



## White Salmon City Council Meeting A G E N D A

April 15, 2026 – 6:00 PM  
119 NE Church Ave and Zoom Teleconference  
Zoom Meeting ID: [828 0209 6489](#)  
Call In: 1 253 215 8782 US (Tacoma)

### I. Call to Order

- A. Land Acknowledgement Statement
- B. Pledge of Allegiance

### II. Roll Call

### III. Additions or Corrections to the Agenda

### IV. Public Comment

Any member of the public attending the meeting, either in person or via Zoom, will have an opportunity to provide general public comment. No registration is required, and each speaker will be allowed up to three minutes. Written comments may also be submitted by emailing them to [erikac@whitesalmonwa.gov](mailto:erikac@whitesalmonwa.gov) by Wednesday at 12:00 p.m. All submitted comments will be included in the Council packet and the official record.

### V. Presentations

- A. Heritage Month Presentation
- B. City Highlights with the Mayor

### VI. Consent Agenda

- A. Approval of Meeting Minutes - March 18, 2026
- B. Approval of Meeting Minutes - April 1, 2026
- [C.](#) Approval of Pay App No. 3 - Tapani Inc - Transmission Main Replacement Phase IIA
- [D.](#) Approval of Pay App No. 10 - Ajax NW - N Main Spring Street Improvement
- [E.](#) Approval of the Mayor's Appointment to the Wildfire and Emergency
- [F.](#) Resolution No. 2026-04-642 – Amending Public Records Policy and Procedure
- G. Approval of Vouchers

### VII. Public Hearing

- [A.](#) Ordinance 2026-04-1186 Amending the 2026 Budget
  - 1. Presentation
  - 2. Public Testimony
  - 3. Discussion
  - 4. Action



**VIII. Reports and Communications**

- [A.](#) Proclamation 2026-003 - Declaring International Dark Sky Week 2026
- [B.](#) Proclamation 2026-004 - Declaring National Telecommunications Week 2026
- [C.](#) Department Head Reports
- D. Council Member/Committee Reports

**IX. Executive Session (if needed)**

**X. Adjournment**

**File Attachments for Item:**

C. Approval of Pay App No. 3 - Tapani Inc - Transmission Main Replacement Phase IIA



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, Not Necessary

Meeting Date:

April 15, 2026

Agenda Item:

Pay App No. 3 – Tapani Inc. / Transmission Main Replacement Phase IIA

Presented By:

Chris True, Public Works Director

### Action Required:

Approval of Pay App No. 3 – Tapani Inc. / Transmission Main Replacement Phase IIA not to exceed \$650,770.38.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Pay App No. 3 – Tapani Inc. / Transmission Main Replacement Phase IIA not to exceed \$650,770.38.

### Background of Issue:

The City of White Salmon is currently constructing the Transmission Main Replacement Phase IIA project, which replaces aging water transmission infrastructure and improves reliability of the City’s water distribution system.

### Explanation of Issue:

Pay Application No. 3 covers work completed through March 31, 2026, including installation of the City-provided 20-inch ductile iron water transmission main, distribution and service lines south of Knoll Road, partial construction of two pressure reducing valve (PRV) stations, blowoff assemblies, and temporary surface restoration. Supporting documentation was submitted with the pay application for City Council consideration.

City staff reviewed the pay application and supporting documentation and determined the request is consistent with the progress of the project.

### Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the pay application.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

**Fiscal Analysis:**

The requested payment amount for Pay App No. 3 is \$650,770.38. Funding for this payment is included within the approved project budget for the Transmission Main Replacement Phase IIA project. This project is funded through Public Works Board loan and a 12.4% Grant.

**Recommendation of Staff/Committee:**

Staff recommends approval of Pay App No. 3 – Tapani Inc. / Transmission Main Replacement Phase IIA not to exceed \$650,770.38.

**Follow Up Action:**

Upon Council approval, staff will process payment to Tapani Inc. in accordance with the project contract.

CONTRACTOR'S APPLICATION FOR PAYMENT

Owner: City of White Salmon, Washington
Engineer: Anderson Perry & Associates, Inc.
Contractor: Tapani, Inc.
Project: Transmission Main Replacement Phase IIA

Application No.: 3 Application Date: 4/7/2026
Application Period: From 3/1/2026 to 3/31/2026

Table with 2 columns: Description and Amount. Rows include Original Contract Price (\$5,403,672.00), Net change by Change Orders (\$-), Current Contract Price (\$5,403,672.00), Total Work completed (\$1,673,575.50), Retainage Withheld (\$-), Retainage Paid (\$-), Sales Tax (7.6%) (\$127,191.74), Liquidated Damages Withheld (\$-), Less Previous Applications (\$1,149,996.85), and Amount due this application (\$650,770.38).

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; (4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed; and (5) certified payroll forms are current and account for all applicable personnel.

Contractor

By (signature): Randy Odhiambo [Digital Signature]
Title: Project Manager
Date: 04/08/2026

Recommended by Engineer

By (signature): Jay Peninger [Digital Signature]
Title: Project Manager
Date: 4/8/2026

Approved by Owner

By (signature):
Title:
Date:

C.

**Progress Estimate** **Contractor's Application for Payment**

Owner: City of White Salmon, Washington  
 Engineer: Anderson Perry & Associates, Inc.  
 Contractor: Tapani, Inc.  
 Project: Transmission Main Replacement Phase IIA

Application No.: 3 Application Period: From 03/01/26 to 03/31/26 Application Date: 04/07/26

Bid Item No.	Description	Contract Information				Previous		This Period (Calculated)		Total to Date (Basis of Payment)	
		Qty.	Unit	Unit Price	Value of Bid Item	Qty.	Amount	Qty.	Amount	Qty.	Amount
<b>Original Contract</b>											
1	Mobilization/Demobilization	All Req'd	LS	\$400,000.00	\$400,000.00	75%	\$300,000.00	0%	\$0.00	75%	\$300,000.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	\$250,000.00	\$250,000.00	25%	\$62,500.00	0%	\$0.00	25%	\$62,500.00
3	Trench Excavation Safety System	All Req'd	LS	\$75,000.00	\$75,000.00	10%	\$7,500.00	0%	\$0.00	10%	\$7,500.00
4	Potholing all Connections and Known Utility Crossings	All Req'd	LS	\$65,056.00	\$65,056.00	50%	\$32,528.00	0%	\$0.00	50%	\$32,528.00
5	Additional Potholing	40	HR	\$50.00	\$2,000.00		\$0.00	0	\$0.00		\$0.00
6	Cap Existing 14-In. Water Main	7	EA	\$1,200.00	\$8,400.00		\$0.00	0	\$0.00		\$0.00
7	Cap Existing 14-In. Water Main on SR 141 Alternate	All Req'd	LS	\$7,500.00	\$7,500.00		\$0.00	0%	\$0.00		\$0.00
8	CDF Placement	100	CY	\$375.00	\$37,500.00		\$0.00	0	\$0.00		\$0.00
9	Rock Excavation	1,800	CY	\$50.00	\$90,000.00		\$0.00	396	\$19,800.00	396	\$19,800.00
10	Foundation Stabilization	120	CY	\$75.00	\$9,000.00		\$0.00	0	\$0.00		\$0.00
11	Retaining Wall	30	CY	\$400.00	\$12,000.00		\$0.00	0	\$0.00		\$0.00
12	Gravity Wall	70	SF	\$85.00	\$5,950.00		\$0.00	0	\$0.00		\$0.00
13	Asphalt Removal	10,200	SY	\$0.50	\$5,100.00	1,020	\$510.00	1,876	\$938.00	2,896	\$1,448.00
14	Pavement Grinding	7,000	SY	\$5.50	\$38,500.00	700	\$3,850.00	2,240	\$12,320.00	2,940	\$16,170.00
15	Temporary Asphalt Installation and Removal, 2-In. Thick	700	LF	\$28.00	\$19,600.00		\$0.00	350	\$9,800.00	350	\$9,800.00
16	Temporary Asphalt Installation and Removal, 3-In. Thick	9,150	LF	\$17.00	\$155,550.00	100	\$1,700.00	1,565	\$26,605.00	1,665	\$28,305.00
17	Repair of Unmarked Storm Drain Line	5	EA	\$50.00	\$250.00		\$0.00	1	\$50.00	1	\$50.00
18	Repair of Unmarked Water Service Line	5	EA	\$50.00	\$250.00		\$0.00	1	\$50.00	1	\$50.00
19	Repair of Unmarked Irrigation System	20	EA	\$50.00	\$1,000.00		\$0.00	7	\$350.00	7	\$350.00
20	Asphalt Restoration, HMA Cl. 1/2-In. PG 64-28	4,800	TON	\$145.00	\$696,000.00		\$0.00	0	\$0.00		\$0.00
21	Job Mix Compliance Price Adjustment	1	CALC	\$1.00	\$1.00		\$0.00	0	\$0.00		\$0.00
22	Compaction Price Adjustment	1	CALC	\$1.00	\$1.00		\$0.00	0	\$0.00		\$0.00
23	Cyclic Density Price Adjustment	1	CALC	\$1.00	\$1.00		\$0.00	0	\$0.00		\$0.00
24	Pavement Marking Restoration	All Req'd	LS	\$10,000.00	\$10,000.00		\$0.00	0%	\$0.00		\$0.00
25	Gravel Surfacing	6,550	SY	\$2.50	\$16,375.00		\$0.00	0	\$0.00		\$0.00
26	Erosion Control Matting	1,400	SY	\$4.00	\$5,600.00		\$0.00	0	\$0.00		\$0.00
27	Landscaping Restoration	750	SY	\$2.50	\$1,875.00		\$0.00	225	\$562.50	225	\$562.50
28	Agricultural Restoration	4,000	LF	\$3.00	\$12,000.00		\$0.00	1,200	\$3,600.00	1,200	\$3,600.00
29	4-In. Restrained DI Water Main, Class 350	100	LF	\$160.00	\$16,000.00		\$0.00	8	\$1,280.00	8	\$1,280.00
30	6-In. Restrained DI Water Main, Class 350	270	LF	\$105.00	\$28,350.00		\$0.00	281	\$29,505.00	281	\$29,505.00
31	8-In. Restrained DI Water Main, Class 350	870	LF	\$130.00	\$113,100.00		\$0.00	304	\$39,520.00	304	\$39,520.00
32	20-In. Restrained DI Water Main, Class 350	3,620	LF	\$310.00	\$1,122,200.00		\$0.00	0	\$0.00		\$0.00
33	Installation 20-In. Restrained DI Water Main, Class 350 (Owner-provided)	6,720	LF	\$80.00	\$537,600.00	600	\$48,000.00	3,840	\$307,200.00	4,440	\$355,200.00
34	1-In. Service Line	920	LF	\$55.00	\$50,600.00	50	\$2,750.00	1,167	\$64,185.00	1,217	\$66,935.00
35	2-In. Service Line	3,280	LF	\$38.00	\$124,640.00	2,775	\$105,450.00	920	\$34,960.00	3,695	\$140,410.00
36	1-In. Service Line, Main Connection	12	EA	\$1,200.00	\$14,400.00		\$0.00	0	\$0.00		\$0.00
37	2-In. Service Line, Main Connection	8	EA	\$1,800.00	\$14,400.00		\$0.00	0	\$0.00		\$0.00
38	Service Line, Meter Connection	19	EA	\$500.00	\$9,500.00		\$0.00	0	\$0.00		\$0.00
39	Relocated Water Meter	19	EA	\$1,650.00	\$31,350.00		\$0.00	0	\$0.00		\$0.00
40	Connection to Existing 6-In. Water Main	2	EA	\$3,500.00	\$7,000.00		\$0.00	0	\$0.00		\$0.00
41	Connection to Existing 12-In. Water Main	2	EA	\$5,000.00	\$10,000.00		\$0.00	0	\$0.00		\$0.00
42	Connection to Existing 14-In. Main at STA A1+05	All Req'd	LS	\$50,000.00	\$50,000.00		\$0.00	0%	\$0.00		\$0.00
43	Non-Potable Crossing, CDF	13	EA	\$1,450.00	\$18,850.00		\$0.00	0	\$0.00		\$0.00
44	Non-Potable Crossing, Casing Pipe	3	EA	\$12,500.00	\$37,500.00		\$0.00	0	\$0.00		\$0.00
45	2-In. Gate Valve	1	EA	\$1,000.00	\$1,000.00		\$0.00	0	\$0.00		\$0.00
46	4-In. Gate Valve	5	EA	\$1,300.00	\$6,500.00		\$0.00	1	\$1,300.00	1	\$1,300.00



C.

**Progress Estimate** **Contractor's Application for Payment**

Owner: City of White Salmon, Washington  
 Engineer: Anderson Perry & Associates, Inc.  
 Contractor: Tapani, Inc.  
 Project: Transmission Main Replacement Phase IIA

Application No.: 3 Application Period: From 03/01/26 to 03/31/26 Application Date: 04/07/26

Bid Item No.	Description	Contract Information				Previous		This Period (Calculated)		Total to Date (Basis of Payment)	
		Qty.	Unit	Unit Price	Value of Bid Item	Qty.	Amount	Qty.	Amount	Qty.	Amount
<b>Materials Stored to Date</b>											
6	Cap Existing 14-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$2,992.00	\$2,992.00	100%	\$2,992.00	0%	\$0.00	100%	\$2,992.00
30	6-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$14,426.15	\$14,426.15	100%	\$14,426.15	-100%	(\$14,426.15)	0%	\$0.00
31	8-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$3,206.50	\$3,206.50	100%	\$3,206.50	0%	\$0.00	100%	\$3,206.50
32	20-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$145,486.35	\$145,486.35	100%	\$145,486.35	0%	\$0.00	100%	\$145,486.35
33	20-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$25,763.56	\$25,763.56	100%	\$25,763.56	-65%	(\$16,746.31)	35%	\$9,017.25
35	2-Inch Service Line	505	LF	\$8.00	\$4,040.00	505	\$4,040.00	-505	(\$4,040.00)	0	\$0.00
36	1-Inch Service Connection - Assorted Materials and Fittings	All Req'd	LS	\$3,206.50	\$3,206.50	100%	\$3,206.50	0%	\$0.00	100%	\$3,206.50
37	2-Inch Service Connection - Assorted Materials and Fittings	All Req'd	LS	\$4,909.02	\$4,909.02	100%	\$4,909.02	0%	\$0.00	100%	\$4,909.02
39	Relocate Water Meter - Assorted Materials and Fittings	All Req'd	LS	\$6,445.04	\$6,445.04	100%	\$6,445.04	0%	\$0.00	100%	\$6,445.04
42	Connect to Existing 14-Inch Main - Assorted Materials and Fittings	All Req'd	LS	\$27,180.30	\$27,180.30	100%	\$27,180.30	0%	\$0.00	100%	\$27,180.30
46	4-Inch Gate Valve	5	EA	\$762.12	\$3,810.60	5	\$3,810.60	-1	(\$762.12)	4	\$3,048.48
47	6-Inch Gate Valve	1	EA	\$1,018.67	\$1,018.67	1	\$1,018.67	0	\$0.00	1	\$1,018.67
50	20-Inch Butterfly Valve, 250 psi	9	EA	\$10,108.00	\$90,972.00	9	\$90,972.00	-3	(\$30,324.00)	6	\$60,648.00
54	3-Inch CAVV & Vault - Assorted Materials and Fittings	All Req'd	LS	\$21,141.04	\$21,141.04	100%	\$21,141.04	0%	\$0.00	100%	\$21,141.04
56	4-Inch CAVV & Vault - Assorted Materials and Fittings	All Req'd	LS	\$33,942.23	\$33,942.23	100%	\$33,942.23	0%	\$0.00	100%	\$33,942.23
57	Fire Hydrant and Valve - Assorted Materials and Fittings	All Req'd	LS	\$6,679.18	\$6,679.18	100%	\$6,679.18	-100%	(\$6,679.18)	0%	\$0.00
59	Blowoff Assembly and Valve - Assorted Materials and Fittings	5	EA	\$332.81	\$1,664.05	5	\$1,664.05	-3	(\$998.43)	2	\$665.62
66	Brislawn PRV - Vault	All Req'd	LS	\$13,855.00	\$13,855.00	100%	\$13,855.00	0%	\$0.00	100%	\$13,855.00
67	Forester PRV Station - Vault, Assorted Materials and Fittings	All Req'd	LS	\$26,717.63	\$26,717.63	100%	\$26,717.63	-100%	(\$26,717.63)	0%	\$0.00
68	Knoll Road PRV - Vault, Assorted Materials and Fittings	All Req'd	LS	\$25,026.49	\$25,026.49	100%	\$25,026.49	-100%	(\$25,026.49)	0%	\$0.00
<b>Total Materials Stored to Date</b>					<b>\$462,482.31</b>		<b>\$ 462,482.31</b>		<b>(\$125,720.31)</b>		<b>\$336,762.00</b>
<b>Original Contract, Change Orders, and Materials Stored to Date</b>											
Pre-tax Total					\$ 5,484,482.31		\$ 1,068,770.31		\$ 604,805.19		\$ 1,673,575.50
Sales Tax (7.6%)					\$ 416,820.66		\$ 81,226.54		\$ 45,965.19		\$ 127,191.74
Retainage (N/A)											
<b>TOTAL</b>					<b>\$ 5,901,302.97</b>		<b>\$ 1,149,996.85</b>		<b>\$ 650,770.38</b>		<b>\$ 1,800,767.24</b>

Percent of Contract Price Completed to Date 24.74%

**File Attachments for Item:**

D. Approval of Pay App No. 10 - Ajax NW - N Main Spring Street Improvement



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, Not Necessary

Meeting Date:

April 15, 2026

Agenda Item:

Pay App No. 10 – Ajax NW – N Main / Spring Street Improvements

Presented By:

Chris True, Public Works Director

### Action Required:

Approval of Pay App No. 10 Ajax NW – N Main / Spring Street Improvements not to exceed \$208,902.07.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Pay App No. 10 Ajax NW – N Main / Spring Street Improvements not to exceed \$208,902.07.

### Background of Issue:

This payment will include work through April 15, 2026. The work completed in this payment period includes continued progression of the booster pump station improvements.

### Explanation of Issue:

Pay Application No. 10 has been submitted for construction progress on the booster pump station located at North Main Street. The pay application reflects work completed to date and represents ongoing progress on construction of the booster pump station. The requested payment amount for Pay Application No. 10 is \$208,902.07.

### Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the Pay Application.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

D.

**Fiscal Analysis:**

Funded through Public Works Board loan.

**Recommendation of Staff/Committee:**

Staff recommends approval Pay App No. 10 Ajax NW – N Main / Spring Street Improvements not to exceed \$208,902.07.

**Follow Up Action:**

Upon approval, staff will process payment to the contractor.

D.

APPLICATION FOR PAYMENT NO. 10  
CITY OF WHITE SALMON, WASHINGTON  
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

TO White Salmon, Washington (OWNER)

FROM Ajax Northwest, LLC (CONTRACTOR)

For Work accomplished through the date of: April 15, 2026

1.	Original Contract Price	\$	2,134,634.44
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	122,480.70
3.	Current Contract Price (1 plus 2)	\$	2,257,115.14
4.	Total Work Completed and Materials On Hand to Date*	\$	1,690,435.80
5.	Retainage: 5%	\$	(84,521.80)
6.	Sales Tax: Sales Tax (7.6%)	\$	84,023.68
6.	Sales Tax: Sales Tax (7.7%)	\$	45,034.30
7.	Liquidated Damages	( \$	- )
8.	Less Previous Application for Payments	\$	1,526,069.91
9.	<b>DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)</b>	<b>\$</b>	<b>208,902.07</b>

\* Line 4 may not match Line 3 on final Application for Payment due to bid versus constructed quantity differences on unit price work.

Accompanying Documentation:

Contractor's Certification:

The undersigned Contractor certifies that (1) all previous progress payments received from Owner, if any, on account of Work done under the Contract referred to above have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Application; (2) title of all Work, materials, and equipment incorporated in said Work or otherwise listed in, or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Lien, security interest, or encumbrance); (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective; and (4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed.

Dated 4/8/26

Ajax Northwest, LLC  
CONTRACTOR  
Digitally signed by Catherine Loke  
DN: C=US,  
E=catherine@ajaxnw.com,  
CN=Catherine Loke  
By: Catherine Loke

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 4/8/2026

Anderson Perry & Associates, Inc.  
ENGINEER  
Digitally signed by Jay Peninger  
Date: 2026.04.08 11:28:01-0700  
By: Jay Peninger

APPROVED by Owner:

White Salmon, Washington  
OWNER

Dated \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

D.

**APPLICATION FOR PAYMENT NO. 10  
CITY OF WHITE SALMON, WASHINGTON  
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS**

Date:

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**FROM: Ajax Northwest, LLC**

**TO: White Salmon, Washington**

Date of Completion	Contract Amount	Date of Estimate
Original: April 27, 2026 Revised: May 1, 2026 On Schedule: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Original Amount of Contract: \$ 2,134,634.44 Change Orders: (+ or -) \$ 122,480.70 Current Contract Amount \$ 2,257,115.14	From: March 16, 2026 To: April 15, 2026

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Mobilization/Demobilization (10%)	All Req'd	LS	\$135,000.00	75%	\$101,250.00	0%	\$0.00	75%	\$101,250.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	26,000.00	90%	23,400.00	0%	0.00	90%	23,400.00
3	ESC Lead	30	DAY	10.00	0	0.00	0	0.00	0	0.00
4	Trench Excavation Safety System	All Req'd	LS	5,000.00	100%	5,000.00	0%	0.00	100%	5,000.00
5	Potholing All Connections and Known Utility Crossings	All Req'd	LS	10,000.00	100%	10,000.00	0%	0.00	100%	10,000.00
6	Additional Potholing	20	HR	500.00	62	31,000.00	0	0.00	62	31,000.00
7	Cap Existing Water Mains	7	EA	1,800.00	7	12,600.00	0	0.00	7	12,600.00
8	Remove Existing Valve Box	7	EA	500.00	7	3,500.00	0	0.00	7	3,500.00
9	Remove Existing Fire Hydrant	2	EA	500.00	2	1,000.00	0	0.00	2	1,000.00
10	Rock Excavation	100	CY	95.00	225.2	21,394.00	28	2,660.00	253.2	24,054.00
11	Asphalt Removal	2,100	SY	9.00	2,124	19,116.00	0	0.00	2,124	19,116.00
12	Concrete Sidewalk Removal and Restoration	6	SY	500.00	0	0.00	0	0.00	0	0.00
13	Concrete Curb Removal and Restoration	12	LF	300.00	0	0.00	0	0.00	0	0.00
14	Foundation Stabilization	80	CY	65.00	55.5	3,607.50	0.0	0.00	55.5	3,607.50
15	Repair of Unmarked Utilities	17	EA	500.00	2	1,000.00	0	0.00	2	1,000.00
16	Asphalt Surface Restoration	1,700	SY	60.00	40	2,400.00	0	0.00	40	2,400.00
17	Road Restoration STA 'A' 18+50 to 20+00	All Req'd	LS	15,000.00	0%	0.00	0%	0.00	0%	0.00
18	Pavement Marking Restoration	All Req'd	LS	3,200.00	0%	0.00	0%	0.00	0%	0.00
19	Gravel Surface Restoration	350	SY	22.00	260	5,720.00	0	0.00	260	5,720.00
20	Landscaping Restoration	2,070	SF	4.00	1,600	6,400.00	0	0.00	1,600	6,400.00
21	3-In. Water Main	10	LF	50.00	0	0.00	0	0.00	0	0.00
22	6-In. Water Main	45	LF	60.00	45	2,700.00	0	0.00	45	2,700.00
23	8-In. Water Main	1,070	LF	65.00	1,099	71,435.00	0	0.00	1,099	71,435.00
24	10-In. Water Main	16	LF	85.00	10	850.00	0	0.00	10	850.00
25	12-In. Water Main	1,945	LF	100.00	2,000	200,000.00	0	0.00	2,000	200,000.00
26	1-In. Water Service Line	800	LF	30.00	1,000	30,000.00	0	0.00	1,000	30,000.00
27	2-In. Water Service Line	60	LF	45.00	20	900.00	0	0.00	20	900.00
28	1-In. Water Service Connection, Main Line	32	EA	985.00	46	45,310.00	0	0.00	46	45,310.00
29	2-In. Water Service Connection, Main Line	4	EA	1,250.00	2	2,500.00	0	0.00	2	2,500.00
30	Water Service Connection, Existing Meter	33	EA	1,600.00	34	54,400.00	0	0.00	34	54,400.00
31	Relocated Water Meter	14	EA	1,600.00	14	22,400.00	0	0.00	14	22,400.00
32	Connection to Existing Water Line, < 4-In.	3	EA	1,800.00	3	5,400.00	0	0.00	3	5,400.00
33	Connection to Existing Water Line, 6-In.	2	EA	2,300.00	2	4,600.00	0	0.00	2	4,600.00
34	Connection to Existing Water Line, 8-In.	2	EA	2,800.00	2	5,600.00	0	0.00	2	5,600.00
35	Connection to Existing Water Line, 10-In.	3	EA	3,000.00	3	9,000.00	0	0.00	3	9,000.00

D.

**APPLICATION FOR PAYMENT NO. 10  
CITY OF WHITE SALMON, WASHINGTON  
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS**

Date:

Page 3 of 3

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
36	Non-Potable Crossing, CDF	4	EA	\$500.00	0	\$0.00	0	\$0.00	0	\$0.00
37	Non-Potable Crossing, Casing Pipe	6	EA	500.00	3	1,500.00	0	0.00	3	1,500.00
38	8-In. Gate Valve	7	EA	2,300.00	7	16,100.00	0	0.00	7	16,100.00
39	10-In. Gate Valve	1	EA	3,900.00	2	7,800.00	0	0.00	2	7,800.00
40	12-In. Gate Valve	9	EA	4,500.00	9	40,500.00	0	0.00	9	40,500.00
41	Water Sampling Station	1	EA	4,000.00	1	4,000.00	0	0.00	1	4,000.00
42	Fire Hydrant Assembly and Auxiliary Valve	5	EA	8,750.00	5	43,750.00	0	0.00	5	43,750.00
43	Fire Hydrant Extensions	5	FT	2,000.00	5	10,000.00	0	0.00	5	10,000.00
44	Bollards	8	EA	650.00	0	0.00	6	3,900.00	6	3,900.00
45	Temporary Water Line	All Req'd	LS	5,500.00	100%	5,500.00	0%	0.00	100%	5,500.00
46	North Main BPS	All Req'd	LS	1,000,000.00	51%	510,000.00	19%	190,000.00	70%	700,000.00
47	10-In. Insertion Valve	All Req'd	LS	25,000.00	0%	0.00	0%	0.00	0%	0.00
48	Apprenticeship Incentive	1	CALC	5,000.00	0	0.00	0	0.00	0	0.00
49	Apprenticeship Penalty	1	CALC	1.00	0	0.00	0	0.00	0	0.00
<b>Total</b>						<b>1,341,632.50</b>		<b>196,560.00</b>		<b>1,538,192.50</b>
<b>Change Orders:</b>										
<b>Change Order No. 1</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
1-1	Exercise Spring Street Reservoir Isolation Valve	All Req'd	LS	\$3,100.00	100%	\$3,100.00	0%	\$0.00	100%	\$3,100.00
<b>Change Order No. 2</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
2-1	Unlocated Sanitary Sewer Service Replacement	All Req'd	LS	13,500.00	100%	13,500.00	0%	0.00	100%	13,500.00
<b>Change Order No. 3</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
3-1	3-In. Asphalt Surface Restoration	1,500	SY	45.00	1,648	74,160.00	0	0.00	1,648	74,160.00
3-2	2-In. Asphalt Surface Restoration	350	SY	35.00	433	15,155.00	0	0.00	433	15,155.00
3-3	Coffer Dam in Spring Street Reservoir	All Req'd	LS	7,000.00	100%	7,000.00	0%	0.00	100%	7,000.00
<b>Change Order No. 4</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
4-1	Standby Time on December 1, 2025	All Req'd	LS	875.00	100%	875.00	0%	0.00	100%	875.00
4-2	Standby Time on December 2, 2025	All Req'd	LS	8,670.00	100%	8,670.00	0%	0.00	100%	8,670.00
4-3	Contract Days Suspension (Informational Only)									
<b>Change Order No. 5 (Informational Only, *added to Contract)</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
5-1	Sales Tax Increase 7.6% to 7.7%			1,005.65						
<b>Change Order No. 6</b>		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
6-1	Additional Electrical Trenching	All Req'd	LS	6,850.00			100%	6,850.00	100%	6,850.00
<b>Total All Change Orders</b>						<b>\$ 122,460.00</b>		<b>\$ 6,850.00</b>		<b>\$ 129,310.00</b>
<b>Materials on Hand:</b>										
		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>PREVIOUS</b>		<b>THIS PERIOD</b>		<b>TOTAL TO DATE</b>	
		<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>
Geary Pacific Supply (HVAC & Pump Controls)		All Req'd	LS	\$12,738.46	100%	\$12,738.46	0%	\$0.00	100%	\$12,738.46
ACI (Building Heater)		All Req'd	LS	1,765.00	100%	1,765.00	0%	0.00	100%	\$1,765.00
Ferguson (Building Drain)		All Req'd	LS	3,322.64	100%	3,322.64	0%	0.00	100%	\$3,322.64
Willamette Fence (BPS Fence and Gate)		All Req'd	LS	5,107.20	100%	5,107.20	0%	0.00	100%	\$5,107.20
<b>Total Materials on Hand</b>						<b>\$ 22,933.30</b>		<b>\$ 0.00</b>		<b>\$ 22,933.30</b>
<b>TOTAL WORK COMPLETED AND MATERIALS ON HAND</b>						<b>\$ 1,487,025.80</b>		<b>\$ 203,410.00</b>		<b>\$ 1,690,435.80</b>

D.

SUMMARY			
	PREVIOUS	THIS PERIOD	TOTAL TO DATE
1. Amount Earned	\$ 1,487,025.80	\$ 203,410.00	\$ 1,690,435.80
2. Amount Retained 5%	\$ (74,351.30)	\$ (10,170.50)	\$ (84,521.80)
3. Sales Tax (7.6%) *Work Performed & Materials Purchased Prior to January 1, 2026	\$ 84,023.68	\$ 0.00	\$ 84,023.68
4. Sales Tax (7.7%) *Work Performed & Materials Purchased After to January 1, 2026	\$ 29,371.73	\$ 15,662.57	\$ 45,034.30
5. Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
<b>Amount Due for Payment</b>	\$ 1,526,069.91	\$ 208,902.07	\$ 1,734,971.98
<b>Amount Due for Payment this Estimate</b>		\$ 208,902.07	
Estimated % Job Completed:	<u>77%</u>		

**File Attachments for Item:**

E. Approval of the Mayor's Appointment to the Wildfire and Emergency



### COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	No
Meeting Date:	April 15, 2026
Agenda Item:	Appointments to the Wildfire and Emergency Preparedness Committee
Presented By:	Marla Keethler, Mayor

**Action Required:**  
Confirm additional appointments to the Wildfire and Emergency Preparedness Committee

**Motion for Business Item / Proposed Motion for Consent Agenda:**  
Motion to confirm the Mayor’s appointments to the Wildfire and Emergency Preparedness Committee as presented.

**Explanation of Issue:**  
In July 2025, City Council adopted Resolution 2025-07-627 establishing the Wildfire and Emergency Preparedness Committee as an advisory body to enhance community resilience, promote public education, and strengthen regional coordination in emergency planning. The resolution anticipated a committee composed of 13–15 members, including White Salmon residents and representatives from relevant agencies. An original list of appointments was previously confirmed in December. These appointments are additional, including a correction of appointment based on reorganization of the county emergency management department.

**Appointments:**  
The Mayor recommends confirmation of the following initial appointments to the Wildfire and Emergency Preparedness Committee:

**Members (White Salmon Residents):**

- City Councilor David Lindley

**Agency & Community Representatives:**

- Erinn Quinn – Klickitat County Public Health Director
- Jeff King Frank Hewey — Klickitat County Emergency Management

These appointments are consistent with the membership categories and intent outlined in Resolution 2025-07-627.

**Council Options:**  
City Council has the following options available at this time:  
1. Confirm the recommended appointments.  
2. Modify the proposed appointments.

3. Defer action and request additional information.
4. Other action as desired by council.

**Fiscal Analysis:**

There is no direct fiscal impact associated with confirming these appointments. Committee members serve in an advisory capacity. Any future recommendations with fiscal implications would be brought forward to City Council for consideration through a separate action.

**Diversity Equity Inclusion & Stakeholder Analysis:**

The Wildfire and Emergency Preparedness Committee was intentionally structured to include both resident voices and institutional partners, recognizing that wildfire and emergency risks disproportionately impact rural communities, vulnerable populations, and those with limited access to resources.

The initial appointments reflect community representation and technical expertise, supporting inclusive engagement, cross-jurisdictional coordination, and equitable access to preparedness information and resources. Additional outreach remains ongoing to ensure broad community participation.

**Policy & Plan Implications:**

Confirming these appointments implements Resolution 2025-07-627 and advances the City's goals related to emergency preparedness, wildfire resilience, public education, and regional collaboration. The Committee will operate in coordination with City and Klickitat County emergency management structures and other existing plans and interlocal agreements.

**Recommendation of Staff/Committee:**

It is recommended that City Council confirm the Mayor's appointments to the Wildfire and Emergency Preparedness Committee as presented.

**File Attachments for Item:**

F. Resolution No. 2026-04-642 – Amending Public Records Policy and Procedure



**CITY COUNCIL REPORT**

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**Business Item**

**Consent Agenda**

Needs Legal Review:  
Meeting Date:  
Agenda Item:

Yes, Complete  
April 15, 2026  
Resolution 2026-04-643 – Amending the City of White Salmon Public Records Policy and Procedure  
Erika Castro Guzman, City Clerk

**Action Required**

Approve Resolution 2026-04-643 amending the City of White Salmon Public Records Policy and Procedure.

**Motion for Business Item**

Move to approve Resolution 2026-04-643 amending the City of White Salmon Public Records Policy and Procedure.

**Explanation of Issue**

The proposed resolution updates the City’s Public Records Policy and Procedure to ensure compliance with the Washington State Public Records Act (RCW Chapter 42.56) and associated administrative rules. The amendments reflect current legal requirements, operational practices, and cost structures.

Key updates include:

- Adoption of default statutory fees for records production and transmission
- Establishment of a body-worn camera redaction fee of \$0.84 per minute
- Implementation of a de minimis fee threshold of \$1.00
- Clarification of public records procedures and response practices
- Removal of the internal review process for denial of public records requests to align with statutory remedies under RCW 42.56
- Updates to contact information and City Hall public service hours

These changes are intended to improve efficiency, reduce administrative burden, and maintain transparency while protecting exempt records and essential City functions.

**City Council Options:**

City Council has the following options available at this time:

1. Accept the staff recommendation and approve the resolution.
2. Revise the staff recommendation.
3. Take other action as may be desired by the City Council.

- 
4. Refer this issue back to staff for further work.
  5. Take no action on this matter.

**Fiscal Analysis:**

The fiscal impact is expected to be minimal. The adoption of statutory default fees and establishment of a redaction fee will help the City recover a portion of the administrative costs associated with fulfilling public records requests. The \$1.00 de minimis threshold may result in minor waived fees but will reduce staff time spent processing negligible charges. Overall, the amendments are expected to improve cost efficiency and administrative consistency.

**Recommendation of Staff:**

Staff recommends that the City Council approve Resolution 2026-04-643.

**Follow-Up Action:**

- Update and publish the amended Public Records Policy and Procedure
- Implement updated fee schedule and procedures
- Notify staff and ensure internal compliance with revised policy

**RESOLUTION 2026-04-643****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING PUBLIC RECORDS POLICY AND PROCEDURE**

**WHEREAS**, City of White Salmon adopted its Public Records Policy and Procedure on November 19, 2018, and subsequently amended it on October 19, 2022, and January 17, 2024; and

**WHEREAS**, the City is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations consistent with the Washington State Public Records Act (PRA), as set forth in RCW Chapter 42.56 and the Model Rules in WAC 44-14; and

**WHEREAS**, the City must provide public access to records, protect those records from damage and disorganization, and prevent excessive interference with other essential City functions; and

**WHEREAS**, the City is also required to protect certain public records from disclosure when they fall within statutory exemptions; and

**WHEREAS**, the City finds that maintaining a complete index of all records, as contemplated by RCW 42.56.070(3), would be unduly burdensome and would interfere with agency operations because of the high volume, diverse locations, and varied formats of City records; and

**WHEREAS**, the City further finds that calculating the actual cost of copying, scanning, uploading, or otherwise transmitting records is unduly burdensome and therefore elects to charge the default fees authorized by RCW 42.56.120(2)(b); and

**WHEREAS**, RCW 42.56.230(14) authorizes the City to charge for the redaction of body-worn-camera footage requested under the PRA; and

**WHEREAS**, after completing the required cost study and a supplemental analysis, the City has determined that a reasonable fee for body-worn-camera redaction is eighty-four cents (\$0.84) per minute; and

**WHEREAS**, the City finds that establishing a de-minimis threshold of one dollar (\$1.00) for copying or electronic-delivery charges will allow the Public Records Officer to waive fees for very small requests, thereby reducing administrative burden while remaining consistent with RCW 42.56.120; and

**WHEREAS**, the City wishes to correct the contact e-mail for “General Records” requests and to reflect its current public-counter hours of 8:30 a.m. to 5:00 p.m., Monday–Friday (excluding holidays) so that requestors have accurate information; and

**WHEREAS**, the City Council finds that the existing internal review process for denial of public records requests, as previously set forth in Section 4.17, is unnecessary because RCW 42.56.520 and RCW 42.56.550 already provide requestors with statutory remedies, including judicial review, and maintaining a duplicative internal review process may create confusion or inconsistency with state law; and

**WHEREAS**, the City Council finds that these amendments are necessary to keep the Public Records Policy and Procedure current with state law, City operations, and actual costs of service; and

**NOW THEREFORE**, be it hereby resolved that City of White Salmon amends the Public Records Policy and Procedures attached.

Key: ~~**Bold and Strike through**~~ means repealed.  
**Bold and underline** means new.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated the  
15<sup>th</sup> day of April 2026.

**CITY OF WHITE SALMON, WASHINGTON**

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Erika Castro Guzman, Clerk

\_\_\_\_\_  
Shawn MacPherson, City Attorney

## City of White Salmon

### Public Records Policy and Procedure

#### 1.0 Purpose

- 1.1** The City of White Salmon is committed to transparent government as the law allows. This Public Records Policy and Procedure is intended to facilitate public access to records and to minimize confusion or misunderstanding about the records request process.
- 1.2** The City of White Salmon is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in RCW Chapter 42.56 and Model Rules of WAC 44-14, and to provide access to public records, protect public records from damage and disorganization and to prevent excessive interference with other essential functions of the City. The City is also required to protect certain public records from disclosure subject to various legal exemptions.
- 1.3** This Public Records Act disclosure policy established the procedures the City of White Salmon will follow to provide for the fullest assistance to requestors including the most timely possible action on requests, while protecting public records from damage and preventing "excessive interference with other essential agency functions." RCW 42.56.100.
- 1.4** The City is required to respond to public records requests pursuant to Chapter 42.56 RCW. The City is not required to respond to questions, do research, prepare reports, or to give information that is not the subject of an identifiable public record.
- 1.5** Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it reasonably sees fit, and to revise or change the policy at any time. Failure to comply with any provision of these rules shall not result in any liability imposed upon the City other than that provided in the Public Records Act.

#### 2.0 Definitions

- 2.1** "The City of White Salmon" and "The City" includes any office, department, division, bureau, board, commission, or agency of the City of White Salmon. RCW 42.56.010(1).
- 2.2** "Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the City of White Salmon regardless of the physical form or characteristics. RCW 42.56.010(2).
- 2.3** "Writing" means handwriting, typewriting, printing, photo stating, photographing and every other means of recording any form of communication representation including, but

not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010(3).

- 2.4 "Identifiable Records" means an identifiable record is one in existence at the time the records request is made and the City staff can locate after an objectively reasonable search.
- 2.5 "Exempt record" includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. For information related to Public Record Exemptions please see Municipal Research Services Center's (MRSC) publication "Public Records Act for Washington Cities, Counties, and Special Purpose Districts" on the City's Website under Public Records Request.

### 3.0 Responsibility

#### 3.1 Public Records Officer

The City of White Salmon's Public Records Officer is the City Clerk. Other City staff members may also process public records requests, as needs require.

**The Bingen-White Salmon Police Department Records Officer is the Office Manager. Other Police Department staff members may also process public records requests, as needs require.**

#### 3.2 City Attorney

The City Attorney's Office shall provide legal advice to the Public Records Officer or designee on those occasions when advice is sought. Additionally, the City Attorney's Office will provide a timely written response to a written request for an explanation of a denial of the release of public information as provided in Section 17 of this policy.

#### 3.3 Central and Field Offices

The City of White Salmon's central office for requesting records is City Hall, 100 N. Main Street, White Salmon, WA 98672. The City is a non-charter code city governed by the provisions of RCW Chapter 35A.12 under the mayor-council form of government. The City has field offices located in various locations for departments such as Police and **Public Works Fire-Department**. More information regarding the City of White Salmon's departments may be obtained through the City's website [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov).

### 4.0 Procedure

#### 4.1 How to Request Records:

**General Records Request-** Any person requesting access to general public records or seeking assistance in making such a request must contact the City Clerk located at **City Hall:**

**~~City Clerk/Public Records Officer~~**

**~~Address:~~** 100 N. Main Street/ P.O. Box 2139 White Salmon, WA 98672

**~~Phone:~~** (509) 493-1133 x2052

**~~Email:~~** ~~clerk~~~~treasurer~~-erikac@whitesalmonwa.gov

**~~Hours:~~** ~~8:30am~~ ~~9:00am~~ to 5:00pm ~~Tuesday~~ ~~Monday~~-Friday

**Police Records Request-** Any person requesting **access to** Police **Department public** records **or seeking assistance in making such a request** must contact the **Office Manager** **Police Department** located at **Bingen-White Salmon Police Department:**

**Bingen-White Salmon Police Department**

**Address:** 142 E Jewett Blvd/ P.O. Box 2139 White Salmon, WA 98672

**Phone:** (509) 493-1177

**Fax:** ~~(509) 493-1007~~

**Email:** infolisa@bwspolice.com

**Hours:** 8:00 a.m. to ~~45:00~~ p.m. ~~Monday~~ ~~Thursday~~ ~~Friday~~

**4.2 Request Format**

While there is no specific required format for a public records request, a requestor must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public record request, the requestor should point out the public record request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate a timely response to the request.

To help facilitate a prompt response, the City encourages that all requests be made in writing on a Public Records Request Form, which is available at the City Clerk's Office and on the City of White Salmon's website [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov). Requests may be submitted in person, orally, by mail, or e-mail. Mail and email will be considered received on the date the form is stamped "received", not on the date sent.

Requests should include the following information:

- A. The requestors name, mailing address, and contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the city personal to be able to locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070 (9));  
And,
- E. Whether the requestor desires copies (and whether in a paper or electronic form), or to inspect the requested records. The City reserves the right to choose a form of copies where it is impracticable to respond in the requested form.

Request for public records made orally must be made during normal business hours. Requests for public records made orally must be confirmed by the Public Records Officer.

A variety of records are available on the City's website at [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov).

Requestors may be directed to view the records available on the website in lieu of producing copies or physical inspection where records are so available and may be searched. The City Clerk or designee shall be available for technical assistance in that event.

#### 4.3 Response to Requests

The City will process requests in the most efficient manner as the Public Records Officer (defined above) deems appropriate. The Public Records Officer may ask a requestor to prioritize the records he or she is requesting so that the most important records may be provided first.

Within five (5) business days of receiving a request, the City will either (A) provide the record; (B) acknowledge that the request has been received and provide a reasonable time estimate it will need to respond to the request; (C) seek clarification of the request; or (D) deny the request.

Additional time to respond may be based on the need to log the request, to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare a withholding index to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate and/or to consult with the City Attorney about whether the records are exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimate to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

The City frequently receives requests for public records identified in terms of "any and all documents related to" or similar language. The City has limited staffing resources and broad requests of voluminous documents, particularly those requiring review and redaction, will be provided only as City staffing allows and may result in long response periods. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City's response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the PRA does not allow a requestor to search through the City's files for records which cannot be identified or described to the City. The City is not authorized to provide lists of individuals for commercial purposes and the City may inquire whether the requestor is using a list commercially in its initial response. The Public Records Officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requestor fails to clarify an unclear request or verify a non-commercial intent within fifteen (15) working days, the City will treat the request as having been withdrawn. RCW 42.56.520.

If the Public records contains personal information that identifies an individual or organization rather than the subject of the requested public record, the City may notify that individual or organization to allow the party to seek relief pursuant to RCW

42.56.540, and the response time may be delayed (usually by ten days) to allow the third party to oppose the records release. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function.

The City may take the above into account when providing an estimate of when the records will be available. Nothing in this policy is intended to, nor does it, create any right to such notice.

When a request uses a phrase such as "all records relating to", the Public Records Officer may interpret the request to be for records which directly and fairly address the topic.

The City may respond to a request to provide access to a public record by providing the requestor with a link to the City's web site containing an electronic copy of that record if it can be determined that the requestor has internet access and the requestor agrees that the request has been satisfied.

When the requestor has found the records he or she is seeking, the requestor should advise the Public Records Officer that the request for records have been provided and the remainder of the request may be cancelled.

#### **4.4 Providing Records in Installments**

When the request is for a large number of records, the City may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. With each instance the City will notify the requestor of the response time for the next installment. Provided, however, if the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the City may deem the request abandoned and may stop fulfilling the remainder of the request. The City may prioritize record requests received after commencing to fulfill the larger request. RCW 42.56.120.

#### **4.5 Electronic Records**

The process for requesting electronic public records is the same as the process for requesting paper public records.

When a requestor requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available; or will provided the records in a format that is reasonably translatable to the format in which the agency keeps the record.

With the consent of the requestor, the City may provide customized access under RCW 42.56.120 if the record is not reasonably translatable into the format requested. The City may charge a fee consistent with RCW 42.56.120(3)(a)(i) for such customizable access.

#### **4.6 No Duty to Create Records**

This policy does not require the City to answer written questions, summarize data or information, prepare reports, create new public records, or provide information in a format that is different from original public records; however, the City may in its

discretion create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. WAC 44-14-04003 (5).

**4.7 No Duty to Provide Information**

This policy does not require the City to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy.

**4.8 No Duty to Supplement Responses**

The City is not obligated to hold current records requests open to respond to request for records that may be created in the future. A new request must be made to obtain later-created public records.

**4.9 Fees**

A. The City finds that calculating the actual cost of providing documents either via copying, scanning, uploading electronic files or in any other electronic format in order to fulfill a public records request would be unduly burdensome for the following reasons:

1. The City's public records officer would be required to maintain a record of all employees who contributed to each part of a public record request and potentially charge different amounts for multiple documents and/or pages.
2. The City uses several scanning and copying machines with different costs and lease agreement fees which change from time to time. The cost of supplies for the City's various machines is subject to change based on current market rates. Calculating the portion of the machines and supplies used toward copying or scanning public records would require knowledge of the cost of supplies and an in-depth analysis of timing and application multiplied by each contributing employee's hourly rate of pay and benefits;
3. The response time to a public records ~~request~~ **requires request** may be delayed in ~~or~~ order to calculate actual costs and creating an invoice with varying different rates of providing the public records.

RCW 42.56.120(2)(b).

B. The charges for responding to public records requests are as follows:

1. Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records. RCW 42.56.120(2)(b)(i).

2. Ten cents (\$0.10) per page for public records scanned into an electronic form or for the use of agency equipment to scan the records. RCW 42.56.120(2)(b)(ii).
3. Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery. RCW 42.46.J20(2)(b)(iii).
4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The city shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations. RCW 42.56.120(2)(b)(iv).
5. The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. RCW 42.56.120(2)(b)(v).
6. The fee of ~~\$0.76~~ \$0.84 per minute shall be charged for the redaction of body camera footage that is requested in compliance with RCW 42.56.240.
7. **Any person, firm of corporation desiring to obtain an accident report is required to pay twenty dollars. WSMC 2.40.040**

- C. The charges in **(bB)** of this subsection may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
- D. An agency may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under **(aA)** or **(bB)** of this subsection when the agency reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. An agency that has elected to charge the flat fee in this subsection for an initial installment may not charge the fees authorized under **(aA)** or **(bB)** of this subsection on subsequent installments.
- E. An agency shall not impose copying charges under this section for access to or downloading of records that the agency routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.
- F. A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.

- G. ~~No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small amount of copies, scans or electronic formats made or other circumstances. Payment of fees is required prior to the release of records unless other arrangements have been made. RCW 42.56.120. No fee is charged for inspecting or locating a public record if the total calculated fee for copies, scans, or electronic transmission is less than \$1.00, the fee will be waived as de minimis. Fees may also be waived under other circumstances, as appropriate. Payment is required before records are released unless alternative arrangements have been made. RCW 42.56.120~~

#### 4.10 Deposit

The City may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying the records for a requestor. The City may also require payment of the remainder of the cost before providing all of the records, or the payment of the cost of copying an installment before providing that installment. RCW 42.56.120

#### 4.11 Availability of Public Records

Public Records are available for inspection and copying at the City Clerk's Office or Police Department Office during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding the lunch hour (12:00 ~~noon~~pm-1:00pm) and excluding legal holidays. City personnel and the requestor may make mutually agreeable arrangements for time(s) of inspections and copying.

To the extent possible, given other demands for space and staff time, the Public Records Officer shall promptly provide space to inspect public records at the City Hall or Bingen-White Salmon Police Department. The City deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Public Records Officer or designated staff. The City will make every effort to provide staff to oversee the expeditious inspection of the public records without unduly compromising or unreasonably interfering with the essential functions of the City. All assistance to help requestors locate and inspect particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the City Clerk, Police Office Manager, or other duties of any assisting employee(s) in other City departments. In accommodating a request for public records inspection, the City may consider the size of the request, the ease with which the requested records can be made available for inspection and the special accommodations requested by the requestor necessary in order to inspect the records, the availability (schedule) of the requestor to conduct the inspection, the availability of City staff to observe the inspection, the time constraints on staff availability imposed by other current City business, and any other relevant circumstances.

After inspection is complete, the requestor shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the Public Records Officer. The Public Records Officer will arrange for copying.

#### 4.12 Preservation of Public Records

No member of the public may remove a public record from the City Clerk's Office or

**Police Department** without the Public Record Officer's permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff. Copies of public records may be copied only on copying machines of the City unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during time of inspection of public records. Access to file cabinets, shelves, vaults and other City storage areas is restricted to authorized City staff.

**4.13 Organization of Public Records**

The City finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given by the high volume, various locations, and types of public records received, generated and otherwise acquired by the City. RCW42.56.070(4). Notwithstanding the foregoing, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

**4.14 Closing Abandoned or Unpaid Requests**

If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, City personnel will close the request. City personnel will document the closure of the request and the conditions that led to the closure. RCW 42.56.120.

**4.15 Records Exempt from Public Disclosure**

The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The City is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(9)

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 contains a large number of exemptions from public inspection and copying.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information RCW 42.56.070(1).

The City's failure to list an exemption shall not affect the effectiveness of the exemption.

**4.16 Denial of Request Due to Exemption**

All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3). Redacted sections shall indicate the reason for the redaction.

**~~4.17 Mechanism for Review of Denial~~**

~~Any person who objects to the denial of a public record may petition in writing to the City Clerk for a review by the City Attorney of that decision. The petition shall include a copy of or reasonably identify the written statement by the City Attorney's Office or designee denying the request. The City Attorney shall perform a review at the end of the second business day following the denial to represent final action for the purposes of judicial review. RCW 42.56.530.~~

**4.17 4.18 Retention of Records**

The City is not required to retain all records it creates or uses. However, the City will follow RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records (including cities) that is common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives). Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

**4.18 4.19 Loss of Right to Inspection**

Inspection shall be denied, and the record withdrawn by the Public Records Officer if the requestor, when reviewing the record, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

**4.19 4.20 Disclaimer of Liability**

Neither the City nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by statute and federal law.

# City of White Salmon

## Body Worn Camera Video Redaction

### Cost Study

February 2026

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## Background

The Bingen-White Salmon Police Department (BWSPD) has implemented a Body Worn Camera (BWC) program. Officers will wear body worn cameras and will capture recordings that are public records subject to the Washington Public Records Act (PRA) 42.56 RCW. The PRA allows a law enforcement agency responding to requests for BWC recordings to charge certain requestors the reasonable costs of redacting videos prior to disclosure. The purpose of this cost study is to determine those reasonable costs. Allowable redaction costs are in addition to copying costs that agencies are legally allowed to charge requestors.

## Introduction

With the exception of the following requestors, the PRA allows an agency to charge a requestor the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body camera recording prior to disclosure:

- A person directly involved in an incident recorded by the requested body worn camera recording;
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording;
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person;
- The executive director from either the Washington state commission on African-American affairs, Asian Pacific American affairs, or Hispanic affairs; or
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States department of justice settlement.

An agency that charges redaction costs must use redaction technology that provides the least costly commercially available method of redacting body camera recordings, to the extent possible and reasonable.

The purpose of this cost study is to determine the reasonable cost of redacting BWC recordings in order to provide a requestor the estimated cost of redacting particular BWC recordings and to provide requestors a choice of redaction types in order to reduce costs to those requestors.

## Principles

- We charge for redactions based on the parameters provided in the PRA
- We charge staff time (salary+ benefits) directly applicable to redacting videos

- We charge staff time for no more than the lowest-paid employee assigned responsibility for redacting video
- We have highly-skilled Public Records Officers who apply their expertise to redact video in an efficient and skillful manner
- We use redaction technology that most effectively and efficiently meet the administrative and operational needs of the Department
- We do not charge requestors any costs related to the redaction technology
- The City incurs substantial costs for video management, processing, storage, and redaction technology
- In addition to allowed redaction costs, we charge requestors the actual cost of copies of BWC recordings as provided in the PRA

### Types of Redactions

- Targeted Video Redaction of Person or Object with or without Targeted Audio Redaction: This blurs or blacks out the face or identifying features of an individual or object and removes exempt audio content
- Targeted Audio Redaction Alone: This removes exempt portions of the audio
- Blackout/Blur of Screen with or without Audio Removal: This completely blacks or blurs out targeted segment(s) of video. It may also redact all audio from the segment(s) if required

### Video Redaction Type Illustrations

**Targeted Video Redaction**



**Blur of Screen**



**Blackout of Screen**



### Redaction Process

The cost of redacting video using current technology reflects actual staff time derived from the workflow necessary to apply redactions as detailed in the BWSPD Redaction Process Workflow, attached to this Cost Study.

## Time Studies

Stopwatch style time studies were conducted to determine the amount of time it takes to redact BWC recordings including how long it takes to redact one minute of audio, redact one minute of video and redact one minute of video and audio.

Time Study Results:

Redaction Type	Video Time	Average Redaction Time
Targeted Video Redaction with Targeted Audio Redaction	1 Minute per individual or object redacted	12 Minutes per individual or object redacted
Targeted Video Redaction without Targeted Audio Redaction	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	1 Minute
Blackout/Blur of Screen, with Audio Removal	1 Minute	1 Minute
Blackout/Blur of Screen, without Audio Removal	1 Minute	2 Minutes

## Public Records Officers’ Salary

The salary for Public Records Officers within BWSPD is approximately \$.84 per minute. The PRA allows agencies to charge the actual cost of redacting body camera recordings including the cost of redaction technology provided it is the least costly commercially available method. The Public Records Officers salary amount does not include the cost of redaction technology and the City does not intend to charge requestors technology costs at this time. The City intends to charge requestors at the rate of \$.84 per minute of Public Records Officers time to redact body camera videos. This rate is below the actual cost incurred by the City for redacting video.

## Estimating Redaction Costs

Based on the results of the cost study, BWSPD Public Records Officers will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost Per Minute to Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with Targeted Audio Redaction	\$0.84 per individual or object redacted	12 per individual or object redacted	\$10.08 per individual or object redacted
Targeted Video Redaction without Targeted Audio Redaction	\$0.84	10 per individual or object redacted	\$8.40
Targeted Audio Redaction Alone	\$0.84	1	\$0.84
Blackout of Screen, with Audio Removal	\$0.84	1	\$0.84
Blackout of Screen, without Audio Removal	\$0.84	2	\$1.68

F.

## BWSPD Will Charge Redaction Costs Based on Actual Redaction Time

The City will charge requestors redaction costs reflecting the actual time it takes to redact a particular video calculated at the rate of \$ .84 per minute.

## Body Worn Camera Cost Estimation Template

We have identified a body-worn camera video record responsive to your request. The identified record contains exempt information and requires video redaction. You have not self-identified as a person who is exempt from redaction costs as provided in RCW 42.56.2470(14)(f)(iii). As a result, the Bingen-White Salmon Police Department is allowed to charge you the reasonable costs related to redacting the body worn video you have requested.

Below are the estimated costs of redaction and a deposit of 10% of this cost. The 10% deposit is required to be paid prior to processing the request. The costs are only estimates and may vary depending on the actual time it takes to complete your request. Redaction costs are \$ per minute spent on video redaction.

Estimated Redaction Time in Minutes \_\_\_\_\_ X \$= \_\_\_\_\_ Estimated Redaction Cost

Estimated Redaction Cost \_\_\_\_\_ X 10% = \_\_\_\_\_ Required Deposit

If we do not receive the 10% deposit from you within 10 calendar days, we will consider your request closed.

## BWSPD Redaction Process Workflow for Body Camera Video Redaction

### 1. Receive Initial Video Request

- a. Locate video in Evidence.com using one or more of the following fields: case number, officer ID, and date/time (Evidence.com is a cloud-based system)
- b. Conduct research to locate incident, if video not initially found based on criteria listed above.

### 2. Public Records Officer Redaction Process

- a. Public Records Officer reviews video to identify content that requires redaction, detailing relevant time codes.
- b. Where redaction is required, the Public Records Officer will apply redaction and remove audio at appropriate points in video.
- c. Public Records Officer may select to redact video FRAME BY FRAME to ensure exempt content is redacted.
- d. Multiple passes of video may be required to track individuals and/or ensure that all exempt video and audio content has been redacted throughout the video.
- e. Quality assurance will be conducted by replaying the video in real time or slower to ensure redaction accuracy.

### 3. Redaction Distribution

- a. If the requestor has provided an email address, a link will be created in which the requestor may receive the requested body camera video.
- b. For all other requests, the body camera video will be downloaded onto a digital media storage device and be made available either by mail or for pick-up at the Bingen-White Salmon Police Department. Storage device fees and mailing/postal fees will be charged in accordance with the City of White Salmon's Public Records Policy.

**File Attachments for Item:**

A. Ordinance 2026-04-1186 Amending the 2026 Budget

1. Presentation
2. Public Testimony
3. Discussion
4. Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review: Yes  
 Meeting Date: 04/15/26  
 Agenda Item: Public Hearing – 2026 Budget Amendment  
 Presented By: Jennifer Neil, Director of Finance & Operations

### Action Required:

Conduct a public hearing on the proposed 2026 Budget Amendment

### Motion for Business Item / Proposed Motion for Consent Agenda:

I move to adopt Ordinance No. 2026-04-1186 amending the 2026 Budget

### Explanation of Issue:

The City Council adopted the 2026 budget under Ordinance No. 2025-12-1180. Subsequent to adoption, adjustments are necessary to align the budget with updated information, including actual fund balances, restricted revenue activity, and project timing.

Consistent with RCW 35A.34.150 requirements, introduction of this budget amendment was provided to City Council at the April 1 meeting through a staff report, initiating the required review period prior to adoption.

The proposed amendment includes; Adjustments to restricted revenues and expenditures (e.g., REET, lodging tax), capital and operational updates based on current conditions, and minor reallocations within funds for alignment with actual activity .

### Financial Summary:

- Total Expenditure Increase: ~\$259,000
- Transfers: ~\$128,500
- General Purpose Impact: Approximately \$4,000

### Summary of Proposed Requests

#### General Fund (001)

- +\$18,813 Revenue / +\$18,813 Expense – Housing Rehabilitation Grant reimbursement
- -\$1,000 Expense / +\$1,000 Expense – Internal cost reallocation from Finance to General Government
- +\$4,000 Expense – City Hall security cameras
- +\$102,480 Expense – Police reserve transfer (2024–2025 carryforward tied to Bingen funding structure)
- +\$25,000 Expense – Asset transfer to WKRFA (pending final audit reconciliation)

#### Capital Improvement Program Fund (108)

A.

- +\$125,000 Expense – Rheingarten Park playground completion

Police General Reserve Fund (122)

- +\$102,480 Revenue – Transfer from General Fund

Hotel/Motel Tax Fund (303)

- +\$20,000 Expense – Reflects prior Council direction to increase 2026 grant awards and includes the Mt. Adams Chamber 2025 invoice

Water Fund (401)

- +\$35,000 Expense – Water Rate Study

Wastewater Fund (402)

- +\$75,000 Expense – Legal counsel and participation in Bingen WWTP capacity study

Water Construction Fund (419)

- +\$8,910,000 Revenue / +\$8,910,000 Expense – Capital project funding alignment

Water and Wastewater Fund Clarification

Council may notice a reduction in total budgeted amounts within the Water and Wastewater funds. This reduction is solely due to an adjustment of the beginning fund balance for 2026 to reflect the actual ending fund balance from 2025, which came in lower than originally forecasted during budget development.

Because beginning fund balance is a component of total available resources a lower 2025 ending balance results in reduced available resources in 2026 and therefore a reduction in the overall budget

This is a technical correction to align the budget with actual financial position and does not reflect a reduction in service levels, staffing, or planned projects.

**Council Options:**

City Council has the following options available currently:

1. Conduct the public hearing and adopt the ordinance
2. Conduct the public hearing and request additional information
3. Continue the public hearing to a future date

**Fiscal Analysis:**

The proposed amendment maintains overall fiscal stability:

- All Operations & Maintenance funds continue to meet or exceed the City's policy of maintaining a minimum 10% ending fund balance
- No structural imbalance is introduced
- Adjustments are primarily supported by restricted funding sources

The amendment ensures that the City's budget reflects actual available resources and current operational needs, improving accuracy and transparency.

**Recommendation of Staff/Committee:**

The Personnel & Finance Committee has reviewed the proposed budget amendment. Staff recommends that Council conduct the public hearing and adopt the ordinance amending the budget.

A.



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**Attachments:**

1. Ordinance No 2026-04-1186
2. Exhibit A – Proposed Budget Changes Fund Totals

CITY OF WHITE SALMON  
ORDINANCE NO. 2026-04-1186

AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF WHITE SALMON,  
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, the City Council of the City of White Salmon adopted the 2026 budget pursuant to Ordinance No. 2025-12-1180; and

WHEREAS, subsequent to the adoption of the 2026 budget, certain events occurred requiring changes in estimated revenue and expenditures; and

WHEREAS, the City is authorized under RCW Chapter 35A.34 to amend its annual budget through ordinance;

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

**Section 1. Amendment of Budget.** The budget for the City of White Salmon, Washington for the year 2026 as adopted is hereby amended to reflect the following fund changes, as in the attached Exhibit A:

Fund	Budgeted Beginning Fund Balance	Budgeted Revenue	2026 Q1 Amended Beginning Fund	2026 Q1 Total Revenue Amendment	Budgeted Expense	2026 Q1 Expense Requests	Ameded Total Expense	Amended End Fund Balance	10% Minimum Fund Balance	
001 General	724,854	3,465,908	800,597	4,285,318	3,682,120	152,043	3,834,163	451,155	383,416	
108 CIP	-	103,000	552,342	655,342	88,000	125,000	213,000	442,342		
122 PGRF	-	3,000	83,817	189,297	-	-	-	189,297		
303 Hotel/Motel Tax	-	80,000	198,289	278,289	80,000	20,000	100,000	178,289		
402 WW	363,337	1,231,749	305,375	1,537,124	874,147	75,000	949,147	587,977		94,915
401 Water	2,198,157	2,726,440	2,131,089	4,857,529	2,531,530	35,000	2,566,530	2,290,999		256,653
419 Water Const.	-	-	-	8,910,000	-	8,910,000	8,910,000	-		

**Section 2. Severability.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances shall not be affected.

**Section 3 Effective Date.** This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the Council and approved by the Mayor on this 15<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Erika Castro Guzman, Clerk

\_\_\_\_\_  
Shawn MacPherson, City Attorney

## 2026 PROPOSED BUDGET CHANGES

City Of White Salmon

### Fund Totals

Time: 10:36:54 Date: 04/08/2026

Page: 1

Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 Current Expense	4,190,762.00	4,285,318.00	94,556.00	102.3%	4,190,762.00	4,285,318.00	94,556.00	102.3%
101 Street Fund	811,341.00	811,341.00	0.00	100.0%	811,341.00	811,341.00	0.00	100.0%
108 Municipal Capital Imp Fund	103,000.00	655,342.00	552,342.00	636.3%	103,000.00	655,342.00	552,342.00	636.3%
110 Fire Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
112 General Fund Reserve	11,000.00	11,000.00	0.00	100.0%	11,000.00	11,000.00	0.00	100.0%
115 Emergency Response Fund	4,000.00	4,000.00	0.00	100.0%	4,000.00	4,000.00	0.00	100.0%
121 Police Vehicle Reserve Fund	82,806.00	82,806.00	0.00	100.0%	82,806.00	82,806.00	0.00	100.0%
122 Police General Reserve Fund	3,000.00	189,297.00	186,297.00	*****%	3,000.00	189,297.00	186,297.00	*****%
204 Local Bond Fund	53,000.00	53,000.00	0.00	100.0%	53,000.00	53,000.00	0.00	100.0%
302 Transportation Improvement Fund	295,500.00	295,500.00	0.00	100.0%	295,500.00	295,500.00	0.00	100.0%
303 Hotel/Motel Taxes	80,000.00	278,289.00	198,289.00	347.9%	80,000.00	278,289.00	198,289.00	347.9%
307 Park and Recreation Fund	35,600.00	35,600.00	0.00	100.0%	35,600.00	35,600.00	0.00	100.0%
341 General Fund Public Works Vehicle F	100.00	100.00	0.00	100.0%	100.00	100.00	0.00	100.0%
342 Street Fund Public Works Vehicle Rej	200.00	200.00	0.00	100.0%	200.00	200.00	0.00	100.0%
401 Water Fund	4,924,597.00	4,857,529.00	(67,068.00)	98.6%	4,924,597.00	4,857,529.00	(67,068.00)	98.6%
402 Wastewater Collection Fund	1,595,086.00	1,537,124.00	(57,962.00)	96.4%	1,595,086.00	1,537,124.00	(57,962.00)	96.4%
408 Water Reserve Fund	2,101,000.00	2,101,000.00	0.00	100.0%	2,101,000.00	2,101,000.00	0.00	100.0%
409 Wastewater Reserve Fund	15,500.00	15,500.00	0.00	100.0%	15,500.00	15,500.00	0.00	100.0%
412 Water Rights Acquisition Fund	167,500.00	167,500.00	0.00	100.0%	167,500.00	167,500.00	0.00	100.0%
413 Water Bond Redemption Fund	143,000.00	143,000.00	0.00	100.0%	143,000.00	143,000.00	0.00	100.0%
414 Wastewater Bond Redemption Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
415 Water Bond Reserve Fund	16,809.00	16,809.00	0.00	100.0%	16,809.00	16,809.00	0.00	100.0%
416 Wastewater Bond Reserve Fund	3,000.00	3,000.00	0.00	100.0%	3,000.00	3,000.00	0.00	100.0%
417 Treatment Plant Reserve Fund	23,000.00	23,000.00	0.00	100.0%	23,000.00	23,000.00	0.00	100.0%
418 Water Short Lived Asset Reserve Fun	32,195.00	32,195.00	0.00	100.0%	32,195.00	32,195.00	0.00	100.0%
419 Water Construction Loan Fund	0.00	8,910,000.00	8,910,000.00	0.0%	0.00	8,910,000.00	8,910,000.00	0.0%
420 USDA Rural Development - Jewett W	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
428 Water Fund Vehicle Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
429 Wastewater Fund Public Works Vehic	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
601 Remittances	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>14,691,996.00</b>	<b>24,508,450.00</b>	<b>9,816,454.00</b>	<b>166.8%</b>	<b>14,691,996.00</b>	<b>24,508,450.00</b>	<b>9,816,454.00</b>	<b>166.8%</b>

**File Attachments for Item:**

A. Proclamation 2026-003 - Declaring International Dark Sky Week 2026

**PROCLAMATION NO. 2026-003**

**A PROCLAMATION BY THE CITY OF WHITE SALMON,  
WASHINGTON DECLARING APRIL 13-20, 2026, AS INTERNATIONAL DARK SKY WEEK.**

**WHEREAS**, the aesthetic beauty and wonder of a natural night sky is a shared heritage of all humankind; and

**WHEREAS**, the experience of standing under a starry night sky inspires feelings of wonder and awe, encouraging a growing interest in science and nature, particularly among young people and visitors from outside the local communities; and

**WHEREAS**, light pollution has scientifically established economic and environmental consequences, which result in significant impacts on the ecology and human health of all communities; and

**WHEREAS**, light pollution represents a waste of natural resources amounting to \$3 billion per year of wasted energy in the United States; and

**WHEREAS**, The beauty of the Columbia River Gorge and Washington State are in part due to the night sky; and

**WHEREAS**, our local entities and citizens can, through education and simple changes make real improvements to our levels of light pollution and quality of the night sky.

**NOW, THEREFORE, I**, Marla Keethler, Mayor of the City of White Salmon, do hereby proclaim April 13-20, 2026, as International Dark Sky Week and encourage all community members, businesses, and organizations to participate in efforts to reduce light pollution and protect our night skies.

Dated this 15<sup>th</sup> day of April 2026.

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Marla Keethler, Mayor

**File Attachments for Item:**

B. Proclamation 2026-004 - Declaring National Telecommunications Week 2026

**PROCLAMATION NO. 2026-004****A PROCLAMATION BY THE CITY OF WHITE SALMON,  
WASHINGTON DECLARING APRIL 12-18, 2026, AS NATIONAL PUBLIC SAFETY  
TELECOMMUNICATORS WEEK.**

**WHEREAS**, emergencies can occur at any time that require police, fire or emergency medical services; and,

**WHEREAS**, when an emergency occurs the prompt response of emergency personnel is critical to the protection of life and preservation of property; and,

**WHEREAS**, the safety of our emergency responders is dependent upon the quality and accuracy of information obtained from citizens who telephone Klickitat County 9-1-1 Dispatch; and,

**WHEREAS**, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

**WHEREAS**, Public Safety Telecommunicators are the single vital link for our emergency responders by monitoring their activities by radio, providing them critical information and ensuring their safety; and,

**WHEREAS**, Public Safety Communications Officers of Klickitat County 9-1-1 Dispatch have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

**WHEREAS**, each Communications Officer has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**NOW, THEREFORE, I**, Marla Keethler, Mayor of the City of White Salmon, do hereby proclaim April 12-18, 2026, as National Public Safety Telecommunicators Week, in honor of the people whose diligence and professionalism keep our citizens safe.

Dated this 15<sup>th</sup> day of April 2026.

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Marla Keethler, Mayor

**File Attachments for Item:**

C. Department Head Reports

*Bingen-White Salmon*  
**Police Department**

142 E Jewett Blvd / PO Box 2139  
White Salmon, Washington 98672



Mike Hepner, Chief of Police

Telephone (509) 493-1177 Fax (509) 493-1007

## **DEPARTMENT HEAD REPORT**

Department: Police

Meeting Date: April 15, 2026

Presented By: Chief Mike Hepner

### Administration:

- White Salmon Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health Meeting
- Klickitat Community Link Project (K-LINK) Meeting  
A collaboration of community partners working together to better connect their services and better serve the community.
- Evacuation Plan Workshop

### Patrol Division:

The Bingen-White Salmon Police Department prides itself in reducing the incidence and fear of crime, ensuring justice, and safeguarding the rights of all, to provide for a safe and vibrant community.

The Bingen-White Salmon Police Department will accomplish this by working in partnership with the community we serve to enhance our law enforcement effectiveness.

I ask the Officers to prioritize their time by making calls for service as the top priority. Second, to be visible in the community which means driving through neighborhoods and being seen by the public. Lastly, speed enforcement, parking issues, or whatever the community deems important to them.

**Bingen-White Salmon Police  
Monthly Activity Log  
March 2025**

White Salmon	Bingen	
10	1	Abandoned/Disabled Vehicle
20	2	Agency Assist
3	1	Alarm
3	2	Animal Problem/Noise/Neglect
		Arson
1		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
8	10	Citizen Assist
	2	Civil Matter
2		Criminal Mischief
		Deceased
1	2	Disorderly
5		Domestic Violence
1		Drugs
		DUI
		False Reporting
1	2	Fire
		Fireworks
		Forgery
1		Fraud
2		Harassment
1		Hazmat
		Homicide
1		Information
		Intoxication
3		Juvenile Problem
		Kidnapping
		Littering
63	22	

White Salmon	Bingen	
4		Missing Person/Runaway
	1	Medical Emergency
		Mental Health
1	3	Motor Vehicle Accidents
1		Motor Vehicle Theft
2	1	Noise Complaint
		Paper Service
1		Parking Problem
		Pornography
8		Property Lost/Found
	1	Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
	1	Sex Crimes
5	7	Suspicious
	1	Theft
1		Threats
2	1	Traffic Complaint/Hazard
7	3	Traffic Offense
103	95	Traffic Stop
3	2	Trespass
1		Unsecure Premise
		Violation Court Order
2		Wanted Person
		Weapons Offense
5	2	Welfare Check
5	1	911 Hang-up Calls
151	119	

<b>141</b>	<b>Bingen</b>
<b>214</b>	<b>White Salmon</b>
<b>355</b>	<b>Total</b>

C.

**Bingen-White Salmon Police  
Monthly Activity Log  
March 2026**

White Salmon	Bingen	
1	1	Abandoned/Disabled Vehicle
15	3	Agency Assist
3	1	Alarm
3	1	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
1		Burglary
		Child Abuse/Neglect
7	5	Citizen Assist
1		Civil Matter
1	2	Criminal Mischief
		Deceased
1		Disorderly
6		Domestic Violence
1		Drugs
1	1	DUI
		False Reporting
		Fire
		Fireworks
		Forgery
		Fraud
2		Harassment
		Hazmat
		Homicide
2		Information
		Intoxication
1		Juvenile Problem
		Kidnapping
1		Littering
47	14	

White Salmon	Bingen	
1		Missing Person/Runaway
2		Medical Emergency
1	1	Mental Health
3	2	Motor Vehicle Accidents
		Motor Vehicle Theft
1		Noise Complaint
		Paper Service
2	4	Parking Problem
		Pornography
2		Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
3		Sex Crimes
4	2	Suspicious
2	1	Theft
		Threats
1	1	Traffic Complaint/Hazard
4	3	Traffic Offense
41	36	Traffic Stop
1		Trespass
1		Unsecure Premise
		Violation Court Order
2		Wanted Person
		Weapons Offense
1	1	Welfare Check
1		911 Hang-up Calls
73	51	

<b>65</b>	<b>Bingen</b>
<b>120</b>	<b>White Salmon</b>
<b>185</b>	<b>Total</b>