposal	16	16	8	2					42
Total Hours									396

Backup material for agenda item:

c) Approve Chinidere Bond Extension - Public Works Director Eric Hansen requests approval of an extension on the bond for the Chinidere project from one year to two years.

Chinidere Performance Co

Line #	Task	Amount	Prepaid
4000-0013	Sidewalk/Lutheran Church Road	\$2,500.00	Yes
5000-001	Habitat/Mitigation	\$17,500.00	No
6000-001	Walking Trail Extension	\$1,500.00	No
misc	Install 2 St Lights	<u>\$800.00</u>	Yes
Sub-Totals		\$22,300.00	
	40% contingency per City	<u>\$8,920.00</u>	
Total Bond		\$31,220.00	

1 Year to Complete the above improvements

**POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
INDEMNITY COMPANY OF CALIFORNIA
PO Box 19725, IRVINE, CA 92623 (949) 263-3300**

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, do each hereby make, constitute and appoint:

Richard Biggs, Linda Schmuckley, Jon E. Courser, Paul T. Anderson, Rheanna Rosin, jointly or severally

as their true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporations, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporations could do, but reserving to each of said corporations full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolutions adopted by the respective Boards of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, Executive Vice-President, Senior Vice-President or any Vice President of the corporations be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporations, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of either of the corporations be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporations when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY and INDEMNITY COMPANY OF CALIFORNIA have severally caused these presents to be signed by their respective officers and attested by their respective Secretary or Assistant Secretary this 6th day of February, 2017.

By: *Daniel Young*
Daniel Young, Senior Vice-President

By: *Mark Lansdon*
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

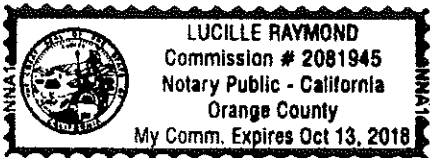
On February 6, 2017 before me, Lucille Raymond, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Daniel Young and Mark Lansdon
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Lucille Raymond*
Lucille Raymond, Notary Public



Place Notary Seal Above

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 25th day of April, 2017

By: *Cassie J. Berrisford*
Cassie J. Berrisford, Assistant Secretary





AmTrust Surety
An AmTrust Financial Company

Please remit payment to:

InscO Insurance Services, Inc.
P.O. BOX 19726
Irvine, CA 92623

BOND EXECUTION REPORT

INDEMNITY COMPANY OF CALIFORNIA

BOND NO.: 810255S

PRODUCER NO.: 302912
WEST COAST INS SER INC DBA BIGGS INSURAN
PO BOX 189
VANCOUVER WA 98666

PRINCIPAL NO.: 63924-AA
ASPEN DEVELOPMENT LLC
150 LOMBARD STREET
SAN FRANCISCO CA 94111

RECEIVED

MAY 01 2018

BY: *CW*

OBIGEE	OBIGEE NAME / ADDRESS
A810255S	CITY OF STEVENSON P O BOX 371 STEVENSON, WA 98648
TRACT NO	
LUTHERN	

PREMIUM TERM	
4/25/2017	4/25/2019

PREMIUM
\$937.00
TOTAL
\$937.00

TYPE OF BOND	COST TO COMP
SUBDIVISION IMPROV. REMAINING IMPROVEMENTS @ CHINIDERE	\$31,220.00

BOND PENALTY	
BOND AMOUNT	PAYMENT
\$31,220.00	\$0.00

BRANCH	CODE	STATE	CLASS	TYPE	S/P
0300	15	46	1379	03	03

LICENSE NO.	COLLATERAL RECEIPT

PROJECT FINANCING	
FINANCING BANK BANK OFFICER PHONE NUMBER BANK CODE	

INITIALS	ISSUE DATE
SF	4/25/2017

RATE INFORMATION	
CLASSIFICATION	STANDARD
CATEGORY	

OTHER BIDDERS	AMOUNTS

CONTRACT INFORMATION	
CONTRACT DATE	
BID DATE	
TIME TO COMPLETE	
LIQUIDATED DAMAGES	
CURRENT WIP (INCLUDING THIS JOB)	

COMMENTS

LUTHERN CHURCH ROAD

Backup material for agenda item:

d) Approve Relight Washington TIB Grant Agreement - Public Works Director Eric Hansen requests approval of the grant agreement in the amount of \$118,298 to replace standard streetlights to LED lighting.



City of Stevenson
S-W-974(001)-1
LED Streetlight Conversion

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Stevenson
GRANT AGREEMENT

THIS GRANT AGREEMENT ("Agreement") is made and entered into between the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD ("TIB") and the City of Stevenson, a Washington state municipal corporation ("RECIPIENT").

WHEREAS, the TIB has developed a grant program, Relight Washington, to provide for the conversion of standard streetlights to LED lighting ("Project") for eligible cities and towns to reduce municipal electrical costs, and

WHEREAS, the above-identified city/town is eligible to receive a Project grant and attests that it has the legal authority to receive such grant and to perform the Project pursuant to the terms of this grant,

NOW, THEREFORE, pursuant to chapter 47.26 RCW and chapter 479 WAC, the above recitals that are incorporated herein as if fully set forth below, and in consideration of the terms, conditions, and performances contained herein, and the attached Exhibits, if any, which are made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. GRANT

TIB agrees to grant funds in the amount of One Hundred Eighteen Thousand Two Hundred Ninty Eight AND NO/100 dollars (\$118,298) for the Project pursuant to terms contained herein, and the RECIPIENT agrees to accept such grant funds and agrees to perform and be subject to the terms and conditions of this Agreement.

2. USE OF TIB GRANT FUNDS

TIB grant funds may come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than for highway or street Project improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9.

3. PROJECT AND BUDGET

The Project shall provide for the conversion of identified streetlights within RECIPIENT's city limits. The RECIPIENT agrees to enter into an agreement with or otherwise provide for a service provider to perform the actual conversion work. The RECIPIENT further agrees that it shall be solely responsible for and shall pay its service provider's invoices for costs of the work. The Project and Budget may be amended by the Parties, pursuant to Section 7.



4. PROJECT DOCUMENTATION

The RECIPIENT agrees to and shall make reasonable progress and submit timely Project documentation, as applicable, throughout the term of this Agreement and Project.

Required documents include, but are not limited to the following:

- a) Documentation to support all costs expended for the Project.
- b) Project Closeout Form.

5. BILLING AND PAYMENT

The RECIPIENT may submit progress payment requests to the TIB as necessary. If billable amounts are greater than \$50,000, RECIPIENT shall submit requests for payments on a quarterly basis. If progress payments are not regularly requested, reimbursements may be delayed or scheduled in a to be determined payment plan.

6. RECORDS MAINTENANCE

6.1 The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the Project work described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no cost to TIB, these records shall be provided when requested, including materials generated under the Agreement, and shall be subject at all reasonable times to inspection, review or audit by TIB personnel, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

6.2 If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

7. INCREASE OR DECREASE IN TIB GRANT FUNDS

RECIPIENT may request an increase in the TIB grant funds for the Project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. An increase in grant funds shall be by amendment pursuant to Section 14. If an increase is denied, the recipient shall be solely liable for costs incurred in excess of the Agreement grant amount.

8. TERM OF AGREEMENT

This Agreement shall be effective upon execution by the Parties and shall continue through closeout of the grant amount, or modification thereof, or unless terminated as provided herein. In no event shall the Agreement term exceed two years, unless extended by Agreement amendment pursuant to Section 14.

9. DEFAULT AND TERMINATION



9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) RECIPIENT shall provide a written response within ten (10) business days of receipt of TIB's notice of non-compliance, which shall include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details. An agreement to amend the Project must be pursuant to Section 14.
- c) RECIPIENT shall have thirty (30) days in which to make reasonable progress toward compliance pursuant to its plan to correct or implement an amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold reimbursement payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation, TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project progress payments until the requested corrections have been made or if the Agreement is terminated.

9.3 TERMINATION

- a) In the event of default as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which may be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such actions necessary as may be directed by TIB.
- b) In the event of default and/or termination, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION OR SUSPENSION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate or suspend this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for Project work performed or costs incurred prior to the effective date of termination.



10. DISPUTE RESOLUTION

- a) The Parties shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this Agreement. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this Agreement.
- b) Informal Resolution. The Parties shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the Parties are unable to resolve the dispute, the Parties shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The Parties shall share equally in the cost of the mediator.
- d) Each Party agrees to participate to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The Parties agree that they shall have no right to seek relief in a court of law in accordance with Section 11 until and unless the Dispute Resolution process has been exhausted.

11. GOVERNANCE, VENUE, AND ATTORNEYS FEES

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County. The Parties agree that each Party shall be responsible for its own attorneys' fees and costs.

12. INDEMNIFICATION, HOLD HARMLESS, AND WAIVER

12.1 Each Party, shall protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and authorized agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, a Party's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a Party's own negligence.

12.2 Each Party agrees that its obligations under this section extends to any claim, demand and/or cause of action brought by, or on behalf of, any of its officers, officials, employees or authorized agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW.

12.3 The obligations of this indemnification and waiver Section shall survive termination of this Agreement.

13. ASSIGNMENT

Backup material for agenda item:

e) Critical Areas Ordinance Update - Planning Director Ben Shumaker will provide an update on the Critical Areas Ordinance.



City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker
DATE: May 17th, 2018
SUBJECT: Critical Areas Ordinance Review- Scope & Progress Update

Introduction

This provides the City Council with an update on the Planning Commission's process to "review and, if needed, revise" the City's development regulations for critical areas and natural resource lands. This process is well-underway and must be completed by June 30th, 2018.

Update Status

Currently there are 26 (23 current and 3 new) sections involved in review of the Critical Areas Code. To date, 15 (12 existing and 3 new) sections have been reviewed by the Planning Commission and found acceptable for recommendation. This includes the regulations related to 4 of the 5 critical area types. The sections that remain focus primarily on permitting process and Fish & Wildlife Habitat Conservation Areas. Difficult decisions are expected at the Planning Commission's upcoming meetings, but a final draft document and is expected to be available in June.

Chapter 18.13 – Critical Areas & Natural Resource Lands

18.13.005 – General Provisions & Purpose (Accepted May, 2018)

18.13.010 – Definitions (Monthly Updates Anticipated)

18.13.015 – Administrative Provisions (Accepted March, 2018)

18.13.020 – Applicability—Critical Areas Designated (Accepted March, 2018)

18.13.025 – Exemptions (Presented in March, June)

18.13.030 – Reasonable Use Allowance (Anticipated in June)

18.13.035 – Critical Areas Permit—Application (Presented in May, June)

18.13.040 – Critical Areas Permit—Review & Approval (Anticipated in June)

18.13.045 – Critical Areas Inspection (Accepted March, 2018)

18.13.050 – Critical Area Reports—Professional Standards (Accepted May, 2018)

18.13.050 – Critical Area Reports—Modification to Requirements (NEW) (Accepted May, 2018)

18.13.055 – Preferred Mitigation (Accepted March, 2018)

18.13.057 – Protective Buffers—Standards (NEW) (Accepted March, 2018)

18.13.059 – Performance & Monitoring Standards (NEW) (Presented in December, March, June)

18.13.060 – Bonds to Ensure Mitigation, Maintenance, and Monitoring (Presented in March, June)

18.13.065 – Appeals Process (Accepted March, 2018)

18.13.070 – Fees (Accepted March, 2018)

18.13.075 – Penalties—Violations (Anticipated in April)

18.13.080 – Liability for Damages (Anticipated in April)

18.13.085 – Nonconforming Uses—Legal Lots of Record (Presented in May)

18.13.090 – Critical Area—Geologically Hazardous Areas (Accepted May, 2018)

18.13.095 – Critical Area—Fish & Wildlife Habitat Conservation Areas (Presented in April, May)

18.13.100 – Critical Area—Wetland Areas (Accepted March, 2018)

18.13.105 – Critical Area—Frequently Flooded Areas (Accepted April, 2017)

18.13.110 – Critical Area—Critical Aquifer Recharge Areas (Accepted April, 2017)

18.13.115 – Severability (Accepted March, 2018)

Approach to Review & Update

The Planning Commission gave the following guidance to City staff as part of this update process:

- Incorporate greater flexibility into the existing regulations.
- ["Better is good"](#); amend the regulations as possible based on Best Available Science, but accept that *perfect* may not be achievable during this review.
- Act on staff's ["say something once, why say it again"](#) principle to streamline the code and ease its implementation.

This approach has led to the universal applicability of several sections (e.g., critical areas applications & reports, protective buffer standards, performance monitoring). The longest single change involved in this has been the move of Critical Aquifer Recharge Areas from within SMC 18.13 to a new chapter (13.30) and will protect all drinking water resources. The regulatory program of that chapter will dovetail nicely with the new analysis and protocols involved with the sewer pretreatment ordinance.

Best Available Science

The updates are also intended to comply with current state laws, guidelines, and the "best available science", a required approach to the development and implementation of these ordinances. This requirement drove the proposed changes to the Frequently Flooded Areas and Wetland regulations. Notably, this approach also led to the decision not to update the Geological Hazardous Areas regulations.

Council Action

The City Council is encouraged to review and ask staff any general or specific questions related to the Critical Areas Code, however no action is expected at this meeting. Next steps will involve a final action by the Planning Commission, a 21-day SEPA notice, and a coincident 60-day comment period by the Department of Commerce. Following that, the final draft ordinance will be brought to you for your review.

Prepared by,

Ben Shumaker
Planning Director

Attachments

1. Exhibit A- 18.13.005 Purpose & Intent (1)
2. Exhibit C- 18.13.015 Administrative provisions (1)
3. Exhibit D- 18.13.020 Applicability—Critical Areas Designated (2)
4. Attachment 5- 18.13.040 Critical Areas Inspection (1)
5. Exhibit I- 18.13.050 Critical Area Reports – Requirements (1)
6. Exhibit J- 18.13.051 Critical Area Reports – Modifications to Requirements (1)
7. Exhibit I- 18.13.055 Preferred Mitigation (1)
8. Exhibit I- 18.13.057 Protective Buffers—Standards (2)
9. Exhibit M- 18.13.065 Appeals (1)
10. Exhibit N- 18.13.070 Fees (1)
11. Attachment 11- 18.13.090 Critical Area – Geologically Hazardous Areas (5)
12. Exhibit T- 18.13.105 Critical Area—Frequently Flooded Areas (1)
13. Exhibit A- 15.24 Floodplain Management Regulations (4)
14. Exhibit U- 18.13.110 Critical Area—Critical Aquifer Recharge Areas (1)
15. Attachment 15- 13.30 Drinking Water Resource Protection (20)

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.005 Purpose & Intent

A. Purpose. The purpose of SMC 18.13, herein referred to as the Chapter, is to:

1. Protect the public health, safety, and welfare by preventing adverse impacts of land use and development on the functions and values of critical areas;
2. Protect the public and public resources and facilities from injury, loss of life, property damage, or financial loss due to flooding, erosion, landslides, soils subsidence, or steep slope failure;
3. Further the public's interest in the conservation and wise use of our lands;
4. Implement, using the best available science, the goals, policies, guidelines, and requirements of the City's Comprehensive Plan and Washington's GMA;
5. Classify and designate critical areas;
6. Protect and conserve water resource areas, water quality, and water quantity, in support of human uses and enjoyment, fish and wildlife habitat, and to prevent degradation through direct or cumulative effect;
7. Protect and maintain the viability of natural fish and wildlife habitat for the long-term sustainable use and enjoyment of the public, and for a healthful quality of life for the citizens of Stevenson, through the development of strategies to avoid impacts to, mitigate impacts on, and enhance the functions of designated critical areas;
8. Preserve, protect, and/or enhance critical areas—with special consideration given to anadromous fisheries, as required by the GMA—by regulating activities within and adjacent to them, while allowing for the reasonable use of private property.

B. Intent.

1. The regulations of this Chapter are intended to protect critical areas in accordance with the GMA and through the application of the best available science, as determined according to WAC 365-190-900 through 365-190-925, and in consultation with state and federal agencies and other qualified professionals.
2. This Chapter is intended to be administered with flexibility and attention to site-specific characteristics. However, in the interpretation and application of these regulations, the provisions of this Chapter are considered to be the minimum requirements necessary, are to be liberally construed to serve the purposes stated above, and are not to be deemed to limit or repeal any other provisions under state statute.
3. It is not the intent of this Chapter to:
 - a. Make a parcel of property unusable by denying its owner reasonable economic use of the property, or
 - b. Prevent the provision of public facilities and services at levels of service determined by the City Council as necessary to support existing and planned development.

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.015 Administrative Provisions

A. Administrative Authority

1. As provided herein, the Critical Areas Administrator is given the authority to interpret and apply, and the responsibility to enforce, this Chapter to accomplish the stated purpose.
2. The City shall regulate, and may withhold, condition, or deny permits or approvals for regulated activities to ensure that the proposed action is consistent with the requirements of this Chapter.

B. Title. This Chapter shall be known and may be cited as the Stevenson Critical Areas Code.

C. Relationship to Other Regulations.

1. These critical areas regulations shall apply as an overlay and in addition to zoning and other regulations adopted by the City.
2. Compliance with the provisions of this Chapter does not constitute compliance with other local, state, or federal reviews, regulations, or permit requirements (e.g., SEPA, SMP, HPA, etc.). The applicant is responsible for complying with such requirements, apart from the process established in this Chapter.
3. Regulated activities subject to this Chapter shall be routed to appropriate state and federal agencies for review and comment as required through the SEPA and/or JARPA review process.
4. These regulations shall apply concurrently with review under SEPA, and any conditions required pursuant to this Chapter shall be included in the SEPA review and threshold determination.
5. When any provision of this Chapter or any existing regulation, easement, covenant, or deed restriction conflicts with this Chapter, that which provides more protection to the critical areas shall apply.

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.020 Applicability; Critical Areas & Natural Resource Lands Designated

A. Applicability

1. The provisions of this Chapter apply to all lands within the Stevenson corporate limits.
2. The provisions of this Chapter apply to all persons and all land uses, alterations, developments and other regulated activities that are within, adjacent to, or likely to affect one or more critical areas or their buffers. No person shall alter a critical area or buffer except as consistent with the purposes and requirements of this Chapter.
3. Where a site contains two or more critical areas, the site shall meet the minimum standards and requirements for each identified critical area as set forth in this Chapter.
4. Approval of a permit or development proposal pursuant to the provisions of this Chapter does not discharge the obligation of the applicant to comply with the provisions of this Chapter.

B. Designation of Critical Areas.

1. The following critical areas are designated under RCW 36.70A.170 and regulated by this Chapter:
 - a. Geologically Hazardous Areas,
 - b. Fish and Wildlife Habitat Conservation Areas,
 - c. Wetlands,
 - d. Frequently Flooded Areas,
 - e. Critical Aquifer Recharge Areas (CARA).
2. Buffers- For the purpose of this Chapter, critical areas include their protective buffer areas as established herein.
3. Critical Areas Location. The City of Stevenson has designated critical areas by defining their characteristics. The precise limits of critical areas and their attendant buffers on a particular parcel of land shall be the responsibility of the applicant and subject to confirmation or concurrence by the City or appropriate agency prior to final approval of regulated activities on the subject property.
4. Critical Areas Map Inventory-
 - a. As an aid to both compliance and enforcement, a map inventory showing the approximate location and extent of known and likely critical areas will be displayed on various inventory maps available at City Hall. The Critical Areas Administrator shall keep the Critical Areas Map Inventory on permanent file and update it from time to time as required by the GMA.
 - b. Maps and inventory lists are neither precise nor complete and are to be considered only as guides to the general location and extent of critical areas. Maps will be used for a preliminary determination to suggest the presence or absence of a critical area.

C. Designation of Natural Resource Lands.

1. No lands within the City are designated as natural resource lands under RCW 36.70A.170(1).

EXHIBIT D

2. No lands adjacent to the City are currently designated as natural resource lands under RCW 36.70A.170(1). Future annexation of territory may result in natural resource lands that are adjacent to the City.

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.045 Critical Areas Inspection. Reasonable access to the site shall be provided to the City, state, and federal agency review staff for the purpose of inspections during any proposal review, restoration, emergency action, or mitigation monitoring period.

[NO CHANGE]

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.050 Critical Area Reports—Requirements.

- A. Qualified Professional.** When required by this Chapter, the applicant shall submit a critical area report prepared by, or under the direct supervision of, a qualified professional as defined herein.
- B. Best Available Science.** The critical area report shall use scientifically valid methods and studies in the analysis of critical area data and field reconnaissance and reference the source of science used. The critical area report shall evaluate the proposal and all probable impacts to critical areas in accordance with the provisions of this Chapter.
- C. Minimum Report Contents.** At a minimum, the report shall contain the following:
 - 1. The name and contact information of the applicant and landowner (if different);
 - 2. The street address and tax lot number of the site proposed for the regulated activity;
 - 3. A description of the proposal and identification of the permit requested;
 - 4. A detailed plan of the proposal site and all adjoining areas within 100 feet, drawn to a standard engineering scale and submitted on 8 ½"x11" or 11"x17" paper, showing:
 - a. The location and description of all critical areas and buffers,
 - b. The existing conditions of the property including all property boundary lines, public and private roads, structures, utilities, easements, septic tanks and drainfield areas, wells, and other improvements,
 - c. The location, species and diameter of all significant trees,
 - d. The location and extent of all proposed regulated activities, and
 - e. Details related to the proposed stormwater management plan for the development and consideration of impacts to drainage alterations,
 - 5. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site;
 - 6. Identification and characterization of all critical areas, wetlands, water bodies, and buffers adjacent to the proposed project area;
 - 7. A statement specifying the accuracy of the report, and all assumptions made and relied upon;
 - 8. A discussion of the regulatory standards applicable to the critical area and proposed activity;
 - 9. A description of reasonable efforts made to apply mitigation sequencing pursuant to SMC 18.13.055; and
 - 10. Any additional information required for the critical area as specified in the corresponding section.
- D.** Unless otherwise provided, a critical areas report may be supplemented by or composed, in whole or in part, of any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site, as approved by the Administrator.

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.051 Critical Area Reports—Modifications to Requirements.

- A. Limitations to Study Area.** The Administrator may limit the required geographic area of the critical area report as appropriate if:
1. The applicant, with assistance from the City, cannot obtain permission to access properties adjacent to the project area; or
 2. The proposed activity will affect only a limited part of the subject site.
- B. Modifications to Required Contents.** The applicant may consult with the Administrator prior to or during preparation of the critical area report to obtain City approval of modifications to the required contents of the report where:
1. In the judgment of a qualified professional, more or less information is required to adequately address the potential critical area impacts and required mitigation; or
 2. Existing information is on file with the City that addresses the impacts.
- C. Additional Information Requirements.** The Administrator may require additional information to be included in the critical area report when determined to be necessary to the review of the proposed activity in accordance with this Chapter. Additional information that may be required, includes, but is not limited to:
1. Historical data, including original and subsequent mapping, aerial photographs, data compilations and summaries, and available reports and records relating to the site or past operations at the site;
 2. Grading and drainage plans; and
 3. Information specific to the type, location, and nature of the critical area.

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.055 Mitigation Sequencing.

Before impacting any critical area, applicants shall demonstrate that the following actions have been taken. Actions are listed in the order of preference.

- A. Avoid.** Avoid the impact altogether by not taking an action or parts of an action.
- B. Minimize.** Minimize impacts by limiting the degree or magnitude of the action or its implementation by using appropriate technology or by taking affirmative steps such as project redesign, relocation, or timing to avoid or reduce impacts.
- C. Rectify.** Rectify the impact by repairing, rehabilitating, or restoring the affected environment to the conditions existing at the time of the initiation of the project or activity.
- D. Reduce Over Time.** Reduce or eliminate the impact or hazard over time by preservation and maintenance operation during the life of the action.
- E. Compensate.** Compensate for the impact to wetlands, critical aquifer recharge areas, frequently flooded areas, and habitat conservation areas by replacing, enhancing, or providing substitute resources or environments.
- F. Monitor.** Monitor the impact and the compensation projects and take remedial or corrective measures when necessary.

Stevenson Critical Areas Code

SMC 18.13.057 Protective Buffers--Standards.

Whenever protective buffers are required by this chapter, the following standards apply:

- A. Construction Staking.** The outer edge of the buffer area shall be clearly staked, flagged, and fenced in the field and maintained throughout the duration of any construction activities. The markers may be combined with temporary erosion control fencing and shall be clearly visible, durable, and posted in the ground.
- B. Notice on Deed.** A conservation covenant shall be recorded in a form approved by the City Attorney as adequate to incorporate the restrictions of this chapter and to give notice of the requirements for engaging in regulated activities.
 - 1. In the case of plats, short plats, and recorded site plans, the boundaries of critical areas and any protective buffers and a reference to the separately recorded conservation covenant shall be included on the face of such instrument.
 - 2. At the Administrator's discretion, a deed notice in a form approved by the City Attorney may be accepted in lieu of a conservation covenant.
- C. Permanent Demarcation.**
 - 1. A permanent and perpetual physical demarcation along the outer boundary of the buffer area shall be installed and thereafter maintained. Such demarcation may consist of logs, a tree or hedgerow, wood or wood like fencing, or other prominent physical marking approved by the Planning Department.
 - 2. In the case of plats or short plats, the administrator may require that critical areas and buffers be placed in a separate tract which may be held by an appropriate natural land resource manager, such as a land trust.
 - 3. Permanent signs along the boundary of a buffer are required.
 - a. Permanent signs shall be made of an enamel-coated metal face and attached to a metal post or another non-treated material of equal durability. Signs must be posted at an interval of one every 50 feet, or one per lot if the lot is less than 50 feet wide, and must be maintained by the property owner in perpetuity. The signs shall be worded as follows or with alternative language approved by the Administrator: "Protected Area. Do Not Disturb. Contact the City of Stevenson Regarding Uses, Restrictions, and Opportunities for Stewardship."
 - b. The signage provisions above may be modified as necessary to assure protection of sensitive features or wildlife. For highly visible areas or areas located along a public right-of-way, interpretive signs may be required in lieu of other signage.
- D. Fencing.**
 - 1. The applicant shall install a permanent fence around a critical area or buffer when domestic grazing animals are present or may be introduced on site.
 - 2. Fencing installed as part of a proposed activity or as required in this section shall be designed so as to not interfere with species migration, including fish runs, and shall be constructed in a manner that minimizes impacts to critical areas.

E. Planting. Whenever planting is required within a protective buffer, the following standards shall apply:

1. Native plant material should be used unless a qualified professional recommends a suitable, noninvasive alternative that provides functions equal to a native species.
2. The minimum plant density shall be 2 trees and 5 shrubs per 400 square feet.
3. Bare root plants at least 24 inches long and/or containerized stock at least 1 gallon in size are preferred for mitigation planting. Live stakes at least 36 inches long may be used for willow, dogwood and cottonwood species. Hydroseeding may be used as an alternative when the above planting methods are demonstrated to be unadvisable.
4. The base of each plant shall be mulched at least 3 inches deep for a radius of at least 1 foot to inhibit weed growth, conserve water, and moderate soil temperature.

F. Maintenance.

1. Except as otherwise specified or allowed in accordance with this Code, buffers shall be retained in an undisturbed or enhanced condition. In the case of compensatory mitigation sites, removal of invasive non-native weeds is required for the duration of the monitoring period.
2. Unless waived by the Administrator, a temporary irrigation system shall be installed for newly planted buffer areas. Such areas shall receive at least one inch of water once a week from April 15 to September 15 for the first 2 years of the monitoring period.

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.065 Appeals.

A. Appeals Authorized.

1. Any interpretation or decision made by the Critical Areas Administrator in the administration of this Chapter is final and conclusive unless appealed to the City of Stevenson Board of Adjustment as authorized by SMC 2.14 – Board of Adjustment.
2. Any person aggrieved by a decision of the Administrator may, within 30 days following the date of the Administrator’s written decision, submit an appeal of the decision. The burden of proof in any appeal is the responsibility of the appellant. Any appeal shall be in written form and filed with the City together with a fee as established by resolution by the City Council. Any appeal shall minimally contain statements:
 - a. Describing why the appellant believes the decision of the Administrator is in error and the specific relief sought,
 - b. Showing why granting an appeal will not negate the functions of a critical area, the goals, objectives and policies of the Growth Management Act, and the purposes of this Chapter.
 - c. Describing any mitigating measures the appellant proposes to assure that the function of the critical area will not be irrevocably jeopardized in the event the appeal is successful.

B. Appeals Administrative Procedure.

1. Notice of appeal shall be provided as set forth in SMC 2.14.050 – Appeal and Variance Procedures.
2. The Administrator may provide the Board of Adjustment with additional information related to any material or facts not available prior to the Administrator’s decision.
3. The Board of Adjustment shall determine if the appeal should be granted, granted subject to conditions, or denied.
4. Within 10 days after the public hearing, the Board of Adjustment shall issue a written decision, including findings of fact on which the decision is based. Such written decision shall be transmitted to the appellant and made available to the public upon request.
5. The action by the Board of Adjustment on an appeal from the decision of an administrative official shall be final and conclusive unless, within 10 days from the date of such action, the original applicant or an adverse party makes application to a court of competent jurisdiction for a writ of certiorari, a writ of prohibition, or a writ of mandamus.

EXHIBIT N

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.070 Fees.

- A. An application for an approval under this chapter shall be accompanied by an application fee payable to the City in an amount established and periodically adjusted by resolution of the City Council.
- B. Fees are not refundable.
- C. Payment of an application fee does not guarantee that a permit will be issued.

18.13.090 - Critical area—Geologically hazardous areas.

A. Purpose. Geologic hazard areas include areas susceptible to landslides, erosion, seismic hazards from earthquakes, and volcanic hazards from volcanic events. Geologic hazards pose a threat to the safety of citizens and damage to property and infrastructure when incompatible development is sited in areas of significant hazard. Such incompatible development may also increase the hazard to surrounding development and use. The purpose of this section is to apply the preferred mitigation principles of Section 18.13.055 of this chapter to land uses and developments within or near geological hazard areas.

B. Classification and Designation.

1. Classification. Areas susceptible to one or more of the following types of hazards shall be designated as geologically hazardous areas and are further described in later sections:

- a. Landslide hazard areas;
- b. Erosion hazard areas;
- c. Seismic hazard areas;
- d. Mine hazard areas;
- e. Volcanic hazard areas.

One or more of these geologic hazards may be present at a particular proposed development site. Therefore, it is necessary that each of these hazards be evaluated in accordance with following sections of this chapter. This is required in order to determine if the hazard exists for a particular site and what performance standards, if any, apply.

2. Designation. The city will maintain a geologic hazards map inventory for planning purposes. The approximate locations of geologic hazard areas present within the city's boundaries are detailed in this inventory. It should be noted that the landslide hazard and erosion hazard areas shown in the geologic hazards inventory are approximations based on the best available information at the time of the mapping and are not meant to represent the exact location or extent of potential geologic hazard areas within the city.

C. Landslide Hazard Areas.

1. Designation. Landslide hazard areas are areas potentially subject to landslide based on a combination of geologic, topographic, and hydrologic factors. They include areas susceptible because of any combination of bedrock, soil, slope (gradient), slope aspect, structure, hydrology, or other factors. The approximate location and extent of known landslide hazard areas are shown in the adopted critical areas map inventory. They are a reference and do not provide a final critical area designation. The classification of the landslide hazard areas is located in Table 18.13.090-1.

Table 18.13.090-1 Landslide Hazard Classification

	Hazard Category	Description
High Hazard	Active or Historically Active Landslides	Known or suspected active or historically active landslides

	Discrete Inactive Landslide Masses	Discrete landforms covering less than one acre that indicate prehistoric landslide movements in which confirmed indications of ongoing ground movement may be lacking. These masses may contain unrecognized movements or may be reactivated by natural processes or as a result of grading or concentration of surface water flows.
Moderate Hazard	Inactive Landslide Complex	Landforms covering more than one acre indicating multiple zones or blocks of prehistoric landslide movements in which confirmed indications of ongoing ground movement may be lacking. The complex may contain unrecognized movements. The complex or individual blocks within the complex may be reactivated by natural processes or as a result of grading or concentration of surface water flows.
	Debris Flow	Areas of geologically youthful debris flows and areas prone to initiation, transport, and deposition of debris flows.
	Potentially Unstable Steep Slopes	Areas of steep slopes (equal to or greater than twenty-five percent) that are prone to landslide failure or rock fall by natural causes or may fail if disturbed during development activities.
Unknown Hazard	Hazard Not Designated	All other areas not designated on map.

2. Assessment Requirements and Performance Standards.

- a. Geotechnical Assessment. A geotechnical assessment shall be conducted on all prospective development sites located within the city limits that occur within mapped landslide hazard areas. The geotechnical assessment shall include a site visit to perform a geologic reconnaissance to be carried out by an engineering geologist licensed in the State of Washington. A determination of the Hazard shall be made based on the results of the geotechnical assessment. The minimum requirements of the geotechnical assessment are as follows:
 - i. A review of existing and available geologic information.
 - ii. The preparation of a geologic map using a LIDAR-based topographic map when available from the city as a base map. The map should include visible geologic features observed in the field.
 - iii. A discussion of the surface and probable subsurface geologic conditions of the site.
 - iv. A site plan of the area delineating all areas of the site subject to landslide hazards.
 - v. A contour map of the proposed site at a reasonable scale that clearly delineates slopes for ranges between fifteen and twenty-five percent.
- b. Geotechnical Stabilization Report. For any development proposal on a site containing a moderate or high landslide hazard area, including active and inactive landslides, potentially unstable slopes, or debris flow hazard areas, a geotechnical stabilization report is required which includes design recommendations that are appropriate for mitigating landslide hazard conditions and can be prepared as a supplement, or be incorporated into the foundation and grading report typically provided by geotechnical engineers

general construction. The geotechnical stabilization report shall be completed and jointly sealed by the engineering geologist responsible for the geotechnical assessment and by a qualified geotechnical engineer licensed as a civil engineer in Washington. The report shall summarize all reconnaissance, exploration, monitoring, and analysis results and engineering recommendations. The report shall include the results of the investigations and the following information:

- i. Site Geologic Conditions. A description of the surface and subsurface geology, hydrology, soils and vegetation found in the project area based on subsurface data collected during the investigations. The results shall include boring logs and exploratory methods, soil and rock unit descriptions, springs, water seepage areas, and groundwater levels.
- ii. Site History. A description of any prior grading, soil instability, or slope failure, and public and private sewage disposal systems.
- iii. Topographic Data. A contour map of the proposed site at a scale of one inch equals fifty feet and two-foot contour intervals.
- iv. Engineering Geology Analysis and Results.
 - (a) Confirms the hazard category.
 - (b) Summarizes the results of the subsurface investigations and logs of borings, test pits, or other geologic or geophysical methods employed including investigation methods, sampling methods and test results.
 - (c) Reports on monitoring including groundwater levels, surface surveys, and inclinometer measurements.
 - (d) Completes a detailed geologic site model including the location, dimensions, and estimated depth of any areas of slope instability on the site. If located within a landslide complex, determine the potential effects of the complex on the subject site.
- v. Geotechnical Engineering Analysis and Results.
 - (a) An estimate of slope stability and the effect construction and placement of proposed structures will have on the slope over the estimated life of the structure.
 - (b) The assumed or established site and subsurface conditions used in the slope stability analysis (e.g., slopes, dimensions of any landslides, thickness and strengths of soil and rock units, depth to failure surface if any, and groundwater levels and fluctuations).
 - (c) A description of analysis performed and results of the analysis.
 - (d) The mitigation of adverse site conditions including slope stabilization measures if appropriate.
 - (e) The recommendations as follows:
 - (1) For land determined to contain no obvious instability and modest proposed improvements, demonstrate that the proposed site grading or structures will not reduce slope stability;
 - (2) For land containing active landslides or inactive landslides or on designated potentially unstable slopes, demonstrate that the proposed development will not decrease the factor of safety below acceptable limits determined by the geotechnical engineer.

D. Erosion Hazard Areas.

1. Designation. Erosion hazard areas are those areas identified by the presence of soils which are recognized as having a "severe" erosion hazard by the Soil Survey of Skamania County Area, U.S. Department of Agriculture, Soil Conservation Service, 1990.
2. Performance Standards. Uses and activities in any area identified as an erosion hazard area shall conform to the following standards:

- a. Parcels containing erosion hazard areas may be developed to provide for reasonable use in accordance with control plan and drainage plan developed by a qualified professional and implemented as provided below.
- b. Erosion Control Plan. An erosion control plan is needed to limit erosion and sedimentation during construction and use. The plan shall incorporate the following:
 - i. Minimize the alteration of topography and disturbance or removal of vegetation.
 - ii. Conform to existing topography of the site and reduce topographic modification. Foundations shall conform to the natural contours of the slope and be stepped/tiered where possible.
 - iii. Design roads, driveways and other vehicular accesses, trails, walkways, and parking areas with low gradients and/or parallel to the natural contours of the site.
- c. Erosion Control Management. Erosion control management practices shall at a minimum, contain the following elements:
 - i. Erosion and sedimentation control facilities such as silt fences shall be installed prior to any clearing and grading.
 - ii. Disturbed areas shall be protected from erosion through implementation of best management practices, including groundcovers and filter fabrics, immediately after disturbance. Vegetative cover shall be re-established on disturbed surfaces as soon as feasible.
- d. Drainage Plan. A drainage plan shall be developed by a qualified professional that includes:
 - i. The surface drainage, including downspouts, shall avoid draining to erosion hazard areas.
 - ii. The following uses and activities shall be permitted on erosion hazard areas only when analysis by a qualified professional finds that such systems will not result in an increase in erosion. A qualified professional shall design said systems. The qualified professional shall also provide verification that the systems are installed as designed and function as predicted.
 - (a) Stormwater retention and detention systems, including percolation systems utilizing buried pipe.
 - (b) On-site sewage disposal system drainfields. The septic system drainfield must be in compliance with the City's regulations.
 - (c) Utility lines and pipes.

E. Seismic Hazard Areas

- 1. Designation. A seismic hazard area is any area subject to underlying deposits indicative of a risk of liquefaction during a seismic event, slope failure during a seismic event, or surface faulting during a seismic event. For the purposes of this classification, a seismic hazard area is any indicated by a Zone D1 or higher rating as defined by the Seismic Risk Map of the United States, adopted by the Washington State Legislature and defined in the International Building Code (IBC), as updated.
- 2. Performance Standards. All development within areas that meet the designation for seismic hazard areas shall comply with the adopted IBC.

F. Mine Hazard Areas. Not applicable within the city of Stevenson.

G. Volcanic Hazard Areas. Not applicable within the city of Stevenson.

H. General Geological Hazard Area Performance Standards.

- 1. Demarcation. The outer edge of geological hazard areas shall be clearly staked, flagged, and fenced in the field and maintained throughout the duration of any construction activities. The markers shall be clearly visible, durable, and posted in the ground.
- 2. Covenants. A conservation covenant shall be recorded in a form approved by the city attorney as adequate to incorporate the other restrictions of this section and to give notice of the requirements for engaging in regulated activities within a geologically hazardous area.

- a. In the cases of plats, short plats, and recorded site plans, the boundary of the geologically hazardous area a buffer and a reference to the separately recorded conservation covenant provided for in subsection 2., above the face of such instrument.

(Ord. No. 1022, 11-2-08)

EXHIBIT T

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.105 Critical Area – Frequently Flooded Areas

- A. Classification & Designation.** All lands identified in the Federal Emergency Management Agency (FEMA) FIRMS, as amended and approved by the City as being within Zone A, are designated as frequently flooded areas.
- B. Performance Standards.** All regulated activities within designated critical aquifer recharge standards shall comply with the City of Stevenson Floodplain Management Regulations, Chapter 15.24, as now or hereafter amended.

Stevenson Municipal Code

SMC 15.24 Floodplain Management Regulations

SMC 15.24.010 Statement of Purpose. (No Change)

SMC 15.24.020 Definitions. Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application...

“Basement” means any area of the building having its floor sub-grade (below ground level) on all sides.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

“Elevation Certificate” means the official form (FEMA Form 81-31) used to track development, provide elevation information necessary to ensure compliance with community floodplain management ordinances, and determine the proper insurance premium rate with Section B completed by Community Officials.

“Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

SMC 15.24.030 Lands to which this Chapter Applies. (No Change)

SMC 15.24.040 Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration as Zone A as shown on the Flood Insurance Rate Map for City of Stevenson, WA, Community No. 530161 A, Panels 01-02, dated July 17, 1986 and Skamania County Washington, Community No. 530160, Panel 425, dated August 5, 1986, including any revisions thereto, and any revisions hereafter, are adopted by reference and declared to be a part of this chapter. The Flood Insurance Rate Map is on file at City Hall, 7121 East Loop Road, Stevenson, WA.

SMC 15.24.050 Establishment of Development Permit. (No Change)

SMC 15.24.060 Designated of the Permit Administrator. (No Change)

SMC 15.24.070 Duties and Responsibilities of the Permit Administrator.

Duties of the permit administrator shall include, but not be limited to:

- A. Permit Review. (No Change)
- B. Use of Other Base Flood Date. (No Change)

C. Information to be Obtained and Maintained.

1. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in subsection B of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;
2. For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in subsection B of this section:
 - a. Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed, and
 - b. Maintain the floodproofing certifications required in Section 15.24.050(B)(3);
3. Maintain for public inspection all records pertaining to the provisions of this chapter.

D. Alteration of Watercourses.

1. Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
2. (No Change)

E. Interpretation of FIRM Boundaries. (No Change)

SMC 15.24.075 Variance Procedure. (No Change)

SMC 15.24.080 General Standards for Flood Hazard Reduction. (No Change)

SMC 15.24.090 Specific Standards for Flood Hazard Reduction.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 15.24.080(B), the following provisions shall apply. Additional standards were clarified in FEMA Technical Bulletin 11-01 to allow crawlspace construction for buildings located in the special flood hazard areas; however, adopting this provision can result in a 20% increase in flood insurance premiums.

A. Residential Construction. (No Change)

- B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
1. Be floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 15.24.070(C)(2).

4. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in subsection (A)(2) of this section.
 5. Applicants who are floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as one foot below that level). Floodproofing the building an additional foot will reduce insurance premiums significantly.
- C. Manufactured Homes.
1. All manufactured homes to be placed or substantially improved on sites shall be elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
 2. A plan for evacuating residents of all manufactured home parks or subdivisions located within flood prone areas shall be developed and filed with and approved by appropriate community emergency management authorities.
- D. Recreational Vehicles. (No Change)

SMC 15.24.092 AE and A1-30 Zones with Base Flood Elevation by No Floodways. (New) In areas with base flood elevations (but a regulated floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30 and AE on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

SMC 15.24.094 Floodways. (New) Located within areas of special flood hazard established in SMC 15.24.040 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. Construction or reconstruction of residential structures is prohibited within designated floodways, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area, and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50% of the market value of the structure either (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50%.

Exhibit A

- C. If section A of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this chapter.

SMC 15.24.100 Encroachments. (No Change)

SMC 15.24.110 Repeal of Conflicting Ordinances and Provisions. (No Change)

EXHIBIT U

Stevenson Critical Areas Code

SMC 18.13 Critical Areas & Natural Resource Lands

SMC 18.13.110 Critical Area – Critical Aquifer Recharge Areas

- A. Classification & Designation.** All lands identified in SMC 13.30.150(1) – Critical Aquifer Recharge Areas are designated as critical aquifer recharge areas under this Chapter.
- B. Performance Standards.** All regulated activities within designated critical aquifer recharge areas shall comply with SMC 13.30 – Drinking Water Resource Protection, as now or hereafter amended.

Stevenson Municipal Code

13.30

Chapter 13.30

DRINKING WATER RESOURCE PROTECTION

Sections:

13.30.010	Purpose.
13.30.050	Authority, interpretation.
13.30.100	Definitions.
13.30.125	Adoption of manual.
13.30.150	Designation, scope and applicability.
13.30.175	Discharges to drinking water resources.
13.30.200	Minimum requirements.
13.30.300	Application of greater standards.
13.30.325	Greater standards for hazardous materials operations.
13.30.350	Restrictions in critical aquifer recharge areas.
13.30.400	Administrative programs.
13.30.500	Enforcement.
13.30.600	Trade secrets and confidential records.
13.30.700	Alternative practices.
13.30.725	Adjustments.
13.30.750	Special exceptions.
13.30.800	Appeals.
13.30.900	Halogenated solvent table.

Section 13.30.010 Purpose.

A. The purpose of this chapter is to protect drinking water resources in the City by establishing development regulations and minimum requirements to reduce the risks of contaminants entering drinking water resources (SMC 13.30.100(P)).

B. In furtherance of this purpose, the City prohibits the discharge of contaminants to drinking water resources as set forth in SMC 13.30.175 and requires certain operations to utilize best management practices as set forth in SMC sections 13.30.200, .300, and .325.

C. The City also recognizes that achieving successful pollution control must include a drinking water resources pollution prevention education component for agencies, businesses, industries, and the general public. Enforcement actions will normally be implemented when:

1. Education and technical assistance measures are unsuccessful at protecting the public interest;
2. Best management practices are not followed; or
3. Persons willfully contaminate the drinking water resources of the City.

D. It is not the intent of this chapter to have the City pursue enforcement actions against businesses, industries, or persons whose actions or activities result in the discharge of de minimus amounts (SMC 13.30.100(J)) of contaminants into the drinking water resources of the City.

E. The City finds this chapter is necessary to protect the health, safety and welfare of the residents of the City and the integrity of the drinking water resources for the benefit of all by:

1. Minimizing or eliminating surface and ground water quality degradation;
2. Preserving and enhancing the suitability of waters for drinking, recreation, fishing, wildlife habitat, aquatic life, and other beneficial uses; and
3. Preserving and enhancing the aesthetic quality and biotic integrity of the water.

F. The City recognizes the importance of maintaining economic viability while providing necessary environmental protection. This chapter helps achieve both goals.

Stevenson Municipal Code

13.30

G. The enforceable mechanisms and the application of best management practices (BMPs) within this chapter ensure compliance with state and federal water quality programs, including the Washington Growth Management Act's requirement for Critical Aquifer Recharge Areas.

Section 13.30.050 Authority, interpretation.

A. The City shall retain the authority to require implementation of any portion of this chapter, as defined herein and as necessary to protect drinking water resources when the City becomes aware of and documents specific circumstances concerning an operation that demonstrate that the measures are necessary to protect public health and safety. The City may impose additional requirements whenever documented specific circumstances applicable to an operation threaten drinking water resources.

B. The provisions of this chapter shall be liberally construed by the City to serve the purposes of this chapter. Where provisions of this chapter or the stormwater manual adopted under this section conflict with other provisions of the Stevenson Municipal Code, the more stringent requirements, which have the most protective effect on drinking water quality, shall apply.

Section 13.30.100 Definitions.

For the purposes of this chapter, the following definitions shall apply. The 2005 Stormwater Management Manual for Western Washington may be used for guidance interpreting any words or phrases not defined herein. Other words or phrases shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable interpretation and application.

A. "Best Management Practices" or "BMPs" means the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices approved by the Washington State Department of Ecology and/or the City of Stevenson that, when used singly or in combination, control, prevent or reduce the release of pollutants and other adverse impacts to waters of Washington State.

B. "Bulk Petroleum Fuel Operation" means an operation that manages a cumulative total of 12,000 gallons or more of petroleum fuel on-site in tanks capable of holding volumes of at least 4,000 gallons.

C. "Chemical Lagoons and Pits" means any earthen basin or uncovered concrete basin or depression containing hazardous materials.

D. "City" means the City of Stevenson.

E. "Closure of Operation" means the cessation of activity such that hazardous materials are no longer managed at the operation. For the purposes of this chapter, an operation is considered closed if it has been non-operational for a continuous period of 2 years.

F. "Connection" means a link or channel between two otherwise separate conveyance systems whereby there may be flow from one system to the other.

G. "Connection, Illicit" means any man-made conveyance that is connected to a municipal separate storm sewer without a permit, excluding roof drains and other similar type connections. Examples include, but are not limited to, sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the stormwater drainage system.

H. "Container" means any portable device in which a material is stored, transported, treated, disposed of, or otherwise handled.

I. "Dangerous Waste" means waste designated in the Washington State Dangerous Waste Regulations (WAC 173-303) as dangerous or extremely hazardous due to its physical, chemical or

Stevenson Municipal Code

13.30

biological properties.

J. “De Minimus Amounts” means a small or miniscule amount of contaminant in a discharge that is demonstrated to be non-harmful to the environment.

K. “Direct Infiltration Facility” means, for the purposes of this chapter, any mechanism that is intended to direct stormwater or process wastewater directly into the ground without providing treatment. Examples include, but are not limited to, drywells, ponds, trenches and perforated pipe systems.

L. “Discharge” means, for purposes of this chapter only, the release of materials such that the materials may enter or be emitted to the air, land, or drinking water resources.

M. “Discharge, Illicit” means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.

N. “Disposal” means discharging, discarding, or abandoning materials into or on any land, air, or water resources.

O. “Disposal Site” means an area of land or an excavation in which wastes are placed for permanent disposal, and which is not a land application site (SMC 13.30.100(U)), surface impoundment, injection well, or waste pile.

P. “Drinking Water Resources” means the surface water or ground water supply for any Group A water system.

Q. “Drywell” means a precast concrete manhole with perforations and installed with drain rock or other material for exfiltration of surface water runoff or other drainage to the subsurface.

R. “Ground Water” means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

S. “Hard Chrome Plating” means chrome plating applied in a sufficient thickness to provide a hardened protective surface rather than merely a decorative surface. A hard chrome shop is more likely to be a large single-purpose plating shop with higher quantities of hazardous plating materials onsite, whereas facilities which do decorative plating may do so as just one of the steps in their manufacturing process.

T. “Hazardous Material” means any product, substance, commodity, or waste in liquid, solid or gaseous form that exhibits a characteristic that presents a risk to drinking water resources. Risk may be due to ignitability, toxicity, reactivity, instability, corrosivity or persistence. This definition extends to all “dangerous wastes” and “hazardous substances” that are defined in WAC 173-303 (State Dangerous Waste Regulations). It also includes the chemicals and/or substances that are defined in the federal Emergency Planning and Community Right to Know Act (EPCRA) and/or the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

U. “Land Application Site” means a place where wastes such as sludge or gray water are applied to the land.

V. “Leachable Constituents” means constituents determined using the Toxicity Characteristic Leaching Procedure (TCLP), Test Method 1311 in “Test Methods for Evaluating Solid Waste, Physical/Chemical Methods,” EPA Publication SW-846.

W. “Manage” means a general term that includes, but is not limited to, the use, transfer, storage, processing and re-packaging of materials. This does not include the active or immediate transportation of materials.

X. “Municipal Waste” means general residential and commercial wastes including the waste

Stevenson Municipal Code

13.30

collected by garbage haulers and the waste delivered to transfer or disposal sites by the waste generators themselves (self-haul).

Y. “National Pollutant Discharge Elimination System” or “NPDES” means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Washington State, are administered by the Washington State Department of Ecology.

Z. “Operation(s)” means industrial, commercial, institutional, or residential activity that may be publicly or privately-owned and operated, and may involve the use of stationary facilities, equipment, transport vehicles, or transfer equipment. To the extent allowed by state or federal law, this definition includes all federal, state, or local government entities.

AA. “Operation, Classified” means any operation that at any time within a one year time period will or do manage over 220 pounds in total of hazardous materials, including mixtures thereof that contain the following:

1. Constituents referenced in the Code of Federal Regulations, 40 CFR 302.4 (referenced in Section 103(a) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA));
2. Materials that exhibit the characteristic of toxicity (SMC 13.30.100(PP)) because they contain leachable constituents (SMC 13.30.100(V)) from the Toxicity Characteristic List of WAC 173-303-090(8) as amended; or
3. Constituents that are referenced on the Halogenated Solvent List set forth in SMC Table 13.30.900-1.

BB. “Outdoor Wood Preservation” means the act of pressure treating wood products for weather resistance and outdoor use, using organic-based preservatives such as creosote or pentachlorophenol, typically used to treat poles or heavy timbers, and inorganic-based preservatives such as chromium, copper and arsenic, typically used to treat dimension lumber.

CC. “Permeable Surface” means soil or other ground cover with a sufficiently rapid infiltration rate so as to eliminate surface runoff.

DD. “Person” means any human being, firm, labor organization, partnership, corporation, unincorporated association, trustee, trustee in bankruptcy, receiver, or any other legally recognized entity.

EE. “Potentially Harmful Materials” means hazardous materials (SMC 13.30.100(T)) as well as other materials including, but not limited to, the following which, if discharged or improperly disposed, may present a risk to drinking water resources:

Petroleum products including but not limited to petroleum fuel and petroleum based coating and preserving materials; oils containing PCBs; antifreeze and other liquid automotive products; metals, either in particulate or dissolved form, in concentrations above established regulatory standards; flammable or explosive materials; radioactive material; used batteries; corrosives, acids, alkalis, or bases; paints, stains, resins, lacquers or varnishes; degreasers; solvents; construction materials; drain cleaners and other toxic liquid household products; pesticides, herbicides, fungicides or fertilizers unless applied in accordance with local, state and federal standards; steam cleaning and carpet cleaning wastes; pressure cleaning wastes; car wash water; laundry wastewater; soaps, detergents, ammonia; swimming pool backwash; chlorine, bromine, and other disinfectants; heated water; domestic animal wastes; sewage; recreational vehicle waste; animal carcasses, excluding salmonids; food wastes; collected lawn clippings, leaves or branches; trash or debris; silt, sediment, or gravel; dyes; and untreated or unapproved wastewater from industrial processes.

FF. “Process Wastewater” means wastewater discharged from one or more industrial

Stevenson Municipal Code

13.30

processes or industrial cleanup procedures.

GG. “Releasing” or “Release” means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, including but not limited to the abandonment or discarding of barrels, containers, and other closed receptacles.

HH. “Responsible Government Official” means a person employed by the federal, state, or a local government with authority to protect the public health and safety or water resources. Examples include, but are not limited to, persons employed by the police and fire departments, and employees of the Washington State Department of Ecology, the United States Environmental Protection Agency, Skamania County, and the City of Stevenson.

II. “Sewage Disposal Cesspool” means a lined excavation in the ground which receives the discharge of a drainage system, designed to retain solids and organic matter while permitting liquids to seep through the sides and bottom.

JJ. “Stormwater” means runoff during and following precipitation and snowmelt events, including surface runoff and drainage.

KK. “Stormwater Drainage System” means constructed and natural features that function together as a system to collect, convey, channel, hold, inhibit, retain, detain, infiltrate, divert, treat, or filter stormwater.

LL. “Stormwater Manual” means the 2005 Stormwater Management Manual for Western Washington, which is the 5-volume technical manual (Publication Nos. 05-10-29 through 05-10-33) prepared by the Washington State Department of Ecology for use by local governments that contains BMPs to prevent, control, or treat pollution in stormwater.

MM. “Stormwater Treatment Facility” means a stormwater facility that is intended to remove pollutants from stormwater. Stormwater treatment facilities include, but are not limited to, wetponds, oil/water separators, biofiltration swales, and constructed wetlands.

NN. “Surface Water” means water that flows across the land surface, in channels, or is contained in depressions in the land surface, including but not limited to ponds, lakes, rivers, and streams.

OO. “Tank” means a stationary device designed to contain liquids used or stored at an operation which may include hazardous materials, chemicals or dangerous wastes, and which is constructed primarily of non-earthen materials to provide structural support.

PP. “Toxicity” means having properties that cause or significantly contribute to death, injury, or illness in humans or wildlife. A material exhibits the characteristic of toxicity if it contains certain leachable constituents at sufficient concentrations to be considered dangerous to human health and the environment. Leachable constituents and toxicity concentrations are referenced in the Toxicity Characteristic List of WAC 173-303-090(8) as amended.

QQ. “Underground Injection Control” or “UIC well” means a manmade subsurface fluid distribution system designed to discharge fluids into the ground, consisting of an assemblage of perforated pipes, drain tiles, or other similar mechanisms, or a dug hole that is deeper than the largest surface dimension. Subsurface infiltration systems include drywells, pipe or french drains, drain fields, and other similar devices.

Section 13.30.125 Adoption of Manual.

A. For purposes of regulation of activities subject to this chapter, the City hereby adopts as its Stormwater Manual the 2005 Stormwater Management Manual for Western Washington.

B. At least one copy of the manual adopted in this section shall be filed in the Office of the City Clerk for use and examination by the public. The manual may also be made available for use and

Stevenson Municipal Code

13.30

examination by the public at the Office of the Public Works Director, or on the City website.

C. Any reference to “Stormwater Management Manual” or “Puget Sound Erosion Control Manual” or “Washington Department of Ecology’s Stormwater Management Manual for the Puget Sound” or “Puget Sound Water Quality Manual” or “BMP’s approved by the Western Washington Stormwater Manual” or “Department of Ecology alternative paving Best Management Practices,” wherever found within the Stevenson Municipal Code, shall refer to this chapter and to the equivalent manuals as adopted in this chapter.

Section 13.30.150 Designation, scope and applicability.

A. Designated Areas: The following areas are designated Drinking Water Resource Protection Areas:

1. Critical Aquifer Recharge Areas: The City designates the following as Critical Aquifer Recharge Areas, pursuant to WAC 365-190 and Chapter 36.70A RCW, for the protection of drinking water resources. The City shall apply development restrictions as defined in SMC 13.30.350 to activities inside Critical Aquifer Recharge Areas.
 - a. Wellhead Protection Areas. Wellhead protection areas shall be defined by the boundaries of the 10-year time of ground water travel, or boundaries established using alternate criteria approved by the Department of Health in those settings where ground water time of travel is not a reasonable delineation criterion, in accordance with WAC 246-290-135 for Group A water systems.
 - b. Sole Source Aquifers. Sole source aquifers are areas that have been designated by the U.S. Environmental Protection Agency pursuant to the Federal Safe Drinking Water Act. As of 2016, no Sole Source Aquifers are designated within Skamania County.
 - c. Susceptible Ground Water Management Areas. Susceptible ground water management areas that have been designated as moderately or highly vulnerable or susceptible in an adopted ground water management program developed pursuant to Chapter 173-100 WAC. As of 2016, no Susceptible Ground Water Management Areas are designated within Skamania County.
 - d. Special Protection Areas. Special protection areas are those areas defined by WAC 173-200-090. As of 2016, no special protection areas are defined within Skamania County.
2. Surface Water Protection Areas. The City designates all Surface Water Protection Systems identified by the Washington Department of Health for any Group A water system as Surface Water Protection Areas.

B. Mapping.

1. The approximate location and extent of designated Drinking Water Resource Protection Areas are shown on the adopted critical areas map.
2. These maps are to be used as a guide for the city, project applicants, and/or property owners, and may be continuously updated as new Drinking Water Resource Protection Areas are identified. The maps are a reference only and do not provide a final critical area designation.

C. Operations: All operations are subject to the provisions of this chapter. Each operation shall meet the Minimum Requirements defined in SMC 13.30.200. Operations that manage hazardous materials may also be required to meet the Greater Standards for Hazardous Materials Management, as defined in SMC sections 13.30.300 and .325.

D. Prohibitions: Regardless of operating status or location, the following uses and activities shall be prohibited within the City:

1. Hard Chrome Plating Operations

Stevenson Municipal Code

13.30

2. Outdoor Wood Preservation Operations
3. Chemical Lagoons and Pits
4. Sewage Disposal Cesspools
5. Hazardous Material Disposal Sites
6. Radioactive Waste Disposal Sites
7. Municipal Waste Disposal Sites

E. Emergency Response Exclusion: Emergency response activities shall be excluded from the requirements of this chapter, if such an activity is initiated and completed within a timeframe too short to allow for full compliance with this chapter. This exclusion shall only apply to immediate actions that are undertaken in response to an imminent threat to drinking water resources, public health or safety. This exclusion shall not apply unless a responsible government official (SMC 13.30.100(HH)) is notified and agrees that the event is a qualifying emergency.

Section 13.30.175 Discharges to Drinking Water Resources.

A. Prohibited Discharges: No person or operation shall discharge any potentially harmful materials (SMC 13.30.100(EE)) into the drinking water resources of the City. Persons or operations shall use all known, available, and reasonable means to prevent the discharge of any potentially harmful materials into the drinking water resources of the City.

B. Illicit Connections:

1. Any connection that could allow conveyance of any solid, liquid, or gas material not composed entirely of surface and storm water directly to drinking water resources is considered an illicit connection and is prohibited, except:
 - a. Connections conveying allowable discharges as set forth at SMC 13.30.175.C and D herein;
 - b. Connections conveying discharges pursuant to a National Pollutant Discharge Elimination System (NPDES) permit or a state waste discharge permit; and
 - c. Connections conveying effluent from permitted or authorized onsite sewage disposal systems to subsurface soils.
2. Floor drains shall not be installed inside an operation which stores or uses hazardous materials unless approved by the City for connection to sanitary sewer. Existing floor drains connected to storm drains or to surface water drains located in or near indoor hazardous material storage or use areas are considered unauthorized connections and shall be sealed or removed to prevent liquid entry, piped to the sanitary sewer (with approval and appropriate shut-off valves), be routed to blind sumps, or be directed to additional containment or treatment systems meeting the standards of this chapter.

C. Allowable Discharges to Stormwater Drainage System: The following types of discharges shall be permitted unless the City determines that these discharges (whether singly or in combination with others) are causing significant contamination of drinking water resources:

1. Uncontaminated water from crawl space pumps or footing drains;
2. Materials placed as part of an approved habitat restoration or bank stabilization project;
3. Natural uncontaminated surface water or ground water;
4. Flows from riparian habitats and wetlands;
5. City-approved dye testing following verbal notification to the City at least one day prior to the date of test. The City and the Skamania County Environmental Health and Public Works departments are exempt from this requirement;
6. Any discharge allowed by an operation's National Pollutant Discharge Elimination System (NPDES) permit or other authorized discharge permit;
7. Any discharge specifically allowed in writing by a local, state or federal agency for remedial action in an agreed order, a consent decree or in a voluntary cleanup effort.

Stevenson Municipal Code

13.30

D. Allowable Discharges to Permeable Surfaces. The following types of discharges shall be permitted onto a permeable surface unless the City determines that these discharges (whether singly or in combination with others) contain greater than de minimus amounts (SMC 13.30.100(J)) of contaminants:

1. All allowable discharges specified in SMC 13.30.175.C;
2. Potable water;
3. Potable water line flushing;
4. Landscape watering;
5. Residential car and boat washing;
6. Residential swimming pool and spa water;
7. Common discharge practices from water well disinfection.

E. Non-stormwater Discharges to the Stormwater Drainage System Prohibited Unless Conditions Met. The following categories of non-stormwater discharges are prohibited discharges to any Stormwater Drainage System located within a Critical Aquifer Recharge Area unless the stated conditions are met:

1. Discharges from potable water sources, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the Stormwater Drainage System.
2. Discharges from landscape watering and other irrigation runoff. These shall be minimized through, at a minimum, public education activities and water conservation efforts.
3. Dechlorinated swimming pool discharges. The discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent re-suspension of sediments in the Stormwater Drainage System. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the Stormwater Drainage System.
4. Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents. The City shall reduce these discharges through, at a minimum, public education activities and/or water conservation efforts. To avoid washing pollutants into the Stormwater Drainage System, the City must minimize the amount of street wash and dust control water used.
5. Other non-stormwater discharges. The discharges shall be in compliance with the requirements of the stormwater pollution prevention plan received by the City, which addresses control of construction site de-watering discharges.

F. A UIC well may be used to manage stormwater when pollutant concentrations that reach ground water are not expected to exceed Washington state ground water quality standards (chapter 173-200WAC). This section shall not be construed to authorize any discharge to a UIC that does not conform to the requirements of WAC 173-218 – Underground Injection Control Program.

Section 13.30.200 Minimum requirements.

A. Operational Best Management Practices (BMPs): All operations shall adopt the following best management practices to ensure their operations minimize potential risks to drinking water resources.

1. Precautions: The owner/operator shall take precautions to prevent accidental releases of hazardous materials. Hazardous materials shall be separated and prevented from entering Stormwater Drainage Systems, septic systems, and drywells.
2. Hazardous Materials Management: Hazardous materials shall be managed so that they do not threaten human health or the environment, or enter drinking water resources.
3. Hazardous Material Releases: All hazardous materials that have been released shall be contained and abated immediately, and the hazardous materials recycled or disposed of

Stevenson Municipal Code

13.30

properly. The City shall be notified of any release of hazardous materials that clearly impact drinking water resources, as soon as possible but no later than 24 hours after the release. The Stormwater Manual provides applicable operational BMPs for spills of oils and hazardous substances.

4. Oil/Water Separators: Oil/water separators shall be inspected, cleaned and maintained as stipulated in the Stormwater Manual. The City may allow an operation to modify the regularity of cleanouts if the operation can demonstrate to the City's satisfaction that the separator operates effectively at less frequent cleaning intervals.
5. Pesticide and Fertilizer Management. All pesticides, herbicides, fungicides and fertilizers shall be applied and managed according to the applicable BMPs for landscaping and lawn/vegetation management in the Stormwater Manual and SMC 18.13 Critical Areas and Natural Resource Lands.
6. Stormwater Treatment Systems: Stormwater Drainage Systems and treatment facilities, in Critical Aquifer Recharge Areas including, but not limited to, catch basins, wetponds and vaults, biofilters, settling basins, and infiltration systems, shall be cleaned and maintained by the responsible party according to the applicable operational BMPs for the maintenance of stormwater, drainage and treatment systems in the Stormwater Manual.
7. Decommissioning Water Wells: Any water well which is unusable, abandoned, or whose use has been permanently discontinued, or which is in such disrepair that its continued use is impractical or is an environmental, safety or public health hazard shall be decommissioned according to the provisions of the Washington Administrative Code WAC 173-160-381 and physically disconnected from any public water system used to replace the well. Any person decommissioning a water well shall consult with the City regarding consolidation of that well's water right with the municipal system.
8. Operation Closure: At the closure of an operation, all hazardous materials shall be removed from the closing portion of the operation and disposed of in accordance with local, state and federal laws.
9. Mobile Washing and Pressure Cleaning: Operations which engage in activities such as pressure washing, carpet cleaning, and equipment and vehicle washing shall apply best management practices according to applicable BMPs for washing and steam cleaning in the Stormwater Manual. Mobile washing operations shall ensure that all of their employees are knowledgeable of proper discharge practices. Washwater from such operations shall be captured and directed to an approved discharge location. Non-approved washwater shall not be discharged into the City's Stormwater Drainage System.

B. Commercial Operations Requiring Additional BMPs: Operations which engage in the following commercial operations shall implement the applicable source control BMPs from the Stormwater Manual: commercial animal handling, commercial composting, printing operations, fueling stations, log sorting, railroad yards, recyclers, scrap yards, and wood treatment facilities.

C. Specific Activities Requiring Additional BMPs: Operations performing the following activities shall implement the applicable source control BMPs from the Stormwater Manual and shall comply with the requirements of SMC 18.13 Critical Areas and Natural Resource Lands: construction/repair/maintenance of boats/ships, airfield/street deicing, dust control, landscaping, loading/unloading of trucks and railcars, repair/maintenance/parking of vehicles/equipment, erosion control at industrial sites, maintenance of utility corridors, maintenance of roadside ditches/culverts, outdoor manufacturing, mobile fueling of vehicles/equipment, painting/coating of vehicles/buildings/equipment, storing dangerous wastes, managing raw materials.

Section 13.30.300 Application of greater standards.

A. Classification: Certain non-residential operations present a greater potential risk to drinking water resources because of the volume and type of hazardous materials that are managed. These

Stevenson Municipal Code

13.30

Classified Operations (SMC 13.30.100(AA)) are subject to the stipulated actions defined in this section.

B. Stipulated Actions and Timelines: Classified operations shall adopt the Greater Standards for Hazardous Material Operations defined in SMC 13.30.325, according to the following stipulations:

1. New Operations: New classified operations shall adopt the Greater Standards beginning the date of issuance of certificate of occupancy or as otherwise specified in accordance with the provisions of this chapter.
2. Existing Operations: Existing classified operations shall adopt the Greater Standards (or some portion thereof), within a time period specified by the City, if the City becomes aware of and documents specific circumstances which demonstrate that Greater Standards (or some portion thereof) are necessary to protect public health and safety, or reduce the risk of contamination to drinking water resources.
3. Change of Class or Tenant: The City shall be notified as soon as possible and no later than 30 days after:
 - a. The amount of hazardous materials managed by an operation increases above the thresholds established in SMC 13.30.100(AA).
 - b. Occupation of an existing classified operation by a new tenant.

C. Declassification: An operation shall no longer be classified if:

1. The constituents contained in a product or waste are individually present at less than 1% by weight for non-carcinogenic hazardous materials, and less than 0.1% by weight for known or suspected carcinogenic hazardous materials. (Operators should review the Material Safety Data Sheet for the hazardous materials to make this determination);
2. Both of the following conditions are met:
 - a. The operation is focused on research, education, distribution or consumer oriented activities, including but not limited to laboratories, hospitals, schools, cargo handlers, distributors, warehouses, or retailers; and
 - b. Products containing classified hazardous materials are managed in closed containers or sealed bags with individual capacities of no more than 10 gallons for a liquid material and no more than 80 pounds for a dry or solid material;
3. The reason for classification is due to the operation's management of solid metals and solid metal alloys, including but not limited to roll stock, bar stock, sheet stock, and manufactured articles such as equipment, parts, building materials, and piping, that contain one or more metals listed in 40 CFR 302.4 or WAC 173-303-090(8); EXCEPT, that where machining, forming, grinding, cutting, melting, or other activities produce residues such as shavings, grindings, swarf, fume, or other finely divided particulate forms of a listed metal or metal alloy that may present a threat to drinking water resources, such residues shall not be declassified; or
4. The reason for classification is due to the presence of personal and commercial vehicles that are designed to or do hold quantities of fuel that would otherwise cause them to be classified under this section (SMC 13.30.300.A).

Section 13.30.325 Greater standards for hazardous materials operations.

A. Best Management Practices (BMPs):

1. Design and Construction: Operations shall be designed, constructed, maintained and operated to minimize the possibility of an unplanned release of hazardous materials to soil or drinking water resources.
2. Container/Tank Management: A container or tank holding a hazardous material shall always be closed, except to add or remove materials. Hazardous materials shall also be managed so that they do not damage the structural integrity of the operation or devices containing the material.
3. Container/Tank Condition: All containers and tanks shall be maintained in such a manner

Stevenson Municipal Code

13.30

as to assure effective operation and prevent the release of hazardous materials.

4. Container/Tank Identification: The owner/operator shall label all containers and tanks containing hazardous materials to identify the major risk(s) associated with the contents. This labeling shall conform to applicable sections of the Uniform Fire Code, Occupational Safety and Health standards, and/or the State of Washington's Dangerous Waste Regulations.
 5. Ancillary Equipment: Any leaking pipe, pump, or other ancillary equipment shall be repaired or replaced promptly. Ancillary equipment associated with hazardous materials shall be supported and protected against physical damage and excessive stress.
 6. Compatibility: The owner/operator shall use a container or tank made of or lined with materials which are compatible with the hazardous materials to be stored.
 7. Containment: Container and tank storage areas shall have a containment system that is capable of collecting and holding spills and leaks. This containment shall:
 - a. Be constructed of an impervious surface with sealed joints.
 - b. Joints between concrete slabs and slab/foundation interfaces should be eliminated or minimized in the operation;
 - c. Provide pollution control measures to protect drinking water resources, including run-off collection and discharge from active areas;
 - d. Be designed to provide secondary containment of 110% of the container's or tank's capacity; or in areas with multiple tanks, 110% of the largest tank or 10% of the aggregate tank volumes, whichever is larger. Secondary containment shall be provided in all areas where hazardous materials are loaded/unloaded, transferred, accumulated or stored;
 - e. Be compatible with the materials that are being handled; and
 - f. Be routinely inspected as defined at SMC 13.30.325C.
 8. Loading Areas: Loading and unloading areas shall be designed, constructed, operated and maintained to:
 - a. Contain spills and leaks that might occur during loading/unloading;
 - b. Prevent releases of hazardous materials to drinking water resources;
 - c. Contain wash waters (if any) resulting from the cleaning of contaminated transport vehicles and load/unload equipment; and
 - d. Allow for removal as soon as possible any collected hazardous materials resulting from spills, leaks, and equipment cleaning.
 9. Closure: At closure of an operation, all remaining structures, containers, tanks, liners, and soil containing or contaminated with hazardous materials at concentrations above state and federal regulatory thresholds shall be decontaminated and properly disposed of or managed.
- B. Spill and Emergency Response Plan (SERP):**
1. A Spill and Emergency Response Plan (SERP) shall be developed, implemented, and maintained on site, and shall be made available to the City upon request.
 2. The SERP shall be updated at least every 5 years or as needed to reflect significant changes in operation or practices.
 3. At a minimum, the SERP shall include the following information:
 - a. Spill Prevention.
 - i. Drawings including the layout of the operation, a floor plan, direction of drainage, entrance and exit routes, and areas where hazardous materials are received, stored, transported, handled or used in operations.
 - ii. Listings of all hazardous materials on site including types, volumes, locations and container types and sizes.
 - iii. Spill prevention related equipment including equipment which serves to detect releases of potential drinking water resources contaminants.

Stevenson Municipal Code

13.30

- b. Emergency Response.
 - i. Chain of command and procedures for spill response.
 - ii. Phone list of response agencies including federal, state and city emergency contact numbers and environmental cleanup companies.
 - iii. Procedures for treating and disposing of spilled hazardous materials.
 - c. Certification. The SERP shall include a certification signed by an authorized representative of the operation stating: "I certify that the information provided in this document is to the best of my knowledge true and complete, and the spill prevention equipment and emergency response measures described herein are as stated." The signed certificate shall include the authorized representative's name (printed), title, and contact information.
- C. Operational Inspections:
- 1. Schedule: The owner/operator shall develop a written schedule for inspecting all monitoring equipment, safety or emergency equipment, security devices, and any other equipment that helps prevent, detect, or respond to drinking water resource-related hazards.
 - 2. Regular Inspections: The owner/operator shall perform site inspections to identify malfunctions and deterioration of equipment or containers, operator errors, discharges, or any other condition that may cause or lead to the release of hazardous materials to drinking water resources. The owner/operator shall conduct these inspections often enough to identify problems in time to correct them before they impact drinking water resources. Inspections shall be completed in all areas where hazardous materials are managed and a written record of those inspections made at least annually.
 - 3. Water Resource-Related Hazard Mitigation: The owner/operator shall remedy any problems revealed by the inspection. Where a drinking water resource-related hazard is imminent or has already occurred, remedial action shall be taken immediately.
- D. Engineering and Operating Report: When the City recognizes and demonstrates a need for additional information on an operation's practices, the City may require the operation to submit an engineering and operating report to accommodate the City's review of operations and to prevent releases of hazardous materials to drinking water resources. If required, the report shall provide the following:
- 1. The type of industry or business including the kind and quantity of finished products.
 - 2. A process flow diagram illustrating the process flow of water and materials in a normal operating day. This will include details on the operation's plumbing and piping and where specific chemicals are added to processes.
 - 3. A discussion of any discharges to the Stormwater Drainage System.
 - 4. A discussion of any discharges through land applications, including seepage lagoons, irrigation, and subsurface disposal. As applicable, this discussion should also include the depth to ground water and anticipated overall effects of the operations on the quality of drinking water resources.
 - 5. Provisions for any plans for future expansion or intensification.
 - 6. A certification signed and dated by an authorized representative of the operation stating: "I certify that the information provided in this document is to the best of my knowledge true and complete." The signed certificate shall include the authorized representative's name (printed), title, and contact information.
- E. Records & Reports:
- 1. Operations shall maintain records of required inspection, cleaning and maintenance events. Where operations are otherwise required by the City or another agency to maintain such records, those records shall satisfy this requirement. All operations shall maintain these records on site for at least 3 years and shall make them available to the City upon request.

Stevenson Municipal Code

13.30

2. Plans, reports or other documentation concerning the management of hazardous materials shall also be made available to the City upon request.
3. Information provided to the City will be available to the public. Information may be claimed as confidential by the operation as outlined at SMC 13.30.600. If no claim is made at the time of submission, the City will make the information available to the public when requested.

F. Protections for Stormwater: All new classified operations shall implement the applicable structural Best Management Practices (BMPs) of the Stormwater Manual.

G. Completion Timeline: All new classified operations shall implement the greater standards of this section shall be completed **prior to/within 90 days** after the date of issuance of the certificate of occupancy. Operations that change in classification from unclassified to classified shall implement the provisions of this section within 90 days of change in classification. Other operations may also be required to implement these provisions if the city determines this action will help prevent releases of hazardous materials to drinking water resources.

Section 13.30.350 Restrictions in critical aquifer recharge areas.

A. Development Limitation:

1. New Operations. The City shall not approve applications for the following in Critical Aquifer Recharge Areas as designated in SMC 13.30.150(A):
 - a. New underground heating oil tank;
 - b. New bulk petroleum fuel operations (SMC 13.30.100(B); or
 - c. New classified operations (SMC 13.30.100(AA)), EXCEPT a new classified operation may occupy an existing structure or facility appropriate for the use when:
 - i. All applicable provisions of this chapter are met; and
 - ii. The owner or operator provides an Engineering and Operating Report described in SMC 13.30.325(F) to the City's satisfaction.
2. Existing Operations.
 - a. Existing bulk petroleum fuel operations are nonconforming uses. However, existing bulk petroleum fuel operations throughout the Special Protection areas may become conforming by:
 - i. Filing such a request with the City; and
 - ii. Taking the necessary action(s) to meet all applicable provisions of this chapter to the City's satisfaction.
 - b. Existing classified operations are nonconforming uses. However, an existing classified operation may become conforming by:
 - i. Filing such a request with the City; and
 - ii. Taking the necessary action(s) to meet all applicable provisions of this chapter to the City's satisfaction.

B. Septic Systems:

1. The City shall accept no application for approval of a project in the Critical Aquifer Recharge Area designated at SMC 13.30.150(A) relying upon installation of a septic system until the system has been approved by Skamania County Environmental Health or a successor agency responsible for permitting of septic systems.
2. New septic systems and replacement of existing septic systems shall not be permitted in Critical Aquifer Recharge Areas. An owner/operator may seek relief from this prohibition by filing with the City a request for relief accompanied by an analysis prepared by a qualified professional to the City's satisfaction of the potential for ground water contamination at the site. This analysis may include a soils and ground water evaluation if deemed necessary by the City.

Stevenson Municipal Code

13.30

3. The City shall not approve a project relying upon installation of a septic system in a Critical Aquifer Recharge Area unless all of the following findings are made:
 - a. Connection to an existing sewer line is impossible or impracticable; and
 - b. The property cannot be reasonably developed without use of a septic system; and
 - c. The septic system design poses no significant risk of ground water contamination.
4. The City's decision may be appealed to the Board of Adjustment in accordance with SMC 2.14.
- C. Direct Infiltration Facilities:
 1. New direct infiltration facilities, and replacement of existing direct infiltration facilities shall not be allowed for classified operations in Critical Aquifer Recharge Areas. An operation may seek relief from this prohibition by filing with the City a request for relief accompanied by an analysis prepared by a qualified professional to the City's satisfaction of the potential for ground water contamination at the site. This analysis may include a soils and ground water evaluation if deemed necessary by the City.
 2. The City's decision may be appealed to the Board of Adjustment in accordance with SMC 2.14.

Section 13.30.400 Administrative programs.

- A. Educational and Technical Assistance Program.
 1. The City will work in conjunction with other agencies to implement an Education and Technical Assistance Program to assist property owners, business and industry owners and managers, residents, and other interested parties in understanding the importance of protecting the City's drinking water resources and in employing best management practices in pursuit of that goal.
 2. The Education and Technical Assistance Program will include but not be limited to:
 - a. Technical assistance visits, informational fact sheets, or self-audits for businesses and industries,
 - b. Education on the proper use of pesticides, herbicides, fungicides, and fertilizers;
 - c. Discussions of the impacts of unauthorized discharges to drywells, catch basins, storm basins and sanitary sewer; and
 - d. Activities to explain and promote the proper management and disposal of used oil and other contaminants.
- B. Compliance Inspections:
 1. City personnel may inspect any operation in the City that is known to manage (or may potentially manage) hazardous materials or is reasonably believed to be a potential source of an illicit discharge.
 2. Inspections may be initiated as the result of a complaint or referral, or as defined by a routine schedule for compliance. Inspections will be used to determine if there is any risk to drinking water resources, and to determine if an operation is in compliance with this chapter.
 3. Inspections may involve a review of process equipment, structures, and operating practices; records or plan review; interviews with operators; photo documentation and sampling. As such, operators shall allow representatives of the City, upon presentation of credentials, to:
 - a. Enter the premises where hazardous materials are being managed, or where records may be kept under the provisions of this chapter. The owner/operator shall make necessary arrangements to allow access without delay. Unreasonable delay may constitute a violation of this chapter;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the provisions of this chapter;

Stevenson Municipal Code

13.30

c. Inspect at reasonable times any facilities, equipment (e.g., safety, monitoring, operating, or other equipment), practices or operations regulated or required under the provisions of this chapter;

d. Sample and monitor at reasonable times, any substances or parameters at any location for the purposes of assuring compliance or as otherwise authorized by the provisions of this chapter. This requirement may involve the City's installation or erection of equipment to conduct sampling, inspection, compliance monitoring or metering operations. As such, at the written or verbal request of the City, operators shall remove any temporary or permanent obstruction to safe and easy access to an operation to be inspected and/or sampled. The operator shall not replace such an obstruction without the City's consent.

Section 13.30.500 Enforcement.

A. Enforcement. It shall be unlawful to violate the provisions of this chapter.

B. Supplemental Enforcement Provisions for Drinking Water Resources Protection. In addition to civil and criminal enforcement as authorized elsewhere in the Stevenson Municipal Code, enforcement of this chapter may utilize the following authority:

1. The City Council of the City of Stevenson finds that an operation not in compliance with the requirements of this chapter constitutes a public nuisance under RCW 7.48, Nuisances.
2. The City may use field notes, observations, photo documentation, sample logs, analytical results or other information to define risk and to establish that an operation is in violation of this chapter.
3. The City may require the implementation of the operational or structural best management practices, as defined through the provisions of this chapter. The City may also require the operator to sample and analyze any discharge, surface and storm water, ground water and/or sediment, in accordance with sampling and analytical procedures or requirements determined by the City. If the operator is required to complete this sampling and analysis, a copy of the analysis shall be provided to the City.
4. The City may impose additional requirements whenever documented specific circumstances (applicable to the operation) threaten drinking water resources.
5. Notwithstanding any other provisions of this chapter, whenever it appears to the City that conditions regulated by this chapter require immediate action to protect the public health and/or safety, the City is authorized to enter such property for the purpose of inspecting and investigating such emergency conditions.

Section 13.30.600 Trade secrets and confidential records.

A. Records Availability.

1. All surveys, reports, plans, diagrams, permits, and other documents, information, and data submitted to the City pursuant to this chapter, or information and data obtained by the City through sampling, monitoring, and enforcement activities shall generally be available for public inspection and copying.
2. Such information shall also not be available for public inspection and copying if protected from public disclosure by the provisions of RCW chapter 42.56 as amended or other state and federal laws governing the dissemination of public records and information to the public, including but not limited to patent, trademark, and trade secret laws and regulations.
3. In no case shall an employee or agent of the City be liable to any person for the public disclosure of any surveys, reports, plans, diagrams, permits, and other documents,

Stevenson Municipal Code

13.30

information, and data submitted to the City pursuant to this chapter, or information and data obtained by the City through sampling, monitoring, and enforcement activities; unless such information or data has been marked confidential by the person and/or the person has requested confidentiality consistent with this section.

B. Exemption from Disclosure Request.

1. Any person may request that specific and particular information or data in the possession of the City be exempted from public inspection and copying. The request shall be in writing and addressed to the City, and the person shall bear the burden of establishing that the specific and particular information or data sought to be exempted is protected from public disclosure. The City attorney's office shall determine whether and which portions of such information are protected from public disclosure within 21 days of receipt of a request for confidentiality. The City shall not release for public inspection and copying that information and data for which a person has requested confidentiality until such time as the City has made a determination of whether the information is protected from public disclosure, unless the City determines in good faith that the request for confidentiality is frivolous or without merit.
2. The City may withhold records only if it finds:
 - a. The record contains information that reflects valuable research data that has been obtained by the City within 5 years of the date of the request and that disclosure would produce private gain and public loss. For purposes of this finding, "research data" means a body of facts and information collected for a specific purpose and derived from close, careful study, or from scholarly or scientific investigation or inquiring; or
 - b. The record contains trade secret information because it includes a formula, pattern, compilation, program, device, method, technique, or process that:
 - i. Derives independent economic value, actual or potential from not being generally known;
 - ii. The information is subject to efforts that are reasonable under the circumstances to maintain its secrecy; and
 - iii. The information is not readily ascertainable from another source.
3. The City attorney's office may decline to make a determination of whether the record is exempt from public disclosure because it contains trade secret information. Where the City attorney's office declines to make such a determination, the City shall provide the holder of the trade secret a reasonable amount of time, but in no case more than 21 days to obtain an order from the superior court preventing disclosure of the record.
4. A person submitting information or data to the City for which the person intends to claim whole or partial confidentiality shall mark those specific pages and sections of information or data asserted to be confidential with a conspicuous and legible marking indicating "TRADE SECRET" and/or "CONFIDENTIAL". The person shall then submit a request for trade secret protection to the City for the marked records within 7 days of submitting such marked information or data.

C. Availability of Confidential Information: Surveys, reports, plans, diagrams, permits, and other documents, information, and data submitted to the City pursuant to this chapter, or information and data obtained by the City through sampling, monitoring, and enforcement activities, which the City or a court of competent jurisdiction has determined are trade secrets and exempted from public inspection and copying, shall be available upon written request to local, state, and federal governmental agencies for uses related to this chapter, the NPDES program, state water quality monitoring and enforcement, and other enforcement proceedings involving the person.

D. Procedure for Public Records Request: Any person seeking to inspect or copy any surveys, reports, plans, diagrams, permits, and other documents, information, and data submitted to the City pursuant to this chapter, or information and data obtained by the City through sampling, monitoring,

Stevenson Municipal Code

13.30

and enforcement activities, which are not exempted from public disclosure, may do so by written request to the City. The request shall be specific enough to permit the City to identify the particular documents, information, or data sought. The City shall respond to each document request in accordance with RCW 42.56.

Section 13.30.700 Alternative practices.

A. Where appropriate, the City shall accept other local, state or federal approvals, permits or other authorization as satisfying certain provisions defined through this chapter. The City retains the authority to review plans, permits and operating conditions to determine compliance.

B. The City will accept an alternative practice, system, plan or structure only if the owner/operator can demonstrate to the City that the alternative will produce the same or a greater level of drinking water resource protection.

SMC 13.30.725 Adjustments

A. An Adjustment is a technical variation in the application of a Minimum Requirement (SMC 13.30.200) to a particular project. The City may grant Adjustments to this chapter, only, under this section. No other Adjustments are authorized under this section.

B. Adjustment Approval Process. Adjustments to the Minimum Requirements may be granted administratively by the City, provided that a written finding of fact is prepared showing compliance with these criteria:

1. The Adjustment provides substantially equivalent environmental protection.
2. Based on sound engineering practices, the objectives of safety, function, environmental protection and facility maintenance are met.
3. The Adjustment will not result in non-compliance with other Minimum Requirements.
4. No Adjustment shall be used in place of an Exception procedure under SMC 13.30.750, where such procedure is applicable.

C. The City shall maintain a record of such decisions and associated findings.

Section 13.30.750 Special Exceptions.

The City may grant Special Exceptions to this chapter under this section.

A. A Special Exception is a waiver of the application of a Minimum Requirement (SMC 13.30.200) to a particular project. The City may grant Special Exceptions to this chapter, only, under this section. No other Exceptions are authorized under this section.

B. Special Exception Approval Process. Special Exceptions from a Minimum Requirement may be granted by the Board of Adjustment, provided that written findings of fact is prepared showing compliance with the criteria in this section.

C. Special Exception Approval Criteria. The City may grant Special Exceptions to this chapter, if application of this chapter imposes a severe and unexpected economic hardship on a project applicant.

1. The following must be documented with written findings of fact:
 - a. The current (pre-project) use of the site, and
 - b. How the application of this chapter restricts the proposed use of the site compared to the restrictions that existed prior to the adoption of this chapter; and
 - c. The possible remaining uses of the site if the Special Exception were not granted; and
 - d. The uses of the site that would have been allowed prior to the adoption of this chapter; and

Stevenson Municipal Code

13.30

- e. A comparison of the estimated amount and percentage of value loss as a result of the requirements of this chapter versus the estimated amount and percentage of value loss as a result of requirements that existed prior to adoption of the requirements of this chapter; and
 - f. The feasibility for the owner to alter the project to apply the requirements of this chapter.
2. In addition any exception must meet the following criteria:
- a. The exception will not increase risk to the public health and welfare, nor be injurious to other properties in the vicinity and/or downstream, and to the quality of waters of the state; and
 - b. The exception is the least possible exception that could be granted to comply with the intent of this chapter. This criteria is met by evidence that the owner/operator has employed measures to avoid and minimize impacts, such as:
 - i. Limiting the degree or magnitude of the regulated use or activity;
 - ii. Implementing best management practices;
 - iii. Phasing or limiting implementation;
 - iv. Changing the timing of activities; or
 - v. Revising site plans.

D. Administration. The Board of Adjustment shall not act on a request for a Special Exception until an open record hearing is held. Hearings under SMC 13.30.750 relating to Special Exceptions shall be consolidated with any required open record hearing or appeal related to any underlying application, where such open record hearing or appeal is required. The City shall maintain a record of any such hearings, decisions, and associated findings made under this section.

Section 13.30.800 Appeals.

- A. Appeals of enforcement of this chapter under SMC 13.30.500 shall be governed by SMC 2.14.
- B. Appeals under SMC 13.30.350 relating to critical aquifer recharge areas shall be consolidated with any open record hearing or appeal related to any underlying application, where such open record hearing or appeal is required.

Section 13.30.900 Halogenated solvent table.

Solvent	Synonym(s)	CAS No.
Benzyl chloride	Chloromethylbenzene	100-44-7
Bis(2-chloroethyl)ether	Bis(-chloroethyl)ether	111-44-4
Bis(2-chloroisopropyl)ether	Bis(-chloroisopropyl)ether	108-60-1
Bromobenzene	Phenyl bromide	108-86-1
Bromochloromethane	Chlorobromomethane	74-97-5
Bromodichloromethane	Dichlorobromomethane	75-27-4
Bromoethane	Ethyl bromide	74-96-4
Bromoform	Tribromomethane	75-25-2
Carbon tetrachloride	Tetrachloromethane	56-23-5

Stevenson Municipal Code

13.30

Chlorobenzene	Benzene chloride	108-90-7
2-Chloroethyl vinyl ether	(2-Chlorethoxy)ethane	110-75-8
Chloroform	Trichloromethane	67-66-3
1-Chloro-1-nitropropane	Chloronitropropane	600-25-9
2-Chlorophenol	o-Chlorophenol	95-57-8
4-Chlorophenyl phenyl ether	p-Chlorodiphenyl ether	7005-72-3
Chloropicrin	Trichloronitromethane	76-06-2
m-Chlorotoluene		108-41-8
o-Chlorotoluene	2-Chloro-1-methylbenzene	95-45-8
p-Chlorotoluene		106-43-4
Dibromochloromethane	Chlorodibromomethane	124-48-1
1,2-Dibromo-3-chloropropane	DPCP	96-12-8
Dibromodifluoromethane	Freon 12-B2	75-61-6
1,2-Dichlorobenzene	o-Dichlorobenzene	95-50-1
1,3-Dichlorobenzene	m-Dichlorobenzene	541-73-1
1,1-Dichloroethane	1,1-DCA	75-34-3
1,2-Dichloroethane	Ethylene dichloride, 1,2-DCA	107-06-2
1,1-Dichloroethene	Vinylidene chloride 1,1-DCE	75-35-4
trans-1,2-Dichloroethylene	trans-1,2-DCE	156-60-5
1,2-Dichloropropane	Propylene dichloride	78-87-5
cis-1,3-Dichloropropene	cis-1,3-Dichloropropylene	10061-01-5
trans-1,3-Dichloropropene	trans-1,3-Dichlonopropylene	10061-02-0
Ethylene dibromide	1,2-Dibromoethane, EDB	106-93-4
Hexachlorobutadiene	HCBD	87-68-3
Hexachlorocyclopentadiene	HCCPD	77-47-4
Methylene chloride	Dichloromethane	75-09-2
Pentachloroethane	Ethane pentachloride	76-01-7
1,1,2,2-Tetrabromoethane	Acetylene tetrabromide	79-27-6
1,1,2,2-Tetrachloroethane	Acetylene tetrachloride	79-34-5
Tetrachloroethylene	Perchloroethylene, PCE	127-18-4
1,2,4-Trichlorobenzene	1,2,4-TCB	120-82-1
1,1,1-Trichloroethane	Methyl chloroform, 1,1,1-TCA	71-55-6
1,1,2-Trichloroethane	1,1,2-TCA	79-00-5
Trichloroethylene	TCE	79-01-6

Stevenson Municipal Code

13.30

1,1,2-Trichlorofluoromethane	Freon 11	75-69-4
1,2,3-Trichloropropane	Allyl trichloride	96-18-4
Trichlorotrifluoroethane	Freon 113	76-13-1

Backup material for agenda item:

f) Approve Resolution 2018-309 - City Administrator Leana Johnson requests council approval of this resolution which is authorizing the application for CDBG funds and meeting the conditions of the grant.

**CITY OF STEVENSON
RESOLUTION 2018-309**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT IN THE AMOUNT OF \$400,000 FOR
A HOME REHABILITATION PROGRAM WITH CERTIFICATIONS OF
COMPLIANCE**

WHEREAS, the City of Stevenson is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, City of Stevenson has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary certain conditions be met to receive CDBG funds.

NOW, THEREFORE, be it resolved by the City Council of the City of Stevenson:

That the City of Stevenson authorizes submission of this CDBG application to the state Department of Commerce to request \$400,000 for a Home Rehabilitation Program and certifies that, if funded, it:

- Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;
- Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;
- Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;
- Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);
- Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and
- Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and

- Has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended.

The City of Stevenson designates Leana Johnson, City Administrator as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and Stevenson's participation in the State of Washington CDBG Program.

ADOPTED this _____ day of _____, 2018.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Backup material for agenda item:

g) Approve Resolution 2018-310 - City Administrator Leana Johnson requests council approval of this resolution which revises the current Grievance Procedure.

**GRIEVANCE POLICY
Or
CITIZEN COMPLAINT PROCESS**

(Not including objections to environmental determinations that have mandated complaint procedures already in place)

Notice of Complaint

A person with a complaint should notify the City Administrator, P.O. Box 371, 25 SW Russell, Stevenson, Washington 98648 or at telephone number (509) 427-5970. The complaint may be oral or written. However, if the complaint is oral, the City Administrator will record the complaint in writing and record the name of the complainant. **All complaints and records of action taken will be maintained on a log.**

Complaint Investigation

The City Administrator or his/her designee shall investigate the complaint and provide a written response to the person who filed the complaint within fifteen days of the day the complaint is received. A copy of the complaint and attendant response will be given to both the Mayor and the City Council of the City of Stevenson at the next regularly scheduled council meeting.

Appeal of Complaint Resolution

If any party is aggrieved by the resolution of the complaint, the party may, within thirty days of the date the response is mailed, request a public hearing on the complaint before the City Council. A hearing will be convened within thirty days after the request is received. All requests for a hearing must be in writing. Appropriate sponsoring agencies and impacted parties will be notified of the hearing. The City Council will decide on a final resolution of the complaint within thirty days of the hearing.

Adopted by Council Action on September 15, 1995 and updated by Council on August 20, 2009.

David M. McKenzie, Mayor

Attest:

Mary Ann Duncan-Cole, City Administrator,

**CITY OF STEVENSON
RESOLUTION NO. 2018-310
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE GRIEVANCE PROCEDURE**

WHEREAS, the City of Stevenson adopted a grievance procedure by council action on September 15, 1995 and was updated by council on August 20, 2009; and

WHEREAS, the City wishes to revised its grievance procedure.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson repeals the prior grievance procedure and adopts the following revised grievance procedure;

1. Complaints shall be submitted in writing to the City Administrator for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to the complainant's satisfaction by the City Administrator, the complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this _____ day of _____, 2018.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Backup material for agenda item:

h) Approve Municode Contract Amendment - City Administrator Leana Johnson requests council approval of the addendum for Municode Meeting and Agenda Management services.



City of Stevenson

Leana Johnson, 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 Johnson, City Administrator
RE: Municode Contract Addendum
Meeting Date: May 17, 2018

Executive Summary:

At the April 19th council meeting, staff discussed using a software called TownCloud for agenda management. There would be no contract for that software as it would be a month to month subscription. Municode, which the city contracts with for ordinance codification services, has partnered with an agency and is now offering meeting and agenda management services at a reduced rate for current customers.

Analysis:

The TownCloud service would be a monthly charge of \$25 per user. The public interface would be considered a user. This would cost a minimum \$100 per month for a total annual cost of \$1,200 with no ability to customize.

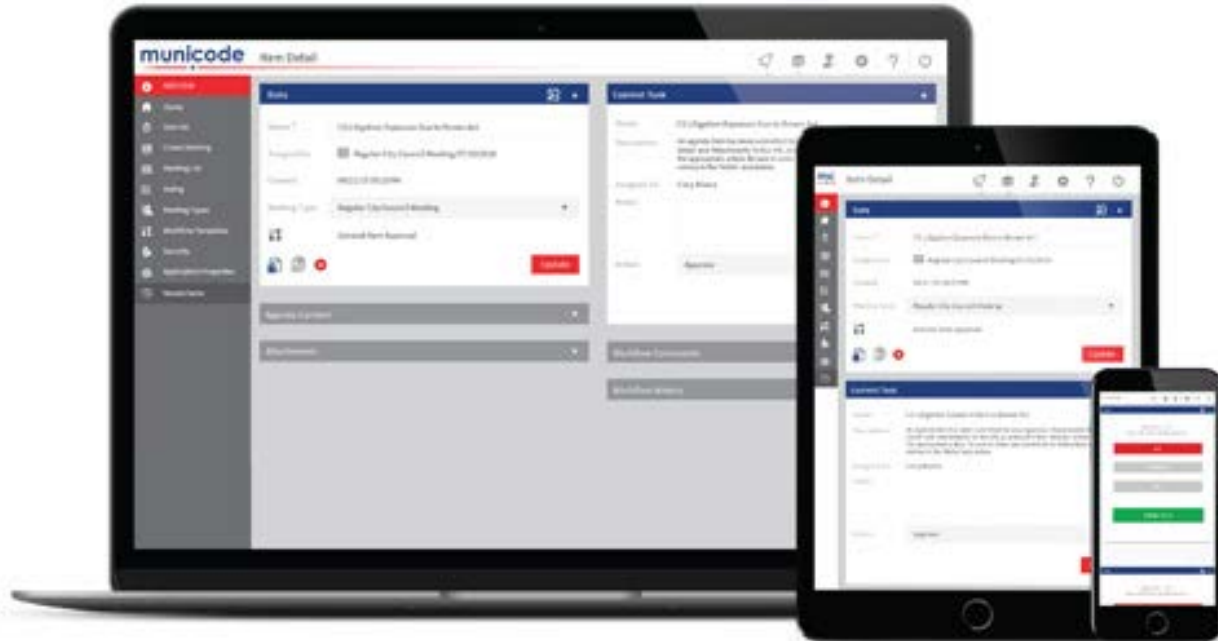
The quote for the Municode software is \$2,200 per year with unlimited users. It allows users to create their own agenda items and then they can be added to the agenda by staff. The agenda and minutes are customized to the city's format, at no additional charge. It also allows people to subscribe to meetings and get notified when the agenda for that meeting type is published. No more group emails. There is an estimated time savings of at least three hours or more per meeting, which would add up to almost \$3,000 for both council and planning commission meetings.

Conclusion:

Staff recommends approving a the Municode Contract Addendum for the cost of \$2,200 per year for years 1-4, \$2,310 for year 5 and an annual increase after year 5 in line with the prevailing CPI.

MEETING & AGENDA MANAGEMENT

Quote for Stevenson Washington



municode
★
CONNECTING YOU & YOUR COMMUNITY



Leon Rogers

PO Box 2235 Tallahassee, FL 32316
850.692.7708 lrogers@municode.com

INTRODUCTION LETTER

5/10/2018

Leana Johnson
7121 East Loop Road
Stevenson, Washington 098648

Dear Leana:

Thank you for the opportunity to present Stevenson with our quote for online meeting and agenda management services. Our Municode MEETINGS solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, our solution is simple and straight-forward.

We are also working on an exciting product roadmap to seamlessly integrate Municode MEETINGS with our suite of online municipal solutions. The more Municode products you have, the better the integration. In the not-too-distant-future, our Municode MEETINGS solution will integrate with Municode WEB. Meetings created in Municode MEETINGS will auto-post to your Municode WEB website calendar. This integration will also include unified search – your meeting agendas and minutes will be searchable directly from the website. We are investigating ways to mark ordinance agenda items as ‘approved’ within Municode MEETINGS and have them auto-scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances.

We are thrilled at the opportunity to partner with Stevenson on such an important initiative.

Sincerely,



Brian Gilday

President, Municode WEB + MEETINGS

MEETING MANAGEMENT FEATURES

Base Features

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Meeting Storage for 10 years
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Create Meeting Minutes
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your YouTube meeting videos
- ★ Voting/Roll Call (coming soon)
- ★ Integration with Municode Web website calendar (coming soon)
- ★ 99.9% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

SERVICE AND SUPPORT

🏆 Guaranteed Uptime

We will guarantee service uptime of 99.99%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

📞 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

🛡️ Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

FEES

Annual Subscription

\$2,200 per year

One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

- On-site training \$3,000 day 1, \$1000 days 2+
- “Hands free” YouTube Video time stamping (up to 36 meetings) \$1,800 per year

PAYMENT SCHEDULE

Year 1

- Sign contract \$0
 - Configure system – users, committees, templates, rules \$0
 - Conduct training (annual subscription begins) \$2,200
- Total \$2,200

Years 2-5

- Yr2 = \$2200, Yr3 = \$2200, Yr4 = \$2200, Yr5 = \$2310

Years 6+

- Annual subscription increases in accordance with the prevailing consumer price index (CPI)

Backup material for agenda item:

i) Approve Becoming a CGTA Partner - City Administrator Leana Johnson requests approval to become a Columbia Gorge Tourism Alliance Sustaining Partner for the annual amount of \$500.



Columbia Gorge Tourism Alliance

Partnership Benefits

The Columbia Gorge Tourism Alliance is making progress toward its 15-year vision - a commitment to developing the Columbia River Gorge as a world-class sustainable tourism economy by valuing local solutions, which implicitly includes protecting and enhancing the scenic, natural, cultural and recreation resources of the Gorge and neighboring Cascades Mountains. Key to the future sustainability is the need to continue to enhance the visitor experience, and understand and manage the impact of tourism on local communities and their economies. In the long-term, the bi-state CGTA's vision is outlined in the attached 15 year vision document.

Our immediate focus includes strategies to:

- Spread seasonality of visitation and reduce congestion during peak seasons and in high-use areas;
- Spread the benefits and increase the economic impact of tourism throughout the entire Gorge;
- Authentically and respectfully integrate cultural heritage into the visitor experience;
- Ensure the Gorge continues to offer high-quality experience, while protecting and enhancing its resources;
- Align resources to optimize destination marketing efforts, and support the continued development of unique and compatible product offerings;
- Capitalize on the visionary projects already underway in the Gorge to ensure it remains a world-class destination.

Benefits to Partner Organizations:

- Align with the CGTA's long term commitment to spread the benefits of tourism to economies throughout the region, ease congestion, better leverage existing investments, and more deeply engage residents and visitors.
- Take advantage of key initiatives that help you build organizational capacity and access to resources
- Be included in grants and other funding opportunities
- Use CGTA as a platform to build strategic collaborations and partnerships
- Promote your organization's good work through recognition at events and through our website, social media and other communications vehicles.
- Have a voice in important regional tourism discussions
- Receive CGTA news and updates, and share information with regional partners.

First Year Activities (2016-2017)

The CGTA was awarded its first \$20,000 Travel Oregon Rural Tourism Studio Matching Grants, which helped to support three short-term projects including:

- Completion of a *Gorge Towns to Trails* visual communication project to illustrate the region's towns to trails experiences;
- Establishment of "We Speak" program development, a front-line hospitality training program designed to elevate the level of customer service throughout the region; and
- Development of a podcast series sharing the rich cultural heritage stories and history of the Gorge, called Hear in the Gorge.

Second Year Activities (2017-2018)

Through the coordination of action teams several funding sources were secured, including Travel Oregon, Oregon Heritage Commission and the Mount Hood/Gorge Regional Destination Management Office:

- Funding secured to develop three additional Hear in the Gorge podcasts and complimentary car-free itineraries;
- Received funding to develop car-free Itineraries;
- Awarded funding to start a \$1 for Trails program;
- Trail Ambassador Program established through cooperative partnerships;
- Convened the first CGTA Board of Directors and elected Board Officers
- Established partnership with public agencies, nonprofits and businesses to pursue grant funding for Gorge Hubs, Branding and Communications; and
- Development of an Eastern Gorge Food and Farm Trail.

In addition to CGTA activities, the Alliance supports a number of partner led projects in line with our vision, including:

- *Ready, Set, Gorge!* A communications strategy to better prepare visitors to the Gorge with information on how to enjoy the area in a respectful, responsible way and to help address congestion issues.
- Collaborative work to continue to strengthen dialogue, and increase coordination and alignment between public agencies, non-profit, and local business partners where multiple jurisdictions and organizations operate.

CGTA will increase the organization's capacity by hiring a Network Management and plans to increase the organization's presence and impact by:

- Organizing Phase 2 "We Speak" trainings (Train the Trainer gatherings with partners)
- Develop a new "one-stop" website and communications plan
 - Promotion CGTA action team work and partner's work that aligns with our mission
 - Translate materials into other languages
 - Maintaining OTIS listings, review of regional listings
- Organize a yearly Tourism Summit and workshops to reconvene and energize partners
- Support innovative and accessible car-free transportation options in the Gorge
- Encourage participation in Familiarization (FAM) tours
- Communicate with city councils, county commissions, Gorge Commission and other decision-making bodies.
- Developing a robust CGTA Food and Farm trail highlighting culinary and agritourism assets in the Eastern Gorge

Become a PARTNER

DECLARATION OF PARTNERSHIP

Name of Organization: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Partnership Options

Full Partners

Private Company investment is based on annual revenues. Minimum dues are \$250 for Full Partner level. **(Minimum \$250)**
(annual revenue) X .0005 = _____

Non-Profit investment is half the for-profit rate, and based on annual revenues. Minimum dues are \$150 for Full Partner level. **(Minimum \$150)**
(annual revenue) x .00025 = _____

Public Agency dues are assessed based on size of agency.

Small agency (1-10 employees) : \$500

Medium agency (11-25 employees): \$1000

Large agency (26+ employees) : \$2000

Sustaining Partners

Sustaining Partners make significant financial investments of more than \$5000 and play a pivotal role in the health of CGTA. Sustaining Partners are eligible to be featured in special promotions. Please contact us to discuss how CGTA can best serve your needs.

Contributing Partners

Contributing Partners invest at less than the Full Partner level, but are expected to provide additional support toward CGTA goals or offer in-kind contributions

Contribution Amount \$50

What are your primary reasons for becoming a partner?

- Supporting the education of our elected and civic leaders
- Raising our regional and national profile
- Networking with peers
- Creating visibility for your programs
- Attracting new funding
- Helping engage the public
- Support the Goals and Objectives of the CGTA
- Other: _____

I commit my organization as a Partner in the Columbia Gorge Tourism Alliance

Signature (by typing your name here, you are acknowledging your electronic signature of this agreement)

Printed Name _____

Title _____

Date _____

Mail this page with a check payable to
Columbia Gorge Tourism Alliance
PO Box 1037, Stevenson WA 98648



COLUMBIA
RIVER GORGE

Backup material for agenda item:

j) Discuss Safe Energy Leadership Alliance Letter - City Administrator Leana Johnson requests council discussion regarding a SELA letter about the expansion of Kinder Morgan' Trans-Mountain Pipeline for oil.



May 9, 2018

The Honorable John Horgan
Premier, British Columbia
East Annex Parliament Buildings
Victoria, BC V8V 1X4

Dear Premier Horgan:

As elected officials from across the Pacific Northwest and British Columbia, we applaud the Province's efforts to protect communities from hazards to public safety and clean water posed by expansion of Kinder Morgan's Trans-Mountain Pipeline. We are grateful for the leadership and courage of Indigenous leaders in British Columbia and the Pacific Northwest who have fought this and other fossil fuel infrastructure proposals.

The risk of devastating oil spills extends to Orca, salmon, and other species in the Salish Sea on both sides of the U.S.-Canada Border. The proposed expansion of Kinder Morgan would triple pipeline capacity, resulting in a 7-fold increase in oil tanker traffic through the Salish Sea and increased oil transport by pipeline into Washington State. This is truly a transboundary issue.

Communities in the Pacific Northwest and British Columbia have faced a wave of similar oil and coal infrastructure proposals with common challenges in recent years. Too often, local, Tribal, and state governments are expected to shoulder the risks to health and safety, and the costs for infrastructure upgrades and emergency response, while having limited authority to regulate fossil fuel transport. Too often, the federal government fails to fulfill its legal and moral obligations to conduct meaningful consultation with Tribes and First Nations. Too often, economic interests are pitted against protection of our health and environment in a false choice.

In the face of these challenges, state, Tribal, and local governments are increasingly joining their voices to call out the true costs and risks of these proposals to our communities. Many of us are members of the Safe Energy Leadership Alliance (SELA), a coalition of more than 150 elected leaders for city, county, Tribal, and state governments in the Pacific Northwest and British Columbia. SELA members have weighed in against oil and coal terminal proposals along the Columbia River, the Salish Sea, and Fraser River, and many of these proposals have been abandoned. We have advocated for increased state protections against oil spills and called on our federal government to uphold Tribal Treaty rights.

The Honorable John Horgan

May 9, 2018

Page 2

We support your leadership in standing up for the health and safety of British Columbia residents. We share an interest – across borders and waters – in economic development that reflects the value we place on public safety, clean water, Treaty rights, and the commitments that many of us have made on climate change. We look forward to working together for a cleaner, more sustainable region for generations to come.

Sincerely,

A handwritten signature in black ink that reads "Dow Constantine". The signature is written in a cursive style with a large initial "D" and a long horizontal stroke at the end.

Dow Constantine
King County Executive

[SIGN ONS]

Maureen Thomas, Chief, Tsleil-Waututh Nation

Backup material for agenda item:

*k) Approve Cutting Line Agreement with DNR – City Administrator Leana Johnson requests approval of the attached a cutting line agreement between DNR and the City for a small section of line that has not been previously marked by a surveyor. According to the consultant, “It is fairly apparent where the line should be and DNR agrees with its location. This process is a fairly common agreement and saves a couple thousand dollars by forgoing a survey. I have also been working with the Forest Service on another section to the North which has not been surveyed.”

AFTER RECORDING RETURN TO:

DEPARTMENT OF NATURAL RESOURCES
ATTN: JOHN SHACKELFORD
PO BOX 47019
TUMWATER, WA 98504-7019

CUTTING LINE AGREEMENT

For and in consideration of the mutual promises and undertaking herein contained, it is hereby agreed by and between the State of Washington, acting by and through its Department of Natural Resources (DNR), and City of Stevenson:

1. The parties hereto are owners of adjoining parcels of land, Skamania County Assessor's parcel 03070000530000 (City of Stevenson) and parcel 03070000530000 (State of Washington, DNR).
2. A line has been established, by representatives of City of Stevenson and inspected by State of Washington, DNR in the vicinity of the SW corner of the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 34 of 3N 7E extending southerly from previous cutline in the vicinity of the west line of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 34 of 3N 7E of said City of Stevenson parcel and the east line of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 34 of 3N 7E of said DNR parcel. The line is established with fluorescent pink plastic flagging and is approximately 470 ft. in length.
3. The parties hereto, their heirs, successors, and assigns, grant each to the other the right and permission to cut timber up to said line. Rights to cut timber under this cutting line agreement shall terminate on **December 31, 2018** or at the completion of the timber harvest, which ever occurs first. All other terms and conditions of this agreement shall remain in effect except as provided under Item 5 & 6, following.
4. The said line has been established and marked on the ground solely for the purpose of establishing a line, up to which each party may cut timber, and it is not intended to mark or establish by adverse possession, agreement, acquiescence, and estoppel or otherwise the true boundary between the adjoining parcels of land owned by the parties hereto.
5. This agreement may be rescinded by mutual agreement of the parties hereto or by either giving to the other thirty (30) days notice in writing (which notice shall be served either personally by the rescinding party on the other or by mailing to him or her at their last known post office address by certified mail, return receipt requested) after the rescinding party has taken appropriate and suitable action to determine and establish the true boundary between the adjoining parcels of land.

6. In the event the true boundary is determined and established between the adjoining parcels of land owned by the parties hereto, and it is revealed thereby that either party has cut timber which, in fact, belonged to the other, such party shall pay to the other the fair price of the timber at the time it was cut.

Agreed and entered into this _____ day of _____, 20__ at _____, Washington.

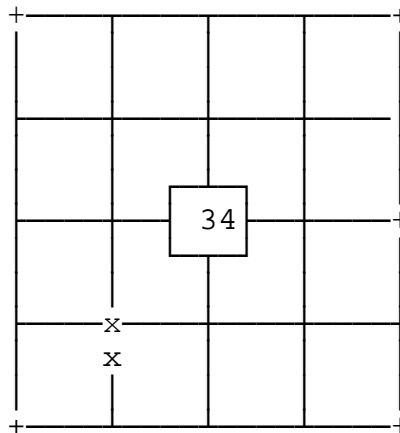
City of Stevenson
Landowner

State of Washington (DNR)
Landowner

By _____

By _____

Eric Wisch
Pacific Cascade
Region Manager
P.O. Box 280
Castle Rock, WA 98611-0280

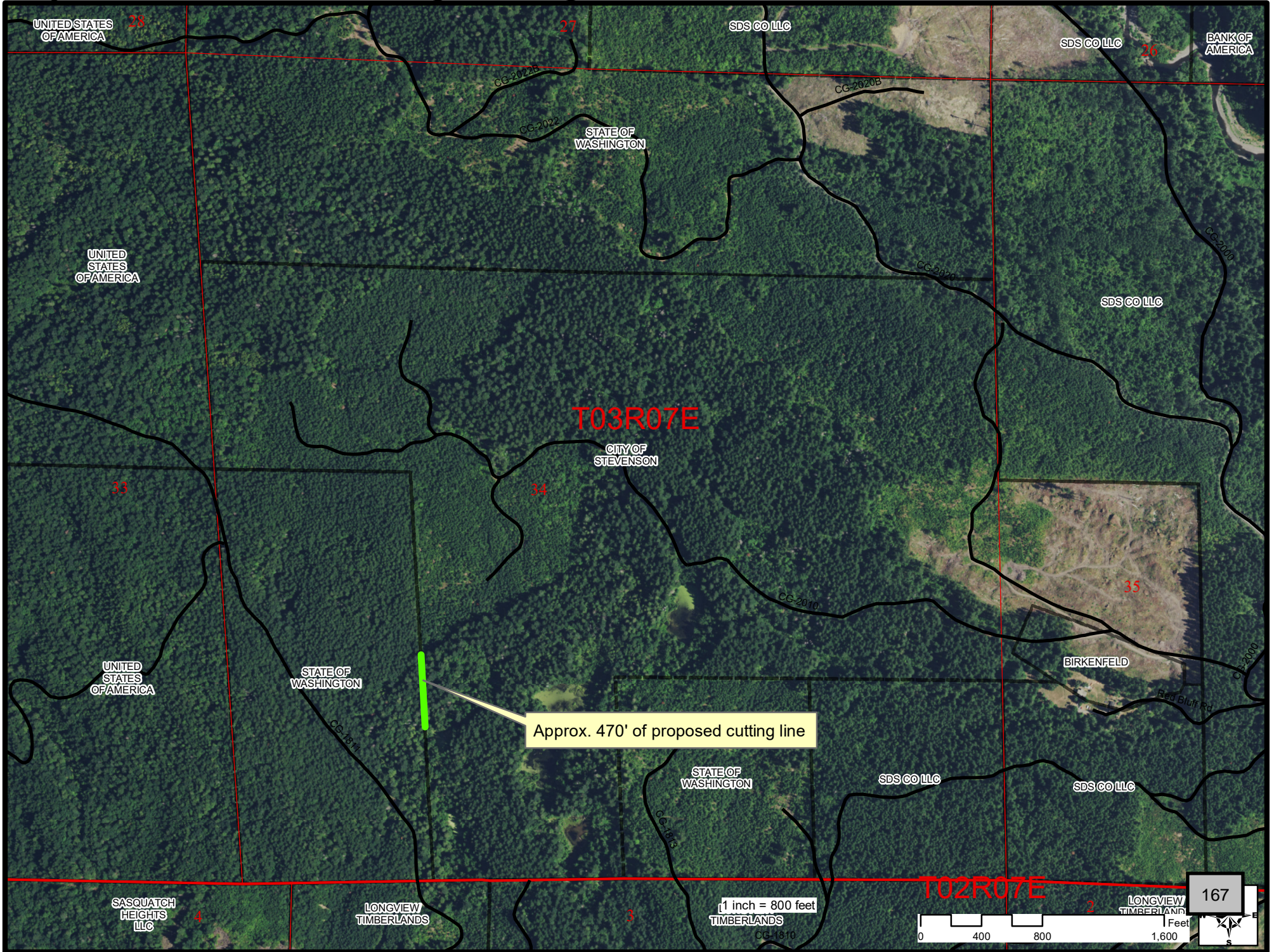


x: cutting line
+: monuments

Original to: CLA File

Copies to: Unit Forester Jacob Oberlander
Product Sales Forester _____
Timber Sale File _____
DNR Title Office, Olympia
Survey File

City of Stevenson - Cutting Line Agreement



Backup material for agenda item:

a) Building Permits Issued - The city has 3 Building Permits issued for new single family residential homes. The cost for new building permits has also increased from \$4.50 for the first unit to \$6.50. Projects permitted under the IBC or IEBC are now \$25.00 instead of \$4.50.



STATE OF WASHINGTON

STATE BUILDING CODE COUNCIL

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504
(360) 407-9277 • fax (360) 586-9088 • e-mail sbcc@des.wa.gov • www.sbcc.wa.gov

April 12, 2018

Karl Russell, Building Inspector
City of Stevenson
PO Box 371
Stevenson, WA 98648

RE: State Building Code Council Building Permit Fee Increase

As you are hopefully aware, the Governor signed HB 1622 modifying the fees for the State Building Code Council from building permits. Please note that this only applies to the building permit.

Prior to July 1, 2018:

- Dwelling Units, Apartments and Motel Rooms: \$4.50 for the first unit and \$2.00 for each unit after the first unit.
- All Other Building Permits: \$4.50.

Effective July 1, 2018:

- Projects permitted under the IRC: \$6.50 for the first unit and \$2.00 for each additional unit after the first.
- Projects permitted under the IBC or IEBC: \$25.00

If you have any questions please give me a call or drop me an e-mail.

Sincerely,

Richard Brown, PhD
Managing Director
State Building Code Council
richard.brown@DES.WA.GOV

Backup material for agenda item:

e) Sheriff's Report - A copy of the Skamania County Sheriff's report for April, 2018 is attached for Council review.



Skamania County Sheriff's Office

Law Total Incident Report, by Date, Nature

Date: 04/01/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Person/Circumstance	1
Medical Emergency	1
Total Incidents for This Date	2

Date: 04/02/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Patrol Request	1
Information Report	1
Medical Emergency	1
Total Incidents for This Date	3

Date: 04/03/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Information Report	1
Vandalism/Mailic Misch	1
Total Incidents for This Date	2

Date: 04/04/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Residential Alarm	1
Total Incidents for This Date	2

Date: 04/05/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Civil Process	1
Request Traffic Enforcement	1
Total Incidents for This Date	2

Date: 04/06/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Wanted Person - Warrant	1
Medical Emergency	1
Juvenile Problem	1
Tresspassing	1
Citizen Dispute	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Total Incidents for This Date	5

Date: 04/07/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Person/Circumstance	1
Patrol Request	1
Child Abuse or Neglect	1
Lost Dog	1
Total Incidents for This Date	4

Date: 04/08/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Citizen Dispute	1
Information Report	1
Total Incidents for This Date	3

Date: 04/09/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Unsecure Premise	1
Traffic Hazard	1
Child Abuse or Neglect	1
Custodial Interference	1
Problems with Dogs	1
Domestic Violence	1
Total Incidents for This Date	6

Date: 04/10/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Total Incidents for This Date	1

Date: 04/11/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Civil Process	1
Burglary Non Res Forced Entry	1
Total Incidents for This Date	2

Date: 04/12/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Suspicious Person/Circumstance	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Total Incidents for This Date	2

Date: 04/13/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Traffic Hazard	1
Mental Health Problems	1
Animal - Barking Dog	1
Medical Emergency	1
Total Incidents for This Date	5

Date: 04/14/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Request Traffic Enforcement	1
Total Incidents for This Date	1

Date: 04/15/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Domestic Violence	1
Citizen Dispute	1
Medical Emergency	2
Hospice	1
Total Incidents for This Date	5

Date: 04/16/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Business Establishment Alarm	1
Medical Emergency	1
Theft Automobile	1
Trespassing	1
Total Incidents for This Date	4

Date: 04/17/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Vagrancy	1
Wanted Person - Warrant	1
Information Report	1
Medical Emergency	1
Total Incidents for This Date	4

Date: 04/18/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Person/Circumstance	1
Traffic Collision Prop Damage	1
Medical Emergency	2
Trespassing	1
Total Incidents for This Date	5

Date: 04/19/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Emergency/UNKNOWN Problem	1
Suspicious Person/Circumstance	1
Total Incidents for This Date	2

Date: 04/20/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	2
Civil Standby	1
Suspicious Person/Circumstance	1
Total Incidents for This Date	4

Date: 04/21/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Business Establishment Alarm	1
Medical Emergency	1
Business Establishment Alarm	1
Trespassing	1
Domestic Violence	1
Total Incidents for This Date	5

Date: 04/22/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Suspicious Person/Circumstance	1
Mental Health Problems	1
Lost Property	1
Threats	1
Medical Emergency	1
Citizen Dispute	1
Total Incidents for This Date	6

Date: 04/23/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Lost Property	1
Jail Problems/Inmate Problems	1
Parking Problem	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Total Incidents for This Date	3

Date: 04/24/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	2
Traffic Hazard	1
Medical Emergency	1
Total Incidents for This Date	4

Date: 04/25/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Found Property	1
Juvenile Problem	1
Suspicious Person/Circumstance	1
Traffic Hazard	1
Harrass	1
Suspicious Person/Circumstance	1
Medical Emergency	1
Information Report	1
Total Incidents for This Date	8

Date: 04/26/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	2
Traffic Stop	1
Traffic Collision Prop Damage	1
Total Incidents for This Date	4

Date: 04/27/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Lost Dog	1
Medical Emergency	3
Suspicious Person/Circumstance	1
Medical Emergency	1
Total Incidents for This Date	6

Date: 04/28/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Suspicious Person/Circumstance	1
Information Report	1
Medical Emergency	1
Total Incidents for This Date	4

Date: 04/29/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Total Incidents for This Date	1

Date: 04/30/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Business Establishment Alarm	1
Suspicious Person/Circumstance	1
Medical Emergency	1
Patrol Request	1
Jail Problems/Inmate Problems	1
Total Incidents for This Date	5

Total reported: 110

Report Includes:

All dates between `00:00:00 04/01/18` and `00:00:00 05/01/18`, 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 Date, Nature

Date: 04/04/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Lost Dog	1
Total Incidents for This Date	1

Date: 04/16/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Trespassing	1
Total Incidents for This Date	1

Date: 04/20/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Problems with Dogs	1
Disorderly Conduct	1
Total Incidents for This Date	2

Total reported: 4

Report Includes:

All dates between `00:00:00 04/01/18` and `00:00:00 05/01/18`, 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 Date, Nature

Date: 04/07/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Medical Emergency	1
Total Incidents for This Date	1

Date: 04/21/18

<u>Nature of Incident</u>	<u>Total Incidents</u>
Lockout, Vehicle/Home	1
Total Incidents for This Date	1

Total reported: 2

Report Includes:

All dates between `00:00:00 04/01/18` and `00:00:00 05/01/18`, 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>
	[No code entered]	1
46.16A.140.4	Fail To Register Vehicle	1
46.20.342	DR W/LIC PRIV SUSP	1
46.61.400	SPEEDING	5
46.61.500	RECKLESS DRIVING	1
46.61.502	DWI	1
46.61.590	UNATT MTR VEHICLE	1
9A.36.041	4TH DEGREE ASSAULT	1

Report Totals

12

Report Includes:

All dates of issue between `00:00:00 04/01/18` and `00:00:00 05/01/18`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

Backup material for agenda item:

f) Municipal Court Cases Filed - A summary of Stevenson Municipal Court cases recently filed is attached for Council's review.

Stevenson Municipal Court
Summary of Cases Filed 2018
Updated 01/09/2018

<u>Charge</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Criminal Non-Traffic												
Assault 4th Degree	-	1	-	1	-	-	-	-	-	-	-	-
Disorderly Conduct	-	-	-	-	-	-	-	-	-	-	-	-
Malicious Mischief III	-	-	-	-	-	-	-	-	-	-	-	-
Minor in Possession (Marijuana)	-	-	-	-	-	-	-	-	-	-	-	-
No Contact/Protection/Antiharass Order Vio	-	1	-	-	-	-	-	-	-	-	-	-
Resisting Arrest	-	-	-	-	-	-	-	-	-	-	-	-
Theft 3	1	1	-	2	-	-	-	-	-	-	-	-
Other Criminal Non-Traffic	-	-	-	-	-	-	-	-	-	-	-	-
Total Criminal Non-traffic	1	3	0	3	0	0	0	0	0	0	0	0
Criminal Traffic												
DUI/Physical Control	1	2	2	1	-	-	-	-	-	-	-	-
Operate Vehicle w/o Ignition Interlock	-	-	1	-	-	-	-	-	-	-	-	-
No Valid Op License or Driving While Suspended	6	4	2	2	-	-	-	-	-	-	-	-
Hit & Run	-	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	-	1	-	-	-	-	-	-	-	-
Total Criminal Traffic	7	6	5	4	0	0	0	0	0	0	0	0
Non-Traffic Infraction												
Dog Running at Large	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Alcohol Public Place	-	1	-	-	-	-	-	-	-	-	-	-
Open/Consume Marijuana Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Outdoor Burning Violation	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Traffic Infraction	0	1	0	0	0	0	0	0	0	0	0	0
Traffic Infraction												
Vehicle Registration (Fail to Register/Expired)	2	2	6	1	-	-	-	-	-	-	-	-
Fail to Signal	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Yield Right of Way	-	-	1	-	-	-	-	-	-	-	-	-
Following too Close	-	-	-	-	-	-	-	-	-	-	-	-
Improper Passing on Left	-	-	1	-	-	-	-	-	-	-	-	-
Leaving Unattended Veh on Roadway	-	-	-	1	-	-	-	-	-	-	-	-
Negligent Driving 2nd Degree	-	-	1	-	-	-	-	-	-	-	-	-
No Valid Operator's License	-	1	-	-	-	-	-	-	-	-	-	-
Open Alcoholic Container	-	-	1	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Insurance	2	2	2	-	-	-	-	-	-	-	-	-
Speeding	3	7	5	5	-	-	-	-	-	-	-	-
Wrong Way on One-Way Street	-	1	-	-	-	-	-	-	-	-	-	-
Total Traffic Infractions	7	13	17	7	0	0	0	0	0	0	0	0
Parking Infractions												
Illegal Parking, Standing, Stopping	-	2	2	-	-	-	-	-	-	-	-	-
Total Traffic Violations & Citations:	14	21	24	11	0	0	0	0	0	0	0	0
2018 Monthly Total Violations & Citations	15	25	24	14	0	0	0	0	0	0	0	0
2018 Year-to-Date Total Violations & Citations	15	40	64	78								
YTD Traffic related 2018 YTD:	14	35	59	70	70	70	70	70	70	70	70	70
YTD Traffic related 2017 YTD:	4	5	12	12	14	19	23	23	29	30	31	35
YTD Traffic related 2016 YTD:	6	10	16	21	26	42	63	68	75	97	100	103

Backup material for agenda item:

g) Planning Commission Minutes - Minutes are attached from the 3/12/18, 4/2/18 and 4/9/18 Planning Commission meetings.

PLANNING COMMISSION MEETING MINUTES

Monday, March 12, 2018

6:00 PM

Planning Commission Members Present: Karen Ashley, Chris Ford, Valerie Hoy-Rhodehamel, Matthew Knudsen

Excused Absence: Shawn Van Pelt

Staff Present: Ben Shumaker

Community Members Present: Rick May, Mary Repar, Bernard Versari, Charles Oldfield, Anonymous

Guest: None

Call to Order: 6:00 p.m.

Preliminary Matters

1. **Chair Selects Public Comment Option #2**

2. **Minutes:** February 12th Meeting Minutes

Versari identified a change in the last day for public comments to the Shoreline Master Program (SMP) documents reviewed at previous meeting. **Shumaker** explained that at the February meeting, the plan was to have the last day for public comment to fall before the April meeting and it has since been changed to fall before the May meeting. Revised February minutes will strike out sentence, “Shumaker intends to have the last day for public comment be before April meeting.”

FORD moved to approve minutes as corrected. **ASHLEY** seconded. None opposed. Motion carries.

3. **Public Comment Period:**

Repar spoke about recent attendance at a Hood River meeting regarding a group of agencies that are discussing “aging in the Gorge”. The group wants to take on 3-5 projects to address how elderly people and those with dementia can stay in their homes to “age in place”. She asked the Commission to think about addressing building codes to allow for access for all. She acknowledged that some model codes exist and highlighted the value of accessible city infrastructure and transportation.

May provided the Commission with documents from nearby communities, such as Skamania County, North Bonneville and Hood River. The documents included codes, exceptions and setbacks to compare with Stevenson’s proposed Critical Area Ordinances. Further information included below during ordinances discussion.

New Business

4. **OPMA Training Review of State “Sunshine” Laws**

Shumaker led the Commission in a review of the State “Sunshine” Laws memo from 2016. Many on the Commission have already participated in the training but review is required annually. **Shumaker** highlighted the importance of information on the following information:

- Page 3 language regarding the purpose of the act
- Page 5 Sunshine Laws are called such because they “shine light” on government
- Page 6 identification that these laws apply to all multi-member public state and local agencies
- Page 8 important definition of a meeting
- Pages 10 & 11 further describe meetings and actions and, as a rule of thumb, **Shumaker** suggests always waiting until the meeting to discuss issues that are in process

HOY-RHODEHAMEL asked for clarification about what can be talked about with community members outside the meeting. She asked that if it has been previously discussed and is recorded in the minutes, is it okay to discuss? **FORD** clarified that it depends, that some issues may come up for 2 or 3 meetings and sometimes the response has to be, “I can’t talk to you about that yet.” **FORD** explained further that if one is sure it is in the public record then it is not a problem but sometimes there’s a grey area. **Shumaker** explained that Commissioners play two functions for the city: 1. Policy advisor (and representative of the people), and 2. Quasi judicial body (to judge on someone’s application) and that is when issues can become tricky. When decisions on applications are pending, it is a fine line between not allowing the communication and being open to listening and divulging the communication at the next meeting. **KNUDSEN** asked for clarification around communication coming from city staff members and **Shumaker** suggested the Commissioners continue to use him as their connection. It was also explained that there is not currently a social media policy so tweeting about city information is done at the individual Commissioner’s risk.

Returning to the presentation, **Shumaker** also reviewed regular meetings, which are adopted by resolution of City Council and are public knowledge. He added that additional, special meetings can be set but the public must be given at least 24 hours notice. The public is invited to all meetings and the Commission cannot require community members to sign in and speakers can request anonymity. Reasonable rules of conduct can be set and a public comment period is not required, but our Commission does offer it currently. Cameras and tape recorders are prohibited. There are penalties for violating the Open Public Meetings Act, which can result in \$100 fine per day as well as attorney’s fees. A minute taker must be present.

Repar asked whether executive sessions require minute taker and newspaper invitation. **HOY-RHODEHAMEL** explained that this body doesn’t typically participate in executive sessions.

Shumaker asked the Commission if they would be interested in having city e-mail accounts and the consensus was yes. **Shumaker** to move forward with that process.

There was additional discussion around the availability of the Commission meeting packet. **Shumaker** to look into having hard copies available for pick up prior to the monthly meeting.

5. Road Standards Review staff proposal for new “Local Street” standard

In December 2016, City Council and Planning Commission had a joint workshop to consider different tools to aid residential development. The Planned Unit Development ordinance was the immediate tool

designated to the Planning Commission to implement. The “Road Diet” had been designated for action by the Public Works Department, but then in mid-2017, the City Council redirected the effort to the Planning Commission. **Shumaker** explained this option is proposed to occur ahead of the transportation plan to avoid additional delay. This means the Commission could choose to adopt new standard with the knowledge that it might change as the new transportation data is collected. Existing residential roads were reviewed and a proposal was put together on how to complete a road diet if we chose to move forward with it (pictures included). **HOY-RHODEHAMEL** asked for clarification on when the transportation plan is due. **Shumaker** explained that two scopes from two firms need to be reviewed with public works to try and collaborate and get scope published as soon as possible. Then they will hire someone by May or June, with a six month window of data collection to follow, as well as a period for public involvement. **Shumaker** clarified that we don’t know the scope of the traffic plan yet but the Road Diet would get a change in front of City Council as soon as possible instead of step back and wait for it to fall in conjunction with the scope of the transportation plan. **KNUDSEN** thought it best not use a bandaid approach. **ASHLEY** agreed. **Shumaker** explained that while the city waits for the transportation plan, in the meantime development is still running up against an overly wide and costly road standard as barrier. **KNUDSEN** asked if there is a risk that we adopt the proposal bring it down and the transportation plan could say, down the line, that it needs to be wider. **Shumaker** explained that the proposal is based on the review of 15 streets at random, not a scientific sample, but a good representative of local roadways. **ASHLEY** stated that it would likely be useful to adopt in terms of other projects that need to move. **HOY-RHODEHAMEL** shared concern that it’ll change in a year. Consensus to set it aside for now and not see it again until it’s in context with the transportation plan.

6. Critical Areas Ordinance Scope Review & Update of General Provisions

Shumaker explained that this process was started last year, but delayed based on Department of Ecology (DOE) suggestions to focus on the SMP first. The Commission is ready to return to Critical Areas with some general provisions and the Wetlands critical area type. For Wetlands, the staff report and regulations are the same that the Commission viewed in December. In total, there are 23 sections of the code and tonight’s review is of 12 sections: 8 under the first memo and 4 under the second memo. What will not be reviewed tonight, but at a later date, is sections on how permits are reviewed, what’s required with permits, when a permit is required, geological hazard areas and fish/wildlife habitat areas. **Repar** asked if the Forest Practices Act is also in review. **Shumaker** explained that the City only gets involved when forest lands are logged to change their use for development. He explained that the 2 regulatory programs exist side by side and there is no overlap.

The following was reviewed and changes were discussed from the Critical Areas Ordinance Review-Scope & Progress Update:

-Exhibit B - Changes proposed including a built in concept of alteration and development based on state practice; modification to definition of regulated activities; removed aquifer as it’s been moved to a different title of the code (moved to title 13.30 drinking water resources protection areas). **HOY-RHODEHAMEL** asked whether aquifer would be addressed in another section. **Shumaker** confirmed it is in Exhibit D where it is designated. Further questioning arose around whether the actual

definition of critical area and natural resources would be included in this section. **Shumaker** to move up definition to the definition page.

-Exhibit C (page 1 of 1) - Minor changes to align with state model or to save space/unnecessary text, such as the authority to regulate development in critical areas and how it relates to other city regulations. **Shumaker** discussed the only change in reference to Critical Areas Administrator from Planning Director, a clarification of roles as separate from personnel titles. The duties fall to the same person. A community member who wished not to sign in, herein referred to as **Anonymous**, asked where the most appropriate place would be to put timelines into the document. **Shumaker** explained that SMC 18.13.040 would be the appropriate place. No questions and **consensus to move forward**.

-Exhibit D (page 2 of 2) explains the 5 types of sensitive areas and natural resource lands. This section just makes it clear that we don't have any Natural Resource Lands in or adjacent to the city so it is excluded from these regulations. Section A has reduced language but states the same important information. The changes are mainly small changes to clean up and clarify language. Section including green type, which is a copy from another area. It designates areas by definition and characteristics as well as by a map and it is up to the property owner to determine exactly where those boundaries fall within their property lines. **Oldfield** asked about property owners who are unaware and don't know they have a responsibility? **Shumaker** explained that that is when the city gets into enforcement. The city tries to stay in front of this issue by publishing all the information but it is individual responsibility to know. Currently, information is released through general notices, sometimes mailed with water bills. **May** asked for more than just a general map and explained that the detailed report, at the property owner's expense, is very expensive. **HOY-RHODEHAMEL** suggested informing those owning property near water that they may need to educate themselves on these issues and to come to the city for information. **FORD** reminded the Commission that, with the startup of the \$10 fee on sewer bills, the city published information before bills were delivered and received virtually no responses from the public until people started getting billed and now they call in. **Shumaker** stated that we can always try to do more and do better and increasing communication efforts can be revisited. **Consensus to move forward**.

-Exhibit E **May** described concern around added regulation around weed removal. **Shumaker** explained that written determination of exemption on weed removal is only necessary in critical areas. He further clarified the difference between current regulations versus proposed changes. Currently, Exhibit B, page 4 of 7, explains the requirement of a critical areas permit and report, whereas the proposed change removes that requirement to obtain remove and therefore removes a burden. **May** explained that the city doesn't want to create laws which keep community members from doing the work and wants the Commission to consider what's reasonable. **Anonymous** wanted all to consider the intent and that wouldn't it be best to list in the regulations what can't be done to educate people why it's bad. **Shumaker** explained that the requirement for authorization creates the opportunity for a feedback loop when something goes too far.

May asked whether language should be added to 2A regarding timely manner and not unreasonably withheld so as to not create an additional level of bureaucracy through additional required approval. **Shumaker** explained that these regulations already exist and it is not an additional level of bureaucracy.

Shumaker clarified that the intent of the proposed changes is to make the process easier to comply with and create a big benefit to property owners and to staff time. **May** asked if there was a possibility that only bigger projects need to be covered through this process? **KNUDSEN** asked if all parties could meet in the middle to allow smaller projects more flexibility with permits, possibly based on square footage or by number of trees involved. **Shumaker** confirmed that could be a possibility, though he is not aware if any Best Available Science (the state's standard for justifying regulations) that has really looked at this issue. There was consensus amongst the Commission to **set Exhibit E aside** for another month while members determine if this should not require a permit.

-Attachment 5 identifies no changes. **Consensus to move forward.**

-Exhibit L includes a minor change by adding some descriptors. **ASHLEY** explained that with the bond at 125% of estimated cost one can't get entity to provide that bond. **Shumaker** explained there is a proposed change to allow for a savings/escrow account when two parties agree, which functions the same way as a bond. The amount would cover any incomplete work and 5-years of monitoring and maintenance. **Shumaker** further suggested changing language to say that the city may exercise the option of a bond but the burden is on the city to prove why it's necessary. The Critical Areas Administrator has the ability to waive that requirement. **Consensus to change/add that language.**

-Exhibit M includes amendments to align with the 2011 Board of Adjustment code update. Current fee schedule appeals are free. **Consensus to move forward.**

-Exhibit N uses language proposed for the SMP. It also aligns authorization of fee schedule elsewhere in code. **Consensus to move forward.**

-Attachment 9 clause will be moved and attached to the adopting ordinance. **Consensus to move forward.**

Old Business

7. Critical Areas Ordinance Wetlands, Mitigation, Buffer Standards

The following was reviewed and changes were discussed based on the memo 2018 Critical Areas Update—Wetlands:

Figure on page 4 of 5 addresses staff change to how wetland base buffer reductions can be permitted. Buffers are set by the state and the city can be flexible based on specific proposals. Staff is currently working on alleviating confusion around buffers. The proposed amendment is better defined and ends up being more flexible. The current major restraints come from no local ability to describe types of wetlands by category and no flexibility in buffers applying to which wetland type without scientific study, which could then contradict state. The habitat score determines classification, the wetland is categorized based on habitat score, hydrologic functions and additional criteria, and combine scoring determines classification according to state set stratifications. The scoring is not new, and was included in the 2008 version, but the scoring range has changed in the interim. **May** identified, through referencing other similar reports in the area, that North Bonneville matches closely to proposed changes and they also have wetland ratings and habitat scores included. **Repar** asked if a definition of

habitat scores needs to be included. **Shumaker** explained that the definition is very lengthy and only needs to be known by the habitat professional. **May** provided a hand-made drawing which describes what the actual setback looks like, how much actual land is being taken out of what a landowner can develop. **HOY-RHODEHAMEL** acknowledged that it's a lot of land but this is state and federal regulation for a purpose.

Exhibit T page 15 of 19 highlights where the amendment proposes the most flexibility. The proposed mitigation requirement for buffer impacts uses a 1:1 ratio instead of a ration based on the wetland's rating (ranging from 1.5:1 to 16:1). **Shumaker** explained that if development improves wetland category then it would be subject to the new category's buffer. Page 12 removes buffer standards, which now appear in Exhibit J. Additionally, monitoring and performance standards now appear in Exhibit K. There is a minimum monitoring period of 5 years, down from 10 years previously, and the administrator has the authority to increase. **KNUDSEN** identified that wetland mitigation planning is first defined on page 16 of 19 when previous pages mention it but do not address it until later. **Shumaker** will consider moving it up the section to address it earlier.

Exhibit I changed to be in line with the SMP.

Consensus on Commission to move forward on whole document.

Shumaker applauded the Commission's progress: 12 of 23 sections and 3 of the 5 critical area types have now been reviewed and are ready to move forward. Other sections will come in time but may get pushed back as a busy agenda is anticipated in April. The Commission will consider a special meeting.

Discussion

8. Staff & Commission Reports Sewer Updates, Russell Street Upgrades

Shumaker reported that an intern, a Master's student from the University of Washington, will be helping the city to work out a broadband strategy in the coming months.

9. Thought of the Month Draco the Lawgiver

Shumaker addressed the attached article, which highlights the person who first wrote down laws for ancient Greece. While very strict and associated with severe punishments, the laws were also seen as the start of Greek Republic because people knew what they were subject to.

Adjournment: 8:33 p.m. (2hr 33 min)

Approved _____; Approved with revisions _____

Date _____ Name _____

Minutes by Claire Baylor

PLANNING COMMISSION MEETING MINUTES

Monday, April 2, 2018

5:30 PM

Planning Commission Members Present: Karen Ashley, Chris Ford, Shawn Van Pelt, Valerie Hoy-Rhodehamel, Matthew Knudsen

Staff Present: Ben Shumaker, Leana Johnson

Community Members Present: Mary Repar, Bernard Versari

Guest: None

Call to Order: 5:30 p.m.

Preliminary Matters

1. Chair Selects Public Comment Option #2

New Business

2. **Conditional Use Permit Review & Public Hearing – HOY-RHODEHAMEL** calls the meeting to order and immediately opens the public hearing on CUP2018-01, a request to allow a campground in the C1 Commercial District.

- a. Review Purpose of Meeting. **HOY-RHODEHAMEL** describes her understanding that the applicant has requested to withdraw the application and asks **Shumaker** how to proceed. **Shumaker** advises that the advertised public hearing should still be held and then a consensus decision can be made to accept the withdrawal.
- b. Appearance of Fairness Disclosures. **Shumaker** asks the Planning Commissioners if they have had any ex parte communications on this case, if they have any financial stake in the outcome of the decision, or if they have any reason at all preventing them from being fair and impartial in the decision making on this application. No disclosures are made and no challenges are received.
- c. Presentation by Staff. Staff describes why the proposal is being reviewed as a campground: If the shipping container was installed on a permanent foundation and connected to utilities it could be considered a Modular Home under the Zoning Code, an allowed use in this District. The applicant wants to retain mobility of the home and the Campground use category is the way to do so within the Zoning Code.
- d. Presentation by Applicant. The applicant is not present for the meeting. **Shumaker** conveys the desire to withdraw the application based on the proposed conditions.
- e. Public Hearing. **Phil and Enid Crawford** provide written testimony in advance of the meeting. Testimony focuses on transportation and aesthetics. **Versari** asks whether the cumulative impacts of this proposal have been considered. **Shumaker** clarifies that measurement of cumulative impacts is not a standard used in the conditional use review process. **Repar** testifies her belief that there is nothing wrong with the proposed container and alternative housing options should be pursued in the city. However, she does not believe the Campground's location and property size is inappropriate. Her concerns include campfires. She supports the parking and transportation concerns presented by the Crawford's as well as the proposed utility connection conditions. **HOY-RHODEHAMEL** closes the public hearing at 5:42.
- f. Planning Commission Discussion- **FORD** concurs with the traffic issues at the Frank Johns/Second Street intersection and expresses his suspicion that the shipping container will not be

viable for in the overnight lodging market and that if approved, it would end up being converted to permanent housing in violation of the Zoning Code.

ASHLEY describes concerns with the proposed lack of connection to public utilities and potential hygiene problems with use of a port-a-potty or other alternative sanitary disposal methods. This leads to a general discussion on the water/sewer connection requirements of the city.

KNUTSEN addresses the area-wide parking concerns by referencing the city’s onsite parking requirements and the proposal’s inclusion of onsite parking. With those he does not see how this proposal would exacerbate the pre-existing issues, which he does not believe should color the Commission’s review of this proposal.

g. Findings of Fact. None given.

h. Decision. **HOY-RHODEHAMEL** seeks and receives unanimous consent to accept the applicant’s withdrawal of the permit request.

3. **Shoreline Meeting Prep – Shumaker** presents the memo outlining meeting expectation for the 4/9/18. **Versari** suggests that an additional component should be added to the meeting to provide education for the uninitiated. [**Note: VAN PELT** arrives at the meeting during this topic after a scheduled conflict prevented his attendance at the earlier meeting time.] Following discussion the Planning Commission agrees to the meeting format and with the addition of a short PowerPoint to provide better context for attendees. **HOY-RHODEHAMEL** confirms with each commissioner that they will be available at the meeting because she will not be. All confirm their availability. Those attending the meeting are challenged to each bring 2 members of the public to the meeting.

Old Business

4. **Critical Areas Ordinance – Shumaker** presents a memo asking for preliminary review of Fish & Wildlife Habitat Conservation Areas. The memo includes 4 decision points related to redlined drafts of the code text. Planning Commission and public discussion of the proposal follows and goes into varying degrees of detail on the proposal which focuses mostly on structural changes to the code. Substantive changes will be reviewed at a future meeting.

Decision Point #1: Yes, the Planning Commission agrees to the structural changes referencing Habitat Buffer Standards that will apply jointly to any buffer required under the Critical Areas Code.

Decision Point #2: Yes, the Planning Commission agrees to the redlines in Exhibit J.

Decision Point #3: Yes and No, the Planning Commission agrees to the structural redlines in section G of the current chapter, but does not find consensus on the requirement related to estimated costs or its underlying tie to performance bonding.

Decision Point #4: Yes, the Planning Commission agrees to the 3 proposed principles to guide staff’s next draft of the update. This direction is given after discussion related to comments from **Pat Rice, Versari, and Repar. Rice** submitted prior to the meeting which will be brought back during later discussions. **Versari** suggests considering 1) the previous work done on these regulations in 2003 and 2008, 2) the goals of the Comprehensive Plan, and 3) consistency with the SMP. **Repar** urges caution relying on mitigation and consideration of cumulative effects and impacts as part of everything the Planning Commission does.

Adjournment: 6:47 p.m. (1hr 22min)

Approved _____; Approved with revisions _____

Name

Date

Minutes by Ben Shumaker

PLANNING COMMISSION MEETING MINUTES

Monday, April 9, 2018

6:00 PM

Planning Commission Members Present: Karen Ashley, Chris Ford, Matthew Knudsen, Shawn Van Pelt

Shoreline Advisory Committee Members Present: Pat Albaugh, Mary Repar, Bernard Versari

Excused Absence: Valerie Hoy-Rhodehamel

Staff Present: Ben Shumaker, Leana Johnson

Community Members Present: Bart Vervloet, Laura Mills, Bradlee Seehafer, Brian Adams, Somer Meade, Rick May, Mike Greenberg, Kurt Grey, Sherry Lels-Shippy, Janice Shippy (Kuhlman), Annie McHale, Others

Call to Order: 6:00 p.m.

Preliminary Matters

The Planning Commission held a public listening session during the meeting to discuss the city's Shoreline Management Program (SMP). This effort considers development, use and restoration of the Columbia River, Rock Creek and Rock Cove and all lands within 200' of their shores. This amendment to the City's 1975 program is required by the State and mirrors a similar effort recently completed by Skamania County. Approximately 17 community members attended.

City Planner Ben Shumaker opened the session with a presentation laying framework for the adoption of the updated SMP. Following this overview, the Commission opened the comments to the public, with the explanation that public opinion was to be heard and gathered and would be answered officially at a later date.

The following community members voiced public opinion to the Commission:

Vervloet would like to maintain access for water sports and continuity. He wanted to defend and protect the waterfront asset and public access. He shared interest as a member of the Columbia Gorge Windsurfing Association and promoted access compatibility with neighboring activities and businesses.

Mills had questions regarding the area outlined as red (Urban) zone and whether it had changed in the section from the pier east or if the 1970s plan had the same designation. She was confused with why shoreline restoration is occurring in the Urban zone. She wondered if there was an opportunity to move mitigation from red (Urban) to green (Natural) on the new

map. The comment of urban versus natural designation led to concern with access to the river based on its use as off-site mitigation for another project. She hopes the new plan will shoot higher for uses in the urban waterfront.

May promoted trying to balance animal needs with water access and recreational use along the waterfront. This was in reference to the current waterfront project.

Greenberg, representing WKO, addressed the CoPly site and reiterated the points their written comments. He addressed concern from an unnamed member of the public that this was a “superfund” site, and verified that it was not on EPA’s superfund list. [Note: the “superfund” is a federally-maintained list of contaminated sites prioritized for remediation of hazardous substances, pollutants, or contaminants.]

Grey asked for clarification around the established baseline for the measurement of No Net Loss. He also shared an interest in having resident needs represented as priority over tourist needs.

Lels-Shippy shared concern about the lack of notification requirements when work on neighboring properties and waterways is proposed and the resulting lack of opportunities for feedback on impacts that can follow. She also asked about the bridge replacement and repair on the walking bridge.

McHale spoke to bringing development that makes sense to the city and to the residents. She highlighted finding a balanced between the uses and needs for residents as well as tourists, with emphasis on residents.

Public comment ended at 7:06 p.m. with informal review of documents and informal discussion amongst Commission and community following.

Backup material for agenda item:

h) Chamber of Commerce Activities - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in April, 2018.

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT MONTHLY REPORT and INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	April 2018	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	900.00	Promotional Projects Management Time
	<u>4,015.06</u>	Monthly Reimbursables
	\$ 12,415.06	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	252
Telephone Calls:	35
E-Mails:	18
Business Referrals:	593
Tracked Overnight Stays:	92
Mailings (student, relocation, visitor, letters):	12
Large Quantity Mailings (guides, brochures, etc.):	1,154
Chamber Website Pageviews	3,044
COS Website Pageviews	6,614

CHAMBER BUSINESS

Chamber Board Meeting: The April Board meeting included discussion about upcoming events, impending increase in visitation and local effects, executive direction transition, etc.

Chamber Membership: We had three new members in April and 26 renewals.

“Columbia Currents” Monthly Electronic Newsletter: The April 2018 issue was deployed on Monday, April 2 to over 1,000 recipients. Individuals continue to sign up for the e-newsletter via the website.

“Under Currents” Weekly E-Blast: The e-blast, consisting of three sections – Activities & Events, Announcements and Updates and New Members - is delivered weekly on Thursday afternoons.

“Chamber Break” Morning Networking Session: The April Chamber Break was hosted by Carson Hardware in Carson. 12 people were in attendance.

Chamber Happy Hour: The April Happy Hour was hosted by Timberlake Campground and RV Park in Home Valley showcasing their new retail store and registration area. Approximately 50 people attended.

Chamber Facebook Page: Posting updates several times per week. Currently at 1,504 fans. Create new posting for each new member.

Chamber Marketing, Projects, Action Items:

- Placed display ad in Hood River News Visitor Guide.
- Completed performance report for USFS RAC Title II funding in 2017.
- Delivered Skamania County Visitor Guides to USFS office for distribution at Gorge Trail Ambassador training.
- Composed offer letter to Angie Waiss reflecting promotion to Executive Director in 2019.
- Renewed display ad in Best Western Columbia River Inn room directory.
- Attended and provided scissors and ribbon for grand opening ribbon cutting at CrossCut Espresso & Deli in Carson.
- Attended Underwood Mountain wine review.
- Provided Summer Guide story suggestions to Pioneer editor.
- Distributed cooperative advertising opportunity to membership for inclusion in summer issue of The Gorge Magazine.
- Provided Washington Filmworks Office with local contacts for potential Honda motorcycle commercial shoot.
- Provided Insitu with spreadsheet of local lodging properties including contact information, number of rooms, price range, amenities, etc.
- Worked with account on 2017 tax returns.
- Assisted Home Valley project leader with information about wedding resources and purveyors in the region.
- Interviewed by NW Dentist Magazine regarding travel information for Columbia River Gorge.
- Provided letter of support to USDA for loan opportunities on behalf of TenzenOnsen spa project in Home Valley

- Participated in countywide garage sales at Skamania County Fairgrounds, selling Chamber merchandise and assorted items.
- Attended Oregon Governor's Conference on Tourism in Bend, representing Skamania County and Columbia Gorge Tourism Alliance.

COUNTY ORGANIZATIONAL & PROMOTIONAL SUPPORT

Event Promotion/Assistance:

- All Stevenson Events
- Gorge Blues & Brews Festival
- GorgeGrass
- Skamania County Fair
- Bigfoot Bash at Logtoberfest

LOCAL/REGIONAL/STATE MEETINGS AND PROJECTS:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, receive monies from t-shirt sales, and reconcile bank statements. Attended monthly meeting. Other WRBA activity included:

- Negotiated contract with band for Logtoberfest and secured contract.
- Working with Umpqua Bank to open new WRBA account in partnership with CEKC.
- Attended monthly WRBA meeting.

Stevenson Business Association (SBA): Composed and distributed agenda for SBA meeting. Discussion items include Stevenson Downtown Association news, Gorge Blues & Brews Festival updates, business updates, etc.

Stevenson Downtown Association (SDA): Attended the SDA meeting. Discussion items included Main Street Tax Credit Incentive Program, 2018 goals, logo design, RCO grant, etc.

Columbia Gorge Tourism Alliance (CGTA):

- Serve as treasurer paying bills, reconciling bank statements, completing treasurer reports.
- RARE Placement: Supervising RARE member's daily activities. Submitted RARE 2nd quarter assessment and reviewed with participant.
- Gorge Tourism Alliance:
 - Continue to assist with by-laws revision.
 - Attended Summit planning committee meeting via ZOOM.
 - Submitted pre-application for 2018-19 RARE placement.
 - Attended bi-monthly CGTA Board meeting.
 - Managing CGTA Facebook page. Currently at 2863 followers.

Skamania County Fair Board: Attended Fair Board meeting. Assisted with creation of 2018 GorgeGrass tri-fold brochure.

Columbia River Gorge Commission Economic Vitality Working Group: Invited to represent regional tourism perspective on this committee convened to provide input to CGRC staff on the Management Plan's content and the needs for updates. Attended first meeting for overview of the purpose of this group.

Mount St. Helens Partners: Attended meeting convened by Mount St. Helens National Volcanic Monument Community Liaison of tourism partners from communities surrounding Mount St. Helens. Provided update on conditions in Columbia River Gorge. Discussed opportunities available to promote the region.

Dog Mountain Partners: Attended meeting with Skamania County Senior Services, USFS-CRGN SA, WSDOT, WSP and Skamania County Sheriff's office to discuss the Dog Mountain shuttle status, permit numbers, signage and verbiage, etc.

Skamania County Brownfield Advisory Committee: Attended first meeting of new committee designed to address potential brownfield projects in Skamania County with presentation by Maul Foster Alongi consultant.

(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:

- Placed display ad in Hood River New visitor guide.
- Facilitated COS logo usage by local business.
- Picked up new print run of COS tear-off maps in Hood River.
- Purchased new 20 x 40 tent canopy in partnership with Skamania County Fair Board along with 10x10 pop-up (to replace one damaged at 2017 GBBF).
- Placed ½ page display ad in DeVaul Publishing Summer Guide.
- Renewed COS ad and map in Best Western Columbia River Inn room directory.
- Placed COS ad in Cascade Locks KOA map and Bridge RV Park map.
- Participated in Stevenson Clean-up Day.
- Placed display ad in 1889 Washington’s Magazine Road Trips issue, June/July.
- Placed Mother’s Day ad in Skamania County Pioneer.
- Gorge Blues & Brews Festival planning including, but not limited to:
 - Continuous updates of website as breweries and vendors sign up.
 - Solicited t-shirt designs.
 - Negotiated with sponsor regarding main stage coverage plus additional promotion through festival sticker. Solicited sticker design.
 - Receiving vendor applications.
 - Secured Cannabis Corner as exhibitor during festival.
 - Updating event Facebook page, currently at 4170 followers.
 - Held GBBF planning meeting. Discussed posters, ads, glassware, food vendors, music arrangements, equipment and facility set-up, promotion, etc.
- Posted updates and announcements on Stevenson Facebook page. Currently at 3207 fans.

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2B	Tear-Off Map – Printing	\$	407.11
P2-D1	Website		219.95
P2-D2	Marketing		1,818.00
P2E	Wind River Publishing Ads		580.00
P2F	Skamania Lodge Cooperative Projects		490.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival		<u>500.00</u>
		\$	4,015.06

2018 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Program 2	Promotional Products and Projects		
P2B	Tear-Off Map – Printing	2 hours	\$ 60.00
P2-D2	Marketing (print, social media, press releases, etc.)	14 hours	420.00
P2-D4	Other	2 hours	60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues & Brews Festival	<u>12 hours</u>	<u>360.00</u>
		30 hours	\$ 900.00

Backup material for agenda item:

April 2018 payroll & May 2018 A/P checks have been audited and are presented for approval. April payroll checks 12428 thru 12453 total \$90,832.51 which includes one EFTPS and two ACH payments. A/P Checks 12454 thru 12511 total \$216,243.61 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in April 2018.



A/P Check Register

Fiscal : 2018
 Period : 2018 - May
 Council Date : All

Number	Vendor Name	Account Description	Amount
12454	A&J Select	Fire Department Training	\$135.39
		Fire Training FD II	\$135.39
		Operating Supplies	\$28.38
		Check Total:	\$299.16
12455	Aramark Uniform Services	Household Supplies/Repairs	\$10.34
		Repairs/Supplies Contracted	\$99.70
		Check Total:	\$110.04
12456	Avista Utilities	Electricity	\$136.22
		Fire Hall Heat And Lights	\$66.15
		Heat & Lights	\$65.28
		Check Total:	\$267.65
12457	Bell Design Company, Inc.	Consultant Services - Plant	\$1,667.00
12458	BSK AddyLab,LLC	Sewer Testing	\$180.00
		Testing	\$591.50
		Check Total:	\$771.50
12459	Carson Hardware	Parks Supplies	\$135.69
12460	Cascade Columbia Distribution Company	Chemicals Plant	\$352.13
12461	CenturyLink	Central Services Telephone	\$181.91
		Fire Telephone	\$108.29
		Sewer Telephone	\$98.91
		Water Telephone	\$49.03
		Check Total:	\$438.14
12462	Centurylink Comm Inc	Central Services Telephone	\$55.54
		Fire Telephone	\$0.05
		Sewer Telephone	\$3.87
		Water Telephone	\$0.09
		Check Total:	\$59.55
12463	CH2MHILL OMI	Operations Contract (OMI)	\$21,658.34
12464	Chevron & Texaco Card Service	Fire Truck Fuel FDII	\$72.67
		Gas and Oil	\$1,740.20
		Check Total:	\$1,812.87
12465	City of Stevenson	City Hall Water/Sewer	\$69.31
12466	Classy Glass	Custodial Services	\$300.00
12467	Columbia Hardware, Inc.	Fire Equipment Repair FDII	\$3.49
		Fire Hall Repair	\$3.50
		Operating Supplies	\$308.20
		Parks Supplies	\$100.90
		Repairs/Supplies Contracted	\$44.94
		Supplies	\$46.01
		Check Total:	\$507.04
12468	Columbia River Disposal	Litter Clean-Up	\$130.08
12469	Consolidated Supply Co.	Operating Supplies	\$634.54
12470	Daily Journal of Commerce - Portland	Legislative Publishing	\$193.20
12471	Department of Commerce	Base Res PWTF Loan Principal	\$23,273.39
		Base Reservoir PWTF Loan Interest	\$1,047.30
		Check Total:	\$24,320.69

Number	Vendor Name	Account Description	Amount
12472	Department of Ecology Cashiering Section	Dues & Membership/filing Fees	\$100.00
12473	Department of Natural Resource	Timber Sale Permitting	\$100.00
12474	Drain-Pro Inc	Repair (Contract Serv) T&D	\$2,005.91
12475	Employment Security Dept.	Unemployment Claims	\$891.60
12476	Gregory S Cheney PLLC	Indigent Defense	\$225.00
12477	HD Fowler Company	Operating Supplies	\$390.01
12478	Jacobs' Services Inc.	Custodial Services	\$250.00
12479	M&M Excavating LLC	Supplies	\$646.20
12480	Municipal Code Corp	Ordinance Codification	\$1,681.50
12481	NAPA Auto Parts	Repairs/Supplies Contracted	\$504.54
12482	Office of State Treasurer - Cash Mgmt Division	Agency Disbursement - Court	\$1,047.52
12483	One Call Concepts, Inc.	Dues & Membership/filing Fees	\$37.45
12484	PacWest Machinery, Inc.	Repairs/Supplies Contracted	\$1,814.74
12485	Petty Cash	Miscellaneous - Postage	\$16.98
		Office Supplies & Postage	\$79.62
		Office Supplies and Postage	\$79.63
		Repairs/Supplies Contracted	\$52.00
		Check Total:	\$228.23
12486	Philips Healthcare	Fire Supplies	\$472.53
		Fire Supplies FD II	\$472.53
		Household Supplies/Repairs	\$157.52
		Check Total:	\$1,102.58
12487	Port of Skamania County	Leavens Point Beach	\$75,764.03
12488	Professional Quality Roofing LLC	Base Reservoir Improv.- Contracted Services	\$23,350.00
12489	PUD No 1 of Skamania County	Dewatering Electricity Chesser	\$160.26
		Electricity	\$1,386.07
		Electricity - Street Lights	\$3,075.38
		Fire Hall Heat And Lights	\$165.74
		Heat & Lights	\$359.97
		Parks Electricity	\$45.50
		Check Total:	\$5,192.92
12490	Pumptech, Inc.	Maintenance Supplies	\$159.74
12491	Radcomp Technologies	Computer Services	\$23.69
		Computer Services/Repair	\$416.82
		Office Equip Repair& Maintenance	\$47.39
		Check Total:	\$487.90
12492	Ricoh USA, Inc	Office Equip Repair& Maintenance	\$45.51
12493	Sea-Western Inc	Fire Supplies	\$30.77
		Fire Supplies FD II	\$30.78
		Check Total:	\$61.55
12494	Skamania County Chamber of Commerce	Consultant Services, Chamber	\$7,500.00
		SBA Consultant Services	\$4,915.06
		Check Total:	\$12,415.06
12495	Skamania County Community Events & Recreation	Travel	\$26.93
12496	Skamania County Pioneer	Legislative Publishing	\$290.96
		Planning Publication	\$274.56
		Check Total:	\$565.52
12497	Skamania County Prosecutor	Prosecuting Attorney County Contract	\$1,333.00
12498	Skamania County Sheriff	Dispatch Fees - City	\$1,794.40
12499	Skamania County Treasurer	Agency Disbursement - Court	\$19.53
		CR Jus #1 Drug/Alcohol ED	\$400.46
		CR Jus #4 Basic Law Enforcemnt	\$683.48

Number	Vendor Name	Account Description	Amount
		Litter Clean-Up	\$64.20
		Municipal Court Contract	\$1,667.00
		Police Services	\$13,613.00
		Substance Abuse/Liquor Excise	\$42.65
		Check Total:	\$16,490.32
12500	Staples -Dept 11-05417944	Household Supplies/Repairs	\$12.89
		Office Supplies	\$131.13
		Check Total:	\$144.02
12501	Stevenson Downtown Association	Main St Program Coordinator (SBA)	\$2,500.00
12502	Stevenson-Carson School District	Community Pool Support	\$1,666.67
12503	Traffic Safety Supply, CO	Traffic Devices	\$2,162.96
12504	Tribeca Transport LLC	Solids Hauling	\$994.07
12505	US Bank	Costs to Dispose of Cap Assets	\$17.50
		Household Supplies/Repairs	\$84.55
		Repairs/Supplies Contracted	\$15.72
		Training	\$935.00
		Training/Tuition - Financial/Records	\$70.00
		Website - General Fund	\$20.00
		Check Total:	\$1,142.77
12506	US Bank Safekeeping	Fiduciary Fees/VISA	\$26.00
12507	US Postmaster	Office Supplies & Postage	\$103.50
		Office Supplies and Postage	\$121.50
		Check Total:	\$225.00
12508	Verizon Wireless	Building Department Telephone	\$56.16
		Sewer Telephone	\$15.63
		Water Telephone	\$15.64
		Check Total:	\$87.43
12509	Wapiti Aerial Service Inc	Repairs/Supplies Contracted	\$325.00
12510	Wave Broadband	Central Services Telephone	\$75.00
12511	Woodrich, Kenneth B PC	Advisory Board Services	\$1,590.00
051804ACH	InvoiceCloud	EBPP Fees General Fund	\$2.65
		EBPP Fees Sewer	\$136.62
		EBPP Fees Water	\$136.63
		Check Total:	\$275.90
051805ACH	Department of Revenue	Fire Equipment Repair FDII	\$7.20
		Fire Hall Repair	\$7.20
		Fire Supplies	\$10.62
		Fire Supplies FD II	\$10.62
		Repair-Contracted Labor	\$30.80
		Repairs/Supplies Contracted	\$30.32
		Sewer Taxes	\$963.11
		Water Taxes	\$1,529.83
		Check Total:	\$2,589.70
Grand Total			\$216,243.61
Total Accounts Payable for Checks #12454 Through #051805ACH			