White Salmon City Council Meeting
A G E N D A
November 05, 2025 – 6:00 PM
119 NE Church Ave and Zoom Teleconference
Meeting ID: 852 7549 3777
Call In: 1 253 215 8782 US (Tacoma)
Zoom Link: https://us02web.zoom.us/j/85275493777

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

II. Roll Call

III. Changes to the Agenda

IV. Presentations
- A. Code Compliance Program Update
- B. City Highlights with the Mayor

V. Public Comment

Any public in attendance at the meeting (either in person or via Zoom) will be provided with an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.

VI. Consent Agenda
- A. Change Order No. 2 - North Main-Spring Street Water Improvements
- B. Pay App No. 3 - North Main-Spring Street Water Improvements
- C. Snow removal 2025-2026
- D. Spring Street Tailer Court Meter Reimbursement
- E. Approval of Meeting Minutes – City Council Meeting 10.01.2025
- F. Approval of Vouchers

VII. Public Hearing
- A. 2026 Public Hearing - Property Tax Levy

VIII. Business Items

IX. Reports and Communications
- A. Department Head Reports
- B. Council Member Reports

X. Executive Session (if needed)

XI. Adjournment

File Attachments for Item:

A. Change Order No. 2 - North Main-Spring Street Water Improvements

COUNCIL REPORT

☐ **Business Item** ☒ **Consent Agenda**

Needs Legal Review:	No, Not Necessary
Meeting Date:	11-5-25
Agenda Item:	Change Order No. 2- North Main-Spring Street Water Improvements
Presented By:	Chris True, PWD

Action Required:
Approval of Change Order No. 2 North Main-Spring Street Water Improvements with Ajax Northwest not to exceed $14,526.00.

Motion for Business Item / Proposed Motion for Consent Agenda:
Motion to approve Change Order No. 2 North Main-Spring Street Water Improvements with Ajax Northwest not to exceed $14,526.00.

Explanation of Issue:
This change order is to address the following item:

Two unlocated sanitary sewer laterals providing service to 367 NE Spring Street and 995 N Main Avenue were encountered along with the main alignment of the replacement water main. The sewer service laterals were lowered to maintain the required separation standards between water and sewer line crossings.
The Work includes excavation and connection to the existing sanitary sewer main, installation of new sewer service lines in accordance with current City Standards, and connection to the existing service lines at the edge of the public right-of-way.
The cost of the Work includes all labor, equipment, and materials.
The cost of the change order is an agreed-upon lump sum of $13,500.00. With sales tax, the total cost of the change order is $14,526.00. Four (4) additional working days are added to the Contract Time for the Work.

Council Options:
City Council has the following options available at this time:
1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:
This project is funded with a loan from Public Works Board.

Policy & Plan Implications:
This project is represented in the Water System Plan (WSP).

Recommendation of Staff/Committee:
Staff recommends approval of Change Order No. 2 North Main-Spring Street Water Improvements with Ajax Northwest not to exceed $14,526.00.

A.

CHANGE ORDER

Change Order No.: 2

Date of Issuance:	**October 28, 2025**
Owner:	**City of White Salmon, Washington**
Contractor:	**Ajax Northwest, LLC**
Engineer:	**Anderson Perry & Associates, Inc.**
Project:	**North Main-Spring Street Water Improvements - 2025**

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

Description of Changes (Supplemental description, Plans and Specifications attached, as applicable)		DECREASE in Contract Price	INCREASE in Contract Price
2-1	Unlocated Sanitary Sewer Service Replacement		$13,500.00
	Subtotal	$0.00	$13,500.00
	Total, Increase Less Decrease	$13,500.00	
	Sales Tax (7.6%), if applicable	$1,026.00	
	Net Change in Contract Price for this Change Order	$14,526.00	

JUSTIFICATION:

2-1 Two unlocated sanitary sewer laterals providing service to 367 NE Sping Street and 995 N Main Avenue were encountered along the replacement water main alignment. The sewer service laterals were lowered to maintain the required separation standards between water and sewer line crossings.

The Work includes excavation and connection to the existing sanitary sewer main, installation of new sewer service lines in accordance with current City Standards, and connection to the existing service lines at the edge of the public right-of-way. The cost of the Work includes all labor, equipment, and materials.

The cost of the change order is an agreed-upon lump sum of $13,500.00. With sales tax, the total cost of the change order is $14,526.00. Four (4) additional working days are added to the Contract Time for the Work.

The amount of the Contract will be ***Increased*** for this Change Order by the sum of:	$14,526.00
Total Contract Price prior to this Change Order:	$2,137,970.04
The Contract Price incorporating this Change Order:	$2,152,496.04
Contract Times prior to this Change Order:	
Date of Substantial Completion:	3/30/2026
Date Ready for Final Payment:	4/27/2026
The Contract period provided for Substantial Completion will be ***Increased.***	4 days
Revised Date of Substantial Completion:	4/3/2026
Revised Date Ready for Final Payment:	5/1/2026

A.

RECOMMENDED:

By: Jay Peninger Digitally signed by Jay Peninger Date: 2025.10.29 07:33:19-07'00'

Engineer (if required)

Name: Jay Peninger

Title: Project Manager

Date: 10/29/2025

ACCEPTED:

By:

Owner (Authorized Signature)

Name:

Title:

Date:

ACCEPTED:

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

Contractor (Authorized Signature)

Name: Catherine Loke

Title: Project Manager

Date: 10/29/25

File Attachments for Item:

B. Pay App No. 3 - North Main-Spring Street Water Improvements

B.

Department Head:_______
Clerk/Treasurer: _______
City Administrator:_______
Mayor: _______

COUNCIL REPORT

☐ **Business Item** ☒ **Consent Agenda**

Needs Legal Review:	No, Not Necessary
Meeting Date:	11/5/25
Agenda Item:	Pay App No. 3- Ajax NW- N Main/ Spring Street Improvements
Presented By:	Chris True, PWD

Action Required:
Approval of Pay App No. 3- Ajax NW- N Main/ Spring Street Improvements not to exceed $387,649.99.

Motion for Business Item / Proposed Motion for Consent Agenda:
Motion to approve Pay App No. 3- Ajax NW- N Main/ Spring Street Improvements not to exceed $387,649.99.

Background of Issue:
This payment will include work completed through October 15, 2025. The work includes water main installation, service line connections, testing, and other miscellaneous work required from the eastern limits of the project on Spring Street through the intersection with Main Avenue.

Council Options:
City Council has the following options available at this time:
1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:
Funded through PWB.

Policy & Plan Implications:
WSP and CFIP

Recommendation of Staff/Committee:
Staff Recommends approval Pay App No. 3 Ajax NW- N Main/ Spring Street Improvements not to exceed $387,649.99.

B.

APPLICATION FOR PAYMENT NO. 3
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

TO **White Salmon, Washington** (OWNER)

FROM **Ajax Northwest, LLC** (CONTRACTOR)

For Work accomplished through the date of: October 15, 2025

1.	Original Contract Price	$	2,134,634.44
2.	Net Change by Change Orders and Written Amendments (+/-)	$	3,335.60
3.	Current Contract Price (1 plus 2)	$	2,137,970.04
4.	Total Work Completed and Materials On Hand to Date*	$	552,176.50
5.	Retainage: 5%	$	(27,608.83)
6.	Sales Tax: Sales Tax (7.6%)	$	41,965.41
7.	Liquidated Damages	($	-)
8.	Less Previous Application for Payments	$	178,883.10
9.	**DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)**	**$**	**387,649.99**

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

Accompanying Documentation:

Contractor's Certification:

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

Dated 10/22/25

Ajax Northwest, LLC
CONTRACTOR

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

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 10/22/2025

Anderson Perry & Associates, Inc.
ENGINEER

By: Jay Peninger Digitally signed by Jay Peninger Date: 2025.10.22 11:57:59-07'00'

APPROVED by Owner:

White Salmon, Washington
OWNER

Dated ____________ By: ____________

Title: ____________

B.

APPLICATION FOR PAYMENT NO. 3
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

Date: October 8, 2025

FROM: **Ajax Northwest, LLC**

TO: **White Salmon, Washington**

Date of Completion	Contract Amount		Date of Estimate	
Original: April 27, 2026	Original Amount of Contract:	$ 2,134,634.44	From:	September 1, 2025
Revised:	Change Orders: (+ or -)	$ 3,335.60	To:	October 15, 2025
On Schedule: ■ Yes ☐ No	Current Contract Amount	$ 2,137,970.04		

Item	CONTRACT ITEMS	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
No.	Description	Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Mobilization/Demobilization (10%)	All Req'd	LS	$ 135,000.00	50%	$67,500.00	25%	$33,750.00	75%	$101,250.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	26,000.00	30%	7,800.00	0%	0.00	30%	7,800.00
3	ESC Lead	30	DAY	10.00	0	0.00	0	0.00	0	0.00
4	Trench Excavation Safety System	All Req'd	LS	5,000.00	0%	0.00	60%	3,000.00	60%	3,000.00
5	Potholing All Connections and Known Utility Crossings	All Req'd	LS	10,000.00	20%	2,000.00	40%	4,000.00	60%	6,000.00
6	Additional Potholing	20	HR	500.00	13	6,500.00	3	1,500.00	16	8,000.00
7	Cap Existing Water Mains	7	EA	1,800.00	0	0.00	0	0.00	0	0.00
8	Remove Existing Valve Box	7	EA	500.00	0	0.00	0	0.00	0	0.00
9	Remove Existing Fire Hydrant	2	EA	500.00	0	0.00	0	0.00	0	0.00
10	Rock Excavation	100	CY	95.00	0	0.00	129	12,226.50	129	12,226.50
11	Asphalt Removal	2,100	SY	9.00	0	0.00	1,280	11,520.00	1,280	11,520.00
12	Concrete Sidewalk Removal and Restoration	6	SY	500.00	0	0.00	0	0.00	0	0.00
13	Concrete Curb Removal and Restoration	12	LF	300.00	0	0.00	0	0.00	0	0.00
14	Foundation Stabilization	80	CY	65.00	0	0.00	0	0.00	0	0.00
15	Repair of Unmarked Utilities	17	EA	500.00	0	0.00	0	0.00	0	0.00
16	Asphalt Surface Restoration	1,700	SY	60.00	0	0.00	0	0.00	0	0.00
17	Road Restoration STA 'A' 18+50 to 20+00	All Req'd	LS	15,000.00	0%	0.00	0%	0.00	0%	0.00
18	Pavement Marking Restoration	All Req'd	LS	3,200.00	0%	0.00	0%	0.00	0%	0.00
19	Gravel Surface Restoration	350	SY	22.00	0	0.00	0	0.00	0	0.00
20	Landscaping Restoration	2,070	SF	4.00	0	0.00	0	0.00	0	0.00
21	3-In. Water Main	10	LF	50.00	0	0.00	0	0.00	0	0.00
22	6-In. Water Main	45	LF	60.00	0	0.00	6	360.00	6	360.00
23	8-In. Water Main	1,070	LF	65.00	0	0.00	706	45,890.00	706	45,890.00
24	10-In. Water Main	16	LF	85.00	0	0.00	0	0.00	0	0.00
25	12-In. Water Main	1,945	LF	100.00	0	0.00	1,220	122,000.00	1,220	122,000.00
26	1-In. Water Service Line	800	LF	30.00	0	0.00	489	14,670.00	489	14,670.00
27	2-In. Water Service Line	60	LF	45.00	0	0.00	0	0.00	0	0.00
28	1-In. Water Service Connection, Main Line	32	EA	985.00	0	0.00	16	15,760.00	16	15,760.00
29	2-In. Water Service Connection, Main Line	4	EA	1,250.00	0	0.00	0	0.00	0	0.00
30	Water Service Connection, Existing Meter	33	EA	1,600.00	0	0.00	5	8,000.00	5	8,000.00
31	Relocated Water Meter	14	EA	1,600.00	0	0.00	11	17,600.00	11	17,600.00
32	Connection to Existing Water Line, < 4-In.	3	EA	1,800.00	0	0.00	0	0.00	0	0.00
33	Connection to Existing Water Line, 6-In.	2	EA	2,300.00	0	0.00	0	0.00	0	0.00
34	Connection to Existing Water Line, 8-In.	2	EA	2,800.00	0	0.00	0	0.00	0	0.00
35	Connection to Existing Water Line, 10-In.	3	EA	3,000.00	0	0.00	0	0.00	0	0.00

B.

APPLICATION FOR PAYMENT NO. 3
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

Date: October 8, 2025

Item	CONTRACT ITEMS	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
No.	Description	Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
36	Non-Potable Crossing, CDF	4	EA	500.00	0	0.00	0	0.00	0	0.00
37	Non-Potable Crossing, Casing Pipe	6	EA	500.00	0	0.00	0	0.00	0	0.00
38	8-In. Gate Valve	7	EA	2,300.00	0	0.00	6	13,800.00	6	13,800.00
39	10-In. Gate Valve	1	EA	3,900.00	0	0.00	0	0.00	0	0.00
40	12-In. Gate Valve	9	EA	4,500.00	0	0.00	8	36,000.00	8	36,000.00
41	Water Sampling Station	1	EA	4,000.00	0	0.00	1	4,000.00	1	4,000.00
42	Fire Hydrant Assembly and Auxiliary Valve	5	EA	8,750.00	0	0.00	3	26,250.00	3	26,250.00
43	Fire Hydrant Extensions	5	FT	2,000.00	0	0.00	0	0.00	0	0.00
44	Bollards	8	EA	650.00	0	0.00	0	0.00	0	0.00
45	Temporary Water Line	All Req'd	LS	5,500.00	10%	550.00	80%	4,400.00	90%	4,950.00
46	North Main BPS	All Req'd	LS	1,000,000.00	9%	90,000.00	0%	0.00	9%	90,000.00
47	10-In. Insertion Valve	All Req'd	LS	25,000.00	0%	0.00	0%	0.00	0%	0.00
48	Apprenticeship Incentive	1	CALC	5,000.00	0	0.00	0	0.00	0	0.00
49	Apprenticeship Penalty	1	CALC	1.00	0	0.00	0	0.00	0	0.00
				Total		**174,350.00**		**374,726.50**		**549,076.50**

Change Orders:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
Change Order No. 1										
1-1	Exercise Spring Street Reservoir Isolation Valve	All Req'd	LS	$ 3,100.00	0%	0.00	100%	$ 3,100.00	100%	$ 3,100.00
				Total All Change Orders	**$**	**0.00**	**$**	**3,100.00**	**$**	**3,100.00**

Materials on Hand:	Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
				Qty.	Amount	Qty.	Amount	Qty.	Amount
			Total Materials on Hand	**$**	**0.00**	**$**	**0.00**	**$**	**0.00**
			TOTAL WORK COMPLETED AND MATERIALS ON HAND	**$**	**174,350.00**	**$**	**377,826.50**	**$**	**552,176.50**

SUMMARY

	PREVIOUS	THIS PERIOD	TOTAL TO DATE
1. Amount Earned	**$ 174,350.00**	**$ 377,826.50**	**$ 552,176.50**
2. Amount Retained 5%	**$ (8,717.50)**	**$ (18,891.33)**	**$ (27,608.83)**
3. Sales Tax (7.6%)	**$ 13,250.60**	**$ 28,714.81**	**$ 41,965.41**
4. Liquidated Damages	**$ 0.00**	**$ 0.00**	**$ 0.00**
Amount Due for Payment	**$ 178,883.10**	**$ 387,649.99**	**$ 566,533.09**
Amount Due for Payment this Estimate		**$ 387,649.99**	

Estimated % Job Completed: 28%

File Attachments for Item:

C. Snow removal 2025-2026

C.

COUNCIL REPORT

☐ **Business Item** ☒ **Consent Agenda**

Needs Legal Review:	yes
Meeting Date:	11-5-2025
Agenda Item:	Small Works Contracts for Snow Removal- Artistic Excavation (primary) & Gorge Dirt Works (secondary).
Presented By:	Chris True- PWD

Action Required:
Review and Approval of Small Works Contracts for Snow Removal for the winter (25-26) season with Artistic Excavation as the primary and Gorge Dirt Works as the Secondary, not to exceed $10,000 each.

Motion for Business Item / Proposed Motion for Consent Agenda:
Motion to approve the Small Works Contracts for Snow Removal for the winter (25-26) season with Artistic Excavation as the primary and Gorge Dirt Works as the Secondary, not to exceed $10,000 each.

Background of Issue:
Public Works sent out a Small Works Roster bid for Snow Removal to all local approved contractors on the 2025 Small Works Roster. Two bids were received.

Staff is recommending that the city enter into two separate Small Works Agreements with Artistic Excavation & Gorge Dirt Works for 25-26 Snow Removal Services.

Council Options:
City Council has the following options available at this time:
1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:
The 2026 budget contains allocated funds for snow removal in the Street Contractual Services line item.

Recommendation of Staff/Committee:
Staff recommends approval of Small Works Contracts for Snow Removal for the winter (25-26) season with Artistic Excavation as the primary and Gorge Dirt Works as the Secondary, not to exceed $10,000 each.

C.

SMALL PUBLIC WORKS AGREEMENT

Contract #: SWC 2025-002		WO#:	
Contractor:	Artistic Excavation	Department:	Public Works
Name:	Aaron Kreps	Date:	11/05/25
Address:	288 E Jewett Blvd	Department Contact:	Chris True
	White Salmon, WA 98672	Phone:	(509) 493-1133
Contact:	Aaron Kreps		
Phone:	541-490-6780	Email:	ChrisT@whitesalmonwa.gov
Email:	aaron@artisticx.com		

Insurance and Indemnification: The Contractor shall defend, indemnify and hold the City and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor's negligence. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than $1,000,000 for death or injury in any one occurrence and $1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:

Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable); Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors; and Personal Injury.

Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than $1,000,000 per occurrence which provides, at a minimum the following coverages:

Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.

This coverage shall be issued from an insurance company authorized to do business in the State of Washington. The City shall be named as additional insured on said insurance coverage at least as broad as ISO CG 20 10 10 01 in a form acceptable to the City Attorney. The Contractor agrees to repair and replace all property of the City and all property of others damaged by the Contractor, Contractor's employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor's risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the City, return and in accordance with the City's instructions, either correct such work, or if such Work has been rejected by the City, remove it from the site and replace it with non-defective and authorized Work, all without cost to the City.

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

Business License: The Contractor is required to submit proof of a City business license ($50) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Prevailing Wages: This contract is subject to prevailing wages according to RCW 39.12.020. Contractor shall file an Intent to Pay Prevailing Wage form and Affidavit of Wages Paid form with L&I and pay for all fees associated with filing the forms. Contractor shall submit the Intent and Affidavit forms, approved by L&I, to the City with payment request. No payment will be issued to the Contractor until the City receives both approved forms. If any work is subcontracted on this project, an approved Intent and Affidavit form must be submitted for each sub-contractor. If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than $35,000, the contractor may elect to a 50% retainage in lieu of a Contract Bond. Retainage is required.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the City will verify with L&I the status of the contractor's premiums. Under RCW 60.28 the City can withhold and pay the contractor's delinquent premiums from the final payment.

Payment Processing: The City shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the City has received approved L&I forms.

C.

Completion Date: 60 Days after Start Date	Total Contract Fixed Price (Including Tax): $10,000 *OR* Not to Exceed Total (Including Tax) applying schedule of rates and charges attached as Exhibit A:

Description of Work: Emergency/On-Call Snow Removal (primary)

The contractor should send invoices to the following address: PO Box 2139, White Salmon WA 98672. Unless otherwise agreed, payment is net 30 days less retainage.

Note:

The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.

Contractor: City Department Approval:

_______________________ _____________ _______________________ _____________
(Signature) (Date) (Signature) (Date)

Print Name_______________________ Print Name _______________________

Approved as to form:

_______________________ _____________
City Attorney (Date)

Approved by Council: ________________, 20____

Distribution Account Codes:_______________________ - _______________________
Program Object

C.

ARTISTIC EXCAVATION
EST.2009

BID PROPOSAL
THE CITY OF WHITE SALMON
WHITE SALMON, WA
SNOW REMOVAL

TO:
City of White Salmon Public Works
Attn: Christopher True
100 N. Main St.
White Salmon, WA 98672

Below is a bid for a Loader for the purpose of snow removal for the 25/26 season.

- 2.5 Cubic Yard Wheel Loader rate $165.00 per hour
- After hours/Overtime rate additional $ 30.00 per hour

Any additional questions can be directed to Aaron Kreps at 541-490-6780

C.

SMALL PUBLIC WORKS AGREEMENT

Contract #: SWC 2025-003		WO#:	
Contractor:	Gorge Dirt Works, LLC	Department:	Public Works
Name:	Dayne Connell	Date:	11.05.25
Address:	720 HWY 141	Department Contact:	Chris True
	White Salmon, WA 98672	Phone:	(509) 493-1133
Contact:	Dayne Connell		
Phone:	509.637.0417	Email:	ChrisT@whitesalmonwa.gov
Email:	dayne@gorgedirtworks.com		

Insurance and Indemnification: The Contractor shall defend, indemnify and hold the City and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor's negligence. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than $1,000,000 for death or injury in any one occurrence and $1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:

Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable); Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors; and Personal Injury.

Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than $1,000,000 per occurrence which provides, at a minimum the following coverages:

Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.

This coverage shall be issued from an insurance company authorized to do business in the State of Washington. The City shall be named as additional insured on said insurance coverage at least as broad as ISO CG 20 10 10 01 in a form acceptable to the City Attorney. The Contractor agrees to repair and replace all property of the City and all property of others damaged by the Contractor, Contractor's employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor's risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the City, return and in accordance with the City's instructions, either correct such work, or if such Work has been rejected by the City, remove it from the site and replace it with non-defective and authorized Work, all without cost to the City.

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

Business License: The Contractor is required to submit proof of a City business license ($50) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Prevailing Wages: This contract is subject to prevailing wages according to RCW 39.12.020. Contractor shall file an Intent to Pay Prevailing Wage form and Affidavit of Wages Paid form with L&I and pay for all fees associated with filing the forms. Contractor shall submit the Intent and Affidavit forms, approved by L&I, to the City with payment request. No payment will be issued to the Contractor until the City receives both approved forms. If any work is subcontracted on this project, an approved Intent and Affidavit form must be submitted for each sub-contractor. If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than $35,000, the contractor may elect to a 50% retainage in lieu of a Contract Bond. Retainage is required.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the City will verify with L&I the status of the contractor's premiums. Under RCW 60.28 the City can withhold and pay the contractor's delinquent premiums from the final payment.

Payment Processing: The City shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the City has received approved L&I forms.

C.

Completion Date: 60 Days after Start Date	Total Contract Fixed Price (Including Tax): $10,000 *OR* Not to Exceed Total (Including Tax) applying schedule of rates and charges attached as Exhibit A:

Description of Work: Emergency/On-Call Snow Removal (secondary)

The contractor should send invoices to the following address: PO Box 2139, White Salmon WA 98672. Unless otherwise agreed, payment is net 30 days less retainage.

Note:

The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.

Contractor: City Department Approval:

______________________ ____________ ______________________ ____________
(Signature) (Date) (Signature) (Date)

Print Name______________________ Print Name ______________________

Approved as to form:

______________________ ____________
City Attorney (Date)

Approved by Council: ______________, 20____

Distribution Account Codes:______________________ - ______________________
Program Object

C.

CITY OF WHITE SALMON ON CALL SNOW PLOW 24’

Gorge Dirt Works, LLC **509.637.0417** **720 HWY 141** **White Salmon, WA 98672**

Submitted to: Chris True
Company:
Address: White Salmon
Phone: 509.493.1113 X205
Email: pwsoperations@whitesalmonwa.gov
Fax:

Job Name: On call snow removal
Plan Sheets:
Addenda:

SCOPE OF WORK

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	3 YARD LOADER	1	HR	250	$250
SUBTOTAL - TAX 7.5% - **GRAND TOTAL -**					

EXCLUSIONS:

File Attachments for Item:

D. Spring Street Tailer Court Meter Reimbursement

D.

City of White Salmon
Adjustment Request Form

Account: 1700

Service Address: 580 NE Spring Street

Name: Donna Rockwell

Reason: Meter Factor was wrong on account with a x10 on meter reads.

Bill Date	Water Base Fee	Corrected Water Base Fee	Water meter Read	Water meter read adjusted	Water Usage Billed	Corrected Water Usage Billed	WRAF	Corrected WRAF	Water Difference	Sewer Billed	Sewer Correction	Sewer Difference	Water & Sewer Difference	
7/29/2021	954.96	954.96	485	49	1,016.50	56.84	143.75	143.75	(959.66)	1,242.00	1,242.00	-	(959.66)	Meter factor was changed
8/30/2021	954.96	954.96	-	-	-	-	143.75	143.75	-	1,242.00	1,242.00	-	-	
9/29/2021	954.96	954.96	512	51	1,095.88	59.16	143.75	143.75	(1,036.72)	1,242.00	1,242.00	-	(1,036.72)	
10/28/2021	954.96	954.96	-	-	-	-	143.75	143.75	-	1,242.00	1,242.00	-	-	
11/29/2021	954.96	954.96	332	33	566.68	38.28	143.75	143.75	(528.40)	1,242.00	1,242.00	-	(528.40)	
12/30/2021	954.96	954.96	-	-	-	-	143.75	143.75	-	1,242.00	1,242.00	-	-	
1/28/2022	1,027.18	1,027.18	351	35	622.54	40.60	143.75	143.75	(581.94)	1,268.45	1,268.45	-	(581.94)	
2/25/2022	1,027.18	1,027.18	-	-	-	-	143.75	143.75	-	1,268.45	1,268.45	-	-	
3/30/2022	1,027.18	1,027.18	366	37	683.06	44.03	143.75	143.75	(639.03)	1,268.45	1,268.45	-	(639.03)	
4/28/2022	1,027.18	1,027.18	-	-	-	-	143.75	143.75	-	1,268.45	1,268.45	-	-	
5/27/2022	1,027.18	1,027.18	465	47	981.05	55.93	143.75	143.75	(925.12)	1,268.45	1,268.45	-	(925.12)	
6/29/2022	1,027.18	1,027.18	-	-	-	-	143.75	143.75	-	1,268.45	1,268.45	-	-	
7/28/2022	1,027.18	1,027.18	540	54	1,206.80	64.26	143.75	143.75	(1,142.54)	1,268.45	1,268.45	-	(1,142.54)	
8/30/2022	1,027.18	1,027.18	-	-	-	-	143.75	143.75	-	1,268.45	1,268.45	-	-	
9/29/2022	1,027.18	1,027.18	512	51	1,122.52	60.69	143.75	143.75	(1,061.83)	1,268.45	1,268.45	-	(1,061.83)	
10/28/2022	1,027.18	1,027.18	259	26	570.29	30.94	143.75	143.75	(539.35)	1,268.45	1,268.45	-	(539.35)	
11/29/2022	1,027.18	1,027.18	243	24	522.13	28.56	143.75	143.75	(493.57)	1,268.45	1,268.45	-	(493.57)	
12/29/2022	1,027.18	1,027.18	246	25	531.18	29.75	143.75	143.75	(501.43)	1,268.45	1,268.45	-	(501.43)	
1/30/2023	1,129.99	1,129.99	257	26	564.27	30.94	143.75	143.75	(533.33)	1,331.93	1,331.93	-	(533.33)	
2/27/2023	1,129.99	1,129.99	239	24	561.09	31.44	143.75	143.75	(529.65)	1,331.93	1,331.93	-	(529.65)	
3/30/2023	1,129.99	1,129.99	216	22	484.96	28.82	143.75	143.75	(456.14)	1,331.93	1,331.93	-	(456.14)	
4/27/2023	1,129.99	1,129.99	272	27	670.32	35.37	143.75	143.75	(634.95)	1,331.93	1,331.93	-	(634.95)	
5/30/2023	1,129.99	1,129.99	234	23	544.54	30.13	143.75	143.75	(514.41)	1,331.93	1,331.93	-	(514.41)	
6/29/2023	1,129.99	1,129.99	252	25	604.12	32.75	143.75	143.75	(571.37)	1,331.93	1,331.93	-	(571.37)	
7/28/2023	1,129.99	1,129.99	343	34	905.33	44.54	143.75	143.75	(860.79)	1,331.93	1,331.93	-	(860.79)	
8/30/2023	1,129.99	1,129.99	256	26	617.36	34.06	143.75	143.75	(583.30)	1,331.93	1,331.93	-	(583.30)	
9/28/2023	1,129.99	1,129.99	352	35	970.47	45.85	143.75	143.75	(924.62)	1,331.93	1,331.93	-	(924.62)	
10/30/2023	1,129.99	1,129.99	225	23	514.75	30.13	143.75	143.75	(484.62)	1,331.93	1,331.93	-	(484.62)	
11/29/2023	1,129.99	1,129.99	261	26	633.91	34.06	143.75	143.75	(599.85)	1,331.93	1,331.93	-	(599.85)	
12/28/2023	1,129.99	1,129.99	210	21	465.10	27.51	143.75	143.75	(437.59)	1,331.93	1,331.93	-	(437.59)	
1/30/2024	1,220.38	1,220.38	151	15	269.81	19.65	143.75	143.75	(250.16)	1,398.40	1,398.40	-	(250.16)	
2/28/2024	1,220.38	1,220.38	173	17	369.79	23.97	143.75	143.75	(345.82)	1,398.40	1,398.40	-	(345.82)	
3/28/2024	1,220.38	1,220.38	176	18	380.53	25.38	143.75	143.75	(355.15)	1,398.40	1,398.40	-	(355.15)	
4/29/2024	1,220.38	1,220.38	155	16	305.35	22.56	143.75	143.75	(282.79)	1,398.40	1,398.40	-	(282.79)	

D.

5/30/2024	1,220.38	1,220.38	158	16	316.09	22.56	143.75	143.75	(293.53)	1,398.40	1,398.40	-	(293.53)
6/27/2024	1,220.38	1,220.38	174	17	373.37	23.97	143.75	143.75	(349.40)	1,398.40	1,398.40	-	(349.40)
7/30/2024	1,220.38	1,220.38	204	20	480.77	28.20	143.75	143.75	(452.57)	1,398.40	1,398.40	-	(452.57)
8/30/2024	1,220.38	1,220.38	244	24	623.97	33.84	143.75	143.75	(590.13)	1,398.40	1,398.40	-	(590.13)
9/27/2024	1,220.38	1,220.38	228	23	566.69	32.43	143.75	143.75	(534.26)	1,398.40	1,398.40	-	(534.26)
10/30/2024	1,220.38	1,220.38	201	20	470.03	28.20	143.75	143.75	(441.83)	1,398.40	1,398.40	-	(441.83)
11/26/2024	1,220.38	1,220.38	243	24	620.39	33.84	143.75	143.75	(586.55)	1,398.40	1,398.40	-	(586.55)
12/30/2024	1,220.38	1,220.38	207	21	491.51	29.61	143.75	143.75	(461.90)	1,398.40	1,398.40	-	(461.90)
1/30/2025	1,318.59	1,317.90	212	21	509.41	29.61	143.75	143.75	(480.49)	1,468.32	1,468.32	-	(480.49)
2/27/2025	1,317.90	1,317.90	226	23	604.41	35.19	143.75	143.75	(569.22)	1,468.32	1,468.32	-	(569.22)
3/28/2025	1,317.90	1,317.90	189	19	461.59	29.07	143.75	143.75	(432.52)	1,468.32	1,468.32	-	(432.52)
4/29/2025	1,317.90	1,317.90	212	21	550.37	32.13	143.75	143.75	(518.24)	1,468.32	1,468.32	-	(518.24)
5/29/2025	1,317.90	1,317.90	197	20	492.47	30.60	143.75	143.75	(461.87)	1,468.32	1,468.32	-	(461.87)
6/27/2025	1,317.90	1,317.90	134	13	249.29	19.89	143.75	143.75	(229.40)	1,468.32	1,468.32	-	(229.40)
7/30/2025	1,317.90	1,317.90	142	14	280.17	21.42	143.75	143.75	(258.75)	1,468.32	1,468.32	-	(258.75)
	-	-	-	-	-	-	-	-	-	-		-	-
Totals	55,486.35	55,485.66	11,054	1,106	24,870.86	1,436.76	7,043.75	7,043.75	(23,434.79)	65,715.60	65,715.60	-	(23,434.79)

Reviewed By: ___________________________________ **Date:** _______________

D.

COUNCIL REPORT

☐ **Business Item** ☒ **Consent Agenda**

Needs Legal Review:	No
Meeting Date:	November 5, 2025
Agenda Item:	Usage Reimbursement 580 NE Spring Street
Presented By:	Jennifer Neil, Director of Finance

Action Required:
Approval of Usage Reimbursement for Account:1700 – 580 NE Spring Street in the amount of $23,434.79.

Motion for Business Item / Proposed Motion for Consent Agenda:
Move to approve the Usage Reimbursement for Account:1700 – 580 NE Spring Street in the amount of $23,434.79

Background of Issue:
Meter factor was changed in July 2021 in Springbrook Express software leading to an over charge for usage on account:1700. This particular account has an outstanding balance with the city for sewer repair, therefore we needed to confirm with legal of the options available to the city.

Explanation of Issue:
After receiving notice of an issue from Bingen, all accounts with Octave meters were checked. This account was noticed as having the meter factor changed on July 7, 2021, no note was posted in Springbrook only the audit trail listed the change to the meter factor. The meter factor added an extra zero to all meter readings in Springbrook Express Software. After reviewing the account and contacting Master Meter's support we were able to confirm that meter was being billed with the wrong meter factor starting back on July 2021. The meter factor was corrected August 14, 2025, in Springbrook Express software to correct the usage charge.

Council Options:
City Council has the following options available at this time:
1. Accept the Staff Recommendation and approve the Reimbursement.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for further work.
4. Take no action on this matter.

Fiscal Analysis:
There is currently enough room in fund 401 budget to absorb this reimbursement.

Recommendation of Staff/Committee:
Staff recommends that the City Council approve the Reimbursement

Follow Up Action:
No follow-up action is required.

File Attachments for Item:

E. Approval of Meeting Minutes – City Council Meeting 10.01.2025

E.

Draft

White Salmon City Council
MEETING MINUTES

October 1, 2025 – 6:00 PM
119 NE Church Ave and Zoom Teleconference

Attendance:

Council Members:	**Staff:**
Jason Hartmann	Marla Keethler, Mayor
Ben Giant	Kelly Hickok, City Attorney
Patty Fink	Erika Castro Guzman, City Clerk
Morella Mora	Jennifer Neil, Director of Finance and Operations
Excused:	Chris True, Director of Public Works
David Lindley	Mike Hepner, Police Chief

I. Call to Order, Land Acknowledgement and Presentation of the Flag (6:00 p.m.)

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

II. Roll Call (6:02 p.m.)

Moved by Ben Giant. Seconded by Jason Hartmann.

Move to excuse the absence of Council member David Lindley from the October 1 City Council meeting.

MOTION CARRIED 4-0

Giant – Aye, Fink – Aye, Hartmann – Aye, Mora – Aye.

III. Changes to the Agenda (None)

IV. Presentation

A. Hispanic Heritage Month (6:03 p.m.)

Mayor Marla Keethler began by noting that this was the Council's second meeting during Hispanic Heritage Month. Councilor Morella Mora shared that although she had hoped to bring in guest speakers, many were unavailable due to their involvement in immigration and Latino community work nationwide. As a result, Councilor Mora prepared and presented her own, with accompanying photographs.

In her presentation, Councilor Mora spoke about the agricultural workers who sustain the economy and community of the Columbia River Gorge. Washington State's agricultural sector employs over 120,000 workers at its peak, 98 percent of whom are Latino and 83 percent of Mexican descent. She emphasized that agriculture contributes $20 billion annually to Washington's economy, with $130 million coming from Klickitat County alone, making it the county's central economic engine. Mora highlighted that the health, safety, wages, and living conditions of farmworkers are closely tied to the overall wellbeing of the community.

Councilor Mora shared personal reflections from her first years in the Gorge, when she worked on an orchard on Underwood Mountain. Living alongside a Mexican family, Maria, Pedro, and their neighbor Don Santos, she experienced their generosity, community spirit, and hard work firsthand. She described these experiences as deeply formative, calling the farmworkers she met “among the kindest, most hardworking, and talented people” she has ever known.

Councilor Mora then told the story of Don Santos, her friend and mentor, who has worked in agriculture on Underwood Mountain for over fifty years. At 91 years old, he continues to work every harvest season. Known for his skill and dedication, Don Santos still prefers to work without gloves, saying he needs to “feel the fruit,” and attributes the strength of his hands to an old rancher’s trick he learned as a boy in Mexico, applying cow fat each night. Councilor Mora described him as a man of quiet wisdom and deep resilience, whose story reflects the spirit of many Latino farmworkers in the Gorge.

In closing, Councilor Mora expressed hope that the community will continue to recognize and support the farmworkers who have long sustained the region. She called on everyone to see them as essential and generative members of the community and to ensure that all who live and work in the Gorge feel safe, valued, and at home.

V. Public Comment (6:08 p.m.)
No members of the public provided comment.

VI. Consent Agenda (6:09 p.m.)

A. Approval of Change Order No. 1 – North Main-Spring Street Water Improvements

B. Approval of Small Works Contract with SMP

C. Approval of Meeting Minutes – Special Joint Council Meeting Minutes 09.10.2025, Council Meeting Minutes 09.17.2025, Special Council Meeting Minutes 09.24.2025, and Special Joint Council Meeting Minutes 09.24.2025.

D. Approval of Vouchers
Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 1st day of October 2025.

Type	Date	Beginning Check	Ending Check	
Claims	10/01/2025	24828	42860	$284,663.28
	10/01/2025	EFT	EFT	$17,354.85
			Claim Total	**$302,018.13**
Payroll	N/A			
			Payroll Total	**–**
Manual Claims	N/A			
			Manual Claim Total	**–**

Voided Checks		42826	42826	
		**42827 Used for Street Sweeper Purchase*		
			Voided Total	**–**
			Toal Vouchers	**$302,018.13**

Discussion: Councilor Patty Fink raised questions about the Dock Grade bike lane, noting her appreciation for the project but expressing safety concerns about placing the lane on the left side of the road instead of the right. She suggested consulting a WSDOT bike and pedestrian expert. Public Works Director Chris True explained the lane was placed on the left based on Association of Washington Cities (AWC) recommendation to avoid conflicts with the highway turn lane but said the placement could be reconsidered.

Councilor Fink also mentioned issues with falling rocks and debris in the lane, which make cycling hazardous. Director True noted rockfall warning signs have been added, and mitigation is being considered. Police Chief Mike Hepner reminded all that cyclists may legally ride in the travel lane if safer.

Moved Jason Hartmann. Seconded by Ben Giant.
Motion to approve Consent Agenda and Vouchers for $302,018.13.
MOTION CARRIED 4-0
Giant – Aye, Fink – Aye, Hartmann – Aye, Mora – Aye.

VII. Business Items

A. Ordinance 2025-09-1183 – WSMC 5.04 - Business Licenses (6:14 p.m.)

1. Presentation

Clerk Erika Castro Guzman introduced Ordinance 2025-09-1183, amending White Salmon Municipal Code Chapter 5.04 regarding business licenses. She presented the proposed updates, noting that under state law, the city must revise its ordinance for outside-city business licensing.

Key changes include that, effective January 1, 2026, businesses earning over $4,000 per year will be required to pay the city's licensing fee ($75 for new licenses, $50 for renewals). The threshold will be reviewed by the state every four years for inflation, with a 5% annual cap, and rounded to the nearest $100. Businesses below the threshold may continue to register for free, and the city has the option to set a higher threshold.

2. Discussion

Councilmember Patty Fink asked where the collected fees are directed. Mayor Keethler confirmed that the funds go into the city's general fund and are not marked for specific purposes.

Councilor Morella Mora asked whether all LLCs and home-based or consulting businesses earning over the threshold must obtain a license. Mayor Keethler confirmed this applies to any registered business operating within the city.

Councilor Mora noted that nonprofit organizations are required to obtain a license but are exempt from paying the fee if they provide proof of federal tax exemption; Clerk Castro Guzman confirmed this.

Councilor Fink added that businesses pay through the state's unified system, which automatically calculates city-level fees. Mayor Keethler concluded that the state integration simplifies the process for both large and small businesses through one-stop registration.

3. Action
Moved by Jason Hartmann. Seconded by Ben Giant.
Move to adopt Ordinance 2025-09-1183 regarding WSMC 5.04 – Business Licenses.
MOTION CARRIED 4-0
Giant – Aye, Fink – Aye, Hartmann – Aye, Mora – Aye.

VIII. Reports and Communications (6:18 p.m.)

1. Staff Reports

Police Chief Mike Hepner reported on the July 6, 2025, shooting outside the Family Mexican Restaurant in Bingen, WA. Evidence was found at the scene, and after a months-long investigation, a suspect was arrested on September 26 and booked into the Klickitat County Jail. Search warrants led to the recovery of a stolen firearm, other weapons, and narcotics. The investigation remains ongoing, with additional arrests expected. Chief Hepner thanked assisting agencies and community members for their support.

2. Council Member/Committee Reports

Councilor Patty Fink began by noting the passing of Jane Goodall, stating that it is a great loss and honoring her as an inspiration for generations of women in science. She then requested assistance from Clerk Erika Castro Guzman in locating a public letter about Oak Street to follow up with the sender, noting her interest in including Oak Street improvements in future budget priorities. Clerk Castro Guzman responded that written comments are available in the meeting calendar details and offered to forward the letter.

Councilor Fink also suggested a council discussion on proportionality, requested clarification on the pavement striping, the Community Roots Wellness Center, and inquired about updates to the police facility and the .09 Funding Application. Mayor Marla Keethler confirmed the police building was repainted, explained that NWRORP refers to Northwest Rural Partners, and outlined the waterline projects included in the city's .09 Infrastructure Funding Application.

Councilor Fink reiterated her request for a workshop on council governance protocols and procedures, expressing concern that the discussion had been delayed. Mayor Keethler stated the topic would be added to the October 15th agenda and clarified that related resolutions had been remanded to committee.

Councilor Morella Mora expressed appreciation for revisiting governance discussions, noting their importance for continuity and shared decision-making. She suggested holding separate sessions for these conversations to allow thoughtful discussion. Councilor Mora also announced two community events: an Allyship and ICE Verification Workshop on October 9th at the White Salmon Grange, and an End of Harvest Festival on October 18th at the Bingen Park celebrating local farmworkers.

Councilor Ben Giant closed by reminding everyone to cherish loved ones and not take time for granted, sharing that a family member had recently received a terminal diagnosis.

3. Mayor's Updates

Mayor Marla Keethler reported that most of her updates had been shared previously but highlighted progress on the Community Wellness Hub, located in the former Comprehensive Healthcare building. She noted that the project represents a strong collaborative effort and expressed hope that representatives would present to the council before year-end to share program details. Mayor Keethler also mentioned that staff would attend the upcoming state Snowball Event focused on winter preparedness and forecasting.

She reported meeting with the City of Bingen earlier in the week to review the interlocal agreement for shared police services, which is renewed every three years, and to preview the 2026 budget, which will come before council later in the fall. Mayor Keethler also clarified that the council rules and procedures resolution was presented on August 6 and confirmed it will return for discussion on the October 15 agenda.

In response to Councilor Patty Fink's question about ownership of the Community Wellness Hub building, Mayor Keethler stated that it was purchased by a private owner two years ago after Comprehensive Healthcare closed and that property details are available through the public property map.

IX. Executive Session (None)

X. Adjournment

The meeting was adjourned at 6:43 p.m.

Marla Keethler, Mayor	Erika Castro Guzman, City Clerk

File Attachments for Item:

A. 2026 Public Hearing - Property Tax Levy

COUNCIL REPORT

☒ **Business Item** ☐ **Consent Agenda**

Needs Legal Review:	Yes to form
Meeting Date:	November 5, 2025
Agenda Item:	2026 Public Hearing - Property Tax Levy
Presented By:	Jennifer Neil, Director of Finance & Operations

Action Required:
Hold a public hearing on 2026 revenue sources including the 2026 property tax levy, and to consider adoption of Resolution No 2025-11-631, declaring the City's intent to take the lawful 1% increase and include new construction in the 2026 levy.

Motion for Business Item / Proposed Motion for Consent Agenda:
I move to approve Resolution No 2025-11-631, declaring the City of White Salmon's intent to take the lawful 1% increase in the regular property tax levy and to include new construction in the 2026 levy calculation.

Background of Issue:
RCW 84.55.120 requires that the City hold a public hearing on revenue sources, including the property tax levy, before adopting the property tax resolution for the upcoming year. The hearing provides the public an opportunity to comment and ensures transparency in how the City funds essential services.

The Klickitat County Assessor's Office has released the 2026 estimated assessed valuation for the City of White Salmon at $736,799,134. Based on this valuation, the following applies:

DESCRIPTION	ESTIMATED AMOUNT
2025 REGULAR LEVY	$458,339.10
1% LEVY INCREASE	$4,583.39
NEW CONSTRUCTION ESTIMATE	$4,159.50
ESTIMATED 2026 TOTAL LEVY	**$467,081.99**

Inflation Index (Implicit Price Deflator – IPD)
For taxes levied in 2025 for collection in 2026, the IPD is 2.44%.

Under RCW 84.55.0101, taxing districts with a population of 10,000 or less are permitted to take up to a 1% increase regardless of the IPD value. Larger jurisdictions are limited to the lesser of 1% or the IPD unless they adopt a substantial need ordinance.

Explanation of Issue:
In the past, the City of White Salmon has not taken the allowable 1% annual property tax increase and has not banked capacity, resulting in a slower growth of property tax revenue relative to the cost of providing services.

Additionally, in the past, new construction was not always reported to the County Assessor timely. Meaning, newly occupied residences were not added to the City's tax base at the time they came online, therefore not paying into the public services utilized. This has further limited the City's long-term revenue capacity.

Taking the 1% increase in 2026 helps maintain the City's revenue capacity and service levels going forward, ensuring property tax growth keeps pace and supports fiscal stability.

It is important to recognize that all Washington cities operate under a state imposed structural deficit built into the property tax system.

Under RCW 84.55.0101, a city's regular property tax levy may only increase by 1% per year, regardless of inflation or population growth, unless a levy lid lift is approved. This statutory limit means that even when costs for salaries, materials, utilities, and insurance rise faster than 1% annually city revenues cannot keep pace.

Over time, this creates a widening gap between expenditure growth and revenue growth, requiring cities to either:

- Reduce Services
- Increase reliance on more volatile revenues
- Seek revenue increases

Taking the 1% increase each year is therefore not a "tax hike" in practical terms, it is a maintenance action that helps slow the erosion of the City's core revenue base and sustain services that residents expect.

Council Options:
City Council has the following options available currently:
1. Accept the Staff Recommendation to take the allowable 1% property tax increase
2. Revise the Staff Recommendation by selecting an alternative levy amount
3. Refer this issue back to staff for further work
4. Take no action on this matter

Fiscal Analysis:
Failure to certify the City's property tax levy to the Klickitat County Assessor by the statutory deadline of November 30th would not eliminate the City's property tax collection but would restrict it to the prior year's levy amount, resulting in a permanent loss of the 1% increase and new construction capacity for 2026.

Recommendation of Staff/Committee:
Approve the 1% increase and certify the levy

Follow Up Action:
Review of revenue sources and options available to the City and the 2026 Preliminary Budget.

A.

Department of Revenue Washington State

Ordinance / Resolution No. 2025-11-631

RCW 84.55.120

WHEREAS, the City of White Salmon City Council (Governing body of the taxing district) of Klickitat County (Name of the taxing district) has met and considered its budget for the calendar year 2026; and,

WHEREAS, the districts actual levy amount from the previous year was $ $462,922.49 (Previous year's levy amount); and,

WHEREAS, the population of this district is ☐ more than or ☒ less than (Check one) 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 (Year of collection) tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be $ $4,583.39 which is a percentage increase of 1 (Percentage increase) % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 5th day of November, 2025.

Marla Keethler, Mayor

Attest: Erika Castro-Guzman, Clerk

Approve to Form: Shawn Macpherson, City Attorney

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

For tax assistance, visit http://dor.wa.gov/content/taxes/property/default.aspx or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

A.

Billi Jean Bare
Klickitat County Assessor
205 S. Columbus Room 200 Goldendale, WA 98620
(509) 773-3715 or 1(800) 764-2235
Fax (509) 773-6397

TO: Klickitat County Taxing Districts
SUBJECT: Annual Budget Packet & Preliminary Values

It is that time of year again! To assist your district with your budgeting process, we have included a sheet with estimated preliminary district and new construction values along with last year's levy and state assessed values.

For your convenience we have included the Department of Revenue's most recent levy certification and ordinance/resolution forms. The levy certification form can help you ensure your district receives the maximum amount allowed. The figures on the included sheet are *PRELIMINARY* values only. The values certified during the levy process can be higher than these preliminary numbers due to an increase in state assessed, districts or new construction values at the time of certification. The ordinance/resolution form is used for your district to request the 1% increase from last year's certified levy or to increase to the districts highest lawful levy. ***If you desire your district to reach the maximum allowed, the amount on your levy certification page must be higher than the amount stated on your ordinance/resolution.***

Each district is allowed to recover some of the lost revenue, SSB 5705 allows you to levy for both the amount of taxes refunded and the amount of taxes cancelled or abated less the amount of supplemental taxes for the preceding twelve months. If you so choose, you can include this amount in the Refund Levy as part of your Levy Certification. These refund numbers are available from the Klickitat County Treasurer (509-773-4664).

Each year ALL Taxing Districts must certify their budgets or estimates to the county legislative authority on or before November 30 in accordance with RCW 84.52.020.
Please notify us before December 1, 2025 if you cannot meet the deadline. Please be aware, if your certified budget or estimate is not received by December 1, 2025, state statute (RCW 84.52.070) requires that the county assessor shall use no more than the certified levy amount from the previous year for the taxing district.

Last year's state assessed utility value has been used as an estimate for the preliminary values. Also note that taxable values are subject to change based on subsequent appeals to the Board of Equalization and exemption changes.

Please feel free to contact us if you require assistance completing or have questions about the certification forms, levy limit calculations, or ordinances/resolutions.

Jessica Byers Jessicaby@klickitatcounty.org
(509) 773-2307

Caitlin Cameron Caitlinp@klickitatcounty.org
(509) 773-2304

A.

LEVY BUDGET PACKET CHECKLIST

WE MUST HAVE ALL 4 ITEMS FOR ALL REGULAR TAXING DISTRICTS

☐ **Levy Certification**

This levy certification is required in accordance with RCW 84.52.020. The taxing district must certify its budget with the county legislative authority by November 30. This amount should be higher than the districts budgeted amount to ensure you can receive all funds available to your district

☐ **Ordinance Resolution (REV 64 0101)**

Taxing Districts must complete an Ordinance/Resolution in accordance with RCW 84.55.120 in order to increase this year's property tax revenue over the previous year. Otherwise, a taxing district can only increase its revenue through the addition of new construction, improvements to property, and any increase in the value of state-assessed property. If a taxing district wants to raise its levy amount, an Ordinance/Resolution, listing the dollar increase and percentage change in the levy from the previous year, must be submitted to the County Assessor's Office. Please note that some taxing districts that have chosen not to use the Department of Revenue form have had issues arise during their levy audits. We highly recommend using Department of Revenue forms.

☐ **Copy of District Budget**

The District Budget is one of the limitations on taxation, although there are other rules and laws that can limit the taxing district's rates.

☐ **District Personnel & Levy Contacts**

Please list on an additional sheet a list of all personnel and/or contacts, so that a current list is on file with our office.

1 ADDITIONAL FORM FOR REGULAR TAXING DISTRICTS WITH A POPULATION OF 10,000 OR GREATER

☐ **Substantial Needs Ordinance Resolution**
(To increase above the IPD, if the IPD is less than 1%)

COMPLETE PACKET AND SEND TO ASSESSOR'S OFFICE

☐ **Download & complete all necessary forms. The forms can be found on our website at www.klickitatcounty.gov --Assessor- Helpful publications & Forms**

☐ **Print final forms and obtain necessary signatures.**

☐ **Assemble full packet and submit to Assessor's Office by December 1.**

Mail to:

Klickitat County Assessor's Office
205 S. Columbus, Room 200
Goldendale, WA 98620

A.

District: City of White Salmon		
	Previous Years Levy Amount	**Maximum Lawful Levy since 1985**
	$458,339.10	$456,083.41
plus 1% increase	$462,922.49	$460,644.24
Estimated additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made	$4,159.50	$4,159.50
Estimated total Request		
	$467,081.99	$464,803.74
Estimated dollar amount increase	This Value is the difference between 1% of previous years levy minus the previous years levy	This Value is the difference betwee 1% of the max lawful levy minus the previous years levy without the 1%
	$4,583.39	$2,305.14
ESTIMATED Percentage increase over last years levy amount	using last years levy	using Max lawful levy
	1.000000000000%	0.502934203082%
Estimated total district value	$736,799,134.00	

Previous Year State Assessed	$4,618,906.00
Levy Real and Mobile Taxable Value	$712,704,146.00
Levy Personal & Structure Taxable Value	$19,476,082.00
Total Taxable	$732,180,228.00

If you should have any questions or concerns regarding the above numbers, please do not hesitate to contact our office.

A.

Department of Revenue Washington State

Ordinance / Resolution No. ________________

RCW 84.55.120

WHEREAS, the ____________________ (Governing body of the taxing district) of ____________________ (Name of the taxing district) has met and considered its budget for the calendar year ________; and,

WHEREAS, the districts actual levy amount from the previous year was $ ________________ (Previous year's levy amount); and,

WHEREAS, the population of this district is ☐ more than or ☐ less than 10,000; and now, therefore, (Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the ________ (Year of collection) tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be $ ____________ which is a percentage increase of ________ (Percentage increase) % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this ________ day of ________________, ________.

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

REV 64 0101e (w) (12/9/14)

A.

Department of Revenue
Washington State

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I ______ *(Name)*, ______ *(Title)*, for ______ *(District name)*, do hereby certify to the ______ *(Name of county)* County legislative authority that the ______ *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in ______ *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on ______ *(Date of public hearing)*.

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: ______________________ **Date:** ______________

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

A.

Department of Revenue Washington State

Form 64 0100

Reset form

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jennifer Neil *(Name)*, Director of Finance & Operations *(Title)*, for the City of White Salmon *(District name)*, do hereby certify to the Klickitat *(Name of county)* County legislative authority that the Council *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in 2026 *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on 11/5/2025 *(Date of public hearing).*

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	650,000.00	
Administrative refund amount		
Non-voted bond debt amount	551,512.00	
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Print form

Signature: ________________________________ **Date:** ___________________

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

38

File Attachments for Item:

A. Department Head Reports

A.

PLANNING DEPARTMENT

REPORT TO CITY COUNCIL

Date: October 29, 2025
By: Rowan Fairfield, City Planner

Current Planning

New Buildings Finalized in August 2025

- New Dwellings
  - 0 SFH
  - 0 ADUs
  - 0 Attached Homes (Rowhomes)
  - 0 Multiplex/Apartments
  - 0 Demolitions
  - 0 Net Total
- New Commercial/Mixed Use Buildings
  - 0

New Buildings Finalized in September 2025

- New Dwellings
  - 0 SFH
  - 0 ADUs
  - 0 Attached Homes (Rowhomes)
  - 0 Multiplex/Apartments
  - 0 Demolitions
  - 0 Net Total
- New Commercial/Mixed Use Buildings
  - 0

Master Planning

- Periodic Update is getting started. Applied for related grant funding available from WA Dept of Commerce.

Code and Ordinance Updates

- In progress: new Ordinance for moving the land use fee schedule to Resolution and adding a fire safety review fee (needed per the MOU with WKRFA)

Major Projects

- Bluff Connector Trail had its final open house on October 23. Now we're moving forward with the funding already secured, and looking to retain HHPR (the design/engineering firm) for the next phase.

Trainings

- Rowan is attending a training conference on November 6 about "Land Use Planning for Wildfires in Washington"

Collaboration Updates

- Klickitat County is updating their Comprehensive Plan. Their planning department has invited review and feedback from the city's Council and staff on how the Plan might affect our area, and also offered to make a presentation to Council if desired.

Department Head:	________
Clerk/Treasurer:	________
City Administrator:	________
Mayor:	________

COUNCIL REPORT

☐ **Business Item** ☐ **Consent Agenda**

Needs Legal Review:	No
Meeting Date:	November 5, 2025
Agenda Item:	Acceptance of Donation from Radcomp Technologies for Purchase of Small Unmanned Aircraft Sysem (sUAS)
Presented By:	Chief Mike Hepner, Police Department

Action Required:
City Council approval to accept a monetary donation from Radcomp Technologies to be used for the purchase of a small Unmanned Aircraft System (sUAS) to enhance department safety and public safety.

Proposed Motion for Consent Agenda:
Move to approve acceptance of a donation from Radcomp Technologies in the amount of $12,827 to support the purchase of a sUAS for Bingen-White Salmon Police Department.

Background of Issue:
Radcomp Technologies, a local business, has offered to donate $12,827 to the Police Department for the purpose of purchasing a sUAS. The sUAS will be utilized by the Police Department to improve officer safety and public safety. The City of White Salmon Public Works Department and Regional Fire Authority may also benefit from the sUAS availability.

Explanation of Issue:
The City currently does not own a sUAS. Acquisition of this equipment will enhance operational efficiency, public safety, and improve safety during field operations. The donation will cover the full purchase cost of the sUAS, associated accessories, and training, with no additional fiscal impact to the City. The police department currently has two FAA Part 107 certified drone pilots.

The sUAS has proven to be an extremely useful tool for first responders and is becoming a common tool for many agencies across the nation.

Council Options:
City Council has the following options available at this time:
1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Take No Action
5. Other action as desired by council.

Fiscal Analysis:
There are no financial implications. The sUAS purchase will be funded entirely through the donation provided by Radcomp Technologies.

Policy & Plan Implications:
This proposal aligns with existing City policies regarding acceptance of donations.

A.

Department Head:________
Clerk/Treasurer: ________
City Administrator:________
Mayor: ________

Recommendation of Staff/Committee:

Staff recommend that City Council accept the donation from Radcomp Technologies in the amount of $12,827 to purchase a sUAS for the Police Department operations.

A.

PUBLIC WORKS DEPARTMENT

Meeting Date: 11/05/2025
Presented By: Chris True- Public Works Director

Daily Operations / What's Happening:

- Water samples (all good)
- Alarms test, PH and Turbidity Meter Calibration
- Fall/Winter prep (clean catch basins, leaf's!!, St. sweeping, park & splashpad winterization, snowplow prep)
- Cut/Cap and abandoned 3" steel water main on loop
- Fixed leak 4" water main on Spring St.
- 1. Fixed leak 10" water main on Spring St.
- 2. Fixed leak 10" water main on Spring St.
- Fixed leak on water meter head on Green St.
- Fixed leak on water meter head on Simmons
- Fixed service line hit by contractor on Estes
- Helped Bingen with a water main repair that was hit by a contractor
- Replaced unknown ¾" service line with new 1" on Spring St.
- Contractor hit 8" sewer line in the intersection of Spring St.& Estes Ave.
- Chlorine pump rebuilds (looking into replacements)
- Dock grade railroad quiet crossing removed by a contractor (Unauthorized)
- DOH Reports filed
- Project loan reimbursements
- City Opts. Committee prep.& meeting
- Budget prep for 2026
- Finance support to correct passed years' errors
- Starting processes for hiring empty maintenance work position and soon to be Parks position
- Aerial annual inspection Bucket truck (passed)
- Downtown Halloween event prep
- Camera private sewer main line on Jewett Ln. to add customer with sewer flooding her basement
- Wabash sewer wet well adjustments to keep sewer from backing up in customer's line
- SCADA Issues (multiple unique issues)
- Working with developer on Jewett to identify utilities and utility conflicts for new 8" water main
- Snow removal contracts prep
- Street sigh repair on main

Current Projects:

- N. Main/Spring Street
- SWTP Roof Restoration
- Transmission Main Phase 2A
- Bluff Trail
- Dock Grade Chip Seal and restriping

- PW/WKRFA Shop mold mitigation
- LA Pump Replacements
- Intown Water main bundle project
- DOH required leak detection
- Federal Railroad Administration (FRA) required upgrades to Dock grade railroad quiet crossing
- PW move of IT equipment from RFA office space
- Redundant source of communication for WTP

Upcoming Projects:
- Posable TIB Street Church Ave.
- Transmission Main Phase 2B

Completed Projects:
- PW/WKRFA fire alarm and fire sprinkler repairs

Upcoming Trainings:
- Evergreen Rural water WDM 1 exam review (Dustin)

Completed Trainings
- Ryan Passed his WTPO 1 exam!!!!

Updates for the Community / Upcoming Events:
- Downtown festival of lights and tree lighting
- Ugly sweater fun run

Collaboration Updates (other jurisdictions/entities):
- Bingen
    - Repair water main hit by contractor
    - Let them borrow trench shoring for a deep-water leak repair
    - Interlocal review sewer
    - Interlocal review ERU sewer
    - Interlocal review water
    - Interlocal review Everybody’s brewing sewer
- DNR
    - Snow removal for buck creek rd.
    - Wildfire mitigation planning
- WDOT
    - Clear space for HWY 14 and Park and Ride
    - New crossing sighs on Jewett
- WKRFA
    - Shop mold mitigation
    - PW move of IT equipment from RFA office space
    - Wildfire mitigation planning