



White Salmon City Council Workshop and Meeting A G E N D A

January 04, 2023 – 5:30 PM

119 NE Church and Via Zoom Teleconference

Meeting ID: 870 8660 8380 Passcode: 849173

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

- I. **Work Session - 2023 Community of White Salmon Legislative Priorities (5:30pm)**
- II. **Call to Order, Presentation of the Flag and Roll Call (6:00pm)**
- III. **Changes to the Agenda**
- IV. **Consent Agenda**
 - A. Approval of Meeting Minutes - December 7, 2022 (will be provided before meeting)
 - B. Approval of Meeting Minutes - December 21, 2022 (will be provided before meeting)
 - C. Approval of Vouchers
- V. **Public Comment**

Any public in attendance at the meeting (either in person or via Zoom) will be provided 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. **Presentations**
 - A. Bridge Authority Presentation
- VII. **Business Items**
 - A. 2023 AWC Center for Quality Communities Scholarship Nomination
 1. Presentation and Discussion
 2. Action
 - B. Vacation Leave Carryover - Retroactive
 1. Presentation and Discussion
 2. Action
- VIII. **Reports and Communications**
 - A. Department Heads
 - B. Fire Service Task Force Update - Bill Hunsaker
 - C. Council Members
 - D. Mayor
- IX. **Executive Session (if needed)**
- X. **Adjournment**

File Attachments for Item:

A. 2023 AWC Center for Quality Communities Scholarship Nomination

1. Presentation and Discussion

2. Action

2023 AWC Center for Quality Communities Scholarship

Ella Zimmerman

Columbia High School
1455 NW Bruin Country Rd.
White Salmon, Washington 98672



"Fight for the things that you care about, but do it in a way that will lead others to join you." – Ruth Bader Ginsburg

2023 scholarship application

The AWC Center for Quality Communities (CQC) offers scholarships to graduating high school students. At the discretion of the CQC scholarship selection committee, scholarships may also be awarded to past CQC scholarship recipients who are continuing their education. Scholarship award amounts will be posted on the CQC website in November 2023. Student applications must be submitted to their respective city. City nominations must be submitted through the AWC Center for Quality Communities Scholarship website at cfqc.org no later than **January 13, 2023**.

Note: Application can be saved and completed as a fillable PDF.

1	First name: <u>Ella</u> Last name: <u>Zimmerman</u> Pronouns: <u>she/her</u>
2	Mailing address Street/P.O. Box: <u>P.O. Box 266</u> City: <u>Husum</u> State: <u>WA</u> Zip: <u>98623</u>
3	Best phone number to reach you: <u>[REDACTED]</u> Email: <u>[REDACTED]</u>
4	Current high school: <u>Columbia High School</u> If home-schooled, please check box: <input type="checkbox"/> If GED, please indicate date received: _____ Number of years attended <u>4</u>
5	Have you been accepted into an accredited post-secondary program or college for the fall of 2023 as of this submission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide institution name(s): <u>University of Northern Colorado, University of Montana, Western Washington University</u> If not, please indicate the name of the institution(s) you are applying to: <u>Whitman College, Loyola University New Orleans</u> Proof of student enrollment from the school is required prior to the release of funds .
6	Career goals (please be specific): <u>Obtain Bachelor of Music Performance and Master of Music: Jazz Studies</u> <u>Become a successful song writer and jazz performer</u> <u>Stay involved in my college and local community, giving back through music and as a volunteer</u>
7	Contact information of parent(s) or legal guardian(s) Name(s): <u>Jennifer Zimmerman</u> Address: <u>P.O. Box 266</u> City: <u>Husum</u> State: <u>WA</u> Zip: <u>98623</u> Primary phone: <u>[REDACTED]</u> Email address: <u>[REDACTED]</u>

Continue application →

Please describe your financial need. Include any financial aid you will receive and/or any circumstances that would help the committee understand your financial situation.

I have completed the FAFSA and am awaiting financial award letters from colleges. I likely do not qualify for pell grants. My mother will be helping me with transportation costs to and from college. I will be taking out college loans and applying for scholarships to pay for my college tuition and room and board. I have applied to in-state colleges to minimize my college debt, but my top college choices are Whitman College in Walla Walla and Northern Colorado University, which will require many scholarships to attend. I will continue to work during the summer months and have applied for work study at the colleges.

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List your city, community, and civic involvement activities. **(No additional materials will be accepted.)**

WAGAP Food Bank volunteer, 12 hrs Christmas Break 2022
White Salmon Backyard Half Marathon volunteer, 2019, 2022, registration and clean up
Gorge Girls Just Wanna Kite Fundraiser, Founder and Organizer, 2021 to present. (Instagram: gorge_girls_just_wanna_kite)
Columbia Gorge Wind and Water Association (CGW2), member, 2021 to present
Columbia Gorge Running Association, member, 2021 to present
Al Kader Shrine Band, member, 240 hours, 2019 to present, participate in ensemble practices and fundraising events
Kite for Cancer Event, raised \$500 and participated on Doug Sports kiteboard team, 2021, 2022
Columbia River Keepers, invasive species clean up event, June 2022
White Salmon Community Youth soccer, assistant coach, girls age 8-9, 2019

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List your school involvement and academic honors and awards. **(No additional materials will be accepted.)**

GPA: 3.978
Class Rank: 3 of 69
CHS Band President, 2022-2023
CHS Band Librarian, 2021-2022
Jazz and Concert Band, 9, 10, 11, 12th grades
Cross Country Varsity Team Captain, 10, 11, 12th grades
Cross Country Varsity 9, 10, 11, 12th grades
Cross Country MVP, 10, 11, 12th grades
Cross Country Girl's Team District 4 Champions, 2022, 12th grade
Cross Country State Championship, 2019 (129th place), 2021 (37th place), 2022 (32nd place)
Track and Field Varsity Team Captain, 10, 12th grades
Track and Field Varsity, 10, 11, 12th grades
Track and Field State Participant, 2022 in 4x4 Relay (3rd place), 100m, and 300m Hurdles
WIAA State Track Sportsmanship Award, 2022
Small band combo groups performing at community events, such as Band Booster Poinsettia sale, Santa's Breakfast, and Cafe de la Musique fundraisers, 2018, 2019, 2021, 2022
Yakima Valley Music Education Association Regional Solo Ensemble Contest, 2020, 1st runner up
CHS Student of the Month, Feb 2022
Honors Classes: AP U.S. History, Honors World History, Honors Geometry, Honors Algebra II, Honors Lang & Lit I & II, Advanced Comp & Lit I & II, AP English Literature and Composition

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Continue application →

Personal essay

Please write a concise essay in response to the following question. Please limit the length to 700 words or less.

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Good leaders can guide and help others through both good and challenging times. This requires high standards of responsibility, empathy, and cooperation. Share a leadership experience you've had in serving your community, school, or family that has helped you understand the perspectives, motivations, and desires of people different from you. How has this experience, along with your civics education, helped you become a more effective leader?

Sophomore team captains are not very common. This is true for any high school sport, unless there is a very charismatic sophomore or your team gets hit by COVID. My sophomore cross country season of 2020 was canceled because of COVID, so a few of us organized a small group to run together everyday throughout the fall and winter. It brought us out of the house and provided a little community in a time of social isolation. I believe the strong foundation of spirit and connection that we built during that time empowered the team for several years to come. We had become the heart of the team.

Coach Hannigan made me a team captain that year, and I continued leading throughout the rest of high school. Over the years, Hannigan and I built a relationship of trust and mutual respect. He trusted me to make decisions in leading the team and I trusted his opinion enough that I would talk to him about concerns I had for the team and myself, which he always heard with sincerity and thoughtfulness.

Leading a team does not come without its difficulties, especially senior year. Every senior gets hit by college essays, scholarship applications, and planning for the future, all the while maintaining grades. With the pressure of school and my best friend leaving for college, I struggled emotionally, which affected my ability to be an effective leader. I started showing up late for practice and leaning on my teammates for support. Hannigan noticed and told me I needed to start acting like a leader. It was a wake up call moment and it made me realize that I was losing my way. With his guidance, I was able to turn it around.

He showed me that a good leader sees multiple perspectives and is not afraid to help someone who cannot see beyond their own. I also learned that a sense of community can be a strong source of support, and even leaders need help when they lose their way. The girls team came together and we finished the season strong with the first Cross Country District 4 Championship title in our school's history.

In my experience at Columbia High School, girls and boys are given equal opportunities in sports. However, when I learned to kiteboard during the summer of 2020, I noticed equal opportunity is not afforded to women or those with less financial support. Most of the kids participating in local watersports were boys from privileged families. It bothered me that a very popular, local sport was not being enjoyed by an underrepresented group likely because of expenses. When school started in fall of 2021, I approached the principal of my high school to ask if I could start a kiteboarding club to promote interest for girls, but for liability reasons, the school does not allow clubs for watersports. Undeterred, I started a fundraising campaign to raise money for kiteboarding or winging lessons for girls. I networked with local businesses and private individuals and have received funds and gear to help local girls join the sport. I intend to continue to expand this campaign to bring more equality onto the water.

Everything I learn from my school, community, and the people around me inspires me to improve and explore ways I can help. Whether it is through music, sports, or community projects, I want to be a leader people can look to for inspiration, support, or friendship, and make this world a better place.

Aller Turner

Applicant checklist (Send completed application packet to city for consideration):

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- Completed application including essay (Section 11)
- Completed and signed release form
- Letter of recommendation from a nonrelative (such as a community leader, high school teacher, principal, or counselor).

Note:
 Must be in good academic standing.
 Must be eligible to graduate spring/summer 2023.

Statement of accuracy

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- I hereby affirm that all of the information provided above is true and correct to the best of my knowledge.
- I agree that the scholarship funds will be sent directly to the educational institution.
- I agree that if I don't use the funds awarded to me by May 31, 2024, they will be returned to the scholarship fund.
- I understand that if chosen as a scholarship winner, I must provide evidence of enrollment/registration at an accredited post-secondary institution of my choice before scholarship funds can be awarded.

Signature of scholarship applicant:

Ella Turner

Date:

12/27/22

Release and consent

The purpose of this form is to request permission to share your scholarship application with requesting Washington state academic institutions for the purpose of determining eligibility for other scholarship opportunities and to use your photo/image and name in our scholarship program materials, website, and/or social media as part of the AWC Center for Quality Communities.

If you or your parent or guardian wish to rescind this agreement and remove your information or photo, you may do so at any time in writing by sending a letter to the AWC Center for Quality Communities. Such rescission will take effect upon receipt by the AWC Communications department.

Nothing herein shall constitute any obligation on the part of the AWC Center for Quality Communities to make any use of any of the materials or rights granted.

Usage of photo/image and name

I grant permission for my (or my child's) photo/image and name to be used in connection with the AWC Center for Quality Communities scholarship program materials, website, and/or social media, including any and all uses of video and any portraits, still pictures, or other photographic reproductions and sound recordings in which I (or my child) may be portrayed.

Initials

JZ

Initials

JZ

Share information with academic institutions

I grant permission for my (or my child's) scholarship application to be shared with requesting Washington state academic institutions for the purpose of determining eligibility for other scholarship opportunities.

I do not grant permission for my (or my child's) scholarship application to be shared with requesting Washington state academic institutions for the purpose of determining eligibility for other scholarship opportunities.

I hereby grant permission and execute this release as of the date and year below.

Jennifer Zimmerman

Signature

Jennifer Zimmerman

Signature of parent or guardian (required for minors under 18 years of age)

Jennifer Zimmerman

Printed name

Mother

Relationship to minor

12/27/22

Date

Dear AWC Center Scholarship Committee,

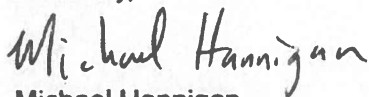
I have known Ms. Ella Zimmerman since she first joined our XC team as a 7th grade student at Henkle Middle School. Additionally, I also had the opportunity to be her 8th grade science teacher where she was an exceptional student. She served as a middle school XC team captain and then on the high school team, and has served as our team captain her sophomore, junior and senior seasons. As head coach of these teams, I can say she is an impressive athlete, but what sets her apart are her leadership, communications skills, and work ethic.

To begin with, Ms. Ella Zimmerman is an exceptional athlete and leader. She has earned the respect of our coaches and her teammates over the six years she has run for the White Salmon XC program. During our workouts, she leads by exemplifying proper form, technique, and effort. The results speak for themselves. She has earned a spot at the state meet every year. This year, I expect she will be returning to the state meet. As a leader, she looks out for her team and is always finding ways to help them. For example, she organized picnics and ice cream after practice to build the team's morale and sense of community. She proposed that we do a "trash run" to clean up our community, which was a huge success. She has volunteered at our community fun run every year and was a huge help making that event happen. On many occasions Ella has come to me to alert me of a difficulty a runner might be having even when it might be a sensitive situation. This showed great maturity and care. I often ask her to check up on athletes that are struggling with difficulties and offer her support. She does this with grace and thoughtfulness. The initiative and genuine care for the team is all done without fanfare or a desire to be patted on the back. Such quiet, humble leadership is a rarity. A coach could not ask for a better leader than Ella Zimmerman.

Ella Zimmerman is also a great communicator. I ask my team captains to take care of a variety of team communications throughout summer training and during the season. This involves coordinating rides, clarifying coaching expectations and supporting a variety of new runners to the XC team. She took charge of creating a team communication system and utilized it for updating the team. As a captain, she always handled this responsibility promptly, professionally, and with maturity. I have come to rely on her for such timely communications between myself and the team since most students don't check emails.

I give my highest recommendation for Ella Zimmerman. She is honest, thoughtful, hardworking, and compassionate. Any institution would be lucky to have her represent them. She will elevate those around her with her impressive and humble leadership.

Sincerely,



Michael Hannigan

Head Coach of Columbia Bruin XC and Teacher



File Attachments for Item:

B. Vacation Leave Carryover - Retroactive

1. Presentation and Discussion

2. Action



Department Head: [Signature]
 Clerk/Treasurer: [Signature]
 City Administrator: [Signature]
 Mayor: _____

CITY COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:
 Meeting Date:
 Agenda Item:
 Presented By:

Yes
 January 4, 2023
 2022 Vacation Leave Carryover
 Stephanie Porter, Clerk Treasurer

Action Required:

Authorize vacation leave carryover and buyout as specified.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to authorize vacation leave carryover and buyout as specified below.

Explanation of Issue:

We are asking for authorization to carryover and/or buyout for the following employees:

- | | |
|----------------|---|
| Jeff Cooper | Proposal to carryover 39.66 hours to be used by June 30, 2023. Due to staffing issues amongst Public Works staff, Jeff Cooper, in his capacity as Acting Public Works Operations Manager, has not had the opportunity to fully exercise his ability to take vacation time. |
| Troy Rayburn | Proposal to carryover 17.75 hours to be used by March 31, 2023. Troy began work with the city on October 24, 2022 and at that time per his contract was given 40 hours of vacation. Due to the many changes at City Hall since his hire date, he has not had the opportunity to fully exercise his ability to take vacation time. |
| Jeff Broderick | Proposal to carryover 25.65 hours to be used by March 31, 2023. Jeff began work with the city in September 2022 and at that time per his contract was given 40 hours of vacation. Due to the many changes at City Hall since his hire date, he has not had the opportunity to fully exercise his ability to take vacation time. |

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.

Recommendation of Staff/Committee:

Administration and staff recommend the city council authorize vacation leave carryover and buyout as proposed.

File Attachments for Item:

A. Department Heads



DEPARTMENT HEAD REPORT

Department: Finance / HR
Meeting Date: January 4, 2023
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- Daily reconciling of bank accounts; preparing for closing out the 2022 fiscal year
- Finance training with Cindy Jewell - End of the year accounts payable processing and Payroll end of the year processes. Authorizing access to necessary portals. This is Cindy's first year completing these tasks and she has kept an incredible attitude and has been flexible with the ongoing changes.
- Payroll processing and end of year requirements (leave accrual and system updates to prepare for the 2023 expenditure changes for wages and benefits)
- Utility Clerk training with Troy Rosenberg – Troy has an incredible attitude and I have been grateful for his patience as his training has taken a back burner to mine. He is always willing to take on a new task. His Public Works field experience has been particularly helpful when working with customers who have water service concerns. He also kept the front steps of city hall clear during our recent snowy and icy weather.
- Erika has been a great help training Troy Rosenberg for cash receipt and utility payment. During the transition, she stepped in and helped give him the necessary knowledge and support to be prepared for front desk operations.
- End of the year grant reimbursement filing.
- Existing contract extensions and renewals.

Current Projects:

- Mailboxes are on the way to be delivered 01.04.2023. Jeff Cooper has confirmed delivery. The postmaster has not confirmed any updates on the mail delivery route from USPS. I will follow up on this at the beginning of the new year.
- As promised by the mayor, we are actively looking for ways to save money on our O&M costs. Our Aramark rep has confirmed he will be notifying the billing department to begin combining the City Hall account/invoice with the Public Works account/invoice starting in January of 2023. Annually, this will save approximately \$500 in invoice minimum fees currently being charged weekly to the city hall invoice. This is a savings in the Current Expense Budget.
- Jan Brending is coming in on an as need basis to continue transferring over clerk treasurer operations to me. This includes grants, end of year reporting/taxes, authorizations for financial systems, etc...
- Job opening for Public Works Maintenance Worker 1 will be posted to the City Website and published in the local paper on January 4, 2023. First review of applicants will be on January 20, 2023.

Upcoming Projects:

- SCADA system upgrades are included in the 2023 budget for engineering, design, and construction. (\$394,725 allocated in Fund 418 Water Short Lived Asset and \$4,800 in the Fund 409 Wastewater Reserve.)
- The Public Works Director position description job posting will be finalized and advertised no later than January 15, 2023 with a goal of first round interviews by late March.

Updates for the Community / Upcoming Events:

- Tree Board Meeting – January 9, 2023
- Community Development Committee Meeting – January 19, 2023
- Personnel and Finance Committee Meeting – January 23, 2023



City of White Salmon Office of Public Works

Weekly report

Week of: 12/19--- 12/30/2022

Division: Public Works

Administration/Operations

Recent Activities

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Lots of vehicle maintenance issues between PW and police department.

Put all snow plowing equipment inside from the cold weather this helped out as we tried a new sanding application per the WSDOT. Red cinder rock with 100 gallons of Mag Chloride poured on top of the rock and spread it out. This by far has been the best for frozen/ice application melts the rock into the ice and creates a sandpaper effect.

Reviewed Anderson & Perry water standards with the PW Team

Ross, Ryan, and Jeff came in 12/24/22 @ 3:30 as the Sleet quit to cleanup the roads as they were pretty bad with all of us only took us 2 hours to hit just about every road.

12/25/22 had some concerned business owner on Jewett about flooding so Ross, Andrew and Jeff came in 4AM 12/27/22 to move all snow to center of Jewett and IV Material had 3 Loaders to remove and put at the west end of Jewett and Garfield.

12/27/22 was an eventful day starts out with SCADA issues all day and night Dock Grade valve that controls the flow to fill the reservoir isn't working properly and has to be manually open and closed this is going to potentially cause some overtime until the tech can get here hopefully the week of 1/2/22.

**PO Box 2139
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White Salmon, WA 98672**

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Fax: (509) 493-1231
Web Site: www.white-salmon.net**

So, we move on to the next SCADA issue which was the power outage that happened around 3:30 which we had to reboot both SCADA computers causing issue showing we had 2 empty reservoirs when in fact they were full. We received calls from dispatch of people out of water because the false level at the Childs reservoir. The cla-valve there was pinch closed not allowing water through. After many attempts finally got the water flowing manually. Then when power came back on roughly 5-6 hours later to find blown fuses for the level sensor for Childs reservoir replaced them and everything was good there. Back to the booster station to reset the pumps and finally everything was looking go so long day for us here at 4am home by 9-10pm. CANNOT STRESS THE IMPORTANCE OF REPLACEMENT OF THE SCADA THIS YEAR!

Next SCADA issue Troy Rayburn calls saying there is an audible alarm at Waubish sewer lift station, and can we check it out so again no alarm calling into the SCADA system just neighbors calling in. The alarm was the generator over cranked meaning it didn't start for some reason. Reset that and manually started so not sure really what happened there.

Also received a call the mailboxes should be here 1/4/22 they will be stored at the newly acquired maintenance building by the elementary school.

New Services

-

Water Leaks

- Childs overflowed from power outage
- Dock Grade overflowed because of faulty cla-valve

Issues/Needs

- Mapping GIS. **Coming 2023
- Valve maintenance program. ** GIS coming 2023
- Fire hydrant maintenance program. ** GIS coming 2023
- Water main flushing program.
- Manhole and sewer main maintenance program. **We Flush sewer manholes 2x year
- PRV & Air relief maintenance program. **GIS coming 2023
- Storm drain mapping and maintenance program. **Clean catch basins 2x year
- Asphalt and sidewalk maintenance program. **On going pothole maintenance
- Jewett Blvd Manhole repair or replacement. **Coming 2023
- Los Altos tank cleaning and painting. **Coming 2023
- Reservoirs cleaned and inspected. ** Looking for quotes
- Bucket Truck** waiting for funds to purchase

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DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: January 4th, 2023

Presented By: Chief Mike Hepner

For dates of 12/21-12/28/2022

Administration:

- WS Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting
A collaboration of community partners working together to better connect their services and better serve the community

Patrol Division:

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

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

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

- 14 of the 24 calls for service in this 1 week time frame were in White Salmon
- 2 Arrest were made in White Salmon, one for failing to register as a sex offender, one for a warrant for their arrest.
- Of the 1 Motor Vehicle Crashes 0 were in WS for this 1 week time frame
- As of December 28th 2022 we have had 1284 calls for service. This is compared to total calls for service through December 31st, 2021 were 1289 calls.



DEPARTMENT UPDATE

Department: Planning Department
Meeting Date: January 4, 2023
Presented By: Jeff Broderick, Planner

Short-term Rentals

Renewal notifications for STRs were sent out the week of December 27 and renewals are due no later than January 21, 2023.

The City of White Salmon can issue 123 residential short-term rental permits based on the city's code. The city anticipates 50 renewal applications (including 40 legacy permits) that will require a fire safety inspection by Bill Hunsaker prior to issuing the 2023 short-term rental permit.

As of 12/30/2022, the City currently has five short-term rental renewal applications pending.

Based on Granicus (Host Compliance) flagging listings as possibly non-compliant, the City has started to meet with non-compliant owners and have advised owners what remediation is required to come into compliance with City code and ordinances.

Planning Updates

Land use decisions have been made:

The City is starting to make headway on the backlog of land use decisions with a short plat in NE White Salmon being finalized and issued and we are working on others with multiple decisions being issued or heard by the Planning Commission in the first few weeks of 2023.

File Attachments for Item:

B. Fire Service Task Force Update - Bill Hunsaker



City of White Salmon Fire Department

Report December 2022

Responses:

We were called to 23 calls from December 1 to December 29, 11 in the city of White Salmon and 12 mutual/automatic aid to other agencies. 16 calls were medical assist, 4 fire related, 3 motor vehicle crashes and 2 others.

Drills:

We drill every Tuesday 6:30 pm to 8:30 pm. We are accepting applications for volunteers no experience necessary.

The community task force did not meet in December because of the holidays and inclement weather.

Respectfully submitted
Bill Hunsaker
Chief