

White Salmon City Council Meeting

A G E N D A

June 03, 2020 – 6:00 PM

Via Teleconference

Meeting ID: 872 5342 6700 Password: 897371

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption.

Thank you.



Call to Order

Roll Call

Public Comments

Public comment will not be taken during the teleconference. Public comment submitted by email to Jan Brending at janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, May 6 will be read during the city council meeting and forwarded to all city council members.

Changes to the Agenda

Business Items

1. Interagency Agreement with WA State Department of Commerce - Coronavirus Relief Fund for Local Governments
 - a. Presentation and Discussion
 - b. Action
2. Authorization of Crestline Construction Payment No. 3 and USDA Reimbursement Request No. 3
 - a. Presentation and Discussion
 - b. Action
2. COVID-19 Phase 2 Reopening
 - a. Presentation and Discussion (Agenda Memo and other documents will be added prior to the council meeting)

Consent Agenda

3. Approval of Meeting Minutes - May 20, 2020
4. Approval of Meeting Minutes - May 28, 2020
5. April 2020 Budget Report (see line item budget report under "Supporting Documents")
6. Approval of Vouchers

Department Head and Council Member Reports

Executive Session (if needed)

Adjournment

File Attachments for Item:

Interagency Agreement with WA State Department of Commerce - Coronavirus Relief Fund for Local Governments

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: June 3, 2020
Agenda Item: Interagency Agreement Coronavirus Relief Fund for Local Governments
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization for mayor to sign Interagency Agreement with Washington State Department of Commerce through Coronavirus Relief Fund for Local Governments for the period March 1, 2020 through October 31, 2020 in the amount of \$78.300.

Motion

Motion to authorize the mayor to sign Interagency Agreement with Washington State Department of Commerce through Coronavirus Relief Fund for Local Governments for the period March 1, 2020 through October 31, 2020 in the amount of \$78.300.

Explanation and Background of Issue

The state has received federal funds with respect to the COVID-19 pandemic. These funds must be used for costs incurred due to the public health emergency related to COVID-19. Administration and staff will be making future recommendations on how to use these funds.

The city must sign an interagency agreement with Washington State Department of Commerce, the state agency responsible for administering the funds.

Staff Recommendation

Staff recommends authorizing the mayor to sign the Interagency Agreement with Washington State Department of Commerce for COVID-19 funding in the amount of \$78,300.



Interagency Agreement with

City of White Salmon

through

the Coronavirus Relief Fund for Local Governments

For

Costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020.

Start date: March 1, 2020

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FACE SHEET

Contract Number: 20-6541C-367

**Washington State Department of Commerce
Local Government Division
Community Capital Facilities Unit
Coronavirus Relief Fund for Local Governments**

1. Contractor City of White Salmon PO Box 2139 WHITE SALMON, Washington 98672-2139		2. Contractor Doing Business As (optional)	
3. Contractor Representative Jan Brending Clerk Treasurer (509) 493-1133 janb@ci.white-salmon.wa.us		4. COMMERCE Representative Emily Hafford Project Manager (360) 725-2855 Fax 360-586-5880 emily.hafford@commerce.wa.gov P.O. Box 42525 1011 Plum Street SE Olympia, WA 98504-2525	
5. Contract Amount \$78,300.00	6. Funding Source Federal: X State: Other: N/A:	7. Start Date March 1, 2020	8. End Date October 31, 2020
9. Federal Funds (as applicable) \$78,300.00	Federal Agency: US Dept. of the Treasury	CFDA Number: 21.999	Indirect Rate (if applicable): 10.00%
10. Tax ID # XXXXXXXXXXXXXXXX	11. SWV # SWV0000319-00	12. UBI # 203000029	13. DUNS # 830224866
14. Contract Purpose To provide funds for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru October 31, 2020. Final invoices must be received by November 15, 2020.			
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report			
FOR CONTRACTOR _____ Marla Keethler, Mayor _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director, Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 05-01-2020. APPROVAL ON FILE.	

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS**

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

2. ACKNOWLEDGMENT OF FEDERAL FUNDS

Funds under the Contract are made available and are subject to Section 601(a) of the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), and Title V and VI of the CARES Act.

The Contractor agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Contractor describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

“This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund thru the Washington State Department of Commerce.”

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed the contract amount listed on the Face Sheet for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work (Attachment A).

5. EXPENSES

Contractor shall receive reimbursement for allowable expenses as identified in the Scope of Work (Attachment A) or as authorized in advance by COMMERCE as reimbursable.

Travel expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.

6. INDIRECT COSTS

Contractor shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

7. BILLING PROCEDURES AND PAYMENT

COMMERCE shall reimburse the Contractor for eligible Project expenditures, up to the maximum payable under this Contract. When requesting reimbursement for expenditures made, Contractor shall submit all Invoice Vouchers and any required documentation electronically through COMMERCE's Contracts Management System (CMS), which is available through the Secure Access Washington (SAW) portal. If the Contractor has constraints preventing access to COMMERCE's online A-19 portal, a hard copy A-19 form may be provided by the COMMERCE Project Manager upon request.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS**

The voucher must be certified by an official of the Contractor with authority to bind the Contractor. The final voucher shall be submitted to COMMERCE no later than November 15, 2020.

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly.

The invoices shall describe and document, to COMMERCE's satisfaction, reimbursable expenditures as set forth under the Scope of Work (Attachment A) and Budget & Invoicing (Attachment B). The invoice shall include the Contract Number as stated on the Face Sheet.

Each voucher must be accompanied by an A-19 Certification (Attachment C) and A-19 Activity Report (Attachment D). The A-19 Certification must be certified by an authorized party of the Contractor to certify and attest all expenditures submitted on the voucher are in compliance with the United States Treasury Coronavirus Relief Fund ("Fund") Guidance for State, Territorial, Local, and Tribal Governments:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

The A-19 Activity Report must be submitted which describes, in Excel spreadsheet and narrative form, a detailed breakdown of the expenditures within each applicable budget sub-category identified in the voucher, as well as a report of expenditures to date. COMMERCE will not release payment for any reimbursement request received unless and until the A-19 Certification and A-19 Activity Report is received. After approving the Invoice Voucher, A-19 Certification and Activity Report, COMMERCE shall promptly remit a warrant to the Contractor.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

Should the Contractor be found to spent funds inconsistent with federal laws, rules, guidelines, or otherwise inappropriately, it is the responsibility of the Contractor to reimburse Commerce for any amount spent on disallowed costs.

8. AUDIT

Contractor shall maintain internal controls providing reasonable assurance it is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs; and prepare appropriate financial statements, including a schedule of expenditures of federal awards.

If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

**SPECIAL TERMS AND CONDITIONS
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- A. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
- B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Contractor is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Contractor shall notify COMMERCE they did not meet the single audit requirement.

The Contractor shall send all single audit documentation to auditreview@commerce.wa.gov.

9. DEBARMENT

- A. Contractor, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 - iv. Have not within a three-year period preceding the signing of this Contract had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Contractor is unable to certify to any of the statements in this Contract, the Contractor shall attach an explanation to this Contract.
- C. The Contractor agrees by signing this Contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Contractor further agrees by signing this Contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- i. The lower tier Contractor certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - ii. Where the lower tier Contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

10. LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including, but not limited to:

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United States Laws, Regulations and Circulars (Federal)

Contractor shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Award, 2 CFR 200, Subpart F – Audit Requirements.

Contractor shall comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation.

Contractor shall comply with Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39.

11. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget & Invoicing
- Attachment C – A-19 Certification
- Attachment D – A-19 Activity Report

**GENERAL TERMS AND CONDITIONS
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1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

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COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

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9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

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

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they

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relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. Contractor shall incorporate 2 CFR Part 200, Subpart F audit requirements into all subcontracts. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree

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with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS**

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

This funding is made available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) and Section V and VI of the CARES Act, for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). Under the CARES Act, the Coronavirus Relief Fund may be used to cover costs that:

1. **Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); AND**
2. **Are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government.**

These funds may be used to reimburse for expenditures incurred during the period of March 1, 2020 thru Oct. 31, 2020. Please note: In order to ensure all funds have been fully utilized prior to the US Treasury’s December 30, 2020 end date, the State of Washington must closeout contracts by October 31, 2020. All final requests for reimbursement must be received no later than November 15, 2020.

Expenditures must be used for necessary actions taken to respond to the public health emergency. These may include expenditures incurred to allow the local government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

Payments may be used only to cover costs not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either:

1. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; OR
2. The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget is the enacted budget for the relevant fiscal period for the particular government. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Allowable expenditures include, but are not limited to:

1. Medical expenses such as:
 - a. COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - c. Costs of providing COVID-19 testing, including serological testing.
 - d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - e. Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:

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

Budget & Invoicing

The Contractor shall determine the appropriate budget and use of funds within the following 6 budget categories and their sub-categories:

1. Medical
2. Public Health
3. Payroll
4. Actions to Comply with Public Health Measures
5. Economic Support
6. Other Covid-19 Expenses

The Contractor shall submit invoice reimbursement requests to the Commerce Representative using the Commerce Contract Management System's (CMS) Online A-19 Portal. Each reimbursement request must include:

1. A-19 Certification form – An authorized party of the local government will certify each invoice (A19) submitted for reimbursement and attest that all incurred expenditures meet the US Treasury Department's guidance: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>
2. A-19 Activity Report
3. A detailed breakdown of the expenditures incurred within each applicable budget sub-category on the A-19 Activity Report.

The A-19 Certification and Activity Report templates will be provided with the executed contract. The documents are included in Attachment C and Attachment D for reference.

Receipts and proof of payment for costs incurred do not need to be submitted with A-19s. All contractors are required to maintain accounting records in accordance with state and federal laws. Records must be sufficient to demonstrate the funds have been used in accordance with section 601(d) of the Social Security Act. Commerce reserves the right to audit any costs submitted for reimbursement. The Contractor shall comply with Commerce A-19 audits and provide the appropriate records upon request.



LOCAL GOVERNMENT CORONAVIRUS RELIEF FUNDS CERTIFICATION

I, **<FIRST, LAST NAME>**, am the **<TITLE>** of **<LOCAL GOVERNMENT>**, and I certify that:

1. I have the authority and approval from the governing body on behalf of the Local Government to request reimbursement from the Department of Commerce (Commerce) per contract number **<COMMERCE CONTRACT NUMBER>** from the allocation of the Coronavirus Relief Fund as created in section 5001 of H.R.748, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for eligible expenditures included on the corresponding A-19 invoice voucher for report period **<REPORT PERIOD FROM A-19>**.
2. I understand that as additional federal guidance becomes available, a contract amendment to the agreement between Commerce and the Local Government may become necessary.
3. I understand Commerce will rely on this certification as a material representation in processing this reimbursement.
4. I certify the use of funds submitted for reimbursement from the Coronavirus Relief Funds under this contract were used only to cover those costs that:
 - a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
 - c. Were incurred during the period that begins on March 1, 2020, and ends on October 31, 2020.
5. I understand the use of funds pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury¹ and certify costs meet the required guidance. Any funds expended by the Local Government or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to the State of Washington.

Footnote:

1 – Guidance available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> (4/30/2020)

LOCAL GOVERNMENT CORONAVIRUS RELIEF FUNDS CERTIFICATION


Page 2 of 2

6. I understand the Local Government receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Such documentation shall be produced to Commerce upon request and may be subject to audit by the State Auditor.


7. I understand any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

8. I understand funds received pursuant to this certification cannot be used for expenditures for which the Local Government has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.




Printed Name



Title

Signature



Date:

CRF A-19 Activity Report
INSTRUCTIONS

INSTRUCTIONS:

A completed CRF A-19 Certification and Activity Report must be submitted with each A-19 reimbursement request. The A-19 Activity Report must be submitted as an Excel spreadsheet, not a PDF. You must also include a detailed breakdown of the individual expenditures reported in **Column F** for each applicable sub-category included on the A-19 Activity Report.

There are 6 primary budget categories;

1. Medical Expenses
2. Public Health Expenses
3. Payroll expenses for public employees dedicated to COVID-19
4. Expenses to facilitate compliance with COVID-19-measures
5. Economic Supports
6. Other COVID-19 Expenses

Each primary budget category includes sub-categories and provides an option to add "other" sub-categories not listed.

Follow the below instructions when completing the A-19 Activity Report:

- 1 **REPORT PERIOD** - Enter the report period into **Cell D1** of the A-19 Activity Report.
 - a This should match the report period entered on the corresponding A-19.
 - b Report period should include MM/YY to MM/YYYY, i.e. 03/20, March 2020, 03/2020, etc.
- 2 **COLUMN E** - Enter the total amount of all previous reimbursement requests submitted to Commerce for each applicable sub-category.
- 3 **COLUMN F** - Enter the total amount being requested in the current reimbursement request for each applicable sub-category.
- 4 **COLUMN H: USE OF FUNDS** - You must include a general description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds helped address the COVID-19 emergency. If applicable, please consider:
 - a Providing a brief description of the specific activities performed.
 - b Identifying specific populations served.
 - c Identifying specific programs created or utilized.
 - d Including any known or intended outcomes, results, or community impacts.
- 5 **OTHER SUB-CATEGORIES** - Budget categories 1-5 include a placeholder to add an additional sub-category if necessary.
 - a Enter a **Title** for other expenses added within the appropriate budget category.
 - b Enter titles into **Cells: D10, D19, D27, D36, and D41**.
 - c There is only one "other" placeholder in each budget category section. Please combine multiple "other" sub-categories added to the same budget category.
- 6 **OTHER BUDGET CATEGORIES** - Budget category 6 is where you should include any eligible expenditures that don't fall under budget categories 1-5.
 - a Enter a **Title** for these "other" expenses within budget category 6.
 - b Enter titles into **Cells D44 - D48**.
 - c There are only 5 entry fields available within Budget Category 6.

Coronavirus Relief Fund
A-19 Activity Report

Report Period:

Eligible Expenditures	Previously Reported Expenditures	Current Expenditures this Invoice	Total Cumulative Expenditures	Brief Description of Use of Funds
1 Medical Expenses				
A. Public hospitals, clinics, and similar facilities	\$ -	\$ -	\$ -	
B. Temporary public medical facilities & increased capacity	\$ -	\$ -	\$ -	
C. COVID-19 testing, including serological testing	\$ -	\$ -	\$ -	
D. Emergency medical response expenses	\$ -	\$ -	\$ -	
E. Telemedicine capabilities	\$ -	\$ -	\$ -	
F. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
2 Public Health Expenses				
A. Communication and enforcement of public health measures	\$ -	\$ -	\$ -	
B. Medical and protective supplies, including sanitation and PPE	\$ -	\$ -	\$ -	
C. Disinfecting public areas and other facilities	\$ -	\$ -	\$ -	
D. Technical assistance on COVID-19 threat mitigation	\$ -	\$ -	\$ -	
E. Public safety measures undertaken	\$ -	\$ -	\$ -	
F. Quarantining individuals	\$ -	\$ -	\$ -	
G. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
3 Payroll expenses for public employees dedicated to COVID-19				
A. Public Safety	\$ -	\$ -	\$ -	
B. Public Health	\$ -	\$ -	\$ -	
C. Health Care	\$ -	\$ -	\$ -	
D. Human Services	\$ -	\$ -	\$ -	
E. Economic Development	\$ -	\$ -	\$ -	
F. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
4 Expenses to facilitate compliance with COVID-19-measures				
A. Food access and delivery to residents	\$ -	\$ -	\$ -	
B. Distance learning tied to school closings	\$ -	\$ -	\$ -	
C. Telework capabilities of public employees	\$ -	\$ -	\$ -	
D. Paid sick and paid family and medical leave to public employees	\$ -	\$ -	\$ -	
E. COVID-19-related expenses in county jails	\$ -	\$ -	\$ -	
F. Care and mitigation services for homeless populations	\$ -	\$ -	\$ -	
G. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
5 Economic Supports				
A. Small Business Grants for business interruptions	\$ -	\$ -	\$ -	
B. Payroll Support Programs	\$ -	\$ -	\$ -	
C. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
6 Other COVID-19 Expenses				
A. Other:	\$ -	\$ -	\$ -	
B. Other:	\$ -	\$ -	\$ -	
C. Other:	\$ -	\$ -	\$ -	
D. Other:	\$ -	\$ -	\$ -	
E. Other:	\$ -	\$ -	\$ -	
Sub-Total:	\$ -	\$ -	\$ -	
TOTAL:	\$ -	\$ -	\$ -	

File Attachments for Item:

2. Authorization of Crestline Construction Payment No. 3 and USDA Reimbursement Request No. 3

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: June 3, 2020
Agenda Item: Authorization of Crestline Construction Payment No. 3 and USDA Reimbursement Request No. 3
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorize the Crestline Construction Payment No. 3 and USDA Reimbursement Request No. 3.

Motion

Move to approve Crestline Construction Payment No. 3 in the amount of \$ _____ and USDA Reimbursement Request No. 3 in the amount of \$ _____.

Explanation of Issue

Documents for Crestline Payment No. 2 and USDA Reimbursement Request No. 2 will be posted prior to the council meeting on June 3, 2020.

Staff Recommendation

Staff recommends the city council authorize payment of Crestline Construction Payment No. 3 in the amount of \$ _____ and authorize submittal of USDA Reimbursement Request No. 3 in the amount of \$ _____.

File Attachments for Item:

4. Approval of Meeting Minutes - May 20, 2020



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, May 20, 2020
Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
David Lindley
Amy Martin
Ashley Post
Joe Turkiewicz

Staff Present:

Marla Keethler, Mayor
Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney
Pat Munyan, City Administrator
Russ Avery, Public Works Operations Mgr.
Mike Hepner, Police Chief
Bill Hunsaker, Building Official/Fire Chief

1. Call to Order

Marla Keethler, Mayor called the meeting to order. There were approximately 9 people in the audience (by video or telephone).

2. Roll Call

All council members were present.

3. Public Comment

Jan Brending, Clerk Treasurer read into the record comments received by e-mail as follows:

Anonymous, A Newer Old-Timer sent written comment regarding concerns about the use of semi-automatic rifles using lead ammunition at the Mt Adams "gun club."

4. Changes to Agenda

Jan Brending, Clerk Treasurer said she is asking the City Council to table the agenda item related to the 2019 Annual Report to a Special Meeting to be held on May 28, 2020 at 6:00 p.m. via teleconference.

Moved by Jason Hartmann. Seconded by Amy Martin.

Motion to table the agenda item 2019 Annual Report to a Special Meeting to be held on May 28, 2020 at 6:00 p.m. via teleconference. CARRIED 5-0.

5. Interlocal Agreement – Treatment Plant Improvements and Depot Street Wastewater Line Improvements

Jan Brending, Clerk Treasurer said the proposed interlocal agreements puts into place the cost and funding scenario for the wastewater treatments plant and main line improvements being constructed by the City of Bingen. She noted that the city has asked for additional wording to be added to the agreement on page, section 5 regarding submission and payment of invoices. Brending said the additional language reads "Bingen shall submit invoices to White Salmon for White Salmon's share of costs covered by SRF loans according to the Department of Ecology's

payment schedule. White Salmon shall pay invoices within 15 days of receipt.” She said this relates to loan payments that will be made twice a year once the project is complete. Brending said staff is asking for authorization for the mayor to sign the interlocal agreement.

Moved by Amy Martin. Seconded by Jason Hartman.

Motion to authorize the mayor to sign interlocal agreement with the City of Bingen regarding the funding of improvements to the City of Bingen wastewater treatment plant and improvements to the Depot Street Wastewater Main Line in the amount of \$2,989,867.73 for which White Salmon is responsible for 79% of loan repayment (current total loan amount associated with jointly funded projects is \$2,841,620) and 79% of project funding shortage (current total funding shortage associated with jointly funded projects is \$148,247.73). CARRIED 5-0.

6. Business Licensing Service Agreement

Jan Brending, Clerk Treasurer said in 2017 the state legislature adopted legislation regarding business licensing in Washington that included requiring changes to city codes and the requirement that all local governments participate in a master licensing program either through the Washington State Department of Revenue or through FileLocal. She said that because the Department of Revenue process/program is free she is recommending the city use their services. She that in the future all businesses will obtain their licensing through one of these two portals making a “one-stop” process for licensing in Washington. Brending recommended the city council authorize the mayor to sign the business licensing service agreement with Washington Department of Revenue.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to authorize the mayor to sign Business Licensing Service Agreement with Washington State Department of Revenue. CARRIED 5-0.

7. Upcoming City Council and Planning Commission Meetings

Marla Keethler, Mayor reviewed the agenda memo related to upcoming council and planning commission meetings relating specifically to the housing moratorium and comprehensive plan update. She said that based on the governor’s Safe Start Washington is unlikely the city council or planning commission can meeting in person until late or early fall at the earliest. Keethler that even at that time, social distancing requirements will limit the number of people who can attend an in-person meeting.

The City Council and city attorney, Ken Woodridge discussed the ability for the council or planning commission to hold public hearings at this time. Ken Woodridge said that it is his preference that public hearings not be conducted at this point and time and that the city should err on the side of caution. The council discussed the opportunity of holding presentation/workshops with the planning commission where information could be presented and questions asked by the planning commissioners without any decision making taking place. There was an agreement those types of meeting could proceed. Planning Commission meetings will resume on June 10th with a presentation by Klickitat County’s consultant, FCS Group, regarding the buildable lands inventory and White Salmon Urbanization Study.

The City Council and staff discussed the housing moratorium noting that it is due to expire on July 15. It will have to be extended prior to July 15, i.e. at the city council’s July 1st meeting. Ken Woodrich, city attorney, said he is not aware if a public hearing is required to extend a moratorium. He will report back to the council.

Ashley Post said she feels that the state of emergency has put a financial burden on the city’s businesses and feels that the moratorium should be ended.

It was noted that Phase 2 of the Governor’s Safe Start Washington plans allows construction.

The City Council discussed moving ahead with the revisions to the mobile home zoning as a public hearing has already been held at the Planning Commission meeting. Jan Brending noted that SEPA review needs to be completed for the proposed changes prior to adoption by the city council.

The City Council agreed to keep the conversation going regarding the housing moratorium based on information from the city attorney about whether a public hearing is required to amend or extend the moratorium.

8. Consent Agenda

- a. Approval of Meeting Minutes – May 6, 2020
- e. Approval of Vouchers

Type	Date	From	To	Amount
Claims	5/20/2020	EFT	EFT	8,838.22
	5/20/2020	36130	36149	49,728.83
			Claims Total	58,567.05
Payroll	5/20/2020	EFT	EFT	66,218.11
			Payroll Total	66,218.11
Manual Claims				
			Manual Total	0.00
			Total All Vouchers	124,785.16

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 20th day of May, 2020.

**Moved by Amy Martin. Seconded by Joe Turkiewicz.
 Motion to approve consent agenda as presented. CARRIED 5-0.**

9. Department Head and Council Reports

Bill Hunsaker, Building Official/Fire Chief said he hopes that Klickitat County can move to Phase 2 soon so that construction can move forward.

Russ Avery, Public Works Operations Manager said that water demand is increasing and the department is preparing to put Well #2 online if needed.

Pat Munyan, City Administrator said the Jewett Water project is moving forward and that Crestline hopes to be out of downtown by late next week or early the following week. He noted that underground infrastructure has been located that the city was not aware of that has caused some change orders. Munyan said land use questions have increased particularly related to land sales for future development. He said he is coming into town three days a week and spending time at Public Works and City Hall.

Ken Woodrich, City Attorney noted that the deadline for adopting an ordinance related to the housing tax is coming up.

Jan Brending, Clerk Treasurer noted that Klickitat County has adopted the tax and forwarded the information to the Department of Revenue.

Jason Hartmann, Council Member said that he recently had a conversation with Chuck Virtz with Fire District 3 about how to better align things with the city.

Amy Martin, Council Member announced that she is moving out of White Salmon and will be stepping down as a city council member effective May 31, 2020. She said she has loved meeting and working with everyone and looks forward to what the council will accomplish.

The Council thanked Amy Martin for her service and said her absence will be missed.

Marla Keethler, Mayor said the Governor has been released guidelines for Phase 2 reopening which the city has been distributing via emails and through the city's webpage. She said that due to recent new cases over the last weekend Klickitat County is not eligible at this time for Phase 2. Keethler said the city has received notice about receiving COVID-19 funding. She said the city has received several complaints about the lighting at the city's shop on Spring Street. Keethler said staff is investigating to make sure there is not any unnecessary light shining on other properties in the area.

Pat Munyan noted that the city has experienced several thefts, one most recently, at the Spring Street property.

10. Adjournment

The meeting adjourned at 7:48 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

5. Approval of Meeting Minutes - May 28, 2020



CITY OF WHITE SALMON
City Council Special Meeting – Wednesday, May 28, 2020
Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
David Lindley
Joe Turkiewicz

Staff Present:

Marla Keethler, Mayor
Jan Brending, Clerk Treasurer
Russ Avery, Public Works Operations Mgr.

1. Call to Order

Marla Keethler, Mayor called the meeting to order. There were approximately 0 people in the audience (by video or telephone).

2. Roll Call

Council Members Ashley Post and Amy Martin were absent.

3. 2019 Annual Report

Jan Brending, Clerk Treasurer presented the 2019 Annual Report. She said the annual report consists of the following documents:

- Statement C-4/C-5, Fund Resources and Uses Arising from Cash Transactions
- Notes to Financial Statements
- Schedule 1, Detail of Revenues and Expenditures and Other Sources
- Schedule 6, Summary of Bank Reconciliation
- Schedule 9, Long-Term Liabilities
- Schedule 15, Schedule of State Financial Assistance
- Schedule 19, Labor Relations Consultant(s)
- Schedule 21, Local Government Risk-Assumption

Brending noted that Schedule 6 is a new schedule mandated for 2019. She the Notes to the Financial Statements includes a disclosure section where the information is noted that the city is currently within a COVID-19 pandemic emergency. She said the information included in the council packet provides information on checks and balances showing the different reports tie to the treasurer's reports including the year-end numbers for 2018 which become the beginning numbers for 2019. Brending asked for authorization to submit the 2019 annual report to the Washington State Auditor. She noted that the State Auditor has been seeking an extension to the mandated deadline for the annual reports. Brending said that if that happens she will conduct additional review of the documents prior to submitting them to the state, noting that that review will happen even after the submittal if the deadline is not extended.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to authorize the Clerk Treasurer to submit the 2019 Annual Report to the Washington State Auditor's Office. CARRIED 3-0.

4. Adjournment

The meeting adjourned at 6:18 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

6. April 2020 Budget Report (see line item budget report under "Supporting Documents")

City of White Salmon
April 2020
Budget Report

City of White Salmon
 Budget Summary Report
 As of April 30 , 2020

	Budget Revenue	Year-To-Date Revenue	Remaining	33.33%	Budget Expenditures	Year-To Date Expenditures	Remaining	33.33%
001 Current Expense								
Finance					473,718.00	252,831.66	220,886.34	53.37%
Central Services (HR)					80,688.00	24,169.61	56,518.39	29.95%
General Government Building					128,307.00	43,657.70	84,649.30	34.03%
Community Services					121,763.00	39,620.16	82,142.84	32.54%
Planning					12,800.00	2,852.00	9,948.00	22.28%
Park					325,635.00	57,107.82	268,527.18	17.54%
Police					275,202.00	24,246.42	250,955.58	8.81%
Fire					1,031,810.00	308,649.60	723,160.40	29.91%
					233,042.00	23,423.63	209,618.37	10.05%
001 Current Expense	2,366,422.00	699,600.33	1,666,821.67	29.56%	2,682,965.00	776,558.60	1,906,406.40	28.94%
101 Street Fund	708,516.00	160,382.82	548,133.18	22.64%	706,129.00	114,599.14	591,529.86	16.23%
107 Pool Fund	0.00	130.96	-130.96	0.00%	47,046.00	376.39	46,669.61	0.80%
108 Municipal Capital Imp. Fund	57,999.00	20,318.04	37,680.96	35.03%	17,308.00	17,307.25	0.75	0.00%
110 Fire Reserve Fund	75,000.00	504.54	74,495.46	0.00%	0.00	0.00	0.00	0.00%
112 General Fund Reserve	123,663.00	101,691.70	21,971.30	82.23%	0.00	0.00	0.00	0.00%
121 Police Vehicle Reserve Fund	60,820.00	20,131.60	40,688.40	33.10%	59,000.00	2,276.82	56,723.18	3.86%
200 Unlimited Go Bond Fund	0.00	1.57	-1.57	0.00%	18,041.00	0.00	18,041.00	0.00%
303 Hotel/Motel Taxes	25,000.00	8,363.30	16,636.70	33.45%	0.00	0.00	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%
401 Water Fund	2,935,761.00	538,685.54	2,397,075.46	18.35%	3,056,861.00	542,268.11	2,514,592.89	17.74%
402 Wastewater Collection Fund	992,341.00	327,510.83	664,830.17	33.00%	852,136.00	236,438.30	615,697.70	27.75%
403 Water Reserve Fund	201,034.00	66,854.95	134,179.05	33.26%	370,000.00	0.00	370,000.00	0.00%

City of White Salmon
 Budget Summary Report
 As of April 30 , 2020

	Budget	Year-To-Date	Remaining	33.33%	Budget	Year-To-Date	Remaining	33.33%
	Revenue	Revenue		25.08%		Expenditures		Expenditures
409 Wastewater Reserve Fund	4,868.00	1,220.94	3,647.06	25.08%	0.00	0.00	0.00	0.00%
412 Water Rights Acquisition Fund	160,556.00	52,182.75	108,373.25	32.50%	123,985.00	0.00	123,985.00	0.00%
413 Water Bond Redemption Fund	91,372.00	30,457.32	60,914.68	33.33%	91,372.00	19,995.00	71,377.00	21.88%
414 Wastewater Bond Redemption Fund	13,180.00	4,393.32	8,786.68	33.33%	13,180.00	0.00	13,180.00	0.00%
415 Water Bond Resesrve Fund	16,890.00	5,552.37	11,337.63	32.87%	0.00	0.00	0.00	0.00%
416 Wastewater Bond Reserve Fund	851.00	152.72	698.28	17.95%	0.00	0.00	0.00	0.00%
417 Treatment Plant Reserve Fund	21,871.00	7,380.04	14,490.96	33.74%	0.00	0.00	0.00	0.00%
418 Water Short Lived Asset Reserve Fund	100,000.00	33,333.32	66,666.68	33.33%	100,000.00	0.00	100,000.00	0.00%
420 USDA Rural Develop. Jewett Water	3,193,000.00	623,077.87	2,569,922.13	19.51%	3,288,160.00	718,237.17	2,569,922.83	21.84%
601 Remittances	12,223.00	3,182.00	9,041.00	26.03%	12,223.00	1,970.75	10,252.25	16.12%
Total	11,161,367.00	2,705,108.83	8,456,258.17	24.24%	11,438,406.00	2,430,027.53	9,008,378.47	21.24%

Note: Revenue does not include beginning balances and expenditures does not include ending balances

TREASURERS REPORT

Fund Totals

City Of White Salmon
MCAG #: 0481

04/01/2020 To: 04/30/2020

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense	721,409.22	156,905.86	155,162.00	723,153.08	3,763.95	621.47	-11,021.90	716,516.60
101 Street Fund	133,803.56	26,491.62	24,294.36	136,000.82	283.19	0.00	0.00	136,284.01
107 Pool Fund	47,579.57	2.76	136.77	47,445.56	0.00	77.69	0.00	47,523.25
108 Municipal Capital Imp Fund	242,063.85	4,597.01		246,660.86	0.00	0.00	0.00	246,660.86
110 Fire Reserve Fund	210,111.95	71.99		210,183.94	0.00	0.00	0.00	210,183.94
112 General Fund Reserve	316,906.45	45.17		316,951.62	0.00	0.00	0.00	316,951.62
121 Police Vehicle Reserve Fund	134,825.96	4,984.96	2,276.82	137,534.10	0.00	0.00	0.00	137,534.10
200 Unlimited Go Bond Fund	18,054.26	0.00		18,054.26	0.00	0.00	0.00	18,054.26
303 Hotel/Motel Taxes	3,948.87	4,414.43		8,363.30	0.00	0.00	0.00	8,363.30
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	428,540.98	139,035.16	128,473.33	439,102.81	797.03	0.00	-1,446.10	438,453.74
402 Wastewater Collection Fund	362,118.56	81,101.50	70,464.12	372,755.94	353.77	0.00	-1,877.08	371,232.63
408 Water Reserve Fund	272,862.84	16,689.94		289,552.78	0.00	0.00	0.00	289,552.78
409 Wastewater Reserve Fund	676,273.04	163.87		676,436.91	0.00	0.00	0.00	676,436.91
412 Water Rights Acquisition Fund	299,089.74	13,271.54		312,361.28	1.41	0.00	-201.90	312,160.79
413 Water Bond Redemption Fund	18,464.74	7,614.33		26,079.07	0.00	0.00	0.00	26,079.07
414 Wastewater Bond Redemption Fund	14,743.22	1,098.33		15,841.55	0.00	0.00	0.00	15,841.55
415 Water Bond Reserve Fund	56,836.61	1,374.69		58,211.30	0.00	0.00	0.00	58,211.30
416 Wastewater Bond Reserve Fund	73,506.50	15.61		73,522.11	0.00	0.00	0.00	73,522.11
417 Treatment Plant Reserve Fund	561,175.75	170.48		561,346.23	0.00	0.00	0.00	561,346.23
418 Water Short Lived Asset Reserve Fund	108,112.19	8,333.33		116,445.52	0.00	0.00	0.00	116,445.52
420 USDA Rural Development - Jewett Water Main Improvements	0.00	301,601.14	301,601.14	0.00	0.00	0.00	0.00	0.00
601 Remittances	839.63	1,211.25	839.63	1,211.25	0.00	0.00	0.00	1,211.25
	4,703,831.45	769,194.97	683,248.17	4,789,778.25	5,199.35	699.16	-14,546.98	4,781,129.78

TREASURERS REPORT

Account Totals

City Of White Salmon
MCAG #: 0481

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking Account	2,846,732.45	729,632.23	644,593.09	2,931,771.59	-14,546.98	5,898.51	2,923,123.12
3	Petty Cash	25.00	0.00	0.00	25.00	0.00	0.00	25.00
4	Cash Drawer 1	150.00	0.00	0.00	150.00	0.00	0.00	150.00
5	Cash Drawer 2	150.00	0.00	0.00	150.00	0.00	0.00	150.00
6	Cash Drawer 3	150.00	0.00	0.00	150.00	0.00	0.00	150.00
Total Cash:		2,847,207.45	729,632.23	644,593.09	2,932,246.59	-14,546.98	5,898.51	2,923,598.12
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	State Pool	1,357,052.73	907.66	0.00	1,357,960.39	0.00	0.00	1,357,960.39
10	Time Value Investments	499,571.27	0.00	0.00	499,571.27	0.00	0.00	499,571.27
Total Investments:		1,856,624.00	907.66	0.00	1,857,531.66	0.00	0.00	1,857,531.66
		4,703,831.45	730,539.89	644,593.09	4,789,778.25	-14,546.98	5,898.51	4,781,129.78

TREASURERS REPORT
Fund Investments By Account

City Of White Salmon
 MCAG #: 0481

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04/01/2020 To: 04/30/2020

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 Current Expense	206,694.02		138.25	138.25		206,832.27
108 000 Municipal Capital Imp Fund	49,534.59		33.13	33.13		49,567.72
110 000 Fire Reserve Fund	107,632.58		71.99	71.99		107,704.57
112 000 General Govt Reserve Fund	67,534.30		45.17	45.17		67,579.47
121 000 Police Vehicle Reserve Fund	102,096.69		68.29	68.29		102,164.98
401 000 Water Fund	158,180.26		105.80	105.80		158,286.06
408 000 Water Reserve Fund	34,787.42		23.27	23.27		34,810.69
409 000 Wastewater Reserve Fund	245,005.95		163.87	163.87		245,169.82
412 000 Water Rights Acquisition Fund	93,493.89		62.53	62.53		93,556.42
415 000 Water Bond Reserve Fund	13,856.33		9.27	9.27		13,865.60
416 000 Wastewater Bond Reserve Fund	23,337.36		15.61	15.61		23,352.97
417 000 Treatment Plant Reserve Fund	254,899.34		170.48	170.48		255,069.82
2 - State Pool	1,357,052.73	0.00	907.66	907.66		1,357,960.39
001 000 Current Expense	21,295.34					21,295.34
108 000 Municipal Capital Imp Fund	18,479.60					18,479.60
110 000 Fire Reserve Fund	7,087.75					7,087.75
112 000 General Govt Reserve Fund	66,090.68					66,090.68
401 000 Water Fund	21,279.22					21,279.22
402 000 Wastewater Collection Fund	113,134.24					113,134.24
408 000 Water Reserve Fund	14,676.12					14,676.12
409 000 Wastewater Reserve Fund	51,753.57					51,753.57
412 000 Water Rights Acquisition Fund	41,538.20					41,538.20
415 000 Water Bond Reserve Fund	13,560.13					13,560.13
416 000 Wastewater Bond Reserve Fund	22,838.49					22,838.49
417 000 Treatment Plant Reserve Fund	107,837.93					107,837.93
10 - Time Value Investments	499,571.27	0.00	0.00			499,571.27
	1,856,624.00	0.00	907.66	907.66		1,857,531.66

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	227,989.36		138.25	138.25		228,127.61	495,025.47
101 Street Fund						0.00	136,000.82
107 Pool Fund						0.00	47,445.56
108 Municipal Capital Imp Fund	68,014.19		33.13	33.13		68,047.32	178,613.54
110 Fire Reserve Fund	114,720.33		71.99	71.99		114,792.32	95,391.62
112 General Fund Reserve	133,624.98		45.17	45.17		133,670.15	183,281.47
121 Police Vehicle Reserve Fund	102,096.69		68.29	68.29		102,164.98	35,369.12
200 Unlimited Go Bond Fund						0.00	18,054.26
303 Hotel/Motel Taxes						0.00	8,363.30
307 New Pool Construction Fund						0.00	2,563.96
401 Water Fund	179,459.48		105.80	105.80		179,565.28	259,537.53
402 Wastewater Collection Fund	113,134.24					113,134.24	259,621.70
408 Water Reserve Fund	49,463.54		23.27	23.27		49,486.81	240,065.97
409 Wastewater Reserve Fund	296,759.52		163.87	163.87		296,923.39	379,513.52
412 Water Rights Acquisition Fund	135,032.09		62.53	62.53		135,094.62	177,266.66
413 Water Bond Redemption Fund						0.00	26,079.07
414 Wastewater Bond Redemption Fund						0.00	15,841.55
415 Water Bond Reserve Fund	27,416.46		9.27	9.27		27,425.73	30,785.57
416 Wastewater Bond Reserve Fund	46,175.85		15.61	15.61		46,191.46	27,330.65
417 Treatment Plant Reserve Fund	362,737.27		170.48	170.48		362,907.75	198,438.48
418 Water Short Lived Asset Reserve Fund						0.00	116,445.52
601 Remittances						0.00	1,211.25
	1,856,624.00		907.66	907.66		1,857,531.66	2,932,246.59

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

4,789,778.25

TREASURERS REPORT

Outstanding Vouchers

City of White Salmon
MCAG #: 0481

As Of: 04/30/2020 Date: 05/11/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	1703	04/27/2020	Util Pay	1		Xpress Bill Pay	120.43	Xpress Import - EFT - 04-27-2020__daily_batch.csv
2020	1704	04/27/2020	Util Pay	1		Xpress Bill Pay	103.77	Xpress Import - iPay - 04-27-2020__daily_batch.csv
2020	1708	04/28/2020	Util Pay	1		Xpress Bill Pay	368.09	Xpress Import - EFT - 04-28-2020__daily_batch.csv
2020	1709	04/28/2020	Util Pay	1		Xpress Bill Pay	70.71	Xpress Import - iPay - 04-28-2020__daily_batch.csv
2020	1712	04/29/2020	Util Pay	1		Xpress Bill Pay	626.87	Xpress Import - CC - 04-29-2020__daily_batch.csv
2020	1713	04/29/2020	Util Pay	1		Xpress Bill Pay	337.65	Xpress Import - EFT - 04-29-2020__daily_batch.csv
2020	1714	04/29/2020	Util Pay	1		Xpress Bill Pay	254.91	Xpress Import - EFT - 04-29-2020__daily_batch.csv
2020	1711	04/30/2020	Util Pay	1		Batch Customer	500.79	Xpress Import - CheckFree - 04-29-2020__daily_ba
2020	1716	04/30/2020	Tr Rec	1		PUD No 1 Of Klickitat County	11,021.90	March 2020 Utility Taxes
2020	1717	04/30/2020	Util Pay	1		Xpress Bill Pay	906.14	Xpress Import - CC - 04-30-2020__daily_batch.csv
2020	1718	04/30/2020	Util Pay	1		Xpress Bill Pay	235.72	Xpress Import - EFT - 04-30-2020__daily_batch.csv
							14,546.98	
Receipts Outstanding:								
2019	5713	12/31/2019	Claims	1	EFT	Chase Paymentech	30.00	December 2019 Services
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	8618	12/05/2018	Payroll	1	34449	Angelina Heredia	27.70	Nov Payroll #2
2019	2627	06/05/2019	Claims	1	35066	Christopher Stiffler	168.00	Reimburse - Wildland Firefighter Exam Fee
2019	3568	08/07/2019	Claims	1	35245	Mark Long	179.21	071525.2 - 1196 WJEWETT BLVD 1198 - Refund
							1,322.83	Credit Balance On Utility Acct #4750
2020	1418	04/01/2020	Claims	1	35995	Masonic Lodge # 163	175.00	Parking Lot Lease - April 2020
2020	1426	04/01/2020	Claims	1	36003	Reynier, Ron Atty At Law	1,375.00	City Prosecuting Attorney Services - April 2020
2020	1452	04/06/2020	Payroll	1	36030	Marla A Keethler	601.68	April Payroll #1
2020	1568	04/15/2020	Claims	1	36052	Moster WiNet	400.00	Monthly Internet - April 2020
2020	1573	04/15/2020	Claims	1	36057	Poster Compliance Center	271.80	WA Labor Law Poster 2020
2020	1705	04/28/2020	Claims	1	36066	CenturyLink	1,322.83	CenturyLink - Shop - APR 2020
							1,152.37	; CenturyLink - Breathalyzer - APR 2020
							5,898.51	; CenturyLink - Shop Emergency Dialer - APR 2020
2020	1706	04/28/2020	Claims	1	36067	Verizon Wireless	1,152.37	; CenturyLink - City Shop Broadband - APR 2020
							5,898.51	; CenturyLink - City Hall - APR; Phone Bill - March 2020

TREASURERS REPORT

Signature Page

City Of White Salmon
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04/01/2020 To: 04/30/2020

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:  Signed: _____
Clerk/Treasurer / Date Chairman Budget Committee / Date

**City of White Salmon
April 2020 Treasurer's Report Reconciliation**

	Revenue	Expenditures
	769,194.97	683,248.17
Treasurer's Receipts	497,150.02	459,120.15 Claims
Utility Receipts	233,389.87	185,055.46 Payroll
Interfund Transfers	39,994.75	39,994.75 Interfund Transfers
		Service Charge - Account Analysis
Rev to Exp Katie Kreps	-255.98	-255.98 Rev to Exp Katie Kreps
Rev to Exp BIAS Conf	-322.50	-322.50 Rev to Exp BIAS Conf
Rev to Exp Bingen	-486.19	-486.19 Rev to Exp Bingen
Rev to Exp Evergreen	-25.00	-25.00 Rev to Exp Evergreen
		267.48 Bank Service Charge
NSF Charge Orozco	-150.00	
Exp to Rev - Joplin	-100.00	-100.00 Exp to Rev - Joplin
	769,194.97	683,248.17
	0.00	0.00

City of White Salmon
2020 April Treasurer's Report Reconciliation to Bank Statements

Treasurer's Report Ending Balance	4,789,778.25
Treasurer's Report Adjusted Ending Balance	4,781,129.78
Columbia State Bank (Cash)	2,923,123.12
US Bank (Time Value - Investment)	499,571.27
WA State Treasurer (State Pool - Investment)	1,357,960.39
Petty Cash	25.00
Drawer 1	150.00
Drawer 2	150.00
Drawer 3	150.00
Total Cash and Investments	4,781,129.78
Plus Outstanding Checks (Page 6 of Treasurer's Report)	5,898.51
Less Outstanding Deposits (Page 1 of Treasurer's Report)	-14,546.98
Adjusted Ending Balance	4,781,129.78
Difference	0.00

BANK RECONCILIATION

City Of White Salmon
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1 Checking Account

Date	Balance Forward	2,847,296.42
03/26/2020		284.24
03/27/2020		132.61
03/30/2020		760.06
03/31/2020		996.56
04/01/2020		8,088.46
04/02/2020		1,032.85
04/03/2020		67,172.03
04/04/2020		780.43
04/05/2020		967.55
04/06/2020		321,215.68
04/07/2020		5,203.95
04/08/2020		8,413.15
04/09/2020		5,071.95
04/10/2020		4,528.43
04/11/2020		430.17
04/12/2020		257.73
04/13/2020		22,385.48
04/14/2020		37,845.64
04/15/2020		19,635.98
04/16/2020		6,692.02
04/17/2020		9,427.96
04/18/2020		8,542.56
04/19/2020		6,322.04
04/20/2020		88,696.72
04/21/2020		3,391.22
04/22/2020		2,931.95
04/23/2020		1,841.51
04/24/2020		893.70
04/25/2020		153.77
04/26/2020		241.31
04/27/2020		36,858.70
04/28/2020		932.17
04/29/2020		239.48
04/30/2020		44,890.66
	Total Credits:	717,258.72

Year	Trans#	Date	Type	Chk#	Vendor	
2020	1068	03/04/2020	Claims	35916	CTX-Xerox	503.61
2020	1080	03/04/2020	Claims	35928	Masonic Lodge # 163	175.00
2020	1089	03/04/2020	Claims	35937	Reynier, Ron Atty At Law	1,375.00
2020	1276	03/18/2020	Claims	35967	US Bank Safekeeping	24.00
2020	1389	04/01/2020	Claims		Kenneth B. Woodrich PC	6,060.00
2020	1399	04/01/2020	Claims	35976	Anderson-Perry & Associates, Inc.	33,150.17
2020	1400	04/01/2020	Claims	35977	BSK Associates	155.00
2020	1401	04/01/2020	Claims	35978	Bingen, City Of	30,436.63
2020	1402	04/01/2020	Claims	35979	C.H. Urness Motor Co.	67.50
2020	1403	04/01/2020	Claims	35980	City Of White Salmon	64,488.18
2020	1404	04/01/2020	Claims	35981	Coburn Electric, Inc.	126.85
2020	1405	04/01/2020	Claims	35982	Crestline Construction Co., LLC	268,450.97
2020	1406	04/01/2020	Claims	35983	Gorge INK	17.37
2020	1407	04/01/2020	Claims	35984	Gorge Networks Inc	761.93
2020	1408	04/01/2020	Claims	35985	H.D. Fowler Company	1,127.56
2020	1409	04/01/2020	Claims	35986	Jaques Sharp	247.50
2020	1410	04/01/2020	Claims	35987	Karen Joplin	100.00

BANK RECONCILIATION

City Of White Salmon
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Year	Trans#	Date	Type	Chk#	Vendor	
2020	1411	04/01/2020	Claims	35988	Ned Kindler	144.60
2020	1412	04/01/2020	Claims	35989	Klickitat County Health Dept	70.00
2020	1413	04/01/2020	Claims	35990	Klickitat County Prosecutor	16.79
2020	1414	04/01/2020	Claims	35991	Klickitat County Treasurer	182.50
2020	1415	04/01/2020	Claims	35992	Kustom Signals Inc	1,570.57
2020	1416	04/01/2020	Claims	35993	C/o Mill Creek Police Dpt L.E.I.R.A.	50.00
2020	1417	04/01/2020	Claims	35994	MCEDD	1,490.00
2020	1419	04/01/2020	Claims	35996	Mid-American Research Chemical Corp	111.80
2020	1420	04/01/2020	Claims	35997	Northwest Natural Gas Co	352.58
2020	1421	04/01/2020	Claims	35998	Office Depot	63.69
2020	1422	04/01/2020	Claims	35999	PUD No 1 Of Klickitat County	7,773.91
2020	1423	04/01/2020	Claims	36000	Pitney Bowes Purchase Power	208.99
2020	1424	04/01/2020	Claims	36001	Progressive Microtechnology, Inc	695.00
2020	1425	04/01/2020	Claims	36002	Radcomp Technologies	4,228.84
2020	1427	04/01/2020	Claims	36004	Larry Spencer	144.60
2020	1428	04/01/2020	Claims	36005	US Bank	4,063.52
2020	1429	04/01/2020	Claims	36006	WA State Dept Retirement Systems	25.00
2020	1430	04/01/2020	Claims	36007	WA State Treas. Cash Mgmt Dept	822.84
2020	1431	04/01/2020	Claims	36008	Walter E. Nelson Co.	776.62
2020	1432	04/01/2020	Claims	36009	Wilcox & Flegel	562.47
2020	1554	04/03/2020	Claims		Chase Paymentech	1,471.55
2020	1438	04/06/2020	Payroll	36010	Ryan Hardie Adam	499.18
2020	1439	04/06/2020	Payroll	36019	William R Avery II	2,678.46
2020	1440	04/06/2020	Payroll	36020	Jan Brending	2,689.45
2020	1441	04/06/2020	Payroll	36021	Erika Castro-Guzman	1,784.43
2020	1442	04/06/2020	Payroll	36022	Jeffrey Cooper	1,639.20
2020	1443	04/06/2020	Payroll	36023	Kate E Daniels	2,005.10
2020	1444	04/06/2020	Payroll	36024	Andrew Dirks	1,542.93
2020	1445	04/06/2020	Payroll	36025	Lisa L George	1,893.47
2020	1446	04/06/2020	Payroll	36011	Suzanne Glaser	92.35
2020	1447	04/06/2020	Payroll	36026	Edward L Gunnyon	2,017.59
2020	1448	04/06/2020	Payroll	36012	Jason L Hartmann	152.50
2020	1449	04/06/2020	Payroll	36027	Michael L Hepner	3,015.27
2020	1450	04/06/2020	Payroll	36028	F Jay Holtmann	92.35
2020	1451	04/06/2020	Payroll	36029	William F Hunsaker	2,423.30
2020	1453	04/06/2020	Payroll	36031	Jason Kinley	2,370.58
2020	1454	04/06/2020	Payroll	36032	Ross E Lambert	1,842.64
2020	1455	04/06/2020	Payroll	36013	David S Lindley	152.50
2020	1456	04/06/2020	Payroll	36014	Amy Martin	152.50
2020	1457	04/06/2020	Payroll	36033	Madelynn M McIlwain	2,078.38
2020	1458	04/06/2020	Payroll	36034	Patrick R Munyan Jr	3,422.67
2020	1459	04/06/2020	Payroll	36035	Stephanie M Porter	1,819.91
2020	1460	04/06/2020	Payroll	36015	Ashley Post	152.50
2020	1461	04/06/2020	Payroll	36036	Frank Randall	2,486.47
2020	1462	04/06/2020	Payroll	36037	Troy Rosenburg	2,147.22
2020	1463	04/06/2020	Payroll	36016	Joseph Turkiewicz	152.50
2020	1464	04/06/2020	Payroll	36038	Pedro Virgen	2,065.55
2020	1465	04/06/2020	Payroll	36017	Jess W Wardwell	92.35
2020	1466	04/06/2020	Payroll	36039	Tracy D Wyckoff	2,213.38
2020	1467	04/06/2020	Payroll		AFLAC	294.98
2020	1468	04/06/2020	Payroll		Association Of WA Cities	35,175.73
2020	1469	04/06/2020	Payroll		Internal Revenue Service	16,302.83
2020	1470	04/06/2020	Payroll		LifeSecure Insurance Company	371.09
2020	1471	04/06/2020	Payroll		LifeSecure Insurance Company	1,103.52
2020	1472	04/06/2020	Payroll		LifeSecure Insurance Company	240.69
2020	1473	04/06/2020	Payroll		Oregon Department of Revenue	171.00
2020	1474	04/06/2020	Payroll		Standard Insurance	373.35

BANK RECONCILIATION

City Of White Salmon
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Year	Trans#	Date	Type	Chk#	Vendor	
2020	1475	04/06/2020	Payroll		WA State Dept Retirement Systems	200.00
2020	1476	04/06/2020	Payroll		WA State Dept Retirement Systems	10,840.19
2020	1477	04/06/2020	Payroll		Washington State Support Registry	250.00
2020	1478	04/06/2020	Payroll	36018	WSCCCE	745.44
2020	1553	04/06/2020	Claims		Xpress Bill Pay	511.60
2020	1506	04/08/2020	Payroll		Department Of Labor & Industries	9,543.79
2020	1507	04/08/2020	Payroll		Employment Security Department - PFMLA	873.10
2020	1508	04/08/2020	Payroll		Employment Security Department	657.58
2020	1509	04/08/2020	Payroll		Oregon Dept. of Revenue - Transit Tax	16.90
2020	1555	04/15/2020	Claims		WA State Dept Revenue/Excise	7,105.87
2020	1556	04/15/2020	Claims	36040	Ace Hardware	78.99
2020	1557	04/15/2020	Claims	36041	Aramark Uniform Services	276.53
2020	1558	04/15/2020	Claims	36042	Aspect Consulting	485.50
2020	1560	04/15/2020	Claims	36044	Charter Communications	246.95
2020	1561	04/15/2020	Claims	36045	DataPro Solutions, Inc	161.68
2020	1562	04/15/2020	Claims	36046	Databar	1,408.44
2020	1563	04/15/2020	Claims	36047	Datec, Inc.	451.29
2020	1564	04/15/2020	Claims	36048	Eagle Newspapers Inc	448.00
2020	1565	04/15/2020	Claims	36049	Enterprise, The	228.00
2020	1566	04/15/2020	Claims	36050	Fastenal	191.15
2020	1567	04/15/2020	Claims	36051	Hunsaker Oil Company Inc	901.59
2020	1569	04/15/2020	Claims	36053	NAPA Auto Parts dba of TWGW, Inc	242.23
2020	1570	04/15/2020	Claims	36054	One Call Concepts Inc	52.43
2020	1571	04/15/2020	Claims	36055	PUD No 1 Of Klickitat County	51.59
2020	1572	04/15/2020	Claims	36056	Pioneer Surveying Engineering Inc	1,152.00
2020	1574	04/15/2020	Claims	36058	Public Safety Testing	131.00
2020	1575	04/15/2020	Claims	36059	PumpTech, Inc.	57.62
2020	1576	04/15/2020	Claims	36060	Radcomp Technologies	836.98
2020	1577	04/15/2020	Claims	36061	Republic Services #487	213.22
2020	1578	04/15/2020	Claims	36062	Same Day Stage	49.00
2020	1579	04/15/2020	Claims	36063	SeaWestern Fire Fighting Equipment	8,562.30
2020	1580	04/15/2020	Claims	36064	TransUnion Risk & Alternative	53.75
2020	1581	04/15/2020	Claims	36065	Versatile Mobile Systems, Inc.	509.91
2020	1857	04/15/2020	Ser Chge		Columbia Bank #1080	267.48
2020	1593	04/20/2020	Payroll		Ryan Hardie Adam	1,246.10
2020	1594	04/20/2020	Payroll		William R Avery II	2,680.47
2020	1595	04/20/2020	Payroll		Jan Brending	2,689.73
2020	1596	04/20/2020	Payroll		Erika Castro-Guzman	1,677.67
2020	1597	04/20/2020	Payroll		Jeffrey Cooper	2,039.04
2020	1598	04/20/2020	Payroll		Kate E Daniels	1,733.35
2020	1599	04/20/2020	Payroll		Andrew Dirks	1,772.15
2020	1600	04/20/2020	Payroll		Lisa L George	1,750.19
2020	1601	04/20/2020	Payroll		Edward L Gunnyon	2,214.36
2020	1602	04/20/2020	Payroll		Michael L Hepner	3,015.27
2020	1603	04/20/2020	Payroll		William F Hunsaker	2,422.98
2020	1604	04/20/2020	Payroll		Jason Kinley	1,670.38
2020	1605	04/20/2020	Payroll		Ross E Lambert	1,670.29
2020	1606	04/20/2020	Payroll		Madelynn M McIlwain	1,744.31
2020	1607	04/20/2020	Payroll		Patrick R Munyan Jr	3,423.35
2020	1608	04/20/2020	Payroll		Stephanie M Porter	1,666.65
2020	1609	04/20/2020	Payroll		Frank Randall	2,293.71
2020	1610	04/20/2020	Payroll		Troy Rosenburg	1,479.14
2020	1611	04/20/2020	Payroll		Pedro Virgen	1,526.28
2020	1612	04/20/2020	Payroll		Internal Revenue Service	14,103.02
2020	1613	04/20/2020	Payroll		Oregon Department of Revenue	195.00
2020	1614	04/20/2020	Payroll		WA State Dept Retirement Systems	200.00
2020	1615	04/20/2020	Payroll		WA State Dept Retirement Systems	10,155.42

BANK RECONCILIATION

City Of White Salmon
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Year	Trans#	Date	Type	Chk#	Vendor	
2020	1616	04/20/2020	Payroll		Washington State Support Registry	250.00
2020	1867	04/30/2020	Ser Chge		Sarah Castro	150.00
Total Debits:						641,372.02
Reconciled Bank Balance:						2,923,183.12
2020	1703	04/27/2020	Util Pay	52483	Xpress Bill Pay	120.43
2020	1704	04/27/2020	Util Pay	52484	Xpress Bill Pay	103.77
2020	1708	04/28/2020	Util Pay	52486	Xpress Bill Pay	368.09
2020	1709	04/28/2020	Util Pay	52487	Xpress Bill Pay	70.71
2020	1711	04/30/2020	Util Pay	52489	Batch Customer	500.79
2020	1712	04/29/2020	Util Pay	52490	Xpress Bill Pay	626.87
2020	1713	04/29/2020	Util Pay	52491	Xpress Bill Pay	337.65
2020	1714	04/29/2020	Util Pay	52492	Xpress Bill Pay	254.91
2020	1716	04/30/2020	Tr Rec	52494	PUD No 1 Of Klickitat County	11,021.90
2020	1717	04/30/2020	Util Pay	52495	Xpress Bill Pay	906.14
2020	1718	04/30/2020	Util Pay	52496	Xpress Bill Pay	235.72
Outstanding Credits:						-14,546.98
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	8618	12/05/2018	Payroll	34449	Heredia, Angelina	27.70
2019	2627	06/05/2019	Claims	35066	Stiffler, Christopher	168.00
2019	3568	08/07/2019	Claims	35245	Long, Mark	179.21
2019	5713	12/31/2019	Claims		Chase Paymentech	30.00
2020	1418	04/01/2020	Claims	35995	Masonic Lodge # 163	175.00
2020	1426	04/01/2020	Claims	36003	Reynier, Ron Atty At Law	1,375.00
2020	1452	04/06/2020	Payroll	36030	Keethler, Marla A	601.68
2020	1568	04/15/2020	Claims	36052	Mosier WiNet	400.00
2020	1573	04/15/2020	Claims	36057	Poster Compliance Center	271.80
2020	1705	04/28/2020	Claims	36066	CenturyLink	1,322.83
2020	1706	04/28/2020	Claims	36067	Verizon Wireless	1,152.37
Outstanding Debits:						5,898.51
Reconciled Book Balance:						2,931,771.59



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

STATEMENT OF ACCOUNT

Statement Date: 04/30/20
 Last Statement Date: 03/31/20
 Account: XXXXXX2469

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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	\$2,923,123.12

Public Checking

Account Number	XXXXXX2469	Beginning Balance	\$2,847,296.42
Low Balance	\$2,706,301.50	Credits	
		Deposits	\$189,580.61
		ACH Credits	\$226,016.97
		Other Credits	\$301,601.14
		Total Credits	\$717,198.72
		Total Account Fees	\$0.00
		Debits	
		ACH Debits	\$155,182.63
		Other Debits	\$417.48
		Electronic Checks	\$0.00
		Checks	\$485,771.91
		Total Debits	\$641,372.02
		Ending Balance	\$2,923,123.12

DEPOSITS

Date	Description	Amount
04-02	Deposit	\$4,754.59 ✓
04-06	Deposit	\$65,192.94 ✓
04-07	Deposit	\$17,340.96
04-08	Deposit	\$1,075.01
04-09	Deposit	\$6,539.30
04-10	Deposit	\$3,675.52
04-13	Deposit	\$2,139.76
04-14	Deposit	\$20,887.23
04-15	Deposit	\$622.86
04-16	Deposit	\$6,471.75
04-17	Deposit	\$2,960.21
04-20	Deposit	\$537.93

BANK RECONCILIATION

City Of White Salmon
MCAG #: 0481

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10 Time Value Investments

Date	Balance Forward	499,571.27
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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:	499,571.27
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Outstanding Credits:	
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Outstanding Debits:	
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Reconciled Book Balance:	499,571.27
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ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
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
Net Activity	0.00

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

Statement Contents
 *Summary
 *Holdings

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
US Government Agency Securities	521,000.00000	521,000.00000	499,571.27	520,591.54
Total Custody Holdings	521,000.00000	521,000.00000	499,571.27	520,591.54

BANK RECONCILIATION

City Of White Salmon
MCAG #: 0481

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2 State Pool

Date	Balance Forward	
04/30/2020	1,357,052.73	
		907.66
	Total Credits:	907.66

Year	Trans#	Date	Type	Chk#	Vendor	
						Total Debits:
						0.00
						Reconciled Bank Balance:
						1,357,960.39
						Outstanding Credits:
						Outstanding Debits:
						Reconciled Book Balance:
						1,357,960.39

Local Government Investment Pool
Statement of Account for No: 02530
Primary Account
April 2020

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

Date	Description	Comment	Deposits	Withdrawals	Balance
04/01/2020	Beginning Balance				1,357,052.73
04/30/2020	Month End Balance				1,357,052.73
	April Earnings	Daily Factor Earnings	907.66		
	Net Ending Balance				1,357,960.39

Account Summary

Beginning Balance:	1,357,052.73	Gross Earnings:	914.97
Deposits:	0.00	Administrative Fee:	7.31
Withdrawals:	0.00	Net Earnings:	907.66
Month End Balance:	1,357,052.73		
Administrative Fee Rate:	0.0066 %	Net Ending Balance:	1,357,960.39
Gross Earnings Rate:	0.8203 %		
Net Earnings Rate:	0.8138 %	Average Daily Balance:	1,357,052.73

BANK RECONCILIATION

City Of White Salmon
MCAG #: 0481

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3 Petty Cash

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

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4 Cash Drawer 1

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

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5 Cash Drawer 2

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

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6 Cash Drawer 3

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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