



White Salmon City Council Meeting A G E N D A

June 17, 2026 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Zoom Meeting ID: 825 0832 2951

Call In: 1 253 215 8782 US (Tacoma)

I. Call to Order

- A. Land Acknowledgement Statement
- B. Pledge of Allegiance

II. Roll Call

III. Additions or Corrections to the Agenda

IV. Public Comment

Any member of the public attending the meeting, either in person or via Zoom, will have an opportunity to provide general public comment. No registration is required, and each speaker will be allowed up to three minutes. Written comments may also be submitted by emailing them to public.comment@whitesalmonwa.gov by Wednesday at 12:00 p.m. All submitted comments will be included in the Council packet and the official record.

V. Presentations

- A. Gorge Rides Program — Forth Empowered Mobility
- B. Heritage Month Presentation
- C. City Highlights with the Mayor

VI. Consent Agenda

- A. Confirmation of Mayor's Appointments — Appointments to Committees
- B. Confirmation of Mayor's Appointments — Appointments to the Planning Commission
- C. Change Order No. 3 — Tapani Inc. — Transmission Main Replacement Phase IIA
- D. Pay App No. 5 — Tapani Inc. — Transmission Main Replacement Phase IIA
- E. Pay App No. 12 — Ajax NW — N Main Spring Street
- F. Resolution 2026-06-648 — Credit-Purchasing Card Policy
- G. Resolution 2026-06-649 — Travel and Expense Policy
- H. Approval of Vouchers

VII. Reports and Communications

- A. Department Head Reports
- B. Council Member/Committee Reports

VIII. Executive Session (if needed)

IX. Adjournment



File Attachments for Item:

B. Confirmation of Mayor's Appointments — Appointments to the Planning Commission



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	No
Meeting Date:	June 17, 2026
Agenda Item:	Appointments to Planning Commission
Presented By:	Marla Keethler, Mayor

Action Required:
Confirm Planning Commission appointments ahead of upcoming term end dates

Motion for Business Item / Proposed Motion for Consent Agenda:
Motion to confirm Planning Commission appointments as presented

Explanation of Issue:

Three of the 5 Planning Commissioner terms end June 30, 2026. The city conducted outreach seeking applicants for the terms beginning July 1, 2026, and conducted an interview process. Two Commissioners with an expiring term were appointed mid-term, and applied to serve another term. After consulting with staff, I am recommending the following appointments:

Position 1: Nate Loker

Position 2: Adam Elliott

Position 5: Erika Price

Council Options:

City Council has the following options available at this time:

1. Confirm the PC appointments as presented.
2. Defer action and request additional information.
3. Take other action as desired by Council.

Fiscal Analysis:

There is no direct fiscal impact associated with confirming these PC appointments. Staff support for committees is an existing operational function.

Diversity Equity Inclusion & Stakeholder Analysis:

In filling the identified vacancies, consideration was given to representation, lived experience, and the value of bringing forward new perspectives, while also maintaining what is seen as valuable institutional knowledge on an active Planning Commission.

Recommendation of Staff/Committee:

It is recommended that City Council confirm the PC appointments as presented.

File Attachments for Item:

C. Change Order No. 3 — Tapani Inc. — Transmission Main Replacement Phase IIA



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

June 17, 2026

Agenda Item:

Approval of Change Order No. 3 – Transmission Main Replacement Phase IIA Project

Presented By:

Chris True, Public Works Director

Action Required:

Approval of Change Order No. 3 Transmission Main Replacement Phase IIA with Tapani Inc. not to exceed \$71,016.00.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Change Order No. 3 Transmission Main Replacement Phase IIA with Tapani Inc. not to exceed \$71,016.00.

Background of Issue:

The Transmission Main Replacement Phase IIA project was initiated to improve the reliability, capacity, and resiliency of the City's water transmission system. The project includes replacement of aging water infrastructure and construction of new transmission facilities necessary to support the City's existing and future water demands.

Construction is currently underway and includes installation of approximately 10,300 linear feet of 20-inch water transmission main, associated distribution system improvements, pressure reducing valve stations, service connections, and surface restoration. As with many large infrastructure projects, field conditions and operational needs encountered during construction occasionally require modifications to the original contract through the change order process.

Change Order No. 3 has been submitted for Council consideration to address additional work identified during construction and to facilitate completion of project-related activities.

Explanation of Issue:

This change order is to address the following items:

1. During installation of the 20-inch transmission main within Forester Lane, unforeseen roadway impacts were encountered that require additional roadway reconstruction. Work includes removal of the existing asphalt surface, reestablishment of roadway grade, construction of a 12-inch cement-treated base, and placement of 2 inches of hot-mix asphalt pavement between Acorn Lane and Wallace Road. The negotiated cost for this work is \$43,268.00 including sales tax.

2. At the City's request, the Contractor will perform demolition and removal work that was originally anticipated to be completed by City forces. Work includes removal and disposal of

approximately 375 linear feet of existing 14-inch steel water main, demolition and removal of two pressure reducing valve stations, demolition of associated vault structures, and site restoration. The negotiated cost for this work is \$24,748.00 including sales tax. The total change order amount is \$71,016.00, including sales tax. No change in contract time is associated with this change order.

Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the Change Order.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

Fiscal Analysis:

This project is funded through the Public Works Board (PWB). The total change order amount is \$71,016.00, increasing the total contract amount from \$5,419,609.52 to \$5,490,625.52.

Recommendation of Staff/Committee:

Staff recommends approval of Change Order No. 3 Transmission Main Replacement Phase IIA with Tapani Inc. not to exceed \$71,016.00.

Follow Up Action:

Upon Council approval, staff will process Change Order No. 3 in accordance with the project contract.

CHANGE ORDER

Change Order No.: 3

Date of Issuance: **June 8, 2026**
 Owner: **City of White Salmon, Washington**
 Contractor: **Tapani, Inc.**
 Engineer: **Anderson Perry & Associates, Inc.**
 Project: **Transmission Main Replacement Phase IIA**

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
3.1	Forester Lane Repairs		\$43,000.00
3.2	Removal of Pipe and Pressure Reducing Valve (PRV) Stations		\$23,000.00
Subtotal		\$0.00	\$66,000.00
Total, Increase Less Decrease		\$66,000.00	
Sales Tax (7.6%)		\$5,016.00	
Net Change in Contract Price for this Change Order		\$71,016.00	

JUSTIFICATION:

- 3.1 Both lanes of Forester Lane, between Acorn Lane and Wallace Road, required repairs due to unforeseen damage from the installation of the new 20-inch transmission main line within Forester Lane. Work shall include removal of the existing asphalt surface, reestablishment of roadway grade, construction of a 12-inch cement-treated base, and placement of 2 inches of hot-mix asphalt pavement, all in accordance with applicable City and County standards. Compensation for the Work includes all labor, equipment, materials, supervision, and incidentals necessary to complete the Work. The cost of this Change Order (CO) shall be a negotiated lump sum amount of \$43,000.00. Including applicable sales tax, the total CO amount is \$43,268.00. Additional Contract Time shall not be granted as a result of this CO.

- 3.2 At the Owner's request, the Contractor submitted a proposal to perform the demolition and removal work previously anticipated to be completed by City forces. Salvageable materials shall be stockpiled for collection and disposal by the City. Work shall include the removal and disposal of approximately 375 linear feet of existing 14-inch steel water main, demolition and removal of two PRV stations, demolition of associated vault structures, and backfilling of the facility in accordance with the Contract Documents and applicable specifications. Compensation for the Work includes all labor, equipment, materials, supervision, transportation, disposal, and incidentals necessary to complete the Work. The cost of this CO shall be a negotiated lump sum amount of \$23,000.00. Including applicable sales tax, the total CO amount is \$24,748.00. Additional Contract Time shall not be granted as a result of this CO.

The amount of the Contract will be (Decreased) Increased (Unchanged) for this Change Order by the sum of:	<u>\$71,016.00</u>
Total Contract Price prior to this Change Order:	<u>\$5,419,609.52</u>
The Contract Price incorporating this Change Order:	<u>\$5,490,625.52</u>
Contract Times prior to this Change Order:	
Date of Substantial Completion:	<u>November 16, 2026</u>
Date Ready for Final Payment:	<u>December 16, 2026</u>
The Contract period provided for Substantial Completion will be (Decreased) (Increased) Unchanged .	<u>0</u> days
Revised Date of Substantial Completion:	<u>N/A</u>
Revised Date Ready for Final Payment:	<u>N/A</u>

RECOMMENDED:

By: **Jay Peninger**
Engineer (if required)

Digitally signed by Jay Peninger
Date: 2026.06.08 16:04:28-07'00'

Name: Jay Peninger

Title: Project Manager

Date: 6/8/2026

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Name: _____

Title: _____

Date: _____

ACCEPTED:

By: **Randy Odhiambo**
Owner (Authorized Signature)

Digitally signed by Randy Odhiambo
DN: cn=US, e=RandyO@Tapani.com, ou=Tapani Inc.,
ou=Randy Odhiambo
Reason: I am approving this document
Date: 2026.06.08 16:20:41-07'00'

Name: Randy Odhiambo

Title: Project Manager

Date: 6-8-26

File Attachments for Item:

D. Pay App No. 5 — Tapani Inc. — Transmission Main Replacement Phase IIA

D.

CONTRACTOR'S APPLICATION FOR PAYMENT

Owner: City of White Salmon, Washington
Engineer: Anderson Perry & Associates, Inc.
Contractor: Tapani, Inc.
Project: Transmission Main Replacement Phase IIA

Application No.: 5 Application Date: 6/1/2026
Application Period: From 5/1/2026 to 5/31/2026

Table with 2 columns: Description and Amount. Rows include: 1. Original Contract Price (\$ 5,403,672.00), 2. Net change by Change Orders (\$ -), 3. Current Contract Price (Line 1 + Line 2) (\$ 5,403,672.00), 4. Total Work completed and materials stored to date (see attached) (\$ 3,822,185.26), 5. Retainage Withheld (N/A) (\$ -), 6. Retainage Paid (\$ -), 7. Sales Tax (7.6%) (\$ 290,486.08), 8. Liquidated Damages Withheld (\$ -), 9. Less Previous Applications for Payments (\$ 3,547,707.97), 10. Amount due this application (\$ 564,963.37)

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to 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 liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; (4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed; and (5) certified payroll forms are current and account for all applicable personnel.

Contractor

By (signature): Randy Odhiambo
Title: Randy Odhiambo
Date: 6/2/2026

Recommended by Engineer

By (signature): Jay Peninger
Title: Project Manager
Date: 6/8/2026

Approved by Owner

By (signature):
Title:
Date:

Progress Estimate						Contractor's Application for Payment					
Owner:		City of White Salmon, Washington									
Engineer:		Anderson Perry & Associates, Inc.									
Contractor:		Tapani, Inc.									
Project:		Transmission Main Replacement Phase IIA									
Application No.:		5		Application Period:		From 5/1/2026 to 5/31/2026		Application Date: 6/1/2026			
Bid Item No.	Description	Contract Information				Previous		This Period		Total to Date	
		Qty.	Unit	Unit Price	Value of Bid Item	Qty.	Amount	Qty.	Amount	Qty.	Amount
Original Contract											
1	Mobilization/Demobilization	All Req'd	LS	\$400,000.00	\$400,000.00	75%	\$300,000.00	0%	\$0.00	75%	\$300,000.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	\$250,000.00	\$250,000.00	80%	\$200,000.00	10%	\$25,000.00	90%	\$225,000.00
3	Trench Excavation Safety System	All Req'd	LS	\$75,000.00	\$75,000.00	80%	\$60,000.00	20%	\$15,000.00	100%	\$75,000.00
4	Potholing all Connections and Known Utility Crossings	All Req'd	LS	\$65,056.00	\$65,056.00	100%	\$65,056.00	0%	\$0.00	100%	\$65,056.00
5	Additional Potholing	40	HR	\$50.00	\$2,000.00	0	\$0.00	0	\$0.00	0	\$0.00
6	Cap Existing 14-In. Water Main	7	EA	\$1,200.00	\$8,400.00	0	\$0.00	0	\$0.00	0	\$0.00
7	Cap Existing 14-In. Water Main on SR 141 Alternate	All Req'd	LS	\$7,500.00	\$7,500.00	0%	\$0.00	0%	\$0.00	0%	\$0.00
8	CDF Placement	100	CY	\$375.00	\$37,500.00	0	\$0.00	0	\$0.00	0	\$0.00
9	Rock Excavation	1,800	CY	\$50.00	\$90,000.00	1,305	\$65,250.00	365	\$18,250.00	1,670	\$83,500.00
10	Foundation Stabilization	120	CY	\$75.00	\$9,000.00	0	\$0.00	0	\$0.00	0	\$0.00
11	Retaining Wall	30	CY	\$400.00	\$12,000.00	0	\$0.00	0	\$0.00	0	\$0.00
12	Gravity Wall	70	SF	\$85.00	\$5,950.00	0	\$0.00	0	\$0.00	0	\$0.00
13	Asphalt Removal	10,200	SY	\$0.50	\$5,100.00	8,160	\$4,080.00	2,040	\$1,020.00	10,200	\$5,100.00
14	Pavement Grinding	7,000	SY	\$5.50	\$38,500.00	2,940	\$16,170.00	2,100	\$11,550.00	5,040	\$27,720.00
15	Temporary Ashpalt Installation and Removal, 2-In. Thick	700	LF	\$28.00	\$19,600.00	350	\$9,800.00	0	\$0.00	350	\$9,800.00
16	Temporary Ashpalt Installation and Removal, 3-In. Thick	9,150	LF	\$17.00	\$155,550.00	7,320	\$124,440.00	1,830	\$31,110.00	9,150	\$155,550.00
17	Repair of Unmarked Storm Drain Line	5	EA	\$50.00	\$250.00	3	\$150.00	1	\$50.00	4	\$200.00
18	Repair of Unmarked Water Service Line	5	EA	\$50.00	\$250.00	3	\$150.00	1	\$50.00	4	\$200.00
19	Repair of Unmarked Irrigation System	20	EA	\$50.00	\$1,000.00	20	\$1,000.00	0	\$0.00	20	\$1,000.00
20	Asphalt Restoration, HMA Cl. 1/2-In. PG 64-28	4,800	TON	\$145.00	\$696,000.00	299.20	\$43,384.00	753.76	\$109,295.20	1052.96	\$152,679.20
21	Job Mix Compliance Price Adjustment	1	CALC	\$1.00	\$1.00	0	\$0.00	0	\$0.00	0	\$0.00
22	Compaction Price Adjustment	1	CALC	\$1.00	\$1.00	0	\$0.00	0	\$0.00	0	\$0.00
23	Cyclic Density Price Adjustment	1	CALC	\$1.00	\$1.00	0	\$0.00	0	\$0.00	0	\$0.00
24	Pavement Marking Restoration	All Req'd	LS	\$10,000.00	\$10,000.00	0%	\$0.00	0%	\$0.00	0%	\$0.00
25	Gravel Surfacing	6,550	SY	\$2.50	\$16,375.00	0	\$0.00	3,275	\$8,187.50	3,275	\$8,187.50
26	Erosion Control Matting	1,400	SY	\$4.00	\$5,600.00	0	\$0.00	0	\$0.00	0	\$0.00
27	Landscaping Restoration	750	SY	\$2.50	\$1,875.00	600	\$1,500.00	0	\$0.00	600	\$1,500.00
28	Agricultural Restoration	4,000	LF	\$3.00	\$12,000.00	3,200	\$9,600.00	0	\$0.00	3,200	\$9,600.00
29	4-In. Restrained DI Water Main, Class 350	100	LF	\$160.00	\$16,000.00	90	\$14,400.00	10	\$1,600.00	100	\$16,000.00
30	6-In. Restrained DI Water Main, Class 350	270	LF	\$105.00	\$28,350.00	281	\$29,505.00	0	\$0.00	281	\$29,505.00
31	8-In. Restrained DI Water Main, Class 350	870	LF	\$130.00	\$113,100.00	408	\$53,040.00	462	\$60,060.00	870	\$113,100.00
32	20-In. Restrained DI Water Main, Class 350	3,620	LF	\$310.00	\$1,122,200.00	3245	\$1,005,950.00	375	\$116,250.00	3,620	\$1,122,200.00
33	Installation 20-In. Restrained DI Water Main, Class 350 (Owner-provided)	6,720	LF	\$80.00	\$537,600.00	6,720	\$537,600.00	0	\$0.00	6,720	\$537,600.00
34	1-In. Service Line	920	LF	\$55.00	\$50,600.00	1,327	\$72,985.00	0	\$0.00	1,327	\$72,985.00
35	2-In. Service Line	3,280	LF	\$38.00	\$124,640.00	3,705	\$140,790.00	0	\$0.00	3,705	\$140,790.00
36	1-In. Service Line, Main Connection	12	EA	\$1,200.00	\$14,400.00	0	\$0.00	0	\$0.00	0	\$0.00
37	2-In. Service Line, Main Connection	8	EA	\$1,800.00	\$14,400.00	0	\$0.00	0	\$0.00	0	\$0.00
38	Service Line, Meter Connection	19	EA	\$500.00	\$9,500.00	0	\$0.00	0	\$0.00	0	\$0.00
39	Relocated Water Meter	19	EA	\$1,650.00	\$31,350.00	0	\$0.00	0	\$0.00	0	\$0.00
40	Connection to Existing 6-In. Water Main	2	EA	\$3,500.00	\$7,000.00	0	\$0.00	0	\$0.00	0	\$0.00

D.

Progress Estimate						Contractor's Application for Payment					
Owner:		City of White Salmon, Washington									
Engineer:		Anderson Perry & Associates, Inc.									
Contractor:		Tapani, Inc.									
Project:		Transmission Main Replacement Phase IIA									
Application No.:		5		Application Period:		From 5/1/2026 to 5/31/2026		Application Date: 6/1/2026			
Bid Item No.	Description	Contract Information				Previous		This Period		Total to Date	
		Qty.	Unit	Unit Price	Value of Bid Item	Qty.	Amount	Qty.	Amount	Qty.	Amount
41	Connection to Existing 12-In. Water Main	2	EA	\$5,000.00	\$10,000.00	0	\$0.00	0	\$0.00	0	\$0.00
42	Connection to Existing 14-In. Main at STA A1+05	All Req'd	LS	\$50,000.00	\$50,000.00	0%	\$0.00	100%	\$50,000.00	100%	\$50,000.00
43	Non-Potable Crossing, CDF	13	EA	\$1,450.00	\$18,850.00	10	\$14,500.00	3	\$4,350.00	13	\$18,850.00
44	Non-Potable Crossing, Casing Pipe	3	EA	\$12,500.00	\$37,500.00	0	\$0.00	0	\$0.00	0	\$0.00
45	2-In. Gate Valve	1	EA	\$1,000.00	\$1,000.00	1	\$1,000.00	0	\$0.00	1	\$1,000.00
46	4-In. Gate Valve	5	EA	\$1,300.00	\$6,500.00	5	\$6,500.00	0	\$0.00	5	\$6,500.00
47	6-In. Gate Valve	1	EA	\$1,800.00	\$1,800.00	1	\$1,800.00	0	\$0.00	1	\$1,800.00
48	8-In. Gate Valve	2	EA	\$3,500.00	\$7,000.00	1	\$3,500.00	1	\$3,500.00	2	\$7,000.00
49	20-In. Butterfly Valve, 150 psi	1	EA	\$11,500.00	\$11,500.00	0	\$0.00	1	\$11,500.00	1	\$11,500.00
50	20-In. Butterfly Valve, 250 psi	10	EA	\$13,000.00	\$130,000.00	10	\$130,000.00	0	\$0.00	10	\$130,000.00
51	1-In. Pressure Reducing Valve (PRV) and Box	4	EA	\$8,500.00	\$34,000.00	0	\$0.00	2	\$17,000.00	2	\$17,000.00
52	2-In. PRV and Box	3	EA	\$12,000.00	\$36,000.00	1	\$12,000.00	0	\$0.00	1	\$12,000.00
53	2-In. Combination Air and Vacuum Valve and Vault	1	EA	\$13,000.00	\$13,000.00	0	\$0.00	1	\$13,000.00	1	\$13,000.00
54	3-inch Combination Air and Vacuum Valve and Vault	2	EA	\$28,000.00	\$56,000.00	0	\$0.00	1	\$28,000.00	1	\$28,000.00
55	3-In. In-line Combination Air Vacuum Valve and Vault	1	EA	\$50,000.00	\$50,000.00	0	\$0.00	0	\$0.00	0	\$0.00
56	4-In. Combination Air and Vacuum Valve and Vault	2	EA	\$30,000.00	\$60,000.00	0	\$0.00	2	\$60,000.00	2	\$60,000.00
57	Fire Hydrant and Auxiliary Valve	2	EA	\$10,000.00	\$20,000.00	1	\$10,000.00	1	\$10,000.00	2	\$20,000.00
58	Bollard	8	EA	\$900.00	\$7,200.00	0	\$0.00	0	\$0.00	0	\$0.00
59	Blowoff Assembly and Auxiliary Valve	8	EA	\$3,500.00	\$28,000.00	3	\$10,500.00	5	\$17,500.00	8	\$28,000.00
60	Locate Wire Access Box	4	EA	\$550.00	\$2,200.00	0	\$0.00	2	\$1,100.00	2	\$1,100.00
61	Utility Marker	59	EA	\$200.00	\$11,800.00	20	\$4,000.00	9	\$1,800.00	29	\$5,800.00
62	Frost-free Yard Hydrant	2	EA	\$2,500.00	\$5,000.00	2	\$5,000.00	0	\$0.00	2	\$5,000.00
63	Water Sampling Station	1	EA	\$6,000.00	\$6,000.00	2	\$12,000.00	0	\$0.00	2	\$12,000.00
64	Temporary Water Service	All Req'd	LS	\$50,000.00	\$50,000.00	50%	\$25,000.00	0%	\$0.00	50%	\$25,000.00
65	Pressure Pipe Flushing, Testing, and Disinfection of 20-In. Water Main	All Req'd	LS	\$25,000.00	\$25,000.00	40%	\$10,000.00	0%	\$0.00	40%	\$10,000.00
66	Brislawn PRV Station	All Req'd	LS	\$115,000.00	\$115,000.00	50%	\$57,500.00	0%	\$0.00	50%	\$57,500.00
67	Forester PRV Station	All Req'd	LS	\$115,000.00	\$115,000.00	50%	\$57,500.00	0%	\$0.00	50%	\$57,500.00
68	Knoll Road PRV Station	All Req'd	LS	\$115,000.00	\$115,000.00	50%	\$57,500.00	0%	\$0.00	50%	\$57,500.00
69	Apprenticeship Incentive	1	CALC	\$5,000.00	\$5,000.00	0	\$0.00	0	\$0.00	0	\$0.00
70	Apprenticeship Penalty	1	CALC	\$1.00	\$1.00	0	\$0.00	0	\$0.00	0	\$0.00
Original Contract Totals					\$ 5,022,000.00		\$ 3,173,150.00		\$615,172.70		\$3,788,322.70
*Contract with Sales Tax (7.6%)					\$ 5,403,672.00						
Change Orders											
1-1	Sales Tax Increase 7.5% to 7.6% (informational only, *added to Contract)										
					\$5,022.00						
					\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Change Order Totals					\$0.00		\$0.00		\$0.00		\$0.00
Change Order with Sales Tax (7.6%)					\$0.00						

D.

Progress Estimate						Contractor's Application for Payment					
Owner:		City of White Salmon, Washington									
Engineer:		Anderson Perry & Associates, Inc.									
Contractor:		Tapani, Inc.									
Project:		Transmission Main Replacement Phase IIA									
Application No.:		5		Application Period:		From 5/1/2026 to 5/31/2026		Application Date: 6/1/2026			
Bid Item No.	Description	Contract Information				Previous		This Period		Total to Date	
		Qty.	Unit	Unit Price	Value of Bid Item	Qty.	Amount	Qty.	Amount	Qty.	Amount
Materials Stored to Date											
6	Cap Existing 14-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$2,992.00	\$2,992.00	100%	\$2,992.00	0%	\$0.00	100%	\$2,992.00
31	8-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$3,206.50	\$3,206.50	100%	\$3,206.50	-100%	(\$3,206.50)	0%	\$0.00
32	20-Inch Water Main - Assorted Materials and Fittings	All Req'd	LS	\$145,486.35	\$145,486.35	10%	\$14,548.64	-10%	(\$14,548.64)	0%	\$0.00
39	Relocate Water Meter - Assorted Materials and Fittings	All Req'd	LS	\$6,445.04	\$6,445.04	100%	\$6,445.04	0%	\$0.00	100%	\$6,445.04
42	Connect to Existing 14-Inch Main - Assorted Materials and Fittings	All Req'd	LS	\$27,180.30	\$27,180.30	100%	\$27,180.30	-100%	(\$27,180.30)	0%	\$0.00
54	3-Inch CAVV & Vault - Assorted Materials and Fittings	All Req'd	LS	\$21,141.04	\$21,141.04	100%	\$21,141.04	-50%	(\$10,570.52)	50%	\$10,570.52
56	4-Inch CAVV & Vault - Assorted Materials and Fittings	All Req'd	LS	\$33,942.23	\$33,942.23	100%	\$33,942.23	-100%	(\$33,942.23)	0%	\$0.00
59	Blowoff Assembly and Valve - Assorted Materials and Fittings	5	EA	\$332.81	\$1,664.05	2	\$665.62	-2	(\$665.62)	0	\$0.00
66	Brislawn PRV - Vault	All Req'd	LS	\$13,855.00	\$13,855.00	100%	\$13,855.00	0%	\$0.00	100%	\$13,855.00
Total Materials Stored to Date					\$255,912.51		\$123,976.37		(\$90,113.81)		\$33,862.56
Original Contract, Change Orders, and Materials Stored to Date											
Pre-tax Total					\$5,022,000.00		\$3,297,126.37		\$525,058.89		\$3,822,185.26
Sales Tax (7.6%)					\$381,672.00		\$250,581.60		\$39,904.48		\$290,486.08
Retainage (N/A)											
TOTAL					\$5,403,672.00		\$3,547,707.97		\$564,963.37		\$4,112,671.34

Percent of Contract Price Completed to Date 70.11%



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

June 17, 2026

Agenda Item:

Application for Payment No. 5 – Transmission Main Replacement Phase IIA with Tapani Inc.

Presented By:

Chris True, Public Works Director

Action Required:

Approval of Application for Payment No. 5 Transmission Main Replacement Phase IIA with Tapani Inc. in the amount of \$564,963.37.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Application for Payment No. 5 Transmission Main Replacement Phase IIA with Tapani Inc. in the amount of \$564,963.37.

Background of Issue:

The Transmission Main Replacement Phase IIA project is a critical component of the City's long-term water system reliability and resiliency improvements. The project includes installation of approximately 10,300 linear feet of 20-inch transmission main, distribution system improvements, pressure reducing valve stations, blowoff assemblies, service connections, and associated roadway and surface restoration. The project is funded through the Washington State Public Works Board. Construction is ongoing and remains a key component of the City's efforts to improve water system reliability, increase transmission capacity, and provide long-term infrastructure resiliency

Explanation of Issue:

This pay application covers work completed between May 1, 2026 and May 31, 2026. Work completed during this pay period includes continued installation of the City's water transmission system improvements, completion of the connection to the existing 14-inch water main at the manifold, installation of pressure reducing valve station components, air and vacuum valve assemblies, blowoff assemblies, temporary water service facilities, and ongoing roadway and surface restoration activities.

The contractor has completed approximately 70.11 percent of the total contract amount to date. Application for Payment No. 5 requests reimbursement in the amount of \$564,963.37 for eligible work completed during the pay period.

Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the Pay App.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

Fiscal Analysis:

This project is funded through the Washington State Public Works Board. The total payment request is \$564,963.37, increasing the total amount paid from \$3,547,707.97 to \$4,112,671.34. The project is currently 70.11 percent complete.

Recommendation of Staff/Committee:

Staff recommends approval of Application for Payment No. 5 Transmission Main Replacement Phase IIA with Tapani Inc. in the amount of \$564,963.37.

Follow Up Action:

Upon Council approval, staff will process Application for Payment No. 5 in accordance with the project contract and funding requirements.

File Attachments for Item:

E. Pay App No. 12 — Ajax NW — N Main Spring Street



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

June 17, 2026

Agenda Item:

Pay App No. 12 – Ajax NW – N Main / Spring Street Improvements

Presented By:

Chris True, Public Works Director

Action Required:

Approval of Pay App No. 12 Ajax NW – N Main / Spring Street Improvements not to exceed \$37,804.55.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Pay App No. 12 Ajax NW – N Main / Spring Street Improvements not to exceed \$37,804.55.

Background of Issue:

The North Main / Spring Street Water Improvements Project includes construction of a new booster pump station, water main improvements, water service replacements, fire hydrants, valves, and associated surface restoration. The project is funded through a Public Works Board loan and is currently nearing completion.

Explanation of Issue:

Pay Application No. 12 has been submitted by Ajax Northwest for work completed through June 15, 2026. Work completed during this payment period includes additional progress on the North Main Booster Pump Station and completion of remaining project items. The project is approximately 89 percent complete and the requested payment amount is \$37,804.55.

Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the Pay App .
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

Fiscal Analysis:

Funded through Public Works Board loan.

Recommendation of Staff/Committee:

Staff recommends approval of Pay App No. 12 Ajax NW – N Main / Spring Street Improvements not to exceed \$37,804.55.

Follow Up Action:

Upon approval, staff will process payment to the contractor.

E.

APPLICATION FOR PAYMENT NO. 12
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: June 15, 2026

1.	Original Contract Price	\$	2,134,634.44
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	129,858.15
3.	Current Contract Price (1 plus 2)	\$	2,264,492.59
4.	Total Work Completed and Materials On Hand to Date*	\$	1,940,254.50
5.	Retainage: 5%	\$	(97,012.74)
6.	Sales Tax: Sales Tax (7.6%)	\$	82,280.75
6.	Sales Tax: Sales Tax (7.7%)	\$	66,036.20
7.	Liquidated Damages	(\$	-)
8.	Less Previous Application for Payments	\$	1,953,754.16
9.	DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)	\$	37,804.55

* 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 6/10/26

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

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 6/10/2026

Anderson Perry & Associates, Inc.
ENGINEER
Digitally signed by Jay Peninger
Date: 2026.06.10 08:59:55-0700'
By: Jay Peninger

APPROVED by Owner:

White Salmon, Washington
OWNER

Dated _____

By: _____

Title: _____

E.

**APPLICATION FOR PAYMENT NO. 12
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS**

Date:

FROM: Ajax Northwest, LLC	
TO: White Salmon, Washington	
Date of Completion	Contract Amount
Original: April 27, 2026	Original Amount of Contract: \$ 2,134,634.44
Revised: May 1, 2026	Change Orders: (+ or -) \$ 129,858.15
On Schedule: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current Contract Amount \$ 2,264,492.59
	Date of Estimate
	From: May 16, 2026
	To: June 15, 2026

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Mobilization/Demobilization (10%)	All Req'd	LS	\$135,000.00	75%	\$101,250.00	0%	\$0.00	75%	\$101,250.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	26,000.00	90%	23,400.00	0%	0.00	90%	23,400.00
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	100%	5,000.00	0%	0.00	100%	5,000.00
5	Potholing All Connections and Known Utility Crossings	All Req'd	LS	10,000.00	100%	10,000.00	0%	0.00	100%	10,000.00
6	Additional Potholing	20	HR	500.00	62	31,000.00	0	0.00	62	31,000.00
7	Cap Existing Water Mains	7	EA	1,800.00	7	12,600.00	0	0.00	7	12,600.00
8	Remove Existing Valve Box	7	EA	500.00	7	3,500.00	0	0.00	7	3,500.00
9	Remove Existing Fire Hydrant	2	EA	500.00	2	1,000.00	0	0.00	2	1,000.00
10	Rock Excavation	100	CY	95.00	253.2	24,054.00	0	0.00	253.2	24,054.00
11	Asphalt Removal	2,100	SY	9.00	2,124	19,116.00	0	0.00	2,124	19,116.00
12	Concrete Sidewalk Removal and Restoration	6	SY	500.00	6	3,000.00	0	0.00	6	3,000.00
13	Concrete Curb Removal and Restoration	12	LF	300.00	12	3,600.00	0	0.00	12	3,600.00
14	Foundation Stabilization	80	CY	65.00	55.5	3,607.50	0.0	0.00	55.5	3,607.50
15	Repair of Unmarked Utilities	17	EA	500.00	2	1,000.00	0	0.00	2	1,000.00
16	Asphalt Surface Restoration	1,700	SY	60.00	175	10,500.00	0	0.00	175	10,500.00
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	260	5,720.00	0	0.00	260	5,720.00
20	Landscaping Restoration	2,070	SF	4.00	2,070	8,280.00	0	0.00	2,070	8,280.00
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	45	2,700.00	0	0.00	45	2,700.00
23	8-In. Water Main	1,070	LF	65.00	1,099	71,435.00	0	0.00	1,099	71,435.00
24	10-In. Water Main	16	LF	85.00	10	850.00	0	0.00	10	850.00
25	12-In. Water Main	1,945	LF	100.00	2,000	200,000.00	0	0.00	2,000	200,000.00
26	1-In. Water Service Line	800	LF	30.00	1,000	30,000.00	0	0.00	1,000	30,000.00
27	2-In. Water Service Line	60	LF	45.00	20	900.00	0	0.00	20	900.00
28	1-In. Water Service Connection, Main Line	32	EA	985.00	46	45,310.00	0	0.00	46	45,310.00
29	2-In. Water Service Connection, Main Line	4	EA	1,250.00	2	2,500.00	0	0.00	2	2,500.00
30	Water Service Connection, Existing Meter	33	EA	1,600.00	34	54,400.00	0	0.00	34	54,400.00
31	Relocated Water Meter	14	EA	1,600.00	14	22,400.00	0	0.00	14	22,400.00
32	Connection to Existing Water Line, < 4-In.	3	EA	1,800.00	3	5,400.00	0	0.00	3	5,400.00
33	Connection to Existing Water Line, 6-In.	2	EA	2,300.00	2	4,600.00	0	0.00	2	4,600.00
34	Connection to Existing Water Line, 8-In.	2	EA	2,800.00	2	5,600.00	0	0.00	2	5,600.00
35	Connection to Existing Water Line, 10-In.	3	EA	3,000.00	3	9,000.00	0	0.00	3	9,000.00

E.

**APPLICATION FOR PAYMENT NO. 12
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS**

Date:

Page 3 of 3

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		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	3	1,500.00	0	0.00	3	1,500.00
38	8-In. Gate Valve	7	EA	2,300.00	7	16,100.00	0	0.00	7	16,100.00
39	10-In. Gate Valve	1	EA	3,900.00	2	7,800.00	0	0.00	2	7,800.00
40	12-In. Gate Valve	9	EA	4,500.00	9	40,500.00	0	0.00	9	40,500.00
41	Water Sampling Station	1	EA	4,000.00	1	4,000.00	0	0.00	1	4,000.00
42	Fire Hydrant Assembly and Auxiliary Valve	5	EA	8,750.00	5	43,750.00	0	0.00	5	43,750.00
43	Fire Hydrant Extensions	5	FT	2,000.00	5	10,000.00	0	0.00	5	10,000.00
44	Bollards	8	EA	650.00	6	3,900.00	2	1,300.00	8	5,200.00
45	Temporary Water Line	All Req'd	LS	5,500.00	100%	5,500.00	0%	0.00	100%	5,500.00
46	North Main BPS	All Req'd	LS	1,000,000.00	90%	900,000.00	5%	50,000.00	95%	950,000.00
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						\$ 1,754,772.50		\$ 51,300.00		\$ 1,806,072.50
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	100%	\$3,100.00	0%	\$0.00	100%	\$3,100.00
Change Order No. 2										
2-1	Unlocated Sanitary Sewer Service Replacement	All Req'd	LS	13,500.00	100%	13,500.00	0%	0.00	100%	13,500.00
Change Order No. 3										
3-1	3-In. Asphalt Surface Restoration	1,500	SY	45.00	1,753	78,885.00	0	0.00	1,753	78,885.00
3-2	2-In. Asphalt Surface Restoration	350	SY	35.00	437.2	15,302.00	0	0.00	437.2	15,302.00
3-3	Coffer Dam in Spring Street Reservoir	All Req'd	LS	7,000.00	100%	7,000.00	0%	0.00	100%	7,000.00
Change Order No. 4										
4-1	Standby Time on December 1, 2025	All Req'd	LS	875.00	100%	875.00	0%	0.00	100%	875.00
4-2	Standby Time on December 2, 2025	All Req'd	LS	8,670.00	100%	8,670.00	0%	0.00	100%	8,670.00
4-3	Contract Days Suspension (Informational Only)									
Change Order No. 5 (Informational Only, *added to Contract)										
5-1	Sales Tax Increase 7.6% to 7.7%			1,005.65						
Change Order No. 6										
6-1	Additional Electrical Trenching	All Req'd	LS	6,850.00	100%	6,850.00	0%	0.00	100%	6,850.00
Total All Change Orders						\$ 134,182.00		\$ 0.00		\$ 134,182.00
Materials on Hand:										
		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
					Qty.	Amount	Qty.	Amount	Qty.	Amount
	Geary Pacific Supply (HVAC & Pump Controls)	All Req'd	LS	\$12,738.46	100%	\$12,738.46	-100%	(\$12,738.46)	0%	\$0.00
	ACI (Building Heater)	All Req'd	LS	1,765.00	100%	1,765.00	-100%	(1,765.00)	0%	\$0.00
Total Materials on Hand						\$ 14,503.46		\$ (14,503.46)		\$ 0.00
TOTAL WORK COMPLETED AND MATERIALS ON HAND						\$ 1,903,457.96		\$ 36,796.54		\$ 1,940,254.50

E.

SUMMARY			
	PREVIOUS	THIS PERIOD	TOTAL TO DATE
1. Amount Earned	\$ 1,903,457.96	\$ 36,796.54	\$ 1,940,254.50
2. Amount Retained 5%	\$ (95,172.91)	\$ (1,839.83)	\$ (97,012.74)
3. Sales Tax (7.6%) *Work Performed & Materials Purchased Prior to January 1, 2026	\$ 83,383.01	\$ (1,102.26)	\$ 82,280.75
4. Sales Tax (7.7%) *Work Performed & Materials Purchased After to January 1, 2026	\$ 62,086.10	\$ 3,950.10	\$ 66,036.20
5. Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due for Payment	\$ 1,953,754.16	\$ 37,804.55	\$ 1,991,558.71
Amount Due for Payment this Estimate		\$ 37,804.55	
Estimated % Job Completed:	<u>89%</u>		

File Attachments for Item:

F. Resolution 2026-06-648 — Credit-Purchasing Card Policy



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: No
 Meeting Date: 6/17/26
 Agenda Item: Resolution 2026-06-648 - Credit/P-Card Policy
 Presented By: Jennifer Neil, Dir. Of Finance & Operations

Action Required:

Approve the consent agenda

Background of Issue:

The City's Purchasing Card Policy was last updated in 2016. Since that time, purchasing practices, technology, online procurement, operational needs, and the City's audit environment have evolved significantly.

During the City's 2022-2023 Washington State Auditor's Office (SAO) audit process, the City received exit recommendations related to purchasing card controls and documentation practices. Specifically, the SAO identified concerns related to incomplete supporting documentation for certain purchases, missing receipts, transactions lacking sufficient documented review and approval, and purchases that would have been more appropriately processed through reimbursement procedures.

While these items did not rise to the level of a formal accountability audit finding, they highlighted opportunities for the City to strengthen internal controls, documentation procedures, reconciliation practices, and purchasing oversight.

Additionally, the City's broader audit environment has emphasized the need for more formalized financial procedures, clearer segregation of duties, stronger review and reconciliation processes, consistent documentation standards, and modernized administrative policies aligned with current best practices.

This updated policy is intended to proactively address those concerns while preserving operational functionality for departments.

Explanation of Issue:

Staff recognizes that purchasing cards have historically been viewed not only as operational tools, but also as a reflection of departmental autonomy and employee trust. The intent of this policy update is not to diminish employee value, professionalism, or operational importance. Rather, the update reflects the City's responsibility to modernize financial controls, improve consistency across departments, strengthen audit readiness, and align operational practices with evolving municipal finance standards and State Auditor expectations.

The updated policy is intended to preserve necessary operational flexibility while establishing clearer, more consistent, and sustainable organizational standards moving forward.

The proposed policy reflects a modernization of the City's purchasing card program and internal controls, not an elimination of operational purchasing capability. The intent of the update is to establish clear, sustainable, and defensible procedures that protect employees, supervisors, elected officials, and the City while maintaining the operational functionality necessary to effectively provide municipal services.

The proposed policy modernizes the City's purchasing card program by:

- Reducing the number of active cardholders;
- Transitioning toward department operational cards and director-level cards;
- Strengthening documentation and reconciliation requirements;
- Establishing clearer approval and review responsibilities;
- Clarifying allowable and prohibited uses;
- Improving controls surrounding travel-related purchases;
- Formalizing department card custody requirements;
- Establishing independent administrative review procedures;
- Clarifying treatment of cash rebate and rewards programs; and
- Aligning the purchasing card program with the City's procurement, travel, reimbursement, and internal control policies.

The updated policy also recognizes the operational realities of a small rural municipality and intentionally preserves flexibility for legitimate operational and emergency purchasing needs.

Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

Fiscal Analysis:

The updated policy is not anticipated to create a significant direct fiscal impact. The policy is expected to improve administrative efficiency, reduce organizational risk, improve audit readiness, reduce potential future audit findings or recommendations, and maintain the financial benefits associated with the City's purchasing card rebate program.

Recommendation of Staff/Committee:

Staff has presented the policy to the Personnel & Finance Committee, the recommendation is to adopt of the updated Purchasing Card (P-Card) Policy to modernize the City's purchasing card program, strengthen internal controls, improve audit readiness, and align City practices with current municipal finance best practices and operational needs.

RESOLUTION 2026-06-648

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON, ADOPTING THE CITY OF WHITE
SALMON CREDIT / PURCHASING CARD (P-CARD) POLICY.**

WHEREAS, the City Council recognizes the importance of maintaining strong internal controls, accountability, transparency, and stewardship over public funds; and

WHEREAS, the City utilizes purchasing cards as an operational tool to support efficient municipal operations, emergency responsiveness, procurement continuity, and authorized business expenditures; and

WHEREAS, the City desires to establish clear policies governing the issuance, use, reconciliation, oversight, and administration of City-issued purchasing cards; and

WHEREAS, the proposed Credit / Purchasing Card (P-Card) Policy has been developed to strengthen internal controls, improve audit readiness, support compliance with applicable laws and regulations, and align with municipal best practices and the expectations of the Washington State Auditor’s Office; and

WHEREAS, the City Council finds that adoption of the Credit / Purchasing Card (P-Card) Policy is in the best interest of the City and its residents;

NOW, THEREFORE, be it resolved by the City Council of the City of White Salmon:

Section 1. The City of White Salmon Credit / Purchasing Card (P-Card) Policy, attached hereto as **Exhibit A** and incorporated herein by this reference, is hereby adopted as official City policy.

Section 2. The Director of Finance & Operations is authorized to establish administrative procedures, forms, workflows, and internal controls necessary to implement the policy consistent with applicable law and City policy.

Section 3. This resolution shall take effect immediately upon adoption.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 17 day of June 2026.

CITY OF WHITE SALMON, WASHINGTON

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Erika Castro Guzman, Clerk

Shawn MacPherson, City Attorney



CITY OF WHITE SALMON

Credit / Purchasing Card (P-Card) Policy

1. Purpose

The purpose of this policy is to establish internal controls, responsibilities, and procedures governing the use of City-issued purchasing cards (“P-Cards”) to ensure public funds are expended appropriately, efficiently, and in accordance with applicable law, adopted City policy, budget authority, grant requirements, and audit standards.

The City recognizes that purchasing cards are an important operational tool that improve efficiency, emergency responsiveness, procurement continuity, and the City’s ability to conduct day-to-day municipal operations, particularly within a small rural community where traditional vendor credit arrangements may not always be available or practical. Purchasing cards also allow the City to streamline purchasing activity, reduce administrative processing time, respond quickly to operational needs, and realize financial benefits such as cash rebate programs.

At the same time, purchasing card usage carries an elevated responsibility for accountability, documentation, transparency, and stewardship of public funds. As part of the City’s ongoing efforts to strengthen internal controls, improve audit readiness, reduce organizational risk, and align financial practices with recommendations and expectations of the Washington State Auditor’s Office, Government Finance Officers Association (GFOA), and municipal best practices, the City has updated and modernized its purchasing card program and associated procedures.

The City has also undertaken this update as part of broader organizational efforts to strengthen audit readiness, modernize financial policies, and address evolving internal control expectations identified through recent audit and operational reviews.

The City acknowledges that prior purchasing card practices evolved over time based on operational necessity and staffing realities. The intent of this policy is not to unnecessarily restrict employees from performing their work duties, but rather to establish a clear, consistent, and sustainable framework that:

- Maintains operational flexibility while improving accountability;
- Clarifies allowable purchasing practices and approval expectations;
- Reduces organizational and employee risk associated with unclear procedures;



CITY OF WHITE SALMON

- Strengthens documentation and reconciliation standards;
- Reduces the number of active cardholders while preserving departmental operational capability;
- Improves consistency across departments;
- Supports compliance with audit and internal control standards;
- Protects employees, supervisors, and the City through clearly defined expectations; and
- Aligns purchasing card usage with the City's procurement, travel, reimbursement, and financial policies.

The City further recognizes that strong internal controls are not intended to imply distrust of employees, but rather are a standard and necessary component of responsible public sector financial management designed to protect employees, elected officials, and the public interest alike.

2. Scope

This policy applies to:

- All City employees issued a purchasing card;
- Any employee utilizing a department purchasing card;
- All City departments utilizing purchasing cards; and
- All transactions processed using a City-issued purchasing card.

This policy applies to both physical and virtual purchasing cards issued in the name of the City.

3. Administration

The Director of Finance & Operations shall administer the City's purchasing card program and is authorized to:

- Issue and revoke cards;
- Establish card limits;
- Approve or deny card requests;
- Establish administrative procedures;
- Monitor compliance;



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- Conduct periodic reviews and audits; and
- Suspend card privileges for policy violations.

The Director of Finance & Operations may establish administrative procedures, forms, workflows, internal controls, and guidance necessary to implement this policy consistent with applicable law, adopted City policy, budget authority, and audit requirements.

4. Card Types

The City may issue the following types of purchasing cards:

A. Individual Cards

Cards assigned to Department Directors, Department Heads, and designated supervisory employees whose operational responsibilities require authorized purchasing or travel on behalf of the City.

B. Department Cards

Shared department cards assigned to a department and controlled by a designated custodian.

C. Emergency Cards

Cards maintained for emergency response, disaster operations, or urgent operational needs.

D. Virtual or Vendor-Specific Cards

Cards established for recurring online purchases, subscriptions, software licensing, or approved vendors.

5. Authorized Cardholders

Purchasing cards shall only be issued where a demonstrated operational need exists.

The City's intent is to minimize the number of active cardholders while maintaining operational efficiency and necessary departmental operations.

Generally, purchasing cards shall be limited to:

- Department Directors;



CITY OF WHITE SALMON

- Designated supervisory staff;
- Authorized department operational cards;
- Police officers with operational fuel and transport responsibilities; and
- Emergency or specialty cards.

Possession of a purchasing card is a privilege, not an entitlement.

The City recognizes that certain operational roles, including police officers conducting prisoner transport, emergency response, field operations, or extended travel outside City limits, may require individual purchasing card access to support continuity of operations and employee safety.

6. Allowable Uses

Purchasing cards may only be used for official City business and authorized public purposes.

Examples of allowable purchases include:

- Operational supplies and materials;
- Public works field purchases;
- Emergency purchases;
- Fuel and vehicle-related expenses;
- Software and subscription services;
- Conference and training registration;
- Lodging and authorized travel expenses;
- Maintenance parts and equipment;
- Office supplies;
- Online purchases from approved vendors; and
- Purchases where traditional invoicing is unavailable or impractical.

The City recognizes that certain operational purchases, including public works material purchases, may involve larger dollar amounts due to the nature of municipal operations.

7. Prohibited Uses

Purchasing cards shall not be used for:

- Personal purchases of any kind;



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- Cash advances;
- Alcoholic beverages;
- Gift cards or stored value cards;
- Split purchases intended to circumvent procurement thresholds or card limits;
- Purchases prohibited by state law or City policy;
- Purchases lacking a legitimate public purpose;
- Employee-specific expenses that should properly be processed through reimbursement or payroll unless specifically authorized;
- Sales tax when exempt status may legally be utilized;
- Purchases for family members or non-City individuals; or
- Political or campaign-related expenditures.

Unauthorized purchases are the personal responsibility of the employee.

8. Travel-Related Purchases

Travel-related purchasing card use shall comply with the City Travel Policy.

Authorized City credit cards and p-cards may be utilized for approved official travel expenses including:

- Lodging;
- Conference or training registration fees;
- Airfare;
- Parking and tolls;
- Rideshare/taxi/shuttle expenses;
- Fuel for City vehicles;
- Internet charges required for official business;
- Other approved operational travel expenses.

Whenever practical, official travel expenses should be paid directly by the City through authorized card usage to reduce employee out-of-pocket costs.

Not Authorized Travel-Related Purchases

The following travel-related expenses shall generally not be charged to City-issued credit cards or p-cards:



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- Employee meals, which shall be reimbursed through the City's meal per diem process in accordance with the City Travel Policy; and
- Personal travel expenses.

Employees may not receive both meal per diem reimbursement and direct City-paid reimbursement for the same meal or meal period.

9. Department Cards

Department cards shall:

- Be assigned to a department;
- Have a designated custodian;
- Be securely stored when not in use; and
- Utilize a sign-out or tracking process when shared among employees.

The department custodian is responsible for:

- Monitoring use of the card;
- Maintaining transaction documentation;
- Ensuring timely reconciliation; and
- Reporting misuse immediately.

10. Spending Limits

The Director of Finance & Operations shall establish:

- Single transaction limits;
- Monthly credit limits;
- Merchant category restrictions; and
- Other administrative controls deemed necessary.

Limits may vary based on operational need.

Temporary increases may be approved for:

- Emergency operations;
- Major purchases;
- Conferences or travel;



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- Capital project activities; or
- Time-sensitive operational needs.

11. Procurement Compliance

Use of a purchasing card does not exempt purchases from:

- City procurement requirements;
- Competitive purchasing requirements;
- Federal procurement requirements;
- Public works bidding requirements;
- Grant funding restrictions; or
- Budget appropriations.

Cardholders are responsible for ensuring compliance with all applicable purchasing requirements prior to making a purchase.

12. Receipts and Documentation

Cardholders shall submit:

- Itemized receipts;
- Supporting invoices or confirmations;
- Business purpose documentation; and
- Any additional information required by Finance.

Documentation must clearly identify:

- What was purchased;
- Business purpose;
- Date of purchase;
- Vendor name; and
- Applicable project, grant, or fund if required.

Credit card slips alone are insufficient documentation unless no other receipt exists.

Employees shall submit documentation in accordance with administrative procedures established by Finance.



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13. Missing Receipts

If a receipt is lost or unavailable, the cardholder shall complete a [Missing Receipt Affidavit](#) form explaining:

- The purchase;
- The business purpose; and
- Why the receipt is unavailable.

Repeated missing receipts may result in suspension or revocation of card privileges.

14. Reconciliation and Review

All purchasing card transactions shall be reconciled monthly by completing the monthly [reconciliation sheet](#) and submission of supporting records.

Cardholders are responsible for timely submission of:

- Receipts;
- Travel documentation;
- Conference or registration documentation;
- Lodging receipts;
- Business purpose explanations; and
- Any required reconciliation forms.

The City utilizes a meals-only per diem structure for employee meal reimbursement in order to reduce administrative burden and documentation gaps associated with itemized meal receipt collection while maintaining reasonable spending controls and audit compliance.

Cardholders shall review and acknowledge the accuracy and business purpose of all monthly transactions.

The cardholder's supervisor or Department Director shall review transactions for appropriateness, compliance with City policy, and operational necessity.

Finance staff shall perform an independent administrative and financial compliance review prior to payment and reconciliation finalization.

15. Approval Requirements



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No employee may approve their own purchasing card transactions.

Approvals shall generally occur as follows:

Cardholder	Reviewer
Employee	Department Director
Department Director	Director of Finance & Operations or Mayor
Director of Finance & Operations	Mayor
Mayor	Director of Finance & Operations or Personnel & Finance Committee Chairman

The Director of Finance & Operations’ review of Mayor-issued purchasing card transactions is intended solely to verify compliance with applicable City policies, budget authority, documentation requirements, and State Auditor internal control standards, and shall not be construed as supervisory authority over the Office of the Mayor.

In circumstances where separation of duties requires an alternate reviewer, the Mayor may designate another administrative reviewer consistent with the City’s adopted internal control procedures.

Nothing in this policy shall be interpreted as granting operational purchasing authority to the City Council or City Council committees except as otherwise required by law, ordinance, or formally adopted budget appropriations.

16. Cash Rebates and Rewards

Any rebates, rewards, incentives, or cash-back benefits generated through City purchasing card activity are the property of the City and shall be deposited into an appropriate City fund in accordance with City financial procedures.

Employees may not personally benefit from City purchasing card rewards programs.

17. Sales Tax Exemption

The City shall pay applicable sales tax in accordance with Washington State law.



CITY OF WHITE SALMON

Questions regarding tax applicability or exemption status should be directed to the Finance Department prior to purchase whenever practicable.

18. Lost, Stolen, or Compromised Cards

Cardholders shall immediately notify:

1. Their supervisor; and
2. Finance staff

upon discovery of a lost, stolen, or compromised card.

Failure to promptly report issues may result in disciplinary action.

19. Card Suspension or Revocation

The City may suspend or revoke purchasing card privileges at any time for:

- Policy violations;
- Failure to submit documentation;
- Improper purchases;
- Repeated late reconciliations;
- Budget violations;
- Misuse of public funds;
- Employment separation; or
- Operational changes.

20. Violations and Misuse

Improper use of a purchasing card may result in:

- Repayment to the City;
- Loss of card privileges;
- Disciplinary action;
- Payroll deduction where authorized by law; or
- Criminal prosecution where applicable.

Intentional misuse of public funds may constitute fraud or theft under Washington law.

21. Records Retention



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Purchasing card records shall be retained in accordance with:

- Washington State records retention requirements;
- State Auditor's Office requirements; and
- Applicable grant or federal retention requirements.

22. Administrative Authority

The Director of Finance & Operations may establish administrative procedures, forms, workflows, internal controls, and guidance necessary to implement this policy consistent with applicable law, adopted City policy, budget authority, and audit requirements.

The City may periodically update reimbursement rates and administrative procedures without requiring formal amendment to this policy where such updates reference external published rates, including OFM or IRS rates.

23. Related Policies

This policy shall be read in conjunction with:

- Procurement Policy;
- Travel & Business Expense Policy;
- Accounts Payable Procedures;
- Internal Control Manual;
- Grant Management Standard Operating Procedures.

24. Policy Supersession

This policy supersedes and replaces all prior City policies, procedures, practices, administrative directives, memoranda, handbook provisions, or informal operational practices where inconsistent with this policy.

To the extent this policy conflicts with prior financial management policies, departmental procedures, operational practices, or administrative guidance, this policy shall govern.

Administrative procedures, workflows, forms, and internal controls may be updated periodically by the Director of Finance & Operations provided such updates remain consistent with applicable law, adopted policy, budget authority, and audit requirements.

25. Effective Date

F.



CITY OF WHITE SALMON

This policy shall become effective upon adoption by the City Council through resolution.

Adopted by Resolution No. 2026-06-648 on June 17, 2026.

File Attachments for Item:

G. Resolution 2026-06-649 — Travel and Expense Policy



COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review: No
 Meeting Date: 6/17/26
 Agenda Item: Resolution 2026-06-649 Travel and Business Expense Policy
 Presented By: Jennifer Neil, Dir. Of Finance & Operations

Action Required:

Approve the consent agenda

Background of Issue:

The City's current Travel and Business Expense Policy was developed under an administrative framework that relied heavily on receipt-based reimbursements, detailed transaction reviews, and multiple reimbursement methodologies. While those practices provided oversight, they have also created administrative complexity, inconsistent application, and unnecessary processing burdens for employees, supervisors, and finance staff.

The proposed policy modernizes the City's travel framework by simplifying reimbursement procedures, utilizing Washington State Office of Financial Management (OFM) per diem rates, clarifying travel authorization requirements, and aligning travel practices with current municipal finance standards. The update is intended to balance employee convenience, operational flexibility, fiscal accountability, and audit readiness.

Explanation of Issue:

The proposed Travel and Business Expense Policy is intended to create a clearer, more sustainable, and more administratively efficient framework for managing City travel expenses moving forward. The update reflects current municipal best practices and supports the City's broader efforts to modernize policies, strengthen internal controls, improve operational consistency, and enhance audit readiness.

Staff recognizes that employees should not face unreasonable personal financial burdens in order to conduct authorized City business. The proposed policy seeks to balance operational practicality with responsible stewardship of public funds by:

- Utilizing departmental cards for appropriate City-paid expenses
- Providing per diem reimbursement for meals
- Allowing reimbursement for approved mileage and travel expenses
- Maintaining a limited and controlled advance process for exceptional situations

At the same time, the policy reduces reliance on fragmented or inconsistent payment practices that can create confusion, administrative inefficiency, and audit risk over time.

Key Policy Changes

The proposed policy:

- Adopts Washington State OFM per diem rates for meals;
- Eliminates routine meal receipt reimbursement requirements;
- Clarifies appropriate use of City purchasing cards for travel expenses;
- Establishes standardized travel preauthorization requirements;
- Clarifies mileage reimbursement calculations;
- Maintains reimbursement as the standard payment method;
- Allows limited travel advances only when operationally necessary; and
- Aligns travel practices with the City's updated purchasing card and reimbursement policies.

Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

Fiscal Analysis:

The policy is not expected to create a significant fiscal impact. Benefits include reduced administrative burden, improved consistency, strengthened internal controls, and enhanced audit readiness.

Recommendation of Staff/Committee:

Staff has presented the policy to the Personnel & Finance Committee, the recommendation is to adopt of the updated Travel & Business Expense Policy to modernize, strengthen internal controls, improve audit readiness, and align City practices with current municipal finance best practices and operational needs.

RESOLUTION 2026-06-649

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON, ADOPTING THE CITY OF WHITE
SALMON TRAVEL AND BUSINESS EXPENSE POLICY.**

WHEREAS, authorized travel, training, professional development, conferences, and business-related activities are necessary components of effective municipal operations; and

WHEREAS, the City Council recognizes the importance of ensuring that travel and business expenses are incurred for legitimate public purposes and are subject to appropriate accountability, documentation, transparency, and internal controls; and

WHEREAS, the City desires to establish consistent procedures governing travel authorization, payment, reimbursement, meal per diem, documentation, and expense reporting; and

WHEREAS, the proposed Travel and Business Expense Policy has been developed to support responsible stewardship of public funds, improve audit readiness, strengthen internal controls, and align with municipal best practices and the expectations of the Washington State Auditor’s Office; and

WHEREAS, the City Council finds that adoption of the Travel and Business Expense Policy is in the best interest of the City and its residents;

NOW, THEREFORE, be it resolved by the City Council of the City of White Salmon:

Section 1. The City of White Salmon Travel and Business Expense Policy, attached hereto as **Exhibit A** and incorporated herein by this reference, is hereby adopted as official City policy.

Section 2. The Director of Finance & Operations is authorized to establish administrative procedures, forms, workflows, and internal controls necessary to implement the policy consistent with applicable law and City policy.

Section 3. This resolution shall take effect immediately upon adoption.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 17 day of June 2026.

CITY OF WHITE SALMON, WASHINGTON

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Erika Castro Guzman, Clerk

Shawn MacPherson, City Attorney



CITY OF WHITE SALMON

Travel and Business Expense Policy

1. Purpose

The purpose of this policy is to establish consistent procedures for authorization, payment, reimbursement, and documentation of travel and business-related expenses incurred on behalf of the City of White Salmon. This policy is intended to support responsible stewardship of public funds, maintain compliance with applicable law, adopted City policy, budget authority, grant requirements, and audit standards, and provide employees and officials with a clear and efficient travel process.

The City recognizes that authorized travel, training, and professional development are necessary to support municipal operations and employee development.

The City further recognizes that travel expenditures involve public funds and therefore require appropriate accountability, documentation, transparency, and internal controls to support audit readiness, compliance, and responsible stewardship of public resources.

2. Scope

This policy applies to:

- City employees
- Elected officials
- Volunteers authorized to travel on behalf of the City
- Any individual authorized to incur travel expenses payable by the City

3. General Standards

All travel and business expenses must:

- Serve a legitimate public and business purpose
- Be reasonable and necessary
- Be authorized in advance
- Comply with this policy and the City Credit Card Policy
- Be supported by appropriate documentation

Travelers are expected to exercise prudent judgment and minimize costs whenever practical.

4. Travel Authorization

All overnight travel, out-of-state travel, conference attendance, and travel involving estimated reimbursable expenses must be approved in advance using the City Travel Authorization Form.



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The Travel Authorization Form shall include:

- Purpose of travel
- Destination
- Dates of travel
- Estimated expenses
- Funding source
- Method of payment

Approval authority shall be as follows:

- Employees: Department Head
- Department Heads: Mayor
- Mayor: Director of Finance & Operations review for policy compliance and budget availability
- Councilmembers: As authorized through approved budgets, council authorization, or established council procedures

Travel must be within an approved budget unless otherwise authorized.

5. Allowable Travel Expenses

Authorized travel expenses may include:

- Conference or registration fees
- Lodging
- Airfare
- Mileage reimbursement
- Parking and tolls
- Taxi, rideshare, shuttle, and public transportation services
- Rental vehicles when necessary
- Fuel for City or authorized rental vehicles
- Meal per diem
- Other reasonable and necessary business-related travel expenses

The City may directly pay authorized expenses whenever practical.

6. Meal Per Diem

The City utilizes a meals-only per diem reimbursement structure for authorized business travel.



CITY OF WHITE SALMON

Meal per diem applies solely to meal expenses and does not include lodging, airfare, conference registration fees, rideshare/taxi expenses, parking, baggage fees, internet, laundry, fuel, mileage, or other incidental travel expenses unless otherwise specifically authorized within this policy.

Employees must submit a Travel Reimbursement request to claim meal per diem reimbursement. Meal per diem is not automatically issued solely because travel occurred.

Meal per diem reimbursement shall generally occur after completion of travel and submission of required reimbursement documentation.

Advance meal per diem payments may be authorized in limited necessity situations when reasonably justified and approved in advance by the Department Director or Director of Finance & Operations. Advance per diem should not be routinely utilized due to the potential for cancelled, shortened, or modified travel.

Meal per diem eligibility may be reduced when meals are provided through conference registration, hosted events, or other official functions.

Same-Day Travel Meal Eligibility

Employees authorized for same-day business travel may qualify for meal per diem reimbursement when travel requires departure before or return after the employee's normal scheduled workday due to official City business.

For employees working standard City Hall operating hours, meal eligibility shall generally be determined as follows:

- **Breakfast:** Departure before normal work start time
- **Lunch:** Employee is in travel status during the normal meal period
- **Dinner:** Return after normal work end time

The City recognizes that, due to the City's rural location, employees may be required to travel significant distances to attend authorized trainings, meetings, conferences, or other official business within Washington State.

Meal eligibility remains subject to supervisory approval and may be adjusted when meals are provided through conference registration, hosted events, or official functions.

7. Lodging

Travelers should utilize reasonable, safe, and cost-effective lodging accommodations.



CITY OF WHITE SALMON

The City recognizes that lodging costs frequently exceed standard lodging per diem rates due to conference-designated hotels, limited market availability, seasonal pricing, remote travel locations, safety considerations, or operational necessity.

Employees should not be discouraged from authorized training or official travel opportunities solely because available lodging exceeds standard lodging per diem rates.

Reasonable lodging expenses exceeding standard lodging per diem rates may be approved when justified by:

- Conference-designated lodging;
- Availability limitations;
- Safety considerations;
- Seasonal market conditions;
- Remote travel locations;
- Accessibility or accommodation needs;
- Operational necessity; or
- Other reasonable business justification.

Whenever practical, lodging should be paid directly by the City using an authorized City credit card or p-card.

Lodging receipts are required for reconciliation and documentation purposes.

Requests for lodging exceptions should be identified for approval during the Travel Authorization process.

8. Transportation and Mileage Reimbursement

City-owned vehicles should be utilized whenever practical and available.

When use of a personal vehicle is authorized for City business, mileage reimbursement shall be paid at the current Internal Revenue Service (IRS) standard mileage rate.

Mileage reimbursement shall be based on the lesser of:

- Mileage from the employee's official work location to the travel destination; or
- Mileage from the employee's residence to the travel destination.

Routine commuting mileage between an employee's residence and official work location is not reimbursable.

Travelers are expected to utilize the most economical reasonable transportation option available considering cost, scheduling, efficiency, and safety.



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9. City Credit Cards and Departmental Cards

Department-issued City credit cards should be utilized for authorized travel expenses whenever practical and in accordance with the City Credit Card Policy.

Authorized travel-related credit card expenses may include:

- Registration fees
- Lodging
- Airfare
- Rental vehicles
- Fuel for City vehicles only
- Parking and tolls
- Taxi and rideshare services
- Airport shuttles and public transportation
- Other authorized business-related transportation expenses

City credit cards shall not be used for:

- Personal expenses
- Alcohol
- Cash advances
- Meal purchases except where specifically authorized
- Unapproved travel expenses

All credit card transactions remain subject to review, reconciliation, and audit requirements.

10. Travel Advances

Travel advances are discouraged and will only be approved when operationally necessary and when use of a City-issued payment method is not practical.

Travel advances shall:

- Be requested in advance through the Travel Authorization Form
- Be processed through the City's normal accounts payable process
- Be limited to estimated out-of-pocket eligible expenses
- Not include expenses otherwise paid directly by the City

Employees receiving a travel advance must submit all required travel documentation and reconcile expenses within thirty (30) days following completion of travel.

Any unused advance funds must be repaid promptly to the City.



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11. Non-Reimbursable Expenses

The following expenses are generally non-reimbursable:

- Alcoholic beverages
- Personal entertainment expenses
- Personal travel costs
- Expenses for spouses, family members, or guests
- Traffic or parking violations
- Luxury or upgraded travel accommodations without prior approval
- Personal items or incidental purchases unrelated to City business

12. Combined Personal and Business Travel

Travelers combining personal travel with business travel are responsible for any additional costs incurred for personal purposes.

The City shall only reimburse the portion directly related to official City business.

13. Expense Reimbursement and Documentation

Travel reimbursement requests must be submitted within thirty (30) days following completion of travel unless otherwise approved.

Required documentation may include:

- Approved [Travel Authorization Form](#)
- Conference agenda or supporting business purpose documentation
- Lodging receipts
- Transportation receipts
- Mileage documentation
- Any other documentation reasonably required for audit or reimbursement purposes

Per diem meal reimbursements do not require meal receipts.

14. Policy Compliance

Failure to comply with this policy may result in:

- Denial of reimbursement
- Repayment obligation
- Revocation of City credit card privileges
- Disciplinary action consistent with City policy



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Improper use of public funds may also result in personal liability under applicable law.

15. Records Retention

Purchasing card records shall be retained in accordance with:

- Washington State records retention requirements;
- State Auditor's Office requirements; and
- Applicable grant or federal retention requirements.

16. Administrative Authority

The Director of Finance & Operations may establish administrative procedures, forms, workflows, internal controls, and guidance necessary to implement this policy consistent with applicable law, adopted City policy, budget authority, and audit requirements.

The City may periodically update reimbursement rates and administrative procedures without requiring formal amendment to this policy where such updates reference external published rates, including OFM or IRS rates.

17. Related Policies

This policy shall be read in conjunction with:

- Procurement Policy;
- Credit/P-Card Policy;
- Accounts Payable Procedures;
- Internal Control Manual;
- Grant Management Standard Operating Procedures.

18. Policy Supersession

This policy supersedes and replaces all prior City policies, procedures, practices, administrative directives, memoranda, handbook provisions, or informal operational practices where inconsistent with this policy.

To the extent this policy conflicts with prior financial management policies, departmental procedures, operational practices, or administrative guidance, this policy shall govern.



CITY OF WHITE SALMON

Administrative procedures, workflows, forms, and internal controls may be updated periodically by the Director of Finance & Operations provided such updates remain consistent with applicable law, adopted policy, budget authority, and audit requirements.

19. Effective Date

This policy shall become effective upon adoption by the City Council through resolution.

Adopted by Resolution No. 2026-06-649 on June 17, 2026.