



White Salmon City Council Meeting

A G E N D A

September 18, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 876 1736 1200

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/87617361200>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
 - A. WSDOT Complete Streets Presentation
 - B. Mayor's Updates
- V. **Public Comment** Any public in attendance at the meeting (either in person or via Zoom) will be provided with an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
- VI. **Consent Agenda**
 - A. Approval of Change Order No. 3 - USDA Mainline Phase I
 - B. Contract Amendment No 3- Mainline Phase I Engineering - Anderson Perry
 - C. Approval of Special Council Meeting (Council Retreat) Minutes - September 4, 2024
 - D. Approval of Meeting Minutes-September 4, 2024
 - E. Approval of Vouchers
- VII. **Business Items**
 - A. **Utility Adjustment - Mt Adam Little League**
 1. Presentation
 2. Discussion
 3. Action
- VIII. **Reports and Communications**
 - A. Department Head Reports
 - B. Council Member/Committee Reports
- IX. **Executive Session (if needed)**
- X. **Adjournment**

File Attachments for Item:

A. Approval of Change Order No. 3 - USDA Mainline Phase I



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

9/18/24

Agenda Item:

Change Order No. 3- Phase 1 Transmission Main Replacement- NCE

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of Change order No. 3 for the Phase 1 Transmission Main Replacement with NCE in the amount not to exceed \$5,713.63 and 7 contract days.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Change order No. 3 for the Phase 1 Transmission Main Replacement with NCE in the amount not to exceed \$5,713.63 and 7 contract days.

Background of Issue:

This is a two-part change order, part one consisting of additional contract time to complete the upper transmission main connection and the fiber connection at the Buck Creek Monitoring Station. The first part is a no cost change order and 3 additional days. Part two includes the placement of drainage rock and fabric behind the installed retaining walls at several air release valve vault (ARV, total 2 sites, STA 38+70, and STA 55+90) and communication vault locations (total 3 sites, STA 58+66, STA 68+00, and STA 91+80) and the adjustment on the number of excess blocks installed for the ARV location at STA 110+89. This includes the \$5,713.63 and 4 additional days.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

This project is funded through loans and grants with USDA and PWB

DEI & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality.

Policy & Plan Implications:

Mentioned in the WSP and CFIP

Recommendation of Staff/Committee:

Staff recommends approval of Change Order No 3 for the Phase 1 Transmission Main Replacement with NCE in the amount not to exceed \$5,713.63 and 7 contract days.

CHANGE ORDER NO. 3

Owner: City of White Salmon, Washington Owner's Project No.
 Engineer: Anderson Perry & Associates, Inc. Engineer's Project No.. 250-11
 Contractor: North Cascade Excavation, LLC Contractor's Project No..
 Project: Transmission Main Replacement - Phase I
 Contract Name:
 Date Issued: August 28, 2024 Effective Date of Change Order: August 28, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

See Attachment A to Change Order No. 3

Attachments:

Attachment A to Change Order No. 3

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ \$3,607,259.26	Original Contract Times: Substantial Completion: 250 calendar days Ready for final payment: 280 calendar days
Increase from previously approved Change Orders No. 1 & 2: \$ \$18,687.50	Increase from previously approved Change Orders No.1 & 2 : Substantial Completion: 5 calendar days Ready for final payment: 5 calendar days
Contract Price prior to this Change Order: \$ \$3,625,946.76	Contract Times prior to this Change Order: Substantial Completion: 255 calendar days Ready for final payment: 285 calendar days
Increase this Change Order: \$ \$5,713.63	Increase to this Change Order: Substantial Completion: 7 days Ready for final payment: 7 days
Contract Price incorporating this Change Order: \$ \$3,631,660.39	Contract Times with all approved Change Orders: Substantial Completion: 262 calendar days Ready for final payment: 292 calendar days

Recommended by Engineer
 By: David Jensen PE
 Title: Senior Engineer
 Date: 9/14/2024

Accepted by Contractor
[Signature]
 President
9/13/2024

Authorized by Owner
 By: _____
 Title: _____
 Date: _____

Approved by Funding Agency

**ATTACHMENT A
CITY OF WHITE SALMON, WASHINGTON
TRANSMISSION MAIN REPLACEMENT - PHASE I
CHANGE ORDER NO. 3**

3.1 ADDITIONAL CONTRACT TIME FOR WATER MAIN AND FIBER CONNECTIONS

Description of Change: Additional contract time to complete the upper transmission main connection and the fiber connection at the Buck Creek Monitoring Station.

Justification: The needed connection point with the existing transmission main at the upper tie-in connection is approximately 80 linear feet west of the location shown on the Drawings. An additional two days of contract time was requested by the Contractor to install this additional pipe and make the connection.

The fiber connection at the Buck Creek Monitoring Station required installing the new fiber cable in an existing conduit with an active CenturyTel service line. The Contractor requested an additional contract time to determine the connection point and install the necessary conduit fitting for the fiber cable installation.

Cost/Time: No change in cost with this change order item as the additional water main to be installed shall be paid under existing unit prices, and the fiber connection at the Buck Creek Monitoring Station covered under the existing unit price. A total of three (3) days of additional contract time is provided with this change order.

CHANGE TO THE CONTRACT PRICE:	\$0.00
CHANGE TO THE CONTRACT TIME:	Three (3) Days (Increase)

3.2 PLACEMENT OF DRAIN ROCK AND FABRIC AND BLOCK ADJUSTMENTS FOR SELECTED RETAINING WALL SITES

Description of Change: The placement of drainage rock and fabric behind the installed retaining walls at several air release valve vault (ARV, total 2 sites, STA 38+70, and STA 55+90) and communication vault locations (total 3 sites, STA 58+66, STA 68+00, and STA 91+80) and the adjustment on the number of excess blocks installed for the ARV location at STA 110+89.

Justification: Placement of drainage rock and fabric was warranted to reduce the likelihood of the installed retaining wall block being overturned by saturated silty material behind the block wall. The placement of drainage rock and fabric behind the block walls was not anticipated during design and not included in the original bid documents.

A credit for the number of retaining wall blocks installed at STA 110+89 as full-size blocks were installed on the back edge when half-sized or 1-1/2 sized blocks could have been installed as shown in the retaining wall block detail in the Drawings (Detail 1/C-509). The Contractor installed full-size blocks and backfilled against the blocks before determining half-size blocks were available from the supplier. The credit is for 4 half-sized blocks, which is equal to 2 full-size blocks. A full-size block has dimensions of 2.5 feet by 5 feet by 2.5 feet with a total volume of 31.25 ft³ or 1.16 cubic yards (cy), rounded. Total credit is equal to 2.31 cy.

A.

Cost/Time: Cost for placement of drainage rock and fabric is an agreed upon lump sum cost of \$6,470.00. The credit for the additional excess retaining wall blocks was based on the bid price for retaining wall blocks of \$500 per cy. Total credit is equal to \$1,155.00 (2.31 cy X \$500/cy). Net cost for this change order item is \$5,315.00. With sales tax, the total cost for this change order is

Additional contract time for this change order item (related primarily to the drainage rock and fabric placement) is four calendar days.

CHANGE TO THE CONTRACT PRICE: \$5,713.63 (Increase)
CHANGE TO THE CONTRACT TIME: Four (4) Days (Increase)

SUMMARY OF CHANGE ORDER NO. 3

Change Order Description	Change In Contract	
	Time, days	Price, \$
3.1 - Additional Contract Time for Water Main and Fiber Connections	3	0.00
3.2 - Placement of Drain Rock and Fabric and Block Adjustment for Selected Retaining Wall Sites	4	5,315.00
Subtotal	7	5,315.00
Sales Tax @7.5%	-	398.63
TOTAL	7	5,713.63

File Attachments for Item:

B. Contract Amendment No 3- Mainline Phase I Engineering - Anderson Perry



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

NO, Not Necessary

Meeting Date:

9.18.24

Agenda Item:

Transmission Main Replacement Phase I - Amendment No. to Engineering Agreement

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of Transmission Main Replacement Phase I - Amendment No. 3 to Engineering Agreement not to exceed \$75,000.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Transmission Main Replacement Phase I - Amendment No. 3 to Engineering Agreement not to exceed \$75,000.

Explanation of Issue:

Due to the Contractor being over 55 days behind schedule, AP has incurred additional construction engineering and Resident Project Representative services, which have been detrimental to our engineering budget. As such, there are not sufficient funds remaining to fulfill our engineering services under the current budget agreement.

To provide the required services for the duration of the project, AP is proposing a \$75,000 budget amendment to the professional services agreement between AP and the City. Of this amount, \$60,000 is for additional construction engineering services, and \$15,000 is for additional Resident Project Representative services. These additional amounts are based on the following:

- The Work being Substantially Complete by the end of next week.
- The Work being complete and ready for Final Payment in 4 weeks (after Substantial Completion).
- The Resident Project Representative hours being limited to 18 hours per week until the Work is complete and ready for Final Payment. Additional AP staff are anticipated to be on-site for the first two days of construction, with a site visit once every two weeks thereafter.

Attached for the City's review and approval is a copy of Engineering Amendment No. 3. Please note the following: 1) AP's engineering services are on a time and materials basis and are only expended as needed, and 2) this amendment will also need to be reviewed and approved by Rural Development for the amendment to be fully executed.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

This amendment will be funded by the existing PWB Loan. USDA RD and City Staff will be meeting to discuss Liquidated Damages to help cover the additional costs incurred by the additional time needed by the contractor outside of the original contract agreement.

DEI & Stakeholder Analysis:

All utility improvements made within White Salmon City Water System impact the City's DEI goals. Other Stakeholders the City of Bingen.

Policy & Plan Implications:

This project is represented in the WSP and the CFIP.

Recommendation of Staff/Committee:

Staff recommends approval of the Transmission Main Replacement Phase I - Amendment No. 3 to Engineering Agreement not to exceed \$75,000.

September 11, 2024

Andrew Dirks, Public Works Director
City of White Salmon, Washington
100 N. Main Street
White Salmon, Washington 98672

RE: Transmission Main Replacement Phase I - Amendment No. 3 to Engineering Agreement

Dear Andrew,

As you know, the Contractor has not achieved Substantial Completion in a timely manner. With the approval of Change Order No. 3, the revised Substantial Completion date will be July 16, 2024. Due to the Contractor being over 55 days behind schedule, AP has incurred additional construction engineering and Resident Project Representative services, which have been detrimental to our engineering budget. As such, there are not sufficient funds remaining to fulfill our engineering services under the current Agreement budget.

To provide the required services for the duration of the project, AP is proposing a \$75,000 budget amendment to the professional services agreement between AP and the City. Of this amount, \$60,000 is for additional construction engineering services, and \$15,000 is for additional Resident Project Representative services. These additional amounts are based on the following:

- The Work being Substantially Complete by the end of next week.
- The Work being complete and ready for Final Payment in 4 weeks (after Substantial Completion).
- The Resident Project Representative hours being limited to 18 hours per week until the Work is complete and ready for Final Payment. Additional AP staff are anticipated to be on-site for the first two days of construction, with a site visit once every two weeks thereafter.

Attached for the City’s review and approval is a copy of Engineering Amendment No. 3. Please note the following: 1) AP’s engineering services are on a time and materials basis and are only expended as needed, and 2) this amendment will also need to be reviewed and approved by Rural Development for the amendment to be fully executed.

AP appreciates the City’s continued support for this challenging project and looks forward to its successful completion. Please contact me if you have any questions regarding this Engineering Amendment request or the project itself.

B.

Transmission Main Replacement Phase I - Amendment No. 3 to Engineering Agreement

September 11, 2024

Page -2-

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By David Jepsen
David Jepsen, P.E.

Encl.

cc: Betsy Dillin, Rural Development
File No. 250-11-00

Cover Letter_WS_Phase-1_250-11.docx

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated April 6, 2022.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3**

The Effective Date of this Amendment is: September 11, 2024.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner: City of White Salmon

Engineer: Anderson Perry & Associates, Inc.

Project: Transmission Main Replacement Phase I

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

Additional Services to be performed by the Engineer

Modifications to other terms and conditions of the Agreement

Description of Modifications:

1. Additional services were provided by the Engineer for general project management due to the Contractor not achieving Substantial Completion pursuant to the contract time described in the construction agreement and as revised pursuant to approved change orders. Additional project management services are needed to complete the project.
2. Revised Standard Hourly Rates and Reimbursable Expenses Schedule dated January 1, 2024, attached.

Agreement Summary:

Original agreement amount:	\$ <u>353,000.00</u>
Net change for prior amendments:	\$ <u>163,000.00</u>
This amendment amount:	\$ <u>75,000.00</u>
Adjusted Agreement amount:	\$ <u>591,000.00</u>

Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:
City of White Salmon

ENGINEER:
Anderson Perry & Associates, Inc.

By: _____
Print name: _____

By: Jake Hollopeter
Print name: Jake Hollopeter

Title: _____

Title: Vice President

Date Signed: _____

Date Signed: 9-11-24

2024 HOURLY FEE SCHEDULE

Effective January 1, 2024

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS

Technician I	\$ 75.00
Technician II	\$ 80.00
Technician III	\$ 85.00
Technician IV	\$ 95.00
Technician V	\$100.00
Technician VI	\$105.00
Technician VII	\$110.00
Senior Technician I	\$120.00
Senior Technician II	\$125.00
Senior Technician III	\$135.00
Senior Technician IV	\$140.00
Senior Technician V	\$150.00
Senior Technician VI	\$155.00
Senior Technician VII	\$165.00
Senior Technician VIII	\$170.00
Senior Technician IX	\$190.00
Senior Technician X	\$200.00

ENGINEERING

Engineering Technician I	\$115.00
Engineering Technician II	\$120.00
Engineering Technician III	\$130.00
Engineering Technician IV	\$135.00
Engineering Technician V	\$140.00
Project Engineer I	\$145.00
Project Engineer II	\$155.00
Project Engineer III	\$160.00
Project Engineer IV	\$165.00
Project Engineer V	\$175.00
Project Engineer VI	\$180.00
Project Engineer VII	\$185.00
Senior Engineer I	\$195.00
Senior Engineer II	\$200.00
Senior Engineer III	\$210.00
Senior Engineer IV	\$215.00
Senior Engineer V	\$220.00
Senior Engineer VI	\$225.00
Senior Engineer VII	\$230.00
Senior Engineer VIII	\$235.00
Senior Engineer IX	\$245.00

ARCHAEOLOGY

Archaeological Technician I	\$ 75.00
Archaeological Technician II	\$ 80.00
Staff Archaeologist I	\$ 85.00
Staff Archaeologist II	\$ 90.00
Project Archaeologist I	\$ 95.00
Project Archaeologist II	\$100.00
Senior Archaeologist I	\$110.00
Senior Archaeologist II	\$125.00

PROJECT REPRESENTATIVES

Project Representative I	\$105.00
Project Representative II	\$110.00
Project Representative III	\$115.00
Project Representative IV	\$120.00

OVERTIME

Overtime Surcharge	\$ 35.00
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SURVEYORS, EQUIPMENT, AND OTHER

Survey Technician I	\$ 80.00
Survey Technician II	\$ 90.00
Survey Technician III	\$100.00
Survey Crew Chief I	\$110.00
Survey Crew Chief II	\$120.00
Survey Crew Chief III	\$130.00
Survey Crew Chief IV	\$140.00
Professional Land Surveyor I	\$150.00
Professional Land Surveyor II	\$160.00

Professional Land Surveyor III	\$170.00
Professional Land Surveyor IV	\$175.00
Professional Land Surveyor V	\$195.00
GPS Total Station	\$ 45.00
Robotic Survey Station	\$ 35.00
Total Station	\$ 30.00
Scanning Total Station	\$ 45.00
ATV (4-hour minimum)	\$ 35.00
Resource Grade GPS	\$ 25.00

Electrofisher	\$ 30.00
Unmanned Aircraft System (UAS/Drone)	\$ 50.00
GIS RTK GPS/GNSS Unit	\$ 35.00
Procure Project Management Software (\$/Month/\$1M Construction Project Cost)	\$110.00

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for standard highway vehicles. Mileage will be charged at \$0.80 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice may be charged a service fee of 1.0% per month.

This Hourly Fee Schedule is revised annually on or around January 1.

File Attachments for Item:

C. Approval of Special Council Meeting (Council Retreat) Minutes - September 4, 2024



**City of White Salmon September 04, 2024
City Council Special Meeting – Council Retreat
In Person Only**

Attendance

Council Members:

- Ben Giant
- Patty Fink
- David Lindley
- Jason Hartmann
- Jim Ransier

Staff Present:

- Andrew Dirks, Public Work Director
- Chris True, PW Operations Manager
- Erika Castro-Guzman, Special Projects Coordinator
- Jenne Patterson, Code Compliance
- Lisa Randall, Police Office Manager
- Marla Keethler, Mayor
- Stephanie Porter, Clerk Treasurer
- Shawn Mac Pherson, City Attorney
- Troy Rayburn, City Administrator

I. Call to Order

Mayor Marla Keethler called the meeting to order at 4:03p.m. There were no members of the public in attendance in person.

II. Roll Call

III. Workshop Topic

The City Clerk Treasurer, Stephanie Porter, provided a 2025 financial overview including current expense fund potential funding concerns to be aware of for 2026 and after. The WA State Auditor Financial Interest Tool was provided to relay audit caution flags for the current expense (001) and wastewater (402) fund based on 2023 Financial Report.

Mayor Keethler reviewed the City Council 2024 Priorities:

1. Implementation of the Housing Action Plan
2. Increase Wildfire Preparedness
3. Address the gap in youth resources

Council discussed the following topics of potential interest for 2025 priorities:

1. Planning Staff
2. Wildfire Preparedness
3. Youth Center new home
4. Grant Writer funding
5. Climate Action Plan
 - a. Rebate for drought resistant landscape replacing current grass lawns.
6. Rheingarten Playground Equipment Replacement

The City Council agreed that the 2024 priorities would be appropriate for 2025 priorities. There was council discussion related to adding the Climate Action Plan and providing a more detailed 5 year projection to give staff more specific project expectations for each year with the large scope of the current 2024 priorities.

X. Adjournment

The meeting was adjourned at 6:00 p.m.

File Attachments for Item:

D. Approval of Meeting Minutes-September 4, 2024



**City of White Salmon September 04, 2024
City Council Meeting
In Person and Via Zoom Teleconference**

Attendance

Council Members:

Ben Giant
Patty Fink
David Lindley
Jason Hartmann
Jim Ransier

Staff Present:

Andrew Dirks, Public Work Director
Chris True, PW Operations Manager
Mike Hepner, Police Chief
Marla Keethler, Mayor
Stephanie Porter, Clerk Treasurer
Shawn Mac Pherson, City Attorney
Troy Rayburn, City Administrator

I. Call to Order, Land Acknowledgement and Presentation of the Flag

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 3 members of the public in attendance in person and via teleconference.

II. Roll Call

III. Changes to the Agenda (6:03pm)

Staff requested to remove consent agenda item B. Approval of Everybody's Brewing Amendment No 1 Revised.

Moved by Jason Hartmann. Seconded by Jim Ransier.

Motion to approve changes to the agenda as presented.

CARRIED 5-0

IV. Presentations (6:04pm)

A. Mayor's Update

V. Public Comment (6:17pm)

Andrew Macklemery, Hood River Resident
Tim Cruikshank, White Salmon Resident
Gabrielle Gilbert, Klickitat County Resident

VI. Consent Agenda (6:26 pm)

- A. Approval of 2025 Lodging Tax Grant Amount
- ~~B. Approval of Everybody's Brewing Amendment No 1 Revised~~
- C. Approval of SCADA Payment No 5
- D. Approval of USDA Outlay No. 11 Including Payment No. 11 to NCE
- E. Approval of Splash Pad Payment No.3 - Green Construction
- F. Approval of Meeting Minutes - August 7, 2024
- G. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 4th day of September 2024.

D.

Type	Date			
Claims	8/21/2024	EFT	EFT	13,183.45
	8/21/2024	41615	41657	239,837.57
	9/4/2024	EFT	EFT	0.00
	9/4/2024	41666	41698	129,980.56
			Claim Total	383,001.58
Payroll	8/20/2024	EFT	EFT	81,688.00
	9/5/2024	EFT	EFT	123,271.62
	9/5/2024	41663	41665	448.65
	9/5/2024	41699	41699	827.67
			Payroll Total	206,235.94
Manual Claims	8/15/2024	EFT	EFT	120.00
	8/19/2024	41614	41614	500.00
	8/28/2024	41658	41662	72,565.76
VOIDED Checks			N/A	0.00
			Manual Claim Total	73,185.76
			Toal Vouchers	662,423.28

Moved by Jim Ransier. Seconded by Jason Hartmann.

Motion to approve Consent Agenda and vouchers in the amount of \$662,423.28.

CARRIED 5-0.

VII. Business Items

A. Approval of Matching Funds for Weekend Bus Service Grant - CAT (6:27pm)

Presented by Mayor Marla Keethler.

Moved by Ben Giant. Seconded by Jason Hartmann.

Motion to approve Letter of Commitment for Year-Round Weekend White Salmon/Bingen - Hood River Fixed Route Washington Consolidated Grant Application for the FY25-27 Biennium in the amount not to exceed \$7,399.56; \$3,699.78 in the 2025 Annual Budget and \$3,699.78 in the 2026 annual budget.

Council Discussion.

CARRIED 5-0.

B. Resolution 2024-09-602 Revising Resolution 2023-11-580 Salary Matrix for 2024 (6:39pm)

Presented by Stephanie Porter, Clerk Treasurer.

Moved by Ben Giant. Seconded by David Lindley

Motion to approve Resolution 2024-09-602 Salary Matrix for 2024.

Ben Giant rescinded his motion.

Moved by Ben Giant. Seconded by David Lindley.

Motion to approve Resolution 2024-09-602 Revising Resolution 2023-11-580 Salary Matrix for 2024.

CARRIED 5-0.

VII. Reports and Communications

A. Department Heads (6:43pm)

B. Council Members (6:44pm)

Ben Giant, Council Member

David Lindley, Council Member

Jason Hartmann, Council Member

Jim Ransier, Council Member

Patty Fink, Council Member

IX. Executive Session – Not executive session needed.

X. Adjournment

The meeting was adjourned at 6:57p.m.

File Attachments for Item:

A. Utility Adjustment - Mt Adam Little League

1. Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Unnecessary

Meeting Date:

September 18, 2024

Agenda Item:

Mt. Adams Little League Utility Adjustment and Leak Adjustment

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and make determination on the proposed utility adjustments for Mt. Adams Little League Utility Account 1152.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Utility Adjustment for utility account 1152 Mt. Adams Little League in the amount not to exceed \$2,848.22 for utility billing corrections.

Motion to approve One-Time Leak Adjustment for utility account 1152 Mt. Adams Little League in the amount not to exceed \$6,439.02.

Background of Issue:

The City of White Salmon has an existing Interlocal Agreement with the WSVSD to bill utility base fees on irrigation accounts for only the months of April through October.

Account 1152 was unintentionally omitted from this agreement. The Utility Correction adjusts the over billing for base fees that were charged to the account in error.

The Mt. Adams Little League had an ongoing leak over multiple summer months that they were unable to locate for 2 years. The utility account was paid in full up to the large leak billing in September of 2022. The auto payment was removed from the account and the payments returned due to the amounts due (\$3,607.61 and \$1,467.05) took the nonprofit account into the negative not allowing payment of any other billings.

This account has received payment of the current utility fees due over the last 3 months.

City staff helped locate the leak at the meter and were able to successfully decrease the leakage by fixing the meter connection on the Little League side.

Explanation of Issue:

Staff recommends the approval of the utility adjustment for the billing correction of \$2,848.22.

City Council is asked to review the proposed leak forgiveness amount of \$6,439.02. This amount is calculated based on the usage that was registered in summer 2024 after the repair of the leak. This leak forgiveness approval would be an exception to the code in that this account is an irrigation account.

The Mayor and staff reviewed the situation and believe this is a fair adjustment to balance the past due amount (Currently \$19,184.79).

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

The proposed revenues for utility billing will not be affected by this reduction if the council chooses to move forward. The Little League has been unable to pay the large balance from the identifies leak months therefore the revenues have not been received.

Diversity Equity Inclusion & Stakeholder Analysis:

The Mt. Admas Little League is a nonprofit organization that is funded by community fees for services. Assisting the Little League by allowing a leak adjustment that is based in our code for non-irrigation accounts will lessen the financial burden to this community organization.

Follow Up Action:

The Council will see a Resolution to document the approval of prior Mayor Poucher, to bill the account at the 1" meter rate with a 2" meter present.

City of White Salmon Adjustment Request Form

Account: 1152

Service Address: NE O'Keefe Avenue

Name: Mt. Adams Little League Irrg.

Reason: Adjustment to base fees for winter

Bill Date	Water Base Fee	Corrected Water Base Fee	Water meter Read	Water meter read adjusted	Water Usage Billed	Corrected Water Usage Billed	WRAF	Corrected WRAF	Water Difference	Sewer Billed	Sewer Correction	Sewer Difference	Water & Sewer Difference
1/26/2018	73.94	-	-	-	-	-	7.00	-	(80.94)	-	-	-	(80.94)
2/27/2018	73.94	-	-	-	-	-	7.00	-	(80.94)	-	-	-	(80.94)
3/28/2018	73.94	-	-	-	-	-	7.00	-	(80.94)	-	-	-	(80.94)
4/27/2018	73.94	-	-	-	-	-	7.00	-	(80.94)	-	-	-	(80.94)
5/30/2018	73.94	73.94	5,000	5,000	5.45	5.45	7.00	7.00	-	-	-	-	-
6/28/2018	73.94	73.94	-	-	-	-	7.00	7.00	-	-	-	-	-
7/30/2018	73.94	73.94	570,000	570,000	2,023.40	2,023.40	7.00	7.00	-	-	-	-	-
8/30/2018	73.94	73.94	-	-	-	-	7.00	7.00	-	-	-	-	-
9/28/2018	73.94	73.94	601,000	601,000	2,137.79	2,137.79	7.00	7.00	-	-	-	-	-
10/30/2018	73.94	73.94	-	-	-	-	7.00	7.00	-	-	-	-	-
11/29/2018	73.94	-	218,000	218,000	724.52	724.52	7.00	-	(80.94)	-	-	-	(80.94)
12/30/2018	73.94	-	-	-	-	-	7.00	-	(80.94)	-	-	-	(80.94)
1/30/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)
2/27/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)
3/28/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)
4/29/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)
5/30/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)
6/27/2019	75.12	75.12	-	-	-	-	7.00	7.00	-	-	-	-	-
7/30/2019	75.12	75.12	332,000	332,000	1,163.70	1,163.70	7.00	7.00	-	-	-	-	-
8/29/2019	75.12	75.12	-	-	-	-	7.00	7.00	-	-	-	-	-
9/27/2019	75.12	75.12	415,000	415,000	1,474.95	1,474.95	7.00	7.00	-	-	-	-	-
10/30/2019	75.12	75.12	-	-	-	-	7.00	7.00	-	-	-	-	-
11/26/2019	75.12	-	44,000	44,000	89.40	89.40	7.00	-	(82.12)	-	-	-	(82.12)
12/30/2019	75.12	-	-	-	-	-	7.00	-	(82.12)	-	-	-	(82.12)

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1/30/2020	77.00	-	-	-	-	-	7.50	-	(84.50)	-	-	-	(84.50)
2/27/2020	77.00	-	-	-	-	-	7.50	-	(84.50)	-	-	-	(84.50)
3/30/2020	77.00	-	-	-	-	-	7.50	-	(84.50)	-	-	-	(84.50)
4/29/2020	77.00	77.00	-	-	-	-	7.50	7.50	-	-	-	-	-
5/28/2020	77.00	77.00	309,000	309,000	1,103.46	1,103.46	7.50	7.50	-	-	-	-	-
6/29/2020	77.00	77.00	-	-	-	-	7.50	7.50	-	-	-	-	-
7/30/2020	77.00	77.00	520,000	520,000	1,913.70	1,913.70	7.50	7.50	-	-	-	-	-
8/28/2020	77.00	77.00	-	-	-	-	7.50	7.50	-	-	-	-	-
9/29/2020	77.00	77.00	750,000	750,000	2,796.90	2,796.90	7.50	7.50	-	-	-	-	-
10/29/2020	77.00	77.00	-	-	-	-	7.50	7.50	-	-	-	-	-
11/25/2020	77.00	-	202,000	202,000	692.58	692.58	7.50	-	(84.50)	-	-	-	(84.50)
12/30/2020	77.00	-	-	-	-	-	7.50	-	(84.50)	-	-	-	(84.50)
1/28/2021	78.77	-	-	-	-	-	7.50	-	(86.27)	-	-	-	(86.27)
2/25/2021	78.77	-	-	-	-	-	7.50	-	(86.27)	-	-	-	(86.27)
3/30/2021	78.77	-	-	-	-	-	7.50	-	(86.27)	-	-	-	(86.27)
4/29/2021	78.77	-	-	-	-	-	7.50	-	(86.27)	-	-	-	(86.27)
5/27/2021	78.77	78.77	90,000	90,000	268.60	268.60	7.50	7.50	-	-	-	-	-
6/29/2021	78.77	78.77	-	-	-	-	7.50	7.50	-	-	-	-	-
7/29/2021	78.77	78.77	619,000	619,000	2,347.57	2,347.57	7.50	7.50	-	-	-	-	-
8/30/2021	78.77	78.77	-	-	-	-	7.50	7.50	-	-	-	-	-
9/29/2021	78.77	78.77	495,000	495,000	1,860.25	1,860.25	7.50	7.50	-	-	-	-	-
10/28/2021	78.77	78.77	-	-	-	-	7.50	7.50	-	-	-	-	-
11/29/2021	78.77	-	144,000	144,000	480.82	480.82	7.50	-	(86.27)	-	-	-	(86.27)
12/30/2021	78.77	-	-	-	-	-	7.50	-	(86.27)	-	-	-	(86.27)
1/28/2022	84.69	-	-	-	-	-	7.50	-	(92.19)	-	-	-	(92.19)
2/25/2022	84.69	-	-	-	-	-	7.50	-	(92.19)	-	-	-	(92.19)
3/30/2022	84.69	-	-	-	-	-	7.50	-	(92.19)	-	-	-	(92.19)
4/28/2022	84.69	-	-	-	-	-	7.50	-	(92.19)	-	-	-	(92.19)
5/27/2022	84.69	84.69	3,000	3,000	3.57	3.57	7.50	7.50	-	-	-	-	-
6/29/2022	84.69	84.69	-	-	-	-	7.50	7.50	-	-	-	-	-
7/28/2022	84.69	84.69	216,000	216,000	783.08	783.08	7.50	7.50	-	-	-	-	-
8/30/2022	84.69	84.69	-	-	-	-	7.50	7.50	-	-	-	-	-
9/29/2022	84.69	84.69	894,000	894,000	3,515.42	3,515.42	7.50	7.50	-	-	-	-	-
10/28/2022	84.69	84.69	352,000	352,000	1,374.86	1,374.86	7.50	7.50	-	-	-	-	-
11/29/2022	84.69	-	53,000	53,000	177.93	177.93	7.50	7.50	(84.69)	-	-	-	(84.69)
12/29/2022	84.69	-	-	-	-	-	7.50	-	(92.19)	-	-	-	(92.19)
1/30/2023	93.16	-	-	-	-	-	7.50	-	(100.66)	-	-	-	(100.66)
2/27/2023	93.16	-	-	-	-	-	7.50	-	(100.66)	-	-	-	(100.66)
3/30/2023	93.16	-	-	-	-	-	7.50	-	(100.66)	-	-	-	(100.66)
4/27/2023	93.16	93.16	5,000	5,000	6.35	6.35	7.50	7.50	-	-	-	-	-
5/30/2023	93.16	93.16	2,000	2,000	2.62	2.62	7.50	7.50	-	-	-	-	-
6/29/2023	93.16	93.16	57,000	57,000	330.27	330.27	7.50	7.50	-	-	-	-	-

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7/28/2023	93.16	93.16	484,000	484,000	3,899.99	3,899.99	7.50	7.50	-	-	-	-	-
8/30/2023	93.16	93.16	439,000	439,000	3,523.79	3,523.79	7.50	7.50	-	-	-	-	-
9/28/2023	93.16	93.16	416,000	416,000	3,331.51	3,331.51	7.50	7.50	-	-	-	-	-
10/30/2023	0	-	-	-	-	-	-	-	-	-	-	-	-
11/29/2023	0	-	-	-	-	-	-	-	-	-	-	-	-
12/28/2023	0	-	-	-	-	-	-	-	-	-	-	-	-
1/30/2024	0	-	-	-	-	-	-	-	-	-	-	-	-
2/28/2024	0	-	-	-	-	-	-	-	-	-	-	-	-
3/28/2024	0	-	-	-	-	-	-	-	-	-	-	-	-
4/29/2024	100.61	100.61	2,000	2,000	2.82	2.82	7.50	7.50	-	-	-	-	-
5/30/2024	100.61	100.61	5,000	5,000	7.05	7.05	7.50	7.50	-	-	-	-	-
6/27/2024	100.61	100.61	50,000	50,000	293.33	293.33	7.50	7.50	-	-	-	-	-
7/30/2024	100.61	100.61	133,000	133,000	1,043.04	1,043.04	7.50	7.50	-	-	-	-	-
8/29/2024	100.61	100.61	199,000	199,000	1,580.43	1,580.43	7.50	7.50	-	-	-	-	-
Totals	6,015.73	3,401.01	8,624,000	8,624,000	38,959.15	38,959.15	543.00	309.50	(2,848.22)	0.00	0.00	0.00	(2,848.22)

Date: _____

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City of White Salmon Adjustment Request Form

Account: 1152
Service Address: NE O'Keefe Avenue
Name: Mt. Adams Little League

Reason: One-Time leak adjustment for local non-profit.

Bill Date	Water Base Fee	Corrected Water Base Fee	Water meter Read	Water meter read adjusted	Water Usage Billed	Corrected Water Usage Billed	WRAF	Corrected WRAF	Water Difference	Water & Sewer Difference
9/29/2022	84.69	84.69	894.00	894.00	3515.42	1,779.08	7.50	7.50	-1,736.34	(1,736.34)
10/28/2022	84.69	84.69	352.00	352.00	1374.86	687.43	7.50	7.50	-687.43	(687.43)
7/28/2023	93.16	93.16	484.00	484.00	3899.99	2,471.52	7.50	7.50	-1,428.48	(1,428.48)
8/30/2023	93.16	93.16	439.00	439.00	3523.79	2,581.41	7.50	7.50	-942.39	(942.39)
9/28/2023	93.16	93.16	416.00	416.00	3331.51	1,687.13	7.50	7.50	-1,644.39	(1,644.39)
7/30/2024	100.61	100.61	133.00	133.00	1043.04	1,043.04	7.50	7.50	0.00	-
8/29/2024	100.61	100.61	199.00	199.00	1639.02	1,639.02	7.50	7.50	0.00	-
Totals	549.47	448.86	2,917.00	2,917.00	18327.63	9206.555	52.5	52.5	-6439.015	-6439.02

Recommended Correction based on leak forgiveness calculation	Water Consumption	Water Use Fee	Water Use Comparison	2024 Use Fee	High Usage minus low usage(average)	50% of Difference
9/29/2022	894.00	3515.42	18	42.74	3472.68	1736.34
10/28/2022	352.00	1374.86	0	0.00	1374.86	687.43
7/28/2023	484.00	3899.99	133	1043.04	2856.95	1428.475
8/30/2023	439.00	3523.79	199	1639.02	1884.77	942.385
9/28/2023	416.00	3331.51	18	42.74	3288.77	1644.385
						6439.02

Reviewed By: _____

Date: _____

File Attachments for Item:

A. Department Head Reports



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: September 18, 2024
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- Public Records Request – 4 new request this period
- Daily Reconciliation - Current
- Quarterly Taxes – Next submission 10.31.2024
- Monthly reporting and taxes - Current
- Send Ordinances to Municode for code update.
- Reviewing Utility Adjustments
- Review and approve Utility Billing
- Review and Approve Accounts Payable
- Record Retention
- Grant quarterly reporting – Completed Q2
- Working with Anderson Perry regularly for USDA contractor reimbursements- tracking for the Main line Phase 1 Project.
- One-Time Leak Forgiveness Applications – 0 new received.
- Payment Plan Applications – 0 received.
- Low Income Utility Discount Program Application is available on website, program is active. Number of New Applications this period – 0
- Utility Grievance- 0 received
- Clean up and set up of Council Chambers
- Committee/Executive Communication

New Projects Progress:

- 2025 Lodging Tax Application creation. Planning to provide a list of local STR and hotel owners – 2 committee members need to be replaced. Working to organize the November Lodging Tax Committee Meeting to review Grant Applications.
- WKRFA – review of policies to go before Planning Committee.
- Completed the Civic Academy Online Application and added page to City Website. Sending completed applications to WAGAP for communication with applicants.
- Worked with Code Compliance to create revenue line items for enforcement revenues.
- Let's Talk: Pre-Approved Plans – Organization for online viewing.
- Submission of Utility Lien recommendations to legal for review and process.
- COLA adjustments for 2024 percentage rate correction.
- Initial research of Tax Increment Financing- anticipate committee conversation starting in January 2025.
- Initial research for potential Transportation Impact Fee.

Existing Projects Progress:

- Annual USDA Report- past due with extension; working with USDA to complete.
- Working with Police Department to create a Scope of Work for a Janitorial Contract for City Hall and the Police Department- Scope of work created – implementing MRSC procurement review recommendation.
- ARPA Surplus Process- no update as of 08.30.2024

- Regional Fire Authority Sub Committee – HR/Finance – RFA Sub Committee-Finance committee meets monthly.
- Reporting and managing of the CDBG Grant with Columbia Cascade Housing Corporation –**program is active.**
- NW Natural Franchise Agreement Renewal – **CityLab review has been completed. Moved to City Attorney and City Administration to negotiate and finalize the Ordinance Agreement. – Followed up with Legal 09.13.2024**
- Working with PW to determine if identified Tree Maintenance can be completed by PW or if an RFP needs to be issued for bids.- **no update**
- Tribal Fishco Billing – **working with Bingen to rectify the billing for summer processing**
- Working with Little League to resolve meter billing issues. **City council to review on 09.18.2024**
- Pay Equity Study O&M comparison to top 5 comparable cities – **Will go to Personnel and Finance Committee for review**
- Website Migration webinars – preparing to upgrade from Dupral 7 to Dupral 10- timeline from CivicPlus that migration will be completed by January 5, 2025. **Ongoing**
- Shoreline Management Plan approval for Ecology received 7/30/2024 – Working with Alex from Facet to bring final approval to council. **Ecology has approved the SMP. Council will approve the finalized plan at the 10.02.2024 city council meeting.**
- WKRFA Lease Agreement – **final review underway by city staff.**
- Organizing a Department of Retirement Services Presentation for White Salmon Staff related to PERS II and DCP Retirement options. – **Presentation for staff will be held on October 1**
- WSMC Chapter 13 Sewer Rates review and modification for Substantial Industrial Users. Creation of a Substantial Industrial Users Agreement. – **No update**
- Working with CityLab to review and revise fees related to utilities and billing. – **CityLab will review at September 16 Meeting**
- 2025 Budget Process- projecting revenues and expenditures; removing unnecessary line items; determining carry over projects. Department Heads will be responsible for their line item budgets this year. Staff will hold a budget overview on September 5 during the morning staff meeting. – **Departments have begun entering their O&M budgets into the budget software. Finance will review the week of September 23 for final presentation to the Mayor on 09.26.2024.**
- Creation of Levy Certification materials for presentation to council in early November. - **ongoing**
- Bucket Truck has been delivered and paid. Reimbursement has been requested from the State Treasury. The licensing will be completed the week of 09.04.2024. – **PW to provide registration and title for filing of reimbursement with State Treasury.**
- Working with Deputy Clerk and Legal to finalize a grievance policy revision for utility grievances. Council will see this before them on 09/18/2024. – **Legal has requested additional update. Will come to council on 10.02.2024.**
- Heavy influx of Public Records Requests in the last 4 weeks; ranging from 30 minute to multiple hour responsive search time.
- Submission of Manhole Project and Garfield Project Notice of Completion to State Agencies. Retainage will be paid 9/18/2024 meeting. -**Retainage Payments made on 09.05.2024.**
- Beginning review of contracts that will be up for renewal at the end of 2024. - **ongoing**
- Sent materials to PWD related to new Engineering contracts for 2025-2027. Note: current contracted projects will not be affected by any changes in the engineers that may be chosen.- **Reminder sent to PW**



DEPARTMENT REPORT FINANCE / CLERK

Upcoming Meetings/Events/Trainings:

- Community Development Meeting – September 16 5pm
- CityLab Board Meeting – September 16 6pm
- **TRAINING: WA Finance Officers Annual Conference – September 17-20**
- WKRFA Planning Committee – September 19– 6:30pm – Council Chambers
- Personnel and Finance Meeting – September 24 5pm
- **Civics Academy-Begins September 26, 2024 - Graduation November 20, 2024**
 - Community Members may apply to participate on the City Website here:
<https://www.whitesalmonwa.gov/community/page/apply-2024-civics-academy>
- FIRST WKRFA Governing Board Meeting – September 30, 2024 at 6:30pm
- White Salmon 2022-2023 Financial Audit – Begins October 1, 2024

September 18, 2024

RE: City Administrator’s Informational Brief

Hello Council Members –

Below is a snapshot of projects and topics that are underway at the city. They are informational highlights. The list is not all inclusive of everything going on at the city or what the administration is involved in or working on. ... Please excuse typos.

Bluff Connector Trail Study – First open house was September 12. 34 residents attended the first informational meeting. HPR Engineering & Planning sent informational letters to adjacent property owners within 500 feet of the project site notifying them of the meeting. A number of them attended. Most comments received related to worries re: wildfire and protecting adjacent properties from potential trespassers. A number of project components were presented by HPR and Fire Chief Hunsaker, including how the stairs could come in handy for firefighters re: access to the bluff and provide water to the bluff by connections under the stairs (wildfire mitigation). See below (Pg. 4) one public information board that was displayed. The next opportunity to hear from the public is Thursday, Oct. 10.

Youth Center – The Washington Gorge Action Programs (WAGAP) is appreciative of the city and school district’s work re: floor plan use within the Parks Center Building. WAGAP Executive Director Jennifer Pauletto is working to schedule a meeting to assess next steps. WAGAP’s meeting participants will include the city, school district, and WAGAP.

Washington Department of Transportation’s (WSDOT) Complete Streets – WSDOT will make a presentation to Council at its Sept. 18 meeting. WSDOT continues to engage a wide cross-section of the community, including city administration, public works, police department, fire, the Downtown Business Alliance, Mt. Adams Chamber of Commerce, Community Partners, and residents’ regarding ideas specific to its complete streets project for State Hwy 141 / Jewett Blvd.

Rheingarten Park Amenities – The new splash is a hit with the kiddos and their parents. We will now move onto the new playground structure regarding 2025 funding and hopefully a spring installation.

Rheingarten Park Amenities Continued – RCO Grant / Pickle Ball & Tennis Courts – If we are awarded the RCO grant, this court resurface project will be one more win for the park & community. If awarded, we will be busy with grant reporting requirements, construction, and coordinating & working with both the school district & pickle ball / tennis club, etc.

2025 City Budget - Department heads met to begin the process. Stephanie, as city treasurer, coached us on our data input points / line items per department. We are working to provide Stephanie with our initial numbers by September 18. For context, all of this work was

historically done by one person. Department heads are now taking responsibility for their individual departments.

Department heads will also begin shortly drafting their 2025 department narrative for the published budget that is posted on city website and distributed to the public

I understand that members of the Downtown Business Alliance are interested in learning if the city can budget for downtown streetscape enhancements in 2025. Examples only: white lights across Jewett & associated electrical support, larger flower baskets, irrigation, wayfinding, and improving the planter beds on the North side of Jewett.

They don't expect the city to fund all of the streetscape enhancement projects previously listed, but they are interested in learning what can be planned for and budgeted. The treasurer recommended that they make a presentation to the Finance Committee. It is my understanding that members of the Downtown Business Alliance have also reached out to a couple of council members regarding planning ahead for streetscape improvement projects on Jewett.

Dept. of Natural Resources (DNR) Wildfire Fuel Break - With lower temperatures and moisture anticipated, DNR is hoping that the authorities who make fire danger rating decisions will agree to the work beginning sooner than October 1, but no promises.

Wildfire Mitigation – The city received notification that it has been invited to submit a full grant application for West Klickitat Wildfire Mitigation. The grant will assist with our efforts re: heightened planning efforts around aligning partner agency plans to streamline common work goals related to identified projects such as watershed protection, landowner outreach, and general wildfire preparedness. *FEMA grants are typically very labor intensive. The full application is due on Friday, October 25.*

Housing – The administration hosted a September 9th Let's Talk regarding pre-approved housing plans. Our housing / code consultant walked online guests through examples of pre-approved housing plans and spoke to the process involved, cost & time savings, and answered a number of good questions from meeting participants.

Land Use Permits – The administration has pulled in our housing consultant to assess, and trouble shoot topics specific to a few individual development applications. A code-coach so to speak ... Staff is currently processing close to 10 applications. There is a mix of application types. The applications range from preliminary plans to short plats and conditional use permits.

Energy Efficiency Audit – We continue to research and assess best opportunity for an energy audit. We are now in communication with the Association of Washington Cities (AWC) regarding its energy audit grant. This is due to what was learned from previous research re: cost. *Working to learn if the city's buildings meet square footage requirements.*

Environmental Protection Agency (EPA) – I attended EPA’s informational webinar re: Recreational Economy for Rural Communities to assess feasibility. It is not an actual grant. There is no funding stream coming in that allows us to manage a project or program ourselves. Its access to a group of Federal EPA employees to assist a city appointed work group with developing and implementing a plan. Due to what is involved and the EPA’s required commitments from city staff and the appointed work group, I recommend we consider doing in 2026 when we have a city planner to assist in coordinating such a project.

Four Oaks Subdivision – The 31 lot subdivision is in the final steps of the planning process. The city is in regular communication with the developer and her consultants, and we hope to see the final plat map revisions within the coming weeks. The developer is addressing the required public utility easement, updating their drainage report, adding to the green space requirements, and realigning the sewer extension to be constructed in the roadway.

Cherry Hill Subdivision – The 36 lot subdivision is moving forward. The Planning Commission will review on October 9.

Customer / Resident Service – Impromptu visitors (and there is a lot of them) requesting my time, my emails and voicemail messages from residents, regional & state partners, and building permit applicants continue to be met with prompt courtesy and relevant follow up information.

For more information on the various issues and projects registered in the city’s project management software program, please access Click Up via the provided link below:

<https://app.clickup.com/9009050558/v/l/8cfpcxy-691>

See Bluff Connector Trail Study information board on the following page:

Wildfire Mitigation

- Use non-combustible materials
- Provide fire and emergency personnel access to the bluff and Dock Grade Road
- Provide fire Department water connections every 200 feet for fire fighting
- Provide buffer/fire break on either side of stairs and pathway



Another key role of the Bluff Connector Trail is to provide emergency access for wildfire mitigation along the bluff. This emergency access allows for vital transportation of water for emergency responders to any future wildfires. Given the steep terrain and the presence of dense vegetation, wildfire mitigation is a critical consideration for this project. The project site is located on a hillside covered with wild grasses and shrubs that pose a significant fire risk during the dry season. The following strategies will be considered: Vegetation management, building breaks, fire-resistant materials, emergency access, public awareness and signage, and collaboration with fire authorities.