



**White Salmon City Council Meeting**  
**A G E N D A**  
**July 17, 2019 – 6:00 PM**  
**220 NE Church, White Salmon, WA 98672**

**Call to Order and Presentation of the Flag**

**Roll Call**

**Comments**

**Changes to the Agenda**

**Presentations**

1. Plastic Bag Ban Ordinance Presentation - Community Upcycle

**Business Items**

2. City Council Response to Public Outpouring Regarding Pride Month
  - a. Discussion
  - b. Action
3. Short-Term Rental Permits - Draft Ordinance
  - a. Presentation
  - b. Public Comment
  - c. Discussion
4. Authorization to Use Hearing Examiner, Appeal of Short Subdivision WS-SLP-20018.005, Real Estates LLC
  - a. Presentation
  - b. Discussion
  - c. Action
5. Acceptance of Bid, Skagit Street Improvements
  - a. Presentation
  - b. Discussion
  - c. Action

**Consent Agenda**

6. Approval of Meeting Minutes - June 29, 2019
7. Approval of Meeting Minutes - July 3, 2019
8. Budget Report - May 2019
9. Approval of Vouchers

**Department Head and Committee Reports**

**Executive Session (if needed)**

**Adjournment**

**Item Attachment Documents:**

- 1 Plastic Bag Ban Ordinance Presentation - Community Upcycle

# White Salmon Checkout Bag Ordinance

## Purpose

The purpose of this ordinance is to reduce the negative impacts to the city and the environment from disposable bags. Single-use plastic bags are damaging to the environment and devastating to wildlife. They do not biodegrade, but rather break down into small particles and enter the food chain through fish, seabirds and other marine life. Recycling of single use plastic bags is no longer available in the city, and their inevitable contamination of other recyclables harms processing machinery and impedes resource recovery and recycling. A ban on single-use plastic carryout bags combined with a nominal charge per recyclable paper checkout bag has been proven in numerous municipalities to be extremely effective, reducing disposable bags use by over 60% and encouraging people to bring their own bags when shopping.

## Definitions

- A. **"ASTM Standard"** means the current American Society for Testing and Materials (ASTM)'s International D-6400.
- B. **"Barrel size paper bag"** means a paper carryout bag with approximate dimensions of 12 inches wide × 7 inches deep × 13-18 inches tall or a capacity of 1,100 to 1,600 cubic inches.
- C. **"Carryout bag"** means any bag that is provided by a retail establishment at home delivery, the check stand, cash register, point of sale, or other point of departure to a customer for use to transport or carry away purchases. Carryout bags do not include:
  1. Bags used by consumers inside stores to:
    - a. Package bulk items, such as fruit, vegetables, nuts, grains, candy, greeting cards, or small hardware items such as nails, bolts, or screws;
    - b. Contain or wrap items where dampness or sanitation might be a problem including, but not limited to:
      - i. Frozen foods;
      - ii. Meat;
      - iii. Fish;
      - iv. Flowers; and
      - v. Potted plants;
    - c. Contain unwrapped prepared foods or bakery goods;
    - d. Contain prescription drugs; or
    - e. Protect a purchased item from damaging or contaminating other purchased items when placed in a recycled content paper carryout bag or reusable carryout bag;  
or
  2. Newspaper bags, door hanger bags, laundry/dry cleaning bags, or bags sold in packages containing multiple bags for uses such as food storage, garbage, or pet waste.
- D. **"City"** means the city of White Salmon, Washington.

- E. **“Recycled content paper carryout bag”** means:
1. The paper carryout bag contains at least 40% post-consumer content.
  2. The paper carryout bag is 100% recyclable, and accepted for recycling in curbside programs in the City.
  3. The paper carryout bag is capable of composting, consistent with the timeline and specifications of the American Society of Testing and Material (ASTM) Standard.
  4. The bag does not contain old growth fiber.
  5. Printed on the paper carryout bag is the name of the manufacturer, the location (country) of the manufacturer, and the minimum percentage of post-consumer content.
- F. **“Retail establishment”** means any store, shop, vendor, corporation, business, government agency, organization or individual that sells or provides merchandise, goods or materials including without limitation, clothing, food or personal items of any kind directly to the customer. “Retail establishment” includes without limitation, grocery stores, hardware stores, restaurants, home delivery, catering trucks, and street vendors or vendors at public events or festivals or organizations that sell or provide merchandise, goods or materials.
- G. **“Reusable carryout bag”** means a bag made of cloth or other durable material with handles that is specifically designed and manufactured for long term multiple reuse and meets the following requirements:
1. Has a minimum lifetime of 125 uses, which for purposes of this subsection, means the capacity of carrying a minimum of 22 pounds 125 times over a distance of at least 175 feet, and
  2. Is machine washable or made from a durable material that may be cleaned or disinfected.
- H. **“Single-use plastic carryout bag”** means any carryout bag that is made predominantly of plastic derived from petroleum or from bio-based sources and is designed and suitable only to be used once as a carry out bag and disposed. This includes plastic bags labeled “compostable”, “biodegradable”, or similar.

## Regulations

- A. **Prohibition on Single-use Plastic Carryout Bags.** No retail establishment in the City shall provide or make available Single-use Plastic Carryout Bags.
- B. **Requirements for paper bags.** When a retail establishment makes a barrel sized paper bag or larger available to a customer at the point of sale, the bag shall meet the definition of a “Recycled content Paper Carryout Bag.” For Barrel Size Paper Bags or larger, retail establishments shall charge the customer a reasonable pass-through charge of not less than 10 cents per bag
1. No store shall rebate or otherwise reimburse a customer any portion of the 10-cent (\$0.10) pass-through charge.
  2. All stores must indicate on the customer receipt the number of recycled content paper provided and the total amount charged for the bags.
  3. All monies collected by a retail establishment under this chapter will be retained by the establishment. The pass-through charge is a taxable retail sale.

- C. **Exceptions.** No retail establishment may collect a pass-through charge from anyone using a voucher or electronic benefits card issued under programs including, but not limited to, Women Infants and Children (WIC); Temporary Assistance to Needy Families (TANF); Federal Supplemental Nutrition Assistance Program (SNAP), also known as Basic Food; and the Washington State Food Assistance Program (FAP).
- D. No restrictions are placed on reusable carryout bags provided or sold by the retail establishment.

## Violations and Enforcement

- A. Any retail establishment that violates or fails to comply with any of the requirements of this chapter after a one-time written warning notice has been issued for that violation shall be guilty of an infraction.
- B. Violations of this chapter shall be deemed a civil infraction and subject to a civil penalty of no more than \$250 per day.
- C. A person who is in charge or in control of a retail establishment or who exercises authority over a Retail Establishment that is not in compliance shall be liable for any violations.

## Exemptions

- A. The City Council, may exempt a retail establishment from the requirements of this chapter upon a showing by the establishment that the conditions of this chapter would cause undue hardship. An “undue hardship” shall only be found in circumstances or situations unique to the particular retail establishment such that:
  - 1. There are no reasonable alternatives to single-use plastic carry-out bags; or
  - 2. Compliance with the requirements of this chapter would deprive a person of a legally protected right.

## Severability

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter or the application of the provisions to other circumstances is not affected.

Nothing in this ordinance is intended to create any requirement, power or duty that is in conflict with any federal or state law.

## Effective Date

This ordinance shall be in effect as of \_\_\_\_\_.

**Item Attachment Documents:**

3. Short-Term Rental Permits - Draft Ordinance
  - a. Presentation
  - b. Public Comment
  - c. Discussion



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## AGENDA MEMO

Needs Legal Review: Yes  
Meeting Date: July 17, 2019  
Agenda Item: Short-Term Rentals Permit – Draft Ordinance  
Presented By: Community Development Committee

### Action Required

Authorization to set a formal public hearing date for the first reading of the proposed ordinance regarding short-term rentals permitting process.

### Proposed Motion

Motion to set a public hearing and first reading for proposed ordinance regarding permitting of short-term rentals on August 7<sup>th</sup>, 2019.

### Explanation of Issue

The Community Development Committee has been discussing the process of registering/permitting short-term rentals. The committee has reviewed the process used by the City of Stevenson and has developed a draft ordinance. In addition, the committee wanted to give the public an opportunity to comment on the draft ordinance in an informal process before the ordinance is moved to the formal public hearing and adoption process.

The proposed ordinance only addresses registration/permitting of short-term rentals. It does not address any zoning questions, issues, etc. regarding short-term rentals. The Community Development Committee expects that will happen through the comprehensive plan update process. Currently, the city's zoning codes do not prohibit short-term rentals in either residential or commercial zones.

The Community Development Committee feels it is important to track short-term rentals for several reasons.

1. To ensure that short-term rentals meet minimum qualifications.
2. To ensure that short-term rental owners understand the need to collect and remit to the Department of Revenue state taxes including, but not limited to, sales taxes, lodging taxes and possibly business and occupation taxes.
3. To know where short-term rentals are located within the city and how many short-term rentals there are.

Owners of short-term rentals will need to also obtain a city business license, in addition to registering with Washington Department of Revenue.

The Community Development Committee is suggesting that the application fee and renewal fee be \$300 per year. This fee covers the cost of paperwork being processed and any inspections required. The fee will be set by the city council in a separate resolution.

### Budget:

The cost of administering a short-term rental registration/permitting process should be covered by the application and annual renewal fee.

### Recommendation of Staff/Committee

The Community Development Committee recommends the city council authorize setting the date of August 7, 2019 for a formal public hearing and first reading of the proposed ordinance.

**CITY OF WHITE SALMON  
ORDINANCE 2019-**

**AN ORDINANCE ADOPTING WHITE SALMON MUNICIPAL CODE CHAPTER 5.02  
SHORT-TERM RENTALS**

**WHEREAS**, the City is aware of the demand for short-term rentals in the community, particularly for vacation rentals; and

**WHEREAS**, for the life, health and safety of the potential occupants, property owners and neighbors, the City must regulate the use of these rentals; and

**WHEREAS**, the City has approved a lodging tax for lodging businesses and requiring short-term rentals to pay an equivalent tax equalizes the tax structure for private and commercial lodging facilities.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE  
SALMON DO ORDAIN AS FOLLOWS:**

**SECTION 1.** White Salmon Municipal Code Chapter 5.02 Short-Term Rentals, is hereby adopted as follows:

**Chapter 5.02, Short-Term Rentals**

**5.02.005 - Findings, intent and purpose.**

- A. In the adoption of these regulations, the city that the rental of dwelling units and lodging units for less than thirty days is an important contributor to the comprehensive plan's tourism goal. The city also finds that these short-term rentals are part of an emerging market that has the potential to be incompatible with surrounding residential uses.
- B. The regulations below are intended to ensure special regulation of short-term rentals that will:
  - 1. Benefit the local economy;
  - 2. Reduce administrative burdens and barriers to entry;
  - 3. Ensure market fairness and taxation;
  - 4. Protect guests; and
  - 5. Avoid unchecked neighborhood disruptions.



- C. This chapter provides an administrative framework for registering the annual operation of a short-term rental. A short-term rental permit is a limited permission to use property for short-term rental purposes. A permit may be modified or revoked if the standards of this chapter are not met.

**5.02.010 - Definitions.**

As used in this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. "Contact Person." The owner or, if designated on the application for a permit, the management representative authorized to act for the owner.
- B. "Dwelling Unit." One or more rooms occupied, designed or intended for occupancy as separate living quarters, and containing four or more of the following:
  - 1. Refrigeration;
  - 2. Cooking facility (including cooking stove, hot plate, range hood, microwave, or similar appliance) or wiring or venting to support same;
  - 3. Dishwashing machine;
  - 4. Sink intended for meal preparation (not including a wet bar);
  - 5. Garbage disposal;
  - 6. Toilet;
  - 7. Shower or bathtub.
- C. "Local Area." All areas in the Washington counties of Clark, Klickitat and Skamania and the Oregon counties of Hood River, Wasco and Multnomah.
- D. "Lodging Unit." Bedrooms or sleeping facilities not meeting the criteria of a Dwelling Unit set forth in paragraph B, above.
- E. "Owner. The natural person or legal entity that owns and holds legal and/or equitable title to the property.
- F. "Remuneration. Compensation, money, rent or other bargained for consideration given in return for use, rent, or occupancy of a short-term rental.
- G. "Short-Term Rental." A dwelling unit or lodging unit for which an owner receives or seeks remuneration for use or occupancy for a period of less than thirty consecutive days per rental period.
- H. "Short-Term Rental Permit or Permit." The regulatory permit required by WSMC 5.02.15 and described in this chapter.

**5.02.015 – Short-term rental permit required.**

No owner or manager of property within the White Salmon city limits may advertise, offer, operate, rent, receive remuneration for, or otherwise make available or allow any other person to make available for occupancy a short-term rental without a short-term rental permit. Advertise or offer includes through any media, whether written, electronic, web-based, digital, mobile or otherwise.

**5.02.020 - Application and fee.**

- A. Application Required. An application for a short-term rental permit shall be completed and submitted to the city on a form provided by the city. The application shall be signed by the owner or contact person and contain the following information:
1. Owner Information. Owner's name, permanent residence address, telephone number, owner's mailing address, and the short-term rental address and telephone number.
  2. Contact Person Information. If the owner does not permanently reside in the local area or is not always available when the property is being rented, the owner shall provide the name, telephone number and email of a contact person from the local area to represent the owner regarding the use of the property and/or complaints related to the short-term rental as set forth in WSMC 5.02.040(C).
  3. Tax Information. A statement of intent to collect and remit all taxes associated with the short-term rental.
  4. Inspection Access. A statement allowing the city reasonable access to the property for the purpose of reviewing the proposal for the health and safety requirements set forth in WSMC 5.02.040(D).
  5. Right to Publish Contact Information. A statement allowing the city to make owner and contact person phone numbers publicly available at City Hall.
  6. Neighborhood Notice. A statement of intent to notify neighbors as required by WSMC 5.02.040(A).
  7. Good Neighbor Guidelines. A statement of intent to provide the city-provided Good Neighbor Guidelines to guests of the short-term rental.
  8. Parking Diagram. A statement of intent to provide guests of the short-term rental with a diagram of parking spaces that are available to or intended for use by the short-term rental.
  9. Liability Insurance. A statement of intent to provide liability insurance coverage as required by WSMC 5.02.040(G).

10. Such other information as the city administrator or designee deems reasonably necessary to administer this chapter.
- B. Application Fee. Applications under this section shall be accompanied by a nonrefundable fee payable to the city in an amount established and periodically adjusted by city council resolution.
- C. Discretionary Fees. At the discretion of the city administrator or designee, the application fee may include the actual costs for labor, overhead, and expenses for outside consultant reviews and/or special inspections.

**5.02.025 - Term of annual permit.**

A short-term rental permit shall be issued for a period not to exceed one year, with its effective date running from the date the permit is issued to December 31st and may be renewed annually by the owner or contact person provided all applicable standards of this chapter are met.

**5.02.030 - Permitting and renewal procedures.**

A short-term rental permit shall be obtained and/or renewed as required in this section. This permit is in addition to the City business license required under WSMC Ch. 5.04. The ability to operate a short-term rental in the city of White Salmon shall be discontinued in the event the owner fails to obtain or renew a permit to operate as provided in this chapter.

- A. Application and Renewal Process. A person engaging in operation of a short-term rental who has not yet obtained a permit, or who is required to renew an existing operating permit, shall do so as follows:
  1. Time for Application.
    - a. New Permits. For new short-term rental permits, it is the responsibility of the owner or contact person to apply for and receive a permit prior to operation of a short-term rental.
    - b. Existing Short-term rentals. A completed permit renewal application and renewal fee is due for all existing short-term rentals annually by December 31st.
  2. Notice. Prior to the December 31st annual due date, the city shall send notice of the need for a permit or expiration of a permit to the owner of any property for which an application is due as follows:
    - a. For the first permit required for any short-term rental in the city, it is the owner's obligation and responsibility to apply for a permit.
    - b. For permit renewal, notice will be sent to the mailing and email addresses of the owner and contact person as provided to the city on the application.

- B. Permit Expiration. For renewals, upon expiration of a thirty-day late period commencing at the end of each calendar year, the ability to operate shall be conclusively presumed to be discontinued and the city will commence revocation of the permit pursuant to the procedures in WSMC 5.02.045.

**5.02.035 - Criteria for approval and renewal of a permit.**

- A. New Permit. Upon receipt of a complete application for a new short-term rental permit and payment of all required fees and after completing all required operational requirements of section 5.02.040, below, the city administrator or designee or designee will issue a short-term rental permit.
- B. Permit Renewal. Upon receipt of a complete application for renewal of a short-term rental permit and payment of all required fees, the city will review the application and available information to determine compliance with the operational requirements of WSMC 5.02.040. If not met, the city administrator or designee or designee will not renew the permit and the property shall not be used as a short-term rental. Alternatively, the city administrator may issue the permit subject to reasonable special operational standards.
- C. Owner's Role. The owner has the burden of proof to demonstrate compliance with each operational requirement and special standard placed on the short-term rental permit. Staff may verify evidence submitted and the applicant shall cooperate fully in any investigation.
- D. Appeals. A decision on a permit application or renewal may be appealed as provided in WSMC 5.02.055.

**5.02.040 - Operational requirements.**

- A. Notice to Neighbors. The owner or contact person shall provide a mailing or otherwise distribute by hand both prior to the initial permit and annually, a flier to all property owners of record and/or occupants of properties adjacent to and abutting the property permitted as a short-term rental. The notice shall include the permit number and the telephone number of the owner and contact person. The purpose of this notice is so that neighboring property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the short-term rental. If the permanent contact information changes during the permit period, the new information must be mailed or distributed again.
- B. Public Availability. In addition, the city will make a registry publicly accessible within which any person can obtain the owner and contact person's name and telephone number. If the permanent contact information changes during the permit period, the new information must be provided to the city.
- C. Response to Complaints. The owner or contact person shall respond to neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances.

1. **Owner Responsibility.** Reasonable initial inquiries or complaints related to the expectations set in the Good Neighbor Guidelines may first be made to the owner or contact person. However, it is not intended that the owner or contact person act as a peace officer or code enforcement officer of the city or put themselves in an at-risk situation. In such cases, the owner or contact person should contact the city to discuss resolution of the complaint.
  2. **Complaint Log.** The owner or contact person should maintain a record of complaints and the actions taken in response to the complaint, if relevant, in a manner reasonable to document the interaction. If kept, this record can then be made available for city inspection upon request.
  3. **City Authority.** If there is a failure to respond or a clearly inadequate response by the owner or contact person, a complaint may be submitted to the city on a form provided by the city, and the city will respond or investigate as needed. The city will first seek voluntary compliance or resolution, but if the city finds substantial evidence supports further action given the complaint(s), the city will follow the warning and revocation procedures set forth in WSMC 5.02.045.
  4. **Records.** On request and in compliance with the public records law, the city shall provide the owner and/or contact person with the information in the complaint.
  5. **Grounds for Warning.** Repeated failure of the owner or representative to timely and reasonably respond to a complaint(s) relayed by neighbors or city staff is considered grounds for a warning and potential revocation under WSMC 5.02.045. Repeated noise complaints regarding tenants may be grounds for a warning to the owner, if, in the reasonable judgment of the city administrator, the circumstances indicate the owner should be held responsible. Initiating a nuisance enforcement action under WSMC Ch. 8.70 may be grounds for a warning in the appropriate circumstances.
  6. **Administrative Rules.** The city administrator may establish administrative rules to interpret, clarify, carry out, and enforce the provisions of this chapter. A copy of such administrative rules shall be on file and made available at City Hall.
- D. **Health and Safety.** Every short-term rental permit shall be subject to inspection by the building official or designee at the city's discretion, but no less than once every five years. The purpose of the inspection is to determine conformance with the Short-Term Rental Fire Safety Checklist (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.). It is the owner's responsibility to assure that deficiencies identified in the checklist are addressed and that the short-term rental is and remains in substantial compliance with all applicable fire, building, and safety codes and other relevant laws, whether identified on the short-term rental fire safety checklist or not.

- E. Taxation. The owner shall fully comply with all applicable city and state tax reporting and payment requirements, especially lodging taxes due to the city under WSMC 3.50 and retail sales and use taxes due under WSMC 3.04.
- F. Mandatory Postings. Important information related to the permitting and use of the short-term rental shall be displayed in a prominent location within the interior of the dwelling, either adjacent to the front door or in a highly visible rental binder. The information shall include:
  - 1. The short-term rental permit;
  - 2. Any special standards placed on the short-term rental permit;
  - 3. The property address;
  - 4. The name of the owner and contact person and a telephone number where the owner and contact person may be contacted;
  - 5. The parking diagram of the parking spaces available for use by the short-term rental. The parking diagram may include on-street parking areas, but on-street parking is not for the exclusive use of any home or short-term rental;
  - 6. The city-provided Good Neighbor Guidelines. Additionally, the city encourages all owners to incorporate the Good Neighbor Guidelines into the rental contract.
- G. Liability Insurance. The owner shall maintain liability insurance which expressly covers the property's use as a short-term rental.

**5.02.045 - Revocation procedure.**

- A. In addition to the penalties described in WSMC 5.02.050, the following provisions apply to violations of this chapter:
  - 1. Failure to renew a permit as set forth in WSMC 5.02.030 is grounds for immediate revocation of the short-term rental permit.
  - 2. Failure to timely pay lodging or sales taxes required by WSMC 5.02.040(E) or to otherwise meet the operational requirements of WSMC 5.02.040 is grounds for immediate revocation of the permit.
  - 3. The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the permit.
  - 4. Such other violations of this chapter of sufficient severity in the reasonable judgement of the city administrator, so as to provide reasonable grounds for immediate revocation of the permit.

5. Other violations of this chapter, including but not limited to city-initiated investigation/sustaining of complaints, shall be processed as follows:
  - a. For the first and second violations within a twelve-month period, the sanction shall be a warning notice.
  - b. If the same offense continues to occur or a third similar offense occurs at any time during a twelve-month period, the city may either issue a third warning, update the permit to include reasonable special operational standards, or revoke the permit.
- B. Notice of Decision/Appeal/Stay. If the short-term rental permit is updated or revoked as provided in this section, the city administrator or designee shall send written notice to the owner stating the basis for the decision. The notice shall include information about the right to appeal the decision and the procedure for filing an appeal. The owner may appeal the city administrator's decision under the procedures set forth in WSMC 5.02.055. Upon receipt of an appeal, the city administrator or designee shall stay the update or revocation decision until the appeal has been finally determined by the city council.

**5.02.050 - Violations—Penalties.**

- A. In addition to the revocation procedures of WSMC 5.02.045, any person or owner who uses, or allows the use of, property in violation of this chapter is guilty of a class 1 civil infraction under RCW 7.80.120(1)(a) and is subject to fine or \$250 per violation. Each day a dwelling is used in violation of this chapter shall be considered a separate violation. Furthermore, the use is subject to abatement as a nuisance under WSMC Ch. 8.07.
- B. The following conduct also constitutes a violation of this chapter subject to punishment as Class I Civil Infraction:
  1. Renting or representing a dwelling unit or lodging unit as available for occupancy or rent as a short-term rental where the owner does not hold a valid permit issued under this chapter, or making a short-term rental available for use, occupancy or rent without first obtaining a valid operating permit;
  2. Advertising or renting a short-term rental in a manner that does not comply with the standards of this chapter; and
  3. Failure to comply with the operational requirements of WSMC 5.02.040.

**5.02.055 - Violations—Penalties.**

- A. Appellant—Standing. Only the owner or contact person shall have standing to appeal a decision by the city to deny, revoke or attach special operational standards to a short-term rental permit.

- B. Authority to Decide Appeal. The city council shall be responsible for determining an appeal of a decision brought under WSMC 5.02.055(A).
- C. Time for Filing. An appellant is required to file a written notice of appeal including the basis for the appeal within fourteen calendar days of the permit determination being appealed. This requirement is jurisdictional and late filings shall not be allowed.
- D. Fee for Appeal. The city council may establish by resolution a fee for filing an appeal, and payment of the required fee shall be jurisdictional.
- E. Hearing. After receiving written notice of appeal, the city administrator or designee shall schedule a hearing on the appeal before the city council. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The council may direct staff to draft findings of fact and interpretations of code or law to be considered at a later Council meeting.
- F. Standard of review and decision. The council shall determine whether the city's decision was based on a preponderance of the evidence. A decision of the council shall be based on the evidence received, in writing and signed by the mayor, and issued no later than thirty calendar days after the close of the hearing.
- G. Finality. The council's decision shall be final on the date of mailing the decision to the appellant. The council's decision is the final decision of the city and is appealable only under the Land Use Petition Act (LUPA), RCW Ch. 36.70C.

**5.02.060 - Discontinuance of short-term rental occupancy.**

- A. After Revocation. After a short-term rental permit has been revoked, the dwelling unit may not be used or occupied as a short-term rental unless a new permit is issued, and the owner of the property to which the permit applied and whose permit has been revoked shall not be eligible to reapply for a short-term rental permit for short-term rental on the same property for a period of 12 months from the date of revocation.
- B. After Expiration. If a short-term rental permit expires, the dwelling unit may not be used or occupied as a short-term rental. The owner of the property to which the permit applied and whose permit has expired shall be required to apply for and obtain a short-term rental permit before the property may be lawfully used or occupied as a short-term rental.

**5.02.065 - Remedies not exclusive.**

The remedies provided in this chapter are in addition to, and not in lieu of, all other legal remedies, criminal and civil, which may be pursued by the city to address any violation of this code.

**SECTION 2 – SEVERABILITY:** If any section, sentence, or phrase of this Chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or



unconstitutionality shall not affect the validity or constitutionality of any other section, sentence or phrase of this Chapter.

**SECTION 3 – EFFECTIVE DATE.** This ordinance shall take effect January 1, 2020 following the date of its publication by summary.

**PASSED** by the City Council of the City of White Salmon at a regular meeting this \_\_\_\_ day of \_\_\_\_, 2019.

\_\_\_\_\_  
David Poucher, Mayor

ATTEST:

\_\_\_\_\_  
Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

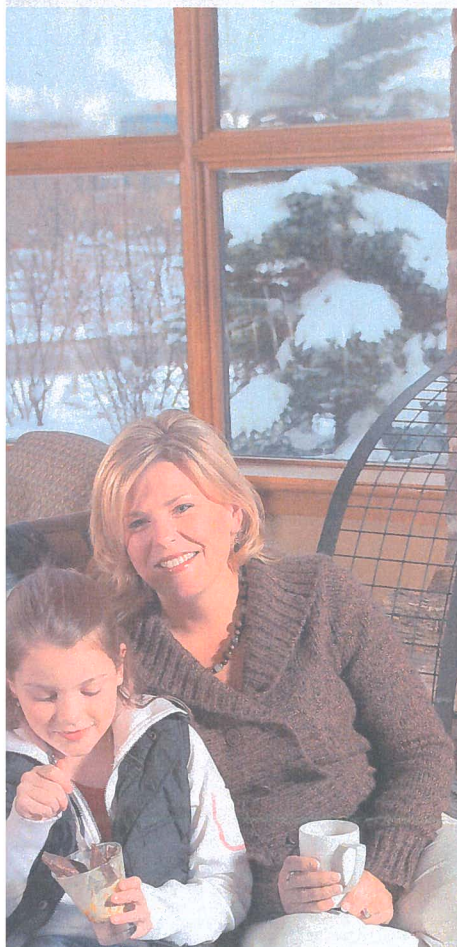
\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney

# Personal Home Rentals

JUNE 2009

## HOME RENTALS

Many property owners are not aware that they may be required by law to collect and remit retail sales tax, and possibly other lodging taxes, if they rent out their homes for periods of less than 30 days. These short term rentals are referred to as "transient rentals." This fact sheet contains important information for people who rent out their personal homes, including condominiums and time share units, located in Washington.



## TRANSIENT RENTAL BUSINESS

Anyone who intends to regularly engage in a transient rental business must collect and report taxes. Examples of intent to engage in the transient rental business include advertising the availability of your personal home for transient rental in a newspaper, on the Internet, or hiring a property manager to handle the rental of your home.

The Department of Revenue will presume that if you rent your home three or more times in a year for periods of less than 30 days each you are engaged in a taxable business activity. A long term rental where the guest contracts in advance to stay more than 30 days is not a taxable business activity and is not counted in determining the threshold for collecting and reporting taxes. If you are in the transient rental business, you must register with the Department and collect and remit retail sales tax and lodging taxes on all transient rentals. The tax is reported and paid by filing a state excise tax return. Once registered with the Department, a tax return will be mailed to you.

## TAX OBLIGATIONS

Tax must be collected on transient rentals during the first calendar year in which you exceed two transient rentals. The tax is collected the third time the property is rented in the first year. All subsequent years, even if you only rent your home once or twice, tax must be collected and reported on all transient rentals.

## COLLECTING TAXES FROM YOUR RENTERS

Both the state and local sales tax rate must be collected from guests at the time they are billed for the rental. The state rate is 6.5 percent, and the local rate depends upon where the rental property is located. Local sales tax rates range from 0.5 to 3.0 percent.

In addition to the regular sales tax, the Special Hotel/Motel Tax may apply at rates from 1.0 to 5.0 percent in certain areas. Other lodging taxes also apply to businesses with multiple units, but these do not currently apply to single home rentals. These include the Convention and Trade Center Tax and the Tourism Promotion Area Charges.

**PROPERTY MANAGERS MUST COLLECT AND REMIT TAXES ON THE HOMEOWNER'S BEHALF**

While you are not required to collect sales tax until the third transient rental in a calendar year, all transient rentals through property management services are taxable. The property manager is required to collect sales tax and lodging taxes on your behalf, even if there is only one rental listed with the property management in the first year. You should be aware that as a property owner, you may be liable for any taxes not collected by the property manager.

**Examples of Taxability**

Rental Scenario	Tax Obligation	
1st year	John bought a cabin as a retirement home on San Juan Island. He considered renting the cabin when he would not be using it. John had no idea how often he might rent it, but by word of mouth, he rented it out once within the first calendar year for 10 days.	John is not required to register with the Department of Revenue, or to collect sales tax and other lodging tax because he did not intend to rent his cabin out frequently, and he only entered into one rental agreement during the year.
2nd year	John rented the home five times with five separate rental agreements as follows: Rental #1 - 30 days Rental #2 - 32 days Rental #3 - 35 days Rental #4 - 14 days Rental #5 - 21 days	John is not required to register with the Department of Revenue, or collect sales tax/lodging taxes. Only the transient rentals are counted in determining the taxable threshold, and John engaged in only two transient rentals (less than 30 days) during the year.
3rd year	John rented the house four times, each for a period of less than 30 days.	John needs to register at the time he rents out his house for the third rental period during this year. John must collect tax on both the third and fourth rental periods, and remit the collected taxes to the Department of Revenue.
4th year	John rents out his house only once for a period of 29 days.	The very first transient rental is subject to sales tax/ lodging taxes because John exceeded the taxable threshold in year three. Also, for all years after this year, John must collect taxes on all transient rentals.



## **BUSINESS AND OCCUPATION (B&O) TAX**

If you are a property owner you are responsible for paying any "retailing" B&O tax due. This is a tax calculated on gross receipts of the business. The rate is currently 0.471 percent (\$4.71 per thousand dollars of taxable rental income). However, you may qualify for the Small Business B&O Tax Credit, depending on the amount of the rental income. For information on the credit, call our Telephone Information Center toll free at 1-800-647-7706, or see our Small Business B&O Tax Credit Table, available online at dor.wa.gov. The information will also be mailed to you in our new business packet once your tax reporting account has been established.



## **PAYING THE TAXES COLLECTED**

Taxes are reported by filing a state excise tax return. On the return report your taxable rental income and calculate state and local taxes due. You will receive excise tax returns regularly once you register with the Department.

### **Registering with the Department of Revenue**

You can register one of two ways:

- Go to our web site, [dor.wa.gov](http://dor.wa.gov), and click on "Get a form or publication." Under Forms click on "Business License Application."
- Call us toll free at 1-800-647-7706 to request an application. Complete and send it to the address noted on the application.

Once registered, you will receive a business license and a Unified Business Identifier (UBI) from the Department of Licensing. This UBI number is a unique number assigned to you, and it is the "registration number" used for reporting to the Department of Revenue.

### **Electronic Filing – Reporting the Fast and Easy Way**

File and pay your returns electronically using E-file. It is the fastest and easiest way to report. We also offer a variety of electronic payment methods. To learn more, go to our web site at [dor.wa.gov](http://dor.wa.gov) and click on "File my taxes online," then click "Learn about E-file benefits" and watch the video. If you have questions or need assistance, you may also call our tax specialists at 1-800-647-7706.





## LODGING TAXES

Examples of Lodging Taxes by location (excluding taxes currently imposed on transient rental facilities with multiple units):

City	Retail Sales Tax	Special Hotel/Motel Tax	Calculation example*
Spokane	0.087	None if fewer than 40 rooms	\$52.20 (\$600 x 0.087)
Seattle	0.095	None	\$57.00 (\$600 x 0.095)
Leavenworth	0.080	0.03	\$66.00 (\$600 x 0.11)
Vancouver	0.082	0.02	\$61.20 (\$600 x 0.102)
Ocean Shores	0.083	0.03	\$67.80 (\$600 x 0.113)

\* The calculation examples reflect taxes due assuming a single unit rented for \$600. The tax rates reflect rates in effect as of the date of publication, and are subject to change.

## TELEPHONE INFORMATION CENTER

1-800-647-7706

## WEB SITE

[dor.wa.gov](http://dor.wa.gov)

## REQUEST FOR LETTER RULING

If you would like to request a ruling on the taxability of your activities, write to:

**Taxpayer Information and Education  
Washington State  
Department of Revenue  
PO Box 47478  
Olympia, WA 98504-7478**

NOTE: Personal property taxes may apply to the value of your household items, including furniture, appliances, artwork, and any other item of tangible personal property used to furnish a home that is rented out. However, there may also be certain exemptions available. Contact your county assessor for details on how to report the personal property, and how to claim any exemptions from the tax.

To inquire about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users please call 1-800-451-7985.

The information contained in this fact sheet is current as of the date of this publication and provides general information about Personal Home Rentals. It does not cover every aspect of the tax, nor does it alter or supersede any administrative regulations or rulings issued by the Department of Revenue.



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Prepared by the Taxpayer Services Division

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Published on *Washington Department of Revenue* (<https://dor.wa.gov>)

# Personal home rentals

Property owners who rent out the following places on a short-term basis (less than 30 consecutive days) for overnight accommodations may need to register with the department <sup>[1]</sup>:

- homes
- rooms
- condominiums
- time shares
- cabins
- camping sites
- RV sites

Property owners must collect and pay retail sales tax and applicable lodging taxes on the rental charges. They also owe business and occupation (B&O) tax, but could qualify for the small business B&O tax credit.

Property owners may choose to use the services of a property manager or an online marketplace for booking and tax collection purposes.

The property owner may still be required to register with the department <sup>[1]</sup> to report their rental income on an excise tax return.

The department will assume a property owner is engaged in a taxable business activity when they do any of the following:

- Advertise the property availability for overnight accommodations through online marketplaces, newspapers, or other publications.
- Hire a property manager to handle the rental of the property.
- Engage in any short-term rental contracts (less than 30 days per consumer).

**Source URL:** <https://dor.wa.gov/doing-business/business-types/industry-guides/lodging-guide/personal-home-rentals>

## Links

[1] <https://dor.wa.gov/doing-business/register-my-business>





# City of Stevenson Vacation Rental Home Good Neighbor Guidelines

Hello new neighbors! However long you stay, Stevenson welcomes you as part of our community. We like our small town charm, and we think you will like it too. Remember though, we're all on this merry-go-round together. These Good Neighbor Guidelines are available to help us keep our small town an amazing place to live, work and play.

- 
1. **24-Hour Contact Information.** If at any time you have concerns about your stay in regards to your neighbors, please call the contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
  2. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors, their privacy, and their property.
  3. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 PM.
  4. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
  5. **Parking.** Refer to the parking diagram posted in the unit and park *on-site* whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. *On-street* parking is a community resource, don't be surprised to see a neighbor parked in front of the home you are renting.
  6. **Traffic Safety.** Drive slowly through neighborhoods and watch for pedestrians and children playing. Better yet, our streets, sidewalks and trails offer safe, convenient, and interesting alternatives to your in-town destinations.
  7. **Fires.** Our wonderful summer weather lends itself to heightened fire hazards. Help us all stay safe from wildfires by fully extinguishing cigarettes and abiding all seasonal and emergency bans on recreational fires.
  8. **Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
  9. **Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be Sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.
-





# City of Stevenson

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

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

## 2019 Vacation Rental Application

(Stevenson Sales Tax Location Code 3002)

Vacation Rental Address: \_\_\_\_\_

Vacation Rental Tax Lot #: \_\_\_\_\_

Vacation Rental Telephone #: \_\_\_\_\_

WA State Business License (UBI) #: \_\_\_\_\_

Tax Reporting Frequency: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Residence: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**If the Owner is not a permanent resident of the Local Area** (Clark, Klickitat, or Skamania counties in Washington, Hood River or Multnomah counties in Oregon), **a Contact Person from the Local Area is required.**

**Submittal Checklist:** Fill in the information requested and initial each statement to certify its truth and accuracy.

\_\_\_\_\_ This vacation rental home will collect and remit state and local sales and use taxes and special hotel/motel taxes as required by the City and State of Washington Department of Revenue.

\_\_\_\_\_ The City has the right to provide the names and phone numbers of the owner and contact person to help resolve disruptions caused by the vacation rental home.

\_\_\_\_\_ The City is authorized reasonable access to the vacation rental home to carry out the administrative duties of SMC 5.20. The last Vacation Rental Inspection was conducted on \_\_\_\_\_.

\_\_\_\_\_ The Good Neighbor Guidelines will be provided to guests of the vacation rental home. The Guidelines  will  will not be incorporated into the occupant's rental contract.

\_\_\_\_\_ The annual neighborhood notice will be sent or handed out to all owners and/or occupants of adjacent and abutting property.

\_\_\_\_\_ There are \_\_\_\_\_ off-street and \_\_\_\_\_ on-street parking spaces available to the vacation rental home. It is understood that on-street spaces are not for the exclusive use of the vacation rental home, and a diagram of parking spaces will be provided to guests which expresses this.

\_\_\_\_\_ This vacation rental home will maintain liability insurance covering its use as a vacation rental home.

Incomplete applications will not be accepted. ● Please ensure that all fees & submittals are included

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Check here if this property is no longer used as a Vacation Rental Home

Office Use Only:	Application Fee:		
Account #001 000 000 321 90 00	Date:	Receipt #:	License #:





# Vacation Rental Inspections

## Protection

The primary objective is to provide the guests of vacation rental homes with a measure of protection based on the provisions of the Residential Building Code. Just as important, however, is good common sense on the part of the owner in providing a safe environment for his or her guests.

## Smoke Detection

Smoke detectors are one of the most important standards for the protection of the public. They provide early notification to the tenants in the event of a fire for their quick exit from the building during this critical time frame. Detectors should be located on every level of the dwelling including the basement, inside every bedroom, and outside the immediate vicinity of the bedroom and be loud enough to wake sleeping persons.

## Carbon Monoxide Detection

If the rental unit is equipped with gas burning appliances or has an attached garage, carbon monoxide detection shall be installed in the area within the bedrooms or giving access to the bedrooms.

## Egress

In addition to smoke detection, proper exiting from the building is critical to escape. Means of egress include all components in the normal path of travel to the outside of the building. There should be no unusual obstructions in the exit route to the outside of the building.

Doors should have a clear width of 32 inches to facilitate egress. The door width requirement may be reduced to 28 inches in older buildings subject to the authority having jurisdiction. Doors shall swing freely with no sticking.

Floors should be level with minimum changes in elevation.

Corridors should be at least 36 inches wide and have minimal projections entering the space, including furniture and decorations, so as to not slow down persons exiting from the building.

Door locks in the egress passages should be easily unlocked without any undue hardship or tools.

One and two-family dwellings must have a primary and secondary means of egress. The primary means is generally a door leading into the building with egress windows serving the secondary means of egress from bedrooms. Windows should open easily without undue effort. Third floor bedrooms will require additional fire escape stairs.

Attached garages must be separated from the dwelling unit by fire grade sheetrock and a fire door leading into the structure. Primary egress through a garage is not acceptable.

## General Housekeeping

Common sense goes a long way towards maintaining a safe rental property.

Keep critical areas free of combustible materials and obstructions. Critical areas include woodstove spaces, heating devices, oil tanks, electrical panels, and similar areas. Keeping these areas clear also grants service personnel access for repairs.

Keep exit passages free of obstructions including furniture, bikes, decorations, etc.

Provide the renter with important information such as contact telephone numbers to eliminate confusion when a problem occurs.

Include instructions for the renter that contain clear directions to the property which renters can relay to the Dispatch Center in the event of an emergency.

Place appropriate signage with the 911 address clearly visible to direct responders to the property.



# CITY OF STEVENSON

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

**TO:** Neighboring Properties

**FROM:** \_\_\_\_\_ **LICENSE #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT:** Vacation Rental Home in Your Neighborhood

Hello,

A property in your neighborhood recently received a license to operate as a vacation rental home. The City views vacation rental homes as a valuable component of our tourism economy, but it also values the peace and comfort of its residents and property owners. The owners of the property located at

(Vacation Rental Home Address)

hope its use as a vacation rental home will not disturb your peace and comfort.

As a property owner or occupant adjacent to or abutting the address above, this notice provides you with the contact information of the vacation rental home's owner. You are encouraged to contact them with any questions or concerns about the property's use as a vacation rental home, and especially if the guests of the home are inconsiderate of the attached Good Neighbor Guidelines. The property's continued use as a vacation rental hinges on its ability to avoid neighborhood disruptions, and the contacts below hope to deal with issues before they become an unbearable nuisance or require any investigative effort or corrective action by the City.

**Owner Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Local Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

The representatives above can be treated as your first line of defense against neighborhood intrusions from vacation rentals, but if they are unresponsive or continually unsuccessful at addressing your concerns, the City is there for you as well:

**City Hall Phone #: (509)427-5970**

**Sheriff's Office Non-Emergency Phone #: (509)427-9490**

**Sheriff's Office Emergency Phone #: 911**

Please save this letter or bookmark <http://ci.stevenson.wa.us/vacationrentalregistry>

Thank you,

\_\_\_\_\_  
Vacation Rental Home Owner/Operator

**Item Attachment Documents:**

4. Authorization to Use Hearing Examiner, Appeal of Short Subdivision WS-SLP-20018.005, Real Estates LLC
  - a. Presentation
  - b. Discussion
  - c. Action



---

## AGENDA MEMO

Needs Legal Review: Yes  
Meeting Date: July 17, 2019  
Agenda Item: Request for Authorization to Use Hearing Examiner for Appeal of Short Subdivision WS-SLP-2018.005, Real Estates LLC  
Presented By: Pat Munyan, City Administrator (Planning Administrator)

### **Action Required**

Authorization to use hearing examiner in the appeal of the approval with conditions of Short Subdivision Variance WS-SLP-2018.005, Real Estates LLC.

### **Proposed Motion**

Motion to authorize the use of a hearing examiner, per WSMC 2.21.030, in the appeal of the approval with conditions of Short Subdivision WS-SLP-2018.005, Real Estates LLC.

### **Explanation of Issue**

Real Estates LLC has filed an appeal of an approval with conditions related to Short Subdivision WS-SLP-2018.005, Real Estates LLC was the applicant in the short subdivision application. The planning commission is the body that normally hears appeals related to short subdivision decisions made by the Planning Administrator.

I am requesting authorizing to use a hearing examiner in the appeal of the approval with conditions of Short Subdivision WS-SLP-2018.005, Real Estates LLC due to the technical nature of the arguments outlined in the appeal. The attorney representing Real Estates LLC, Jim Kacena, supports the use of a hearing examiner in this case.

### **Budget:**

The city will be pay for the use of the hearing examiner at \$215 per hour, plus mileage and copy and postage fees. These charges will come out of the Planning-Contractual Services line item in the budget. This line item was recently increased. Depending on the use of the hearing examiner for the remainder of the year, this line item may need to be increased at some point in the future to accommodate expected costs.

### **Recommendation of Staff/Committee**

The City Administrator/Planning Administrator is requesting authorization to use a hearing examiner in the appeal of the approval with conditions of Short Subdivision WS-SLP-2018.005, Real Estates LLC.

**Item Attachment Documents:**

5. Acceptance of Bid, Skagit Street Improvements
  - a. Presentation
  - b. Discussion
  - c. Action



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**AGENDA MEMO**

Needs Legal Review: Yes  
Meeting Date: July 17, 2019  
Agenda Item: Acceptance of Bid, Skagit Street Improvements  
Presented By: Pat Munyan, City Administrator and Jan Brending, Clerk Treasurer

**Action Required**

Acceptance of bid from Artistic Excavation LLC for Skagit Street Improvements

**Proposed Motion**

Motion to accept bid from Artistic Excavation LLC for Skagit Street Improvements in the amount of 30,505.81 including sales tax.

**Explanation of Issue**

The city issued a request for sealed bids for the Skagit Street Improvement project (see attached bid request). The project was advertised in The Enterprise and emailed to 9 contractors.

The city received the following bids:

Crestline Construction	\$69,875.00
IV Riley Materials Inc.	\$41,893.72
Artistic Excavation LLC	\$30,505.81

Artistic Excavation LLC is the low bidder and the city has determined the company is a responsive bidder per state statute.

**Budget:**

The city has budgeted \$50,000 for the Skagit Street Improvements project. This funding includes funding for chip seal to be provided by Klickitat County.

**Recommendation of Staff/Committee**

Staff recommends the city council accept the bid from Artistic Excavation for the Skagit Street Improvement project in the amount of \$30,505.81.

**CITY OF WHITE SALMON  
SKAGIT STREET IMPROVEMENTS  
SCOPE OF WORK**

The City of White Salmon is requesting Sealed Bids to reconstruct and prep for chip-seal Skagit Street from the intersection NE Academy to the intersection of NE Washington Street; an area of approximately 23,000 square feet

- Remove all existing asphalt and concrete on Skagit Street from the intersection NE Academy to the intersection of NE Washington Street.
- Saw cut intersections of NE Academy, NE Columbia, NE Hood, NE Scenic, and NE Washington Street.
- Grade and compact subgrade to direct storm water runoff to ditch lines and storm drains.
- Cap subgrade with 5/8" minus crushed rock and compact with proper moisture.
- The need for compaction testing will be determined by the Public Works Director.
- Full closure of Skagit Street authorized for work.
- Some additional "Road Closed" Barricades may need to be provided my public works.

This project is subject to Washington State prevailing wages

<http://www.lni.wa.gov/TradesLicensing/PrevWage/>. Bids shall be submitted on the attached form. This project is a lump sum bid plus taxes of 7.5%.

**Sealed bids shall be submitted by 3:00 p.m., July 10, 2019 at City Hall, 100 N. Main, White Salmon, WA Washington. Envelopes shall be marked "Skagit Street Improvements." Bids will be opened at 3:15 p.m. on July 10, 2019.**

The City of White Salmon reserves the right to waive minor irregularities in the bids.

The City of White Salmon reserves the right to reject all bids.

For questions regarding the work, please contact Patrick Munyan, City Administrator at 509-493-1133 #202.

**CITY OF WHITE SALMON  
SKAGIT STREET IMPROVEMENTS  
BID**

Description	Bid
<b>Skagit Street Improvement</b>	
<b>Sales Tax (7.5%)</b>	
<b>TOTAL</b>	

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**CITY OF WHITE/SALMON  
SKAGIT STREET IMPROVEMENTS  
BID**

Description	Bid
Skagit Street Improvement	\$ 65,000 - LS
Sales Tax (7.5%)	\$ 4,875 - LS
<b>TOTAL</b>	<b>\$ 69,875 - LS</b>


Contractor Name: CRESTLINE CONSTRUCTION

Contractor Address: 3600 CRATES WAY #100

THE DALLES OR 97058

Phone: 541.506.4000

E-Mail: yani@crestlineconstruction.com

Signature: 

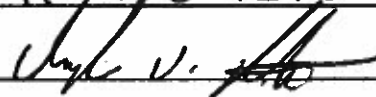
**CITY OF WHITE SALMON  
SKAGIT STREET IMPROVEMENTS  
BID**

Description	Bid
Skagit Street Improvement	\$38,970.90
Sales Tax (7.5%)	\$2,922.82
<b>TOTAL</b>	<b>\$41,893.72</b>

Contractor Name: I V Riley Materials Inc

Contractor Address: 900 E Marina Way, Bingen, WA 98605  
P.O. Box 287 Bingen, WA 98605

Phone: 541-490-1510 E-Mail: izakr@rileymaterials.com

Signature: 

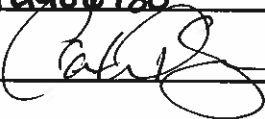
**CITY OF WHITE SALMON  
SKAGIT STREET IMPROVEMENTS  
BID**

Description	Bid
Skagit Street Improvement	\$28,377.50
Sales Tax (7.5%)	\$2,128.31
<b>TOTAL</b>	<b>\$30,505.81</b>

Contractor Name: Artistic Excavation LLC

Contractor Address: P.O. Box 2409, White Salmon, WA 98672

Phone: 5414906780 E-Mail: Aaron@artisticx.com

Signature: 



**Artistic Excavation LLC**  
 541.490.6780 F.866.778.0796  
 P.O Box 2409 White Salmon, WA. 98672

[www.artisticx.com](http://www.artisticx.com)

WA # ARTISEL919M7

OR #189165

**Skagit Street Improvement**

To: **Invoice** Skagit Street Bid  
**Date** 7/10/2019  
**Job** Skagit Street Improvement

MOB		Unit	Cost	Total
MB.01	MOBILIZATION	1.0 LS	\$ 2,500.00	\$ 2,500.00
				<b>Total</b> \$ 2,500.00
<b>DEMO 652x</b>				
DM.01	DEMO EXISTING	23000.0 SQFT	\$ 0.20	\$ 4,600.00
DM.02	SAW CUT	270.0 LF	\$ 2.25	\$ 607.50
				<b>Total</b> \$ 5,207.50
<b>GRADE COMPACT SUBGRADE</b>				
SB.01	GRADE COMPACT SUBGRADE	23000 SQFT	\$ 0.40	\$ 9,200.00
				<b>Total</b> \$ 9,200.00
<b>MATERIAL</b>				
MA.01	PLACE 3" 5/8"	370.0 TNS	\$ 31.00	\$ 11,470.00
				<b>Total</b> \$ 11,470.00
<b>Subtotal</b>				\$ 28,377.50
<b>Discount</b>				
<b>Total</b>				\$ 28,377.50
<b>Sales Tax</b>			7.5%	\$ 2,128.31
<b>Final Balance</b>				\$ 30,505.81

**Item Attachment Documents:**

6. Approval of Meeting Minutes - June 29, 2019



**CITY OF WHITE SALMON**  
**City Council Special (Retreat) Meeting – Saturday, June 29, 2019**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
Donna Heimke  
Marla Keethler  
Ashley Post  
Amy Whiteman

**Staff Present:**

Pat Munyan, City Administrator  
Bill Hunsaker, Fire Chief/Building Official  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney

**1. Call to Order**

Mayor David Poucher called the meeting to order at 10:00 a.m. There were approximately 3 people present, including Joyce Ebbert who moderated the meeting for the city council.

**2. Presentation**

***Healthy Trees – Fire Wise, Tony Gilmer – Fire District #3 Safety/Training Officer (Retired DNR Forester)***

Tony Gilmer, Fire District #3 Safety/Training Officer made a presentation to the city council regarding healthy trees and fires. Council members discussed tree health and maintenance with Tony Gilmer.

**3. Agenda Item Discussion**

Joyce Ebbert, Moderator suggested to the city council they may want to prioritize the items on the agenda in order to have the discussion council members want to have given the limited time available.

Council members identified the initial priority items as follows:

- Council and Mayor Roles
- Inclusivity
- Infrastructure
- Housing
- Economic Development

**4. Council and Mayor Roles**

Ken Woodrich provided an overview of council and mayor roles under the “strong mayor” form of government which the City of White Salmon operates as.

The council and staff discussed roles.

The council discussed reviewing ordinances for inconsistencies and other areas that could use improvement or clarification. There was discussion of possibly establishing a special committee that would just review ordinances or having the Community Development Committee begin a review of ordinances.

The council discussed council meeting formats. There was a consensus of the council to hold six workshops throughout the year to address a single topic. Staff will email council members to determine the preferred dates and times for holding workshops.

## 5. Inclusivity

Amy Martin said that it is up to the council if it wants to discuss and address social issues. She said the city council should not shy away from these issues. She suggested holding an inclusivity training for council members and management staff that would run from 2 to 4 hours.

Marla Keethler said she does think it is important to address the capacity of council members and staff when issues are brought up. She said the council needs to consider what it is taking on and can it be delivered. Keethler said she does believe the council wants to create a compassionate community and that is a life quality.

Ken Woodrich said the comprehensive plan update can address things such as quality of life.

Council members discussed inclusivity.

Council members said they would like to see an agenda related to inclusivity training prior to scheduling the training. The majority of council members thought the training might be a good idea.

## 6. Infrastructure – Streets

Mayor Poucher said he would like to add an agenda item to the next council meeting requesting the city council to direct him to write a letter to the state regarding narrowing the travel lanes in order to widen the north shoulder on Highway 141 in the vicinity of the Loop Trail and lowering the speed limit to 25 mph.

The council discussed Highway 141 and the Loop Trail in relation to pedestrian traffic and safety issues.

Bill Hunsaker noted that narrower travel lanes on Highway 141 could cause problems with truck traffic.

The council discussed the Hood River Bridge project and the city's 6-year transportation program.

The council discussed the funding opportunities for street projects. There was a consensus that the issue would be referred to the City Operations Committee for further consideration and possible recommendations back to the city council.

**7. Infrastructure – Water**

The city council and staff discussed priorities related to the city's water system including replacing the 14" main line from Buck Creek, the new slow sand filter project, establishing a booster pump in Bingen in case of an emergency so Bingen could supply water to White Salmon.

The council and staff discussed the city's ability to charge "impact fees" and the differences between development charges and impact fees.

**8. Infrastructure – Broadband**

The city council agreed not to focus on broadband at this time as there are rapid changes happening related to the issue.

**9. Infrastructure – Parks**

The city council discussed the desire to replace the playground equipment in the park including developing a "natural play area" with logs and boulders to climb on. It was noted that possible grant funding may be available for this project. There was a consensus of the council to address replacing the playground equipment in 2020.

The city council also discussed the tennis courts. It was noted that the city does not own the tennis courts the school does. The council and staff discussed possible local cost improvements that could be made to the courts.

The city council discussed the proposed Riverfront Park. Dave Poucher updated the city council on the status of the county acquiring title to the property. He said that once the county has title the property can then be transferred to the city. Staff discussed the need for a permit from Burlington Northern Santa Fe Railway for a pedestrian bridge across the railroad and the possibility of obtaining grant funding from the BNSF Foundation.

**10. Infrastructure – Pool**

The council and staff discussed the status of the existing pool and the future decommissioning of the pool. Staff noted that the White Salmon Valley Pool Metropolitan Park District is in the process of conducting feasibility studies on the city's property across the street from Whitson Elementary and school property located on Loop Road.

**11. Infrastructure – Other City Facilities**

The city council discussed other city owned facilities.

Staff noted that the city hall bid will be issued July 3, 2019.



Pat Munyan said he is meeting with US Cellular regarding a possible tower location at the Strawberry Mountain Reservoir. He said it will generate some income for the city.

The council discussed future opportunities for a new city shop at the Spring Street property.

**12. Housing**

The city council discussed short-term rentals, commercial zoning, and annexations. It was noted the Community Development Committee will be bringing a draft ordinance to the city council that provides for registering/permitting short-term rentals. It was noted that the ordinance does not address zoning of short-term rentals.

Staff noted that a clearer annexation process is needed. It was noted that the Planning Commission would also like to see the annexation process addressed.

The city council and staff discussed the desire to know what land is available in the city limits and within the urban exempt area. Staff noted that the city is working with the county on a buildable lands inventory and housing analysis that will address both the urban exempt area and lands within the city limits.

The city council discussed the idea of establishing partnerships related to housing including Insitu.

Mayor Poucher updated the city council regarding the efforts to establish a community land trust in the area. He said that Proud Ground will be making a presentation at a special city council meeting on July 29<sup>th</sup>. Poucher said he has invited a number of people representing several organizations to the presentation.

**13. Economic Development**

The city council generally discussed economic development and said it would be great to see incubator spaces established in White Salmon. Staff said working with White Salmon Valley School would be useful in establishing the incubator spaces.

**14. Other Items**

Jason Hartmann said he would like the city to address curb-side compost pickup in the future.

**18. Adjournment**

The meeting adjourned at 4:00 p.m.

**Item Attachment Documents:**

7. Approval of Meeting Minutes - July 3, 2019



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, July 3, 2019**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
Donna Heimke  
Ashley Post  
Amy Whiteman

**Staff Present:**

Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney  
David Poucher, Mayor

**1. Call to Order**

Mayor David Poucher called the meeting to order at 6 p.m. There were approximately 13 people present.

**2. Roll Call**

**Moved by Amy Martin. Seconded by Donna Heimke.**  
**Motion to excuse Marla Keethler. CARRIED.**

**3. Comments – Public and Council**

***Temra Lital, Comprehensive Mental Health*** said she works for Comprehensive Mental Health and lives in Hood River. She said that she wants to express concerns about the comments made by city council members stating that declaring June as Pride Month would be divisive. Lital said what is divisive is hate. She provided statistics to the city council regarding suicide rates in the LGBTQ community. Lital said she is disappointed in the city council and hopes they will reconsider their decision. She suggested declaring something related to Pride in July or August.

***Greg Clost, Lyle*** said he is a general contractor. He said the council's decision to vote no on declaring June Pride Month was a terrible mistake. Clost asked the council if they know who is the LGBTQ+ community. He said he will always go where the Pride flag is flown from. Clost said that when the city excludes the LGBTQ+ community they are excluding his friends and family.

***Pam Morneault, 508 Center Place, White Salmon*** said she was shocked by the city council's decision regarding declaring June as Pride Month. She said it should have been such an easy thing to do. Morneault said she feels the council's decision said that we don't want everyone in our community. She said the council should support every section of the community. Morneault asked the council if they were elected to make decisions only on comfortable issues or were they elected to do what is right.

***Naomi Mayo, 1264 Heidi Lane, White Salmon*** provided suicide statistics to the city council. She said that "Pride" gives a message to the LGBTQ community that suicide may not be necessary. Mayo said she feels that the action taken by the city council condones hate. She said she thinks the council does not like to take action after a clear mistake has been made.

**Nina vonFeldmann, 37 Nestor Peak Road** asked the council to look into their hearts and humanity and understand the relevance of the time we are living in. She said she would love to be proud of the White Salmon community and asked the council to reconsider its decision.

**Steven Johnson, 1010 Schoolview Place, White Salmon** said he was blown away by the city council's decision regarding Pride Month. He said he does not think it reflects the character, soul and substance of the White Salmon community and feels the decision was fundamentally wrong. Johnson said he does not understand why a parade with rainbow flags can't happen. He said that he has raised \$150 and bought rainbow flags to be displayed on business fronts. Johnson asked the city council to reconsider their decision.

**Gabrielle Gilbert, White Salmon** said that she watched Feast put a rainbow flag on their awning. She said she has friends and family that are part of the LGBTQ community. Gilbert said she does not accept that the issue is not part of government and that the government should be looking at social issues. She said it is the responsibility of government to uphold the constitution for everyone. Gilbert asked the council to reconsider their decision.

**Michelle Mayfield, 222 El Camino Real, White Salmon** said she was saddened by the message the city council sent that her nephew and his husband would not find White Salmon welcoming. She said she feels it is important to recognize the LGBTQ community as they are a minority and often maligned.

**Archer Mayo, 1264 Heidi Lane, White Salmon** said that he stands with his queer siblings. Mayo said that the idea that the city codes can be tightened up is a red herring. He said oversight is needed regarding those who interpret the codes. Mayo said the planning commission should be interpreting the city codes and preserving the peoples' interests. He said he feels the Planning Administrator's discretion was abused and that when there is any doubt regarding a decision it should go to the planning commission. Mayo asked if the city council knew there was a petition of business owners related to the proposed conditional use permit that was approved by the Planning Administrator. He asked the city council to work for the citizens and that oversight and leadership is needed over the staff.

**Heather Kowalewski, 820 Grandview, White Salmon** said she is concerned that the city council did not recognize June as Pride Month. She said that everyone wants to feel safe and that they belong in the community. Kowalewski said she came out about a year ago and will now wonder if she is safe in the community. She said that Pride Month is only divisive if the council names it as such. Kowalewski asked the council to reconsider their decision and consider having inclusivity training.

**Sean Amico, 1030 Schoolview Place, White Salmon** said that she has a granddaughter who is 14-years old that does not live with her. Amico said her granddaughter is supported in her community but she does not know if her granddaughter would be supported in White Salmon.

**Jenna Andersen, 20 Bristol Road, White Salmon** said she is a teacher at the preschool. She said she has concerns about the council decision on Pride Month. Andersen said she hopes the council will reconsider and determine if it wants a community that includes everyone.

**Liz Overhouse, 120 Hood Street, White Salmon** said that she works with youth and teaches them how to participate in civic engagement. She said that the intention to be neutral usually ends up supporting the oppressor.

**River Buttrice, 20 Britol Road** said he wants people to love each other and wants to be part of a loving world.

**Chelsa Hefner, 107 SW Oak, White Salmon** said she has heard impassioned speeches. She asked the council who loses if the proclamation was passed. Hefner said the council has heard from those who are affected everyday.

Amy Martin, Council Member thanked the audience for attending and speaking. She said she voted for the proclamation declaring June as Pride Month. Martin read from the city's mission statement and core values. She said the city's police chief was in support of the proclamation. Martin noted that a full city council was not present when the proclamation was voted on. She said she hopes that individual personal views can be put aside and reconsider the decision. Martin said the decision should have been easy and that it means something to a lot of people. She said the city council works for the people.

Ashley Post said she appreciates everyone who came to speak to the city council. She said she feels there are some misconceptions about what happened at the council meeting when the decision was made. Post read from a statement. She said she would like to continue the dialogue about this issue. Post thanked everyone again for their input and for participating in civic engagement.

**4. Changes to the Agenda**

There were no changes to the agenda.

**5. Ordinance 2019-07-1045, Amending WSMC 10.24.120 – Parking Prohibited**

Jan Brending said the proposed ordinance prohibits parking at the northwest corner of Garfield and Jewett (Highway 14) running 200 feet from the intersection west. She said a number of vehicles park in the area and provide a safety issue related to line of site.

**Moved by Amy Martin. Seconded by Jason Hartmann.**

**Motion to approve Ordinance 2019-07-1045, Amending WSMC 10.24.120 – Parking Prohibited upon first reading. CARRIED.**

**6. 2019 Budget Amendment, Ordinance 2019-07-1046, Amending the 2019 Budget**

Jan Brending presented the proposed budget amendments to the 2019 budget. She noted the amendment addresses several minor revenue updates and a number of expenditure updates based on approvals the city council has given for projects.

**Moved by Jason Hartmann. Seconded by Amy Martin.**

**Motion to approve Ordinance 2019-07-1046, Amending the 2019 Budget. CARRIED.**

**7. Consent Agenda**

- a. Approval of Minutes – June 19, 2019
- b. 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 3<sup>rd</sup> day of July, 2019.

Type	Date	From	To	Amount
Claims	7/3/2019	35121	35166	146,342.37
			<b>Claims Total</b>	<b>146,342.37</b>
Payroll	7/5/2019			1,273.51
		EFT	EFT	93,023.28
			<b>Payroll Total</b>	<b>94,296.79</b>
Manual Claims	6/20/2019	35109	35110	61,744.00
	6/26/2019	35111	35113	4,592.82
			<b>Manual Total</b>	<b>66,336.82</b>
			<b>Total All Vouchers</b>	<b>306,975.98</b>

**Moved by Donna Heimke. Seconded by Amy Martin.**

**Motion to approve consent agenda. CARRIED.**

**8. Department Head and Committee Reports**

**Pat Munyan, City Administrator** said the street chip seal project will be starting soon. He said the city hall project has gone out to bid. Munyan reported that Kevin English has resigned effective August 30. He said the city has already published a job announcement for the position.

**David Poucher, Mayor** said that at the retreat the council talked about directing the mayor to write a letter regarding narrowing the travel lanes on SR 141 west of White Salmon in order to widen the shoulder for the Loop Trail.

**Moved by Jason Hartmann.**

**Motion to direct the mayor to write a letter to the State of Washington asking that the travel lanes on SR 141 west of White Salmon be narrowed in order to widen the shoulder for the Loop Trail and also requesting the speed limit be dropped to 25 miles per hour.**

Ashley Post said that Bill Hunsaker raised some good points at the retreat regarding truck travel on Highway 14. She suggested that additional information might be needed and suggested the City Operations Committee discuss the issue and bring it back to the council.

**The motion died due to a lack of a second.**

David Poucher said that Diane Lynn with Proud Ground will make a presentation to the council at a special council meeting on July 29 at 3:00 p.m. regarding land trusts.

**Jan Brending, Clerk Treasurer** said the comprehensive plan update process is underway. She said the city council will be kept up-to-date with emails and additional information about the process. Brending said it is up to city council members and planning commissioners to make the community meeting engagement process work.

**Donna Heimke, Council Member** noted that at the retreat the council talked about the need to update and clarify the city's ordinances and procedures specifically to make things clearer.

**Amy Martin, Council Member** noted that the Community Development Committee meetings will move to the second Monday of each month.

**Jason Hartmann, Council Member** said the City Operations Committee met and discussed comments from WSDOT regarding crosswalks. Hartmann also reported that discussions are going on with Fire District #3 about the idea of having a combined fire station that could also include space for the EMS District.

## 9. **Adjournment**

The meeting adjourned at 6:59 p.m.

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David Poucher, Mayor

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Jan Brending, Clerk-Treasurer

**Item Attachment Documents:**

8. Budget Report - May 2019



**City of White Salmon**  
**May 2019**  
**Budget Report**

City of White Salmon  
 Budget Summary Report  
 As of May 31, 2019

	Budget			Year-To-Date			Remaining		
	Revenue	Expenditures	%	Revenue	Expenditures	%	Revenue	Expenditures	%
001 Current Expense									
Finance		427,862.00		263,871.53	163,990.47	61.67%			
Central Services (HR)		74,944.00		21,720.76	53,223.24	28.98%			
General Government		120,710.00		34,195.00	86,515.00	28.33%			
Community Development		6,000.00		6,335.70	-335.70	105.60%			
Building		128,937.00		47,704.23	81,232.77	37.00%			
Planning		230,099.00		50,972.77	179,126.23	22.15%			
Park		112,275.00		47,585.49	64,689.51	42.38%			
Police		942,251.00		395,111.78	547,139.22	41.93%			
Fire		163,675.00		38,038.17	125,636.83	23.24%			
<b>001 Current Expense</b>	<b>2,567,552.00</b>	<b>2,206,753.00</b>	<b>48.52%</b>	<b>1,245,800.90</b>	<b>905,535.43</b>	<b>41.03%</b>	<b>1,321,751.10</b>	<b>1,301,217.57</b>	<b>41.03%</b>
101 Street Fund	860,190.00	778,233.00	50.55%	434,795.14	372,578.85	47.87%	425,394.86	405,654.15	47.87%
107 Pool Fund	67,464.00	100,356.00	41.27%	27,841.41	3,097.03	3.09%	39,622.59	97,258.97	3.09%
108 Municipal Capital Imp. Fund	391,369.00	333,370.00	93.77%	366,984.31	0.00	0.00%	24,384.69	333,370.00	0.00%
110 Fire Reserve Fund	181,969.00	0.00	0.25%	452.96	0.00	0.00%	181,516.04	0.00	0.00%
112 General Fund Reserve	20,966.00	333,370.00	6.80%	1,426.25	333,370.00	0.00%	19,539.75	0.00	0.00%
121 Police Vehicle Reserve Fund	0.00	58,089.00	0.00%	421.19	6,676.69	11.49%	-421.19	51,412.31	11.49%
200 Unlimited Go Bond Fund	0.00	0.00	0.00%	84.58	0.00	0.00%	-84.58	0.00	0.00%
307 New Pool Construction Fund	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
401 Water Fund	1,763,098.00	2,023,233.00	40.94%	721,799.39	905,698.93	44.76%	1,041,298.61	1,117,534.07	44.76%
402 Wastewater Collection Fund	1,266,684.00	1,466,618.00	32.73%	414,602.55	494,537.21	33.72%	852,081.45	972,080.79	33.72%
408 Water Reserve Fund	250,882.00	250,000.00	99.86%	250,537.96	0.00	0.00%	344.04	250,000.00	0.00%
409 water Reserve Fund	437,669.00	0.00	41.88%	183,276.80	0.00	0.00%	254,392.20	0.00	0.00%

City of White Salmon  
 Budget Summary Report  
 As of May 31, 2019

	Budget Revenue	Year-To-Date Revenue	Remaining	Budget Expenditures	Year-To-Date Expenditures	Remaining
412 Water Rights Acquisition Fund	147,031.00	65,335.63	81,695.37	123,971.00	0.00	123,971.00
413 Water Bond Redemption Fund	42,654.00	17,772.50	24,881.50	42,654.00	13,230.00	29,424.00
414 Wastewater Bond Redemption Fund	13,089.00	5,453.75	7,635.25	13,089.00	6,615.00	6,474.00
415 Water Bond Reserve Fund	2,329.00	1,052.63	1,276.37	0.00	0.00	0.00
416 Wastewater Bond Reserve Fund	851.00	492.87	358.13	0.00	0.00	0.00
417 Treatment Plant Reserve Fund	19,738.00	18,224.72	1,513.28	0.00	0.00	0.00
418 Water Short Lived Asset Reserve Fund	100,000.00	41,666.65	58,333.35	100,000.00	0.00	100,000.00
601 Remittances	14,679.00	4,586.09	10,092.91	14,718.00	3,459.28	11,258.72
<b>Total</b>	<b>8,148,214.00</b>	<b>3,802,608.28</b>	<b>4,345,605.72</b>	<b>7,844,454.00</b>	<b>3,044,798.42</b>	<b>4,799,655.58</b>
			<b>46.67%</b>			<b>38.81%</b>

# TREASURERS REPORT

## Fund Totals

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:41:37 Date: 06/22/2019  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense	597,574.53	270,312.48	166,912.37	700,974.64	2,011.79	181.83	-742.89	702,425.37
101 Street Fund	92,225.74	104,853.07	16,863.51	180,215.30	0.00	0.00	-66.41	180,148.89
107 Pool Fund	57,624.14	233.16	221.53	57,635.77	50.00	100.71	0.00	57,786.48
108 Municipal Capital Imp Fund	499,449.04	7,200.84		506,649.88	0.00	0.00	0.00	506,649.88
110 Fire Reserve Fund	24,289.56	15.07		24,304.63	0.00	0.00	0.00	24,304.63
112 General Fund Reserve	293,747.63	140.48		293,888.11	0.00	0.00	0.00	293,888.11
121 Police Vehicle Reserve Fund	164,027.34	212.38		164,239.72	0.00	0.00	0.00	164,239.72
200 Unlimited Go Bond Fund	18,025.83	13.87		18,039.70	0.00	0.00	0.00	18,039.70
307 New Pool Construction Fund	2,563.96	0.00		2,563.96	0.00	0.00	0.00	2,563.96
401 Water Fund	603,138.77	138,389.67	133,167.70	608,360.74	92.48	0.00	-677.79	607,775.43
402 Wastewater Collection Fund	504,940.30	77,086.31	102,070.09	479,956.52	132.22	0.00	-871.43	479,217.31
408 Water Reserve Fund	400,424.86	72.36		400,497.22	0.00	0.00	0.00	400,497.22
409 Wastewater Reserve Fund	526,901.93	36,663.33		563,565.26	0.00	0.00	0.00	563,565.26
412 Water Rights Acquisition Fund	277,665.03	13,120.20		290,785.23	1.41	0.00	-62.50	290,724.14
413 Water Bond Redemption Fund	16,611.48	3,554.50		20,165.98	0.00	0.00	0.00	20,165.98
414 Wastewater Bond Redemption Fund	9,187.50	1,090.75		10,278.25	0.00	0.00	0.00	10,278.25
415 Water Bond Reserve Fund	51,132.65	180.82		51,313.47	0.00	0.00	0.00	51,313.47
416 Wastewater Bond Reserve Fund	72,846.80	48.55		72,895.35	0.00	0.00	0.00	72,895.35
417 Treatment Plant Reserve Fund	529,885.03	530.23		530,415.26	0.00	0.00	0.00	530,415.26
418 Water Short Lived Asset Reserve Fund	116,445.52	8,333.33		124,778.85	0.00	0.00	0.00	124,778.85
601 Remittances	637.18	1,104.61	576.45	1,165.34	0.00	0.00	0.00	1,165.34
<b>Totals</b>	<b>4,859,344.82</b>	<b>663,156.01</b>	<b>419,811.65</b>	<b>5,102,689.18</b>	<b>2,287.90</b>	<b>282.54</b>	<b>-2,421.02</b>	<b>5,102,838.60</b>

# TREASURERS REPORT

## Account Totals

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:41:37 Date: 06/22/2019  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking Account	2,525,322.64	611,112.32	370,590.85	2,765,844.11	2,570.44	2,765,993.53
3 Petty Cash	25.00	0.00	0.00	25.00	0.00	25.00
4 Cash Drawer 1	150.00	0.00	0.00	150.00	0.00	150.00
5 Cash Drawer 2	150.00	0.00	0.00	150.00	0.00	150.00
6 Cash Drawer 3	150.00	0.00	0.00	150.00	0.00	150.00
<b>Total Cash:</b>	<b>2,525,797.64</b>	<b>611,112.32</b>	<b>370,590.85</b>	<b>2,766,319.11</b>	<b>2,570.44</b>	<b>2,766,468.53</b>
Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending Outstanding Rec	Outstanding Exp	Adj Balance
2 State Pool	1,331,959.41	2,822.89	0.00	1,334,782.30	0.00	1,334,782.30
10 Time Value Investments	1,001,587.77	0.00	0.00	1,001,587.77	0.00	1,001,587.77
<b>Total Investments:</b>	<b>2,333,547.18</b>	<b>2,822.89</b>	<b>0.00</b>	<b>2,336,370.07</b>	<b>0.00</b>	<b>2,336,370.07</b>
	<b>4,859,344.82</b>	<b>613,935.21</b>	<b>370,590.85</b>	<b>5,102,689.18</b>	<b>2,570.44</b>	<b>5,102,838.60</b>

**TREASURERS REPORT**  
**Fund Investments By Account**

Time: 12:41:37 Date: 06/22/2019  
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City Of White Salmon  
 MCAG #: 0481  
 05/01/2019 To: 05/31/2019

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 Current Expense	202,872.03		429.96	429.96		203,301.99
108 000 Municipal Capital Imp Fund	48,618.65		103.04	103.04		48,721.69
110 000 Fire Reserve Fund	7,108.65		15.07	15.07		7,123.72
112 000 General Govt Reserve Fund	66,285.51		140.48	140.48		66,425.99
121 000 Police Vehicle Reserve Fund	100,208.81		212.38	212.38		100,421.19
401 000 Water Fund	155,255.35		329.04	329.04		155,584.39
402 000 Wastewater Collection Fund	143,981.80		305.15	305.15		144,286.95
408 000 Water Reserve Fund	34,144.17		72.36	72.36		34,216.53
409 000 Wastewater Reserve Fund	195,027.45		413.33	413.33		195,440.78
412 000 Water Rights Acquisition Fund	91,765.08		194.48	194.48		91,959.56
415 000 Water Bond Reserve Fund	13,600.11		28.82	28.82		13,628.93
416 000 Wastewater Bond Reserve Fund	22,905.83		48.55	48.55		22,954.38
417 000 Treatment Plant Reserve Fund	250,185.97		530.23	530.23		250,716.20
<b>2 - State Pool</b>	<b>1,331,959.41</b>	<b>0.00</b>	<b>2,822.89</b>	<b>2,822.89</b>		<b>1,334,782.30</b>
001 000 Current Expense	42,694.92					42,694.92
108 000 Municipal Capital Imp Fund	37,049.64					37,049.64
110 000 Fire Reserve Fund	14,210.22					14,210.22
112 000 General Govt Reserve Fund	132,504.84					132,504.84
401 000 Water Fund	42,662.59					42,662.59
402 000 Wastewater Collection Fund	226,822.23					226,822.23
408 000 Water Reserve Fund	29,424.07					29,424.07
409 000 Wastewater Reserve Fund	103,760.45					103,760.45
412 000 Water Rights Acquisition Fund	83,279.73					83,279.73
415 000 Water Bond Reserve Fund	27,186.62					27,186.62
416 000 Wastewater Bond Reserve Fund	45,788.78					45,788.78
417 000 Treatment Plant Reserve Fund	216,203.68					216,203.68
<b>10 - Time Value Investments</b>	<b>1,001,587.77</b>	<b>0.00</b>	<b>0.00</b>			<b>1,001,587.77</b>

**TREASURERS REPORT**  
**Fund Investments By Account**

City Of White Salmon  
 MCAG #: 0481

Time: 12:41:37 Date: 06/22/2019  
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05/01/2019 To: 05/31/2019

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
	2,333,547.18	0.00	2,822.89	2,822.89		2,336,370.07

# TREASURERS REPORT

## Fund Investment Totals

City Of White Salmon  
 MCAG #: 0481

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense	245,566.95		429.96	429.96		245,996.91	454,977.73
101 Street Fund						0.00	180,215.30
107 Pool Fund						0.00	57,635.77
108 Municipal Capital Imp Fund	85,668.29		103.04	103.04		85,771.33	420,878.55
110 Fire Reserve Fund	21,318.87		15.07	15.07		21,333.94	2,970.69
112 General Fund Reserve	198,790.35		140.48	140.48		198,930.83	94,957.28
121 Police Vehicle Reserve Fund	100,208.81		212.38	212.38		100,421.19	63,818.53
200 Unlimited Go Bond Fund						0.00	18,039.70
307 New Pool Construction Fund						0.00	2,563.96
401 Water Fund	197,917.94		329.04	329.04		198,246.98	410,113.76
402 Wastewater Collection Fund	370,804.03		305.15	305.15		371,109.18	108,847.34
408 Water Reserve Fund	63,568.24		72.36	72.36		63,640.60	336,856.62
409 Wastewater Reserve Fund	298,787.90		413.33	413.33		299,201.23	264,364.03
412 Water Rights Acquisition Fund	175,044.81		194.48	194.48		175,239.29	115,545.94
413 Water Bond Redemption Fund						0.00	20,165.98
414 Wastewater Bond Redemption Fund						0.00	10,278.25
415 Water Bond Reserve Fund	40,786.73		28.82	28.82		40,815.55	10,497.92
416 Wastewater Bond Reserve Fund	68,694.61		48.55	48.55		68,743.16	4,152.19
417 Treatment Plant Reserve Fund	466,389.65		530.23	530.23		466,919.88	63,495.38
418 Water Short Lived Asset Reserve Fund						0.00	124,778.85
601 Remittances						0.00	1,165.34
	<b>2,333,547.18</b>		<b>2,822.89</b>	<b>2,822.89</b>		<b>2,336,370.07</b>	<b>2,766,319.11</b>

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

**5,102,689.18**



# TREASURERS REPORT

## Outstanding Vouchers

City Of White Salmon  
MCAG #: 0481

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2019	2469	05/24/2019	Util Pay	1		Xpress Bill Pay	98.61	Xpress Import - Metavante - 05-24-2019__daily_ba
2019	2471	05/25/2019	Util Pay	1		Xpress Bill Pay	197.82	Xpress Import - EFT - 05-25-2019__daily_batch.csv
2019	2487	05/29/2019	Util Pay	1		Xpress Bill Pay	125.00	Xpress Import - CheckFree - 05-29-2019__daily_ba
2019	2489	05/30/2019	Tr Rec	1		John Doe Citizen, Fingerprints/Notary/Recyl	2.50	Notary - Justin Bousquet
2019	2493	05/30/2019	Tr Rec	1		White Salmon Farmers Market	150.00	Park Reservation Fee - Tuesdays June 11 - Sept 17 2
2019	2496	05/30/2019	Util Pay	1		Xpress Bill Pay	67.88	Xpress Import - CC - 05-30-2019__daily_batch (1).i
2019	2497	05/30/2019	Util Pay	1		Xpress Bill Pay	140.06	Xpress Import - EFT - 05-30-2019__daily_batch (1)
2019	2498	05/31/2019	Tr Rec	1		John Doe Citizen, Fingerprints/Notary/Recyl	7.50	Notary Public For William E And Josephine A Nole
2019	2499	05/31/2019	Util Pay	1		Batch Customer	198.91	Mail Batch 05/31/2019
2019	2500	05/31/2019	Tr Rec	1		John Doe Citizen, Fingerprints/Notary/Recyl	5.00	Notary Public For Catherine Daday And Todd Anth
2019	2501	05/31/2019	Tr Rec	1		Permitting Customer	550.39	
2019	2502	05/31/2019	Tr Rec	1		John Doe Citizen, Fingerprints/Notary/Recyl	2.50	Notary - Elena Larsen Louder
2019	2503	05/31/2019	Tr Rec	1		Lorkowski,, Denise	66.41	Reimbursement Of Private Street Sign - NW Cherry
2019	2505	05/31/2019	Tr Rec	1		Kummer, Brian & Jody	25.00	
2019	2506	05/31/2019	Util Pay	1		Xpress Bill Pay	211.97	Xpress Import - CC - 05-31-2019__daily_batch.csv
2019	2507	05/31/2019	Util Pay	1		Xpress Bill Pay	328.47	Xpress Import - EFT - 05-31-2019__daily_batch.csv
2019	2508	05/31/2019	Util Pay	1		Xpress Bill Pay	60.00	Xpress Import - Metavante - 05-31-2019__daily_ba
2019	2509	05/31/2019	Util Pay	1		Xpress Bill Pay	183.00	Xpress Import - CheckFree - 05-31-2019__daily_ba
							2,421.02	
Receipts Outstanding:								
2016	1220	03/16/2016	Claims	1	31118	Cecelia Joan Huard C/O Brad Huard	6.20	Refund inactive customer credit balance
2017	8301	11/01/2017	Claims	1	33126	David & Angela Hill	87.43	041725.1 - 393 NECHERRY ST
2018	768	02/07/2018	Claims	1	33497	Renee Wuollet	11.38	020675.0 - 560 NECENTER PL
2018	1201	03/07/2018	Claims	1	33577	Chris Parker	3.17	040127.2 - 705 NECHURCH PLACE # E
2018	3179	06/20/2018	Claims	1	33915	Lourens and Monette Pretorius	16.96	053189.0 - 17 ANNIE LANE
2018	7272	09/05/2018	Payroll	1	34156	Savannah Vargas	49.10	Aug Payroll #2
2018	7524	09/20/2018	Payroll	1	34222	Savannah Vargas	20.68	Sept Payroll #1
2018	7525	09/20/2018	Payroll	1	34223	Sydney Vargas	20.68	Sept Payroll #1
2018	8618	12/05/2018	Payroll	1	34449	Angelina Heredia	27.70	Nov Payroll #2
2018	8639	12/05/2018	Payroll	1	34458	Eric Wamsley	164.38	Nov Payroll #2
2019	2077	05/01/2019	Claims	1	34943	Immersion Research Inc	100.97	Double Payment Made On Account 5334.
								Landlord Gordon Mallela Requested Refund For
								His Payment Made Through Xpress Bill Pay On
								04.22.2019. Payment Confirmation # 60034077
								Transaction 103605503XA
2019	2085	05/01/2019	Claims	1	34951	Reymier, Ron Atty At Law	1,375.00	City Prosecutor Legal Services - May 2019
2019	2287	05/15/2019	Claims	1	34979	Ashley Hackett	10.79	Police - Travel & Training - Meal
2019	2305	05/15/2019	Claims	1	34997	SDS Lumber Co	301.00	Playground Bark; Playground Bark
2019	2419	05/21/2019	Claims	1	35008	WBHC c/o SH Worldwide	325.00	Police - WBHC Conference 06/12-06/14/2019

# TREASURERS REPORT

## Outstanding Vouchers

City Of White Salmon  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2019	2474	05/28/2019	Claims	1	35010	White Salmon Spring Festival	50.00	2019 - Educational Booth Application
							2,570.44	

Fund	Claims	Payroll	Total
001 Current Expense	2,011.79	181.83	2,193.62
107 Pool Fund	50.00	100.71	150.71
401 Water Fund	92.48	0.00	92.48
402 Wastewater Collection Fund	132.22	0.00	132.22
412 Water Rights Acquisition Fund	1.41	0.00	1.41
	2,287.90	282.54	2,570.44

**TREASURERS REPORT**  
Signature Page

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City Of White Salmon  
MCAG #: 0481

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

Signed: *Jean Brandy* Signed: \_\_\_\_\_  
Clerk/Treasurer / Date Chairman Budget Committee / Date

**City of White Salmon**  
**2019 April Treasurer's Report Reconciliation to Bank Statements**

Treasurer's Report Ending Balance	5,102,689.18
Treasurer's Report Adjusted Ending Balance	5,102,838.60
Columbia State Bank (Cash)	2,766,482.67
US Bank (Time Value - Investment)	1,001,587.77
WA State Treasurer (State Pool - Investment)	1,334,782.30
Petty Cash	25.00
Drawer 1	150.00
Drawer 2	150.00
Drawer 3	150.00
Total Cash and Investments	5,103,327.74
Plus Outstanding Checks (Page 7 of Treasurer's Report)	2,570.44
Less Outstanding Deposits (Page 1 of Treasurer's Report)	-2,421.02
Adjusted Ending Balance	5,102,838.60
Difference	0.00

**City of White Salmon  
 May 2019 Treasurer's Report Reconciliation**

	<b>Revenue</b>	<b>Expenditures</b>
	663,156.01	419,811.65
Treasurer's Receipts	413,469.75	201,804.95 Claims
Utility Receipts	200,465.46	168,673.55 Payroll
Interfund Transfers	49,380.58	49,380.58 Interfund Transfers
Expenditure to Revenue	-19.86	-19.86 Reimbursement
Expenditure to Revenue	-38.95	-38.95 Reimbursement
Revenue to Expenditure	-100.97	-100.97 Refund to Utility Customer for Double Payment
		112.35 Service Charge - Account Analysis
	663,156.01	419,811.65
	0.00	0.00

# BANK RECONCILIATION

City Of White Salmon  
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## 1 Checking Account

Date	Balance Forward	2,523,381.45
04/25/2019		559.59
04/29/2019		843.03
04/30/2019		1,795.89
05/01/2019		10,446.94
05/02/2019		12,408.77
05/03/2019		6,050.11
05/04/2019		286.36
05/05/2019		308.23
05/06/2019		12,889.07
05/07/2019		3,511.78
05/08/2019		8,932.89
05/09/2019		6,470.70
05/10/2019		41,931.06
05/11/2019		129.10
05/12/2019		98.91
05/13/2019		10,241.97
05/14/2019		5,416.46
05/15/2019		18,725.35
05/16/2019		48,633.02
05/17/2019		17,764.26
05/18/2019		3,592.39
05/19/2019		4,685.92
05/20/2019		100,758.58
05/21/2019		218,498.94
05/22/2019		2,337.02
05/23/2019		2,657.78
05/24/2019		6,587.56
05/25/2019		64.55
05/27/2019		122.90
05/28/2019		2,303.50
05/29/2019		2,251.71
05/30/2019		10,550.09
05/31/2019		50,035.38
	<b>Total Credits:</b>	<b>611,889.81</b>

Year	Trans#	Date	Type	Chk#	Vendor	
2019	1702	04/03/2019	Claims	34875	Inn Of The White Salmon	60.00
2019	1708	04/03/2019	Claims	34881	Masonic Lodge # 163	175.00
2019	1638	04/05/2019	Payroll	34857	Ashley Post	152.53
2019	1911	04/17/2019	Claims	34914	Klickitat County Prosecutor	13.12
2019	1924	04/17/2019	Claims	34927	Underwood Conservation District	150.00
2019	1930	04/17/2019	Claims	34933	Wire Works, LLC	298.99
2019	2070	05/01/2019	Claims	34936	Bingen, City Of	29,121.88
2019	2071	05/01/2019	Claims	34937	Caterpillar Financial Services Corp.	1,714.37
2019	2072	05/01/2019	Claims	34938	Charter Communications	214.95
2019	2073	05/01/2019	Claims	34939	City Of White Salmon	1,592.14
2019	2074	05/01/2019	Claims	34940	Gorge Networks Inc	758.44
2019	2075	05/01/2019	Claims	34941	Jaques Sharp	435.00
2019	2076	05/01/2019	Claims	34942	Ned Kindler	135.50
2019	2078	05/01/2019	Claims	34944	Masonic Lodge # 163	175.00
2019	2079	05/01/2019	Claims	34945	Mitchell K. Wilson, Interpreter	31.66
2019	2080	05/01/2019	Claims	34946	Northwest Natural Gas Co	199.30
2019	2081	05/01/2019	Claims	34947	PUD No 1 Of Klickitat County	7,786.42
2019	2082	05/01/2019	Claims	34948	Quill	80.46

# BANK RECONCILIATION

City Of White Salmon  
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Year	Trans#	Date	Type	Chk#	Vendor	
2019	2083	05/01/2019	Claims	34949	RH2 Engineering, Inc.	7,969.12
2019	2084	05/01/2019	Claims	34950	Radcomp Technologies	3,870.87
2019	2086	05/01/2019	Claims	34952	Same Day Stage	49.00
2019	2087	05/01/2019	Claims	34953	Larry Spencer	135.50
2019	2088	05/01/2019	Claims	34954	Washington Gorge Action Programs	6,000.00
2019	2089	05/01/2019	Claims	34955	White Salmon Lions Club	150.00
2019	2090	05/01/2019	Claims	34956	Wilcox & Flegel	913.33
2019	2091	05/01/2019	Claims	34957	Kenneth B. Woodrich PC	3,800.20
2019	2092	05/01/2019	Claims	34958	XTC Truck & Toy	199.99
2019	2095	05/06/2019	Payroll		Jan Brending	2,564.30
2019	2096	05/06/2019	Payroll		Erika Castro-Guzman	1,637.69
2019	2097	05/06/2019	Payroll		Jeffrey Cooper	2,125.73
2019	2098	05/06/2019	Payroll		Kate E Daniels	1,608.59
2019	2099	05/06/2019	Payroll		Andrew Dirks	1,614.72
2019	2100	05/06/2019	Payroll		Kevin English	2,940.68
2019	2101	05/06/2019	Payroll		Lisa L George	1,860.46
2019	2102	05/06/2019	Payroll	34959	Suzanne Glaser	92.35
2019	2103	05/06/2019	Payroll		Ashley Hackett	2,557.75
2019	2104	05/06/2019	Payroll	34960	Jason L Hartmann	152.53
2019	2105	05/06/2019	Payroll	34961	Donna Heimke	68.49
2019	2106	05/06/2019	Payroll		Michael L Hepner	2,913.35
2019	2107	05/06/2019	Payroll		F Jay Holtmann	92.35
2019	2108	05/06/2019	Payroll		William F Hunsaker	2,377.82
2019	2109	05/06/2019	Payroll		Marla A Keethler	152.53
2019	2110	05/06/2019	Payroll		Jason Kinley	1,753.78
2019	2111	05/06/2019	Payroll		Katie G Kreps	968.71
2019	2112	05/06/2019	Payroll		Ross E Lambert	1,674.84
2019	2113	05/06/2019	Payroll		Amy Martin	152.53
2019	2114	05/06/2019	Payroll		Patrick R Munyan Jr	3,229.27
2019	2115	05/06/2019	Payroll		Stephanie M Porter	1,625.01
2019	2116	05/06/2019	Payroll	34962	Ashley Post	152.53
2019	2117	05/06/2019	Payroll		David R Poucher	516.81
2019	2118	05/06/2019	Payroll		Frank Randall	2,677.71
2019	2119	05/06/2019	Payroll		Troy Rosenburg	1,475.32
2019	2120	05/06/2019	Payroll		Pedro Virgen	1,581.74
2019	2121	05/06/2019	Payroll	34963	Jess W Wardwell	92.35
2019	2122	05/06/2019	Payroll		Anthony R Warren	2,823.39
2019	2140	05/06/2019	Payroll		AFLAC	376.88
2019	2141	05/06/2019	Payroll		Association Of WA Cities	33,380.23
2019	2142	05/06/2019	Payroll		Internal Revenue Service	14,511.46
2019	2143	05/06/2019	Payroll		LifeSecure Insurance Company	371.09
2019	2144	05/06/2019	Payroll		LifeSecure Insurance Company	1,103.52
2019	2145	05/06/2019	Payroll		LifeSecure Insurance Company	442.98
2019	2146	05/06/2019	Payroll		Oregon Department of Revenue	181.00
2019	2147	05/06/2019	Payroll		Standard Insurance	373.35
2019	2148	05/06/2019	Payroll		WA State Dept Retirement Systems	200.00
2019	2149	05/06/2019	Payroll		WA State Dept Retirement Systems	10,314.54
2019	2150	05/06/2019	Payroll	34964	WSCCE	781.37
2019	2266	05/06/2019	Claims		Chase Paymentech	1,222.93
2019	2267	05/06/2019	Claims		Chase Paymentech	30.00
2019	2268	05/06/2019	Claims		Xpress Bill Pay	493.33
2019	2239	05/15/2019	Ser Chge		Columbia Bank #1080	112.35
2019	2272	05/15/2019	Claims		WA State Dept Revenue/Excise	9,041.26
2019	2273	05/15/2019	Claims	34965	Ace Hardware	174.30
2019	2274	05/15/2019	Claims	34966	American Messaging - #1149685	23.31
2019	2275	05/15/2019	Claims	34967	Anderson-Perry & Associates, Inc.	23,773.50
2019	2276	05/15/2019	Claims	34968	Aramark Uniform Services	276.24

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Year	Trans#	Date	Type	Chk#	Vendor	
2019	2277	05/15/2019	Claims	34969	BSK Associates	1,230.00
2019	2278	05/15/2019	Claims	34970	C.M. & W.O. Sheppard Inc	425.45
2019	2279	05/15/2019	Claims	34971	CTX-Xerox	67.97
2019	2280	05/15/2019	Claims	34972	City Of White Salmon	41,916.42
2019	2281	05/15/2019	Claims	34973	Coburn Electric, Inc.	238.65
2019	2282	05/15/2019	Claims	34974	DJ's Repair	82.51
2019	2283	05/15/2019	Claims	34975	DataPro Solutions, Inc	154.80
2019	2284	05/15/2019	Claims	34976	Databar	1,351.72
2019	2285	05/15/2019	Claims	34977	Fitzjarrald, Lance D. Atty At Law	1,050.00
2019	2286	05/15/2019	Claims	34978	H.D. Fowler Company	3,312.55
2019	2288	05/15/2019	Claims	34980	Hunsaker Oil Company Inc	1,608.90
2019	2289	05/15/2019	Claims	34981	Klickitat County Emergency Mgmt.	30,900.00
2019	2290	05/15/2019	Claims	34982	Klickitat County Health Dept	60.00
2019	2291	05/15/2019	Claims	34983	Klickitat County Prosecutor	10.20
2019	2292	05/15/2019	Claims	34984	Les Schwab Tire Centers	281.20
2019	2293	05/15/2019	Claims	34985	Mitchell K. Wilson, Interpreter	31.66
2019	2294	05/15/2019	Claims	34986	Mosier WiNet	400.00
2019	2295	05/15/2019	Claims	34987	NAPA Auto Parts dba of TWGW, Inc	337.83
2019	2296	05/15/2019	Claims	34988	Office Depot	95.12
2019	2297	05/15/2019	Claims	34989	One Call Concepts Inc	49.22
2019	2298	05/15/2019	Claims	34990	Progressive Microtech PMI	495.00
2019	2299	05/15/2019	Claims	34991	PUD No 1 Of Klickitat County	51.85
2019	2300	05/15/2019	Claims	34992	Pitney Bowes Global Financial LLC	179.15
2019	2301	05/15/2019	Claims	34993	Pitney Bowes Purchase Power	208.99
2019	2302	05/15/2019	Claims	34994	David R Poucher	26.49
2019	2303	05/15/2019	Claims	34995	RH2 Engineering, Inc.	3,863.23
2019	2304	05/15/2019	Claims	34996	Republic Services #487	300.64
2019	2306	05/15/2019	Claims	34998	Smarsh, Inc.	210.25
2019	2307	05/15/2019	Claims	34999	The Public Group	399.81
2019	2308	05/15/2019	Claims	35000	TransUnion Risk & Alternative	53.75
2019	2309	05/15/2019	Claims	35001	US Bank Safekeeping	24.00
2019	2310	05/15/2019	Claims	35002	US Bank	6,008.22
2019	2311	05/15/2019	Claims	35003	Verizon Wireless	954.79
2019	2312	05/15/2019	Claims	35004	WA State Treas. Cash Mgmt Dept	566.25
2019	2313	05/15/2019	Claims	35005	Wilcox & Flegel	90.49
2019	2328	05/20/2019	Payroll		Jan Brending	2,564.51
2019	2329	05/20/2019	Payroll		Erika Castro-Guzman	1,752.70
2019	2330	05/20/2019	Payroll		Jeffrey Cooper	1,512.40
2019	2331	05/20/2019	Payroll		Kate E Daniels	1,608.58
2019	2332	05/20/2019	Payroll		Andrew Dirks	1,478.26
2019	2333	05/20/2019	Payroll		Kevin English	2,942.26
2019	2334	05/20/2019	Payroll		Lisa L George	1,719.06
2019	2335	05/20/2019	Payroll		Ashley Hackett	2,046.29
2019	2336	05/20/2019	Payroll		Michael L Hepner	2,909.97
2019	2337	05/20/2019	Payroll		William F Hunsaker	2,378.90
2019	2338	05/20/2019	Payroll		Jason Kinley	1,539.57
2019	2339	05/20/2019	Payroll		Katie G Kreps	1,353.90
2019	2340	05/20/2019	Payroll		Ross E Lambert	2,351.14
2019	2341	05/20/2019	Payroll		Patrick R Munyan Jr	3,228.57
2019	2342	05/20/2019	Payroll		Stephanie M Porter	1,648.65
2019	2343	05/20/2019	Payroll		Frank Randall	2,618.26
2019	2344	05/20/2019	Payroll		Troy Rosenburg	1,885.49
2019	2345	05/20/2019	Payroll		Pedro Virgen	1,590.87
2019	2346	05/20/2019	Payroll		Anthony R Warren	3,613.17
2019	2359	05/20/2019	Payroll		Internal Revenue Service	14,209.15
2019	2360	05/20/2019	Payroll		Oregon Department of Revenue	161.00
2019	2361	05/20/2019	Payroll		WA State Dept Retirement Systems	10,041.10



## BANK RECONCILIATION

City Of White Salmon

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Year	Trans#	Date	Type	Chk#	Vendor	
2019	2417	05/21/2019	Claims	35006	CenturyLink	1,323.40
2019	2418	05/21/2019	Claims	35007	Enterprise, The	76.00
2019	2420	05/21/2019	Claims	35009	Xerox Financial Services, LLC	837.68
<b>Total Debits:</b>						<b>369,277.73</b>
<b>Reconciled Bank Balance:</b>						<b>2,765,993.53</b>
2019	2469	05/24/2019	Util Pay	49276	Xpress Bill Pay	98.61
2019	2471	05/25/2019	Util Pay	49278	Xpress Bill Pay	197.82
2019	2487	05/29/2019	Util Pay	49293	Xpress Bill Pay	125.00
2019	2489	05/30/2019	Tr Rec	49295	John Doe Citizen, Fingerprints/Notary/Recyl	2.50
2019	2493	05/30/2019	Tr Rec	49299	White Salmon Farmers Market	150.00
2019	2496	05/30/2019	Util Pay	49302	Xpress Bill Pay	67.88
2019	2497	05/30/2019	Util Pay	49303	Xpress Bill Pay	140.06
2019	2498	05/31/2019	Tr Rec	49304	John Doe Citizen, Fingerprints/Notary/Recyl	7.50
2019	2499	05/31/2019	Util Pay	49305	Batch Customer	198.91
2019	2500	05/31/2019	Tr Rec	49306	John Doe Citizen, Fingerprints/Notary/Recyl	5.00
2019	2501	05/31/2019	Tr Rec	49307	Permitting Customer	550.39
2019	2502	05/31/2019	Tr Rec	49308	John Doe Citizen, Fingerprints/Notary/Recyl	2.50
2019	2503	05/31/2019	Tr Rec	49309	Lorkowski,, Denise	66.41
2019	2505	05/31/2019	Tr Rec	49311	Kummer, Brian & Jody	25.00
2019	2506	05/31/2019	Util Pay	49312	Xpress Bill Pay	211.97
2019	2507	05/31/2019	Util Pay	49313	Xpress Bill Pay	328.47
2019	2508	05/31/2019	Util Pay	49314	Xpress Bill Pay	60.00
2019	2509	05/31/2019	Util Pay	49315	Xpress Bill Pay	183.00
<b>Outstanding Credits:</b>						<b>-2,421.02</b>
2016	1220	03/16/2016	Claims	31118	Huard C/O Brad Huard, Cecelia Joan	6.20
2017	8301	11/01/2017	Claims	33126	Hill, David & Angela	87.43
2018	768	02/07/2018	Claims	33497	Wuollet, Renee	11.38
2018	1201	03/07/2018	Claims	33577	Parker, Chris	3.17
2018	3179	06/20/2018	Claims	33915	Pretorius, Lourens and Monette	16.96
2018	7272	09/05/2018	Payroll	34156	Vargas, Savannah	49.10
2018	7524	09/20/2018	Payroll	34222	Vargas, Savannah	20.68
2018	7525	09/20/2018	Payroll	34223	Vargas, Sydney	20.68
2018	8618	12/05/2018	Payroll	34449	Heredia, Angelina	27.70
2018	8639	12/05/2018	Payroll	34458	Wamsley, Eric	164.38
2019	2077	05/01/2019	Claims	34943	Immersion Research Inc	100.97
2019	2085	05/01/2019	Claims	34951	Reynier, Ron Atty At Law	1,375.00
2019	2287	05/15/2019	Claims	34979	Hackett, Ashley	10.79
2019	2305	05/15/2019	Claims	34997	SDS Lumber Co	301.00
2019	2419	05/21/2019	Claims	35008	WBHC c/o SH Worldwide	325.00
2019	2474	05/28/2019	Claims	35010	White Salmon Spring Festival	50.00
<b>Outstanding Debits:</b>						<b>2,570.44</b>
<b>Reconciled Book Balance:</b>						<b>2,766,333.25</b>



Direct Inquiries to:  
**White Salmon (509) 493-2500**  
 P O Box 279 White Salmon WA 98672

## STATEMENT OF ACCOUNT

Statement Date: 05/31/19  
 Last Statement Date: 04/30/19  
 Account: XXXXXX2469

430

CITY OF WHITE SALMON  
 PO BOX 2139  
 WHITE SALMON WA 98672-2139



### SUMMARY OF ACCOUNT BALANCES

Account Name	Account Number	Ending Balance
Public Checking	XXXXXX2469	\$2,766,482.67

### Public Checking

Account Number	XXXXXX2469	Beginning Balance	\$2,523,381.45
Low Balance	\$2,395,797.34	<b>Credits</b>	
		Deposits	\$190,576.96
		ACH Credits	\$421,801.99
		Other Credits	\$0.00
		<b>Total Credits</b>	<b>\$612,378.95</b>
		<b>Total Account Fees</b>	<b>\$0.00</b>
		<b>Debits</b>	
		ACH Debits	\$178,121.45
		Other Debits	\$112.35
		Electronic Checks	\$0.00
		Checks	\$191,043.93
		<b>Total Debits</b>	<b>\$369,277.73</b>
		<b>Ending Balance</b>	<b>\$2,766,482.67</b>

### DEPOSITS

Date	Description	Amount
05-01	Deposit	\$5.00
05-01	Deposit	\$260.00
05-02	Deposit	\$8,318.79
05-03	Deposit	\$10,784.50
05-06	Deposit	\$98.91
05-06	Deposit	\$2,952.62
05-07	Deposit	\$4,198.47
05-07	Deposit	\$4,945.11
05-08	Deposit	\$608.76
05-09	Deposit	\$2,253.04
05-09	Deposit	\$3,455.00
05-10	Deposit	\$2,520.00

# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:18:22 Date: 06/22/2019

Page: 1

## 2 State Pool

Date	Balance Forward	
05/31/2019	1,331,959.41	
		2,822.89
	<b>Total Credits:</b>	<b>2,822.89</b>

Year	Trans#	Date	Type	Chk#	Vendor
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**Total Debits:** 0.00

**Reconciled Bank Balance:** 1,334,782.30

**Outstanding Credits:**

**Outstanding Debits:**

**Reconciled Book Balance:** 1,334,782.30

**Local Government Investment Pool**  
**Statement of Account for No: 02530**  
**May 2019**  
**Primary Account**

CITY OF WHITE SALMON  
PO BOX 2139  
WHITE SALMON, WA 98672-8672

Date	Description	Comment	Deposits	Withdrawals	Balance
05/01/2019	Beginning Balance				1,331,959.41
05/31/2019	Month End Balance				1,331,959.41
	May Earnings	Daily Factor Earnings	2,822.89		
	Net Ending Balance				1,334,782.30

**Account Summary**

<b>Beginning Balance:</b>	1,331,959.41	<b>Gross Earnings:</b>	2,827.54
<b>Deposits:</b>	0.00	<b>Administrative Fee:</b>	4.65
<b>Withdrawals:</b>	0.00	<b>Net Earnings:</b>	2,822.89
<b>Month End Balance:</b>	1,331,959.41		
<b>Administrative Fee Rate:</b>	0.0041 %	<b>Net Ending Balance:</b>	1,334,782.30
<b>Gross Earnings Rate:</b>	2.4995 %		
<b>Net Earnings Rate:</b>	2.4954 %	<b>Average Daily Balance:</b>	1,331,959.41

# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:19:14 Date: 06/22/2019  
Page: 1

## 3 Petty Cash

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Date	Balance Forward	25.00
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Total Credits:	0.00
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Year	Trans#	Date	Type	Chk#	Vendor
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Total Debits:	0.00
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Reconciled Bank Balance:	25.00
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	25.00
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# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:19:38 Date: 06/22/2019  
Page: 1

## 4 Cash Drawer 1

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Date	Balance Forward	150.00
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Total Credits:	0.00
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Year	Trans#	Date	Type	Chk#	Vendor
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Total Debits:	0.00
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Reconciled Bank Balance:	150.00
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	150.00
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# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:19:59 Date: 06/22/2019  
Page: 1

5 Cash Drawer 2

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Date	Balance Forward	150.00
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Total Credits:	0.00
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Year	Trans#	Date	Type	Chk#	Vendor
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Total Debits:	0.00
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Reconciled Bank Balance:	150.00
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	150.00
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# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:20:23 Date: 06/22/2019  
Page: 1

## 6 Cash Drawer 3

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Date	Balance Forward	150.00
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Total Credits:	0.00
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Year	Trans#	Date	Type	Chk#	Vendor
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Total Debits:	0.00
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Reconciled Bank Balance:	150.00
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	150.00
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# BANK RECONCILIATION

City Of White Salmon  
MCAG #: 0481

05/01/2019 To: 05/31/2019

Time: 12:20:52 Date: 06/22/2019  
Page: 1

## 10 Time Value Investments

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Date	Balance Forward	1,001,587.77
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Total Credits:	0.00
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Year	Trans#	Date	Type	Chk#	Vendor
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Total Debits:	0.00
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Reconciled Bank Balance:	1,001,587.77
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	1,001,587.77
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**ACTIVITY - Settled/Cleared Cash Activity**

<u>Transaction Type</u>	<u>Amount</u>
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	0.00
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
<b>Net Activity</b>	<b>0.00</b>

Your Sales Representative is: SAFEKEEPING OPERATIONS  
(800) 236-4221

Statement Contents  
\*Summary  
\*Holdings

**HOLDINGS - Custody**

<u>Category</u>	<u>Par/Shares</u>	<u>Original Face</u>	<u>Principal Cost</u>	<u>Market Value</u>
US Government Agency Securities	1,021,000.00000	1,021,000.00000	1,001,587.77	1,004,708.67
<b>Total Custody Holdings</b>	<b>1,021,000.00000</b>	<b>1,021,000.00000</b>	<b>1,001,587.77</b>	<b>1,004,708.67</b>