



White Salmon City Council Meeting

A G E N D A

September 04, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 841 9410 7870

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/84194107870>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
 - A. Mayor's Updates
- 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. **Consent Agenda**
 - [A.](#) Approval of 2025 Lodging Tax Grant Amount
 - [B.](#) Approval of Everybody's Brewing Amendment No 1 Revised
 - [C.](#) Approval of SCADA Payment No 5
 - [D.](#) Approval of USDA Outlay No. 11 Including Payment No. 11 to NCE
 - [E.](#) Approval of Splash Pad Payment No.3 - Green Construction
 - [F.](#) Approval of Meeting Minutes - August 7, 2024
 - [G.](#) Approval of Vouchers
- VII. **Business Items**
 - [A.](#) **Approval of Matching Funds for Weekend Bus Service Grant - CAT**
 - 1. Presentation
 - 2. Discussion
 - 3. Action
 - [B.](#) **Resolution 2024-09-602 Revising Resolution 2023-11-580 Salary Matrix for 2024**
 - 1. Presentation
 - 2. Discussion
 - 3. Action
- VIII. **Reports and Communications**
 - [A.](#) Department Head Reports
 - B. Council Member Reports
 - C. Committee Reports
- IX. **Executive Session (if needed)**
- X. **Adjournment**

File Attachments for Item:

A. Approval of 2025 Lodging Tax Grant Amount



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary.

Meeting Date:

September 4, 2024

Agenda Item:

2025 Lodging Tax Grant Funding Amount

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required

Setting the 2025 Lodging Tax Grant funding level.

Proposed Motion

Move to set the 2025 Lodging Tax grant funding level be \$78,835.

Explanation of Issue

The city has established a Lodging Tax Grant program. Procedures were adopted by the City Council in 2021. When the applications are received in 2024, the Lodging Tax Advisory Committee will review the applications and make recommendations to the City Council for funding. The grant funding will be provided in 2025.

The City received \$82,984.26, in 2023 from lodging taxes including interest earned from LGIP Investment. This year to date (as of August 29, 2024-July taxes collected), the city has received \$65,417 including LGIP interest out of a projected revenue budget of \$99,605.

The goal is to use prior year funding for grants so that the city is able to maintain a balance in the fund for grants in future years. This year staff is recommending that we move forward with an award of 95% of the total 2023 revenue received (\$78,835). This will begin to build a reserve to help support years when the revenues may be less than expected. Lodging taxes are always subject to the economics and the amount the city might receive in a given year is never guaranteed.

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.

Staff/Committee Recommendation

Staff and the Personnel Finance Committee recommend the city set the funding level for the 2025 Lodging Tax Grant program at 95% of the prior year level of receipts (2024) of \$78,835.

File Attachments for Item:

B. Approval of Everybody's Brewing Amendment No 1 Revised



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

Yes, Completed

Meeting Date:

September 4, 2024

Agenda Item:

Amended Service Agreement Amendment #1- Everybody's Wastewater Treatment

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Approval of Amended Service Agreement Amendment #1- Everybody's Wastewater Treatment

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Amended Service Agreement Amendment #1- Everybody's Wastewater Treatment.

Background of Issue:

The initial intent of the Interlocal Agreement between Everybody's Brewing (EB) The City of White Salmon (CWS) and The City of Bingen, was for The City of Bingen to bill Everybody's Brewing directly for wastewater treatment as a high strength user, as stated in a Technical Memorandum created by Anderson Perry in 2020. The Technical Memo referenced a formula from White Slamon Municipal Code as an **option** on how to bill high strength users, however this is not the only way to accomplish this task.

The City Council approved an amendment for the EB agreement at their August 7 Council Meeting.

The amendment as written was not approved by the City of Bingen Council.

Explanation of Issue:

The amended contract presented today includes changes to the following sections:

1. Agreement

Change of language in hold harmless to "**Nothing within this Agreement shall be deemed an authorization, express or implied, for EB and/or Bingen to proceed (1) in violation of any applicable state or federal law or regulation or; (2) without full compliance with any necessary permits.**"

3d. Growth or Expansion.

In anticipation for a time when EB may want to expand, immediate notification shall be sent to **both Cities the City**. Sufficient detail shall be provided by the customer so that **both Cities the City** will be able to measure and determine the full impact **in coordination with WWTP** prior to proceeding with expansion plans. A meeting may be required.

5. Growth or Expansion.

In anticipation for a time when EB may want to expand, immediate notification shall be sent to **both Cities the City**. Sufficient detail shall be provided by the customer

so that ~~both Cities~~ **the City** will be able to measure and determine the full impact **in coordination with WWTP** prior to proceeding with expansion plans. A meeting may be required.

The WWTP Bingen reserves the right to temporarily discontinue receiving wastewater from EB and/or revise the discharge limits, if, ~~in the opinion of the WWTP manager or designee,~~ the wastewater discharged by EB to the WWTP **may causes verifiable** significant upset to the plant or sewer lines. The discontinuance of EB wastewater to the City's sewer system will continue until the problem is resolved to the satisfaction of the City. **The WWTP Bingen** will provide written notice to the City of its request and reasons for temporarily discontinuing received EB wastewater and/or revise EB's effluent discharge limits. The City will provide written notice to EB for temporarily not discharging its wastewater effluent into the City's sewer system.

All suggestions from the White Salmon Administration and Bingen Administration have been reviewed and amended. The draft before you is still under review by the City of Bingen, but staff has addressed every issue raised.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

If approved by the White Salmon and Bingen City Council, the EB billing will shift from the City of Bingen to CWS. The CWS will add the EB ERU's not the monthly payment to Bingen.

Recommendation of Staff/Committee:

Staff recommends approval of Amended Agreement Amendment #1- Everybody's Wastewater Treatment- Interlocal agreement.

Follow Up Action:

The Clerk/Treasurer will reach out to Springbrook Software to accurately reflect the new utility billing formula in the system.

Staff will draft an ordinance to present to the City Council to amend WSMC to present the formula used in this amendment as a code update for all Significant Industrial Users.

Amendment No. 1

SERVICE CONTRACT/INDUSTRIAL USERS/WASTEWATER TREATMENT PLANT

This AMENDMENT amends the AGREEMENT between the CITY OF WHITE SALMON, WASHINGTON, municipal corporation, pursuant to the laws of the state of Washington (hereinafter referred to as the "City") and EVERYBODY'S BREWING, a limited partnership, (hereinafter referred to as "EB"), for treatment of industrial wastewater at the City of Bingen Wastewater Treatment Plant (hereinafter referred to as the "WWTP"), dated February 21, 2023.

The changes to the ~~INTERLOCAL SERVICE~~ AGREEMENT are described as follows:

Key: ~~Bold and Strike through~~ means delete. **Bold and underline** means new.

AGREEMENT

1. Acceptance of Wastewater.

City, EB, and the WWTP agree on the following discharge limitations:

- A. No more than ~~165~~ **220** lbs./day of 5 day biochemical oxygen demand (BODs)
- B. No more than 40 lbs./day of total suspended solids (TSS)
- C. pH will be kept within the range of 6 to 10 at all times
- D. Total flow rates shall be limited to a maximum of ~~3,100~~ **5500** gallons per day

~~The maximum wastewater, BOD, TSS, and pH limits that are acceptable are outlined above. These numbers should be considered targets for the first year of this agreement as flow data is collected. EB is responsible for ensuring that none of the limits are exceeded during this period.~~

Nothing within this Agreement shall be deemed an authorization, express or implied, for EB and/or Bingen to proceed (1) in violation of any applicable state or federal law or regulation or; (2) without full compliance with any necessary permits.

~~Example 1: For a sample with BOD at 10,213 mg/l, the maximum amount of wastewater that the WWTP could accept at this strength is 1,950 gallons, far less than the 5,500 gallon upper limit.~~

~~Example 2: For a sample with BOD at 10,213 mg/l and flow of 3,000 gallons, the BOD would be 256 pounds, above the 220 pounds per day limit.~~

If any of the above parameters are exceeded, EB will be responsible for capturing excess effluent at the source. The WWTP ~~cannot process~~ **capacity is adversely affected by wastewater loading** more than the limits outlined above.

2. Consideration.

The Consideration for this Agreement is the mutual promisers herein, including EB' s promise to pay the monthly payments pursuant to Sections 3 and 4 herein and the City's agreement to accept wastewater from EB.

3. Compliance.

a. ~~Monitoring Facilities.~~

~~EB shall install at its expense and before the point of connection to the City system, monitoring facilities approved by the City, to be completed within six (6) months of the signing of this agreement. The place of the monitoring facilities shall be known herein as the "Monitoring Station." The monitoring station shall be controlled by the City and accessible to EB employees or its designees only by permission of authorized City personnel. The expense of repair, maintenance and modifications of the Monitoring Station shall be the responsibility of EB. Upon termination of this Agreement, the said monitoring facilities paid for and maintained by EB shall automatically become the property of EB. Approval of the monitoring station by the City is a condition precedent to continued discharging waste into the City's municipal sewer system. The Monitoring Station, at a minimum, shall consist of the items listed in Exhibit A: Everybody's Brewing Brewery Effluent Treatment Overview.~~

- ~~1. EB is required to have all brewery wastewater flow into EQ tank, including existing west line from older building that currently does not discharge to settling tank and instead discharges to manhole in alley.~~
- ~~2. The flowmeter shall be on a dedicated circuit, non-tamperable readout, not subject to power shutoff. Flow equalization shall be "Even Flow 24/7" because of the extremely high oxygen demand of brewery wastewater and will require an actuated valve on the EQ tank (as described in SWDP Application) set at no higher than 5 to 10 gallons per minute (gpm), to be determined when system installed (uniform flow regardless of head).~~

ab. Testing Methods.

All measurements, tests, and analyses of the characteristics of waters and wastes to which the parties reference herein and the City references in its applicable ordinances and resolutions shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association, unless superseded by rule or regulation, and shall be determined at the monitoring station, or upon suitable samples taken at the monitoring station.

1. Tests.

Sampling of EB's effluent shall be conducted at a testing laboratory accredited by Ecology to perform the required testing. ~~During the first year~~ **For a period of 6 months beginning on July 1, 2024, Bingen intends, at a minimum to have the following parameters tested** Discharge data will be collected and tested for BOD, TSS, and pH using the schedule below:

- ~~a. Weekly once equipment outlined in Exhibit A is installed: BOD, TSS, and pH.~~
- a. **Weekly Testing: July 1, 2024 through September 30, 2024.**
- b. **Beginning October 1, 2024, EB will be eligible to reduce testing at the approval of the City if it is determined by the WWTP Supervisor that the outlined testing limits were met. Testing at this time may be reduced to twice per month.**
- c. **Beginning January 1, 2025, EB will be eligible to further reduce testing at the approval of the city if it is determined by the WWTP Supervisor that the**

outlined testing limits were met. Testing at this time may be reduced to once per month.

2. Cost of Testing.

EB shall be financially responsible for testing services. EB shall be financially responsible for testing services. EB shall use an accredited laboratory or can use the WWTP for this service. The WWTP processes samples for a flat fee of \$75.00 per test. In the event that WWTP staff are not available to complete testing services, WWTP staff will notify EB seven (7) days in advance for EB to send samples to an accredited laboratory.

be. Process Changes.

EB shall immediately notify the City ~~and the WWTP~~ of any changes in its industrial process, significant events, or anticipated growth which might or do involve a proportional change in substances contained in its industrial waste or additions to such substances or deletions from such substances.

1. No chemicals or cleaning agents shall be used which have an adverse or inhibitory effect on the WWTP, including on ultraviolet (UV) disinfection (e.g., iron compounds or products that impart color that interferes with UV)
2. EB will provide a list of chemical and cleaning agents utilized in the sanitation process to WWTP Bingen for prior approval of their use.

cd. Growth or Expansion.

In anticipation for a time when EB may want to expand, immediate notification shall be sent to ~~both Cities~~ the City. Sufficient detail shall be provided by the customer so that ~~both Cities~~ the City will be able to measure and determine the full impact **in coordination with WWTP** prior to proceeding with expansion plans. A meeting may be required.

de. Spill Prevention.

There shall be an accidental spill prevention plan on file on-site. If unusual events occur which affect wastewater, the City and WWTP (509-493-3787) shall be notified immediately.

ef. Sidestreaming

Sidestreaming of finished product beer will be required, including keg washing and canning, ~~as written about in SWDP application~~. No beer returned in kegs or other containers will be discharged into the sewer. EB shall provide dedicated disposal containers and adequate instruction for use thereof, for any public or private event or occasion which causes beer to be discarded (example: tasting event). Such disposal containers shall be properly sidestreamed and not discharged into the sewer.

fg. Settling Tank.

The existing 1,000-gallon settling tank is required to have its settled solids pumped out periodically to prevent solids carryover to the **equalization (EQ) EQ** tank and discharged, or interfere with flowmeter, or sampler tubing, or cause slug loads of solids to be discharged.

h. Monthly Report.

EB shall provide Bingen with a monthly report on the number and types of brews produced per week. This report shall be submitted to Bingen by the 10th day of the month after the month of record.

ih. This agreement can be reviewed at any time at the request of the included parties.

4. Charges.

~~For purposes of the monthly charges (which will be billed on a monthly calendar basis in one month arrears by Bingen to EB, unless otherwise mutually agreed) the charge will be based on the formula "Cost Factor" found in WSMC 13.16.055(8) 4 Calculation of Maintenance and Operation Expenses. These expenses are based on flow, BOD, and the WWTP annual operation and maintenance expenses for the previous year, and TSS.~~

~~During the first twelve (12) months of the agreement, EB will be billed a monthly base fee (to be billed by the City of White Salmon), plus a flat rate of \$1,888.11 in utilization for an annual total of \$22,657.32 in utilization.~~

~~By December 31, 2023, six (6) months of weekly data will be analyzed by the Cities to calculate proportional share of the WWTP used by EB. If data shows that EB's utilization exceeds 7.2% of the WWTP capacity (\$1,888.11/month), the City will bill EB for the difference using the cost factor formula described below. If data shows that EB's utilization is less than 7.2% of the WWTP capacity (\$1,888.11/month), the City will credit EB for the difference (to be used against future billings) using the cost factor formula described below.~~

Beginning ~~January 1, 2024~~ July 1, 2024, the City of White Salmon ~~Cities~~ will use the following parameters cost factor formula to calculate monthly charges.

1. ~~Operations and maintenance charge to the facility during billing period = cost factor x the previous year WWTP annual operations and maintenance expenses divided by 12.~~

2. ~~Cost factor = (Vf/Vc)(0.2 + 0.4 BODf/BODc + 0.4 TSSf/TSSc) where:~~
~~• Vf = Average daily wastewater flow (in gallons) from the facility during billing period.~~
~~• Vc = Average daily wastewater flow for the CITY OF BINGEN wastewater treatment facility plant during billing period (gallons).~~
~~• BODf = Average daily BODs concentration of wastewater from the facility during billing period.~~
~~• BODc = Average daily BODs concentration of total plant wastewater during billing period.~~
~~• TSSf = Average daily TSS concentration of wastewater from the facility during billing period.~~
~~• TSSc = Average daily TSS concentration of wastewater of total plant during billing period.~~

~~The City of White Salmon delegates the authority and responsibility to the City of Bingen to bill Everybody's Brewing for the monthly charges (with the exception of the monthly base fee).~~

Everybody's Brewing base fees will be billed at "Commercial Low Strength".

Sewer Base Fees					
	2024	2025	2026	2027	2028

B.

Commercial – Inside, Low Strength	68.36	71.77	75.36	79.13	83.09
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Flow will be based on monthly water consumption and billed per unit (1 unit is equivalent to 1,000 gallons). Everybody’s Brewing will be charged based on a consumption factor of “Commercial – Low Strength” based on the following table:

FLOW Usage Rates for Non-Residential/Commercial					
Flow	2024	2025	2026	2027	2028
Commercial - Inside, Low Strength, Volume, per 8,500 gallons over first 8,500 gallons	37.49	39.36	41.33	43.39	45.56

BOD will be based on monthly water consumption and billed per unit (1 unit is equivalent to 1,000 gallons). Everybody’s Brewing will be charged based on a consumption factor of “Very High” based on the following table:

BOD Usage Rates for Non-Residential/Commercial					
BOD Surcharge²	2024	2025	2026	2027	2028
Very High	10.60	11.13	11.69	12.27	12.88

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed in milligrams per liter (mg/l).

Per industry standard, 30% of water used will become a product. As such, the usage rates for BOD used to bill EB in this agreement will use the formula outlined below:

$$\text{(Water Units x 70\%)} \times \text{Very High Usage Rate} = \text{EB Fee}$$

BOD Surcharges apply based on the “Very High” Strength detailed in the chart below:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

4.5. City Authority to Regulate

EB shall be subject to all standards, rules, and regulations of the City now in effect or hereafter amended or enacted. Subject to the provisions of this agreement, nothing in this Agreement shall supersede the City's legal authority to enforce City ordinances and regulations, including, but not limited to, lien and foreclosure for non-payment. However, the City agrees to abide by the terms of this Agreement in good faith ~~and so shall pass no ordinance with the specific intent of adversely affecting EB's rights pursuant to this Agreement.~~ The City further agrees that this Agreement may be immediately subject to review upon written notice from EB's in the event that the City ~~adopts passes~~ any ordinance that EB reasonably considers to have an ~~feels~~ adverse effect ~~ely affects them~~, and is consistent with the terms, conditions, and understandings set forth in this Agreement.

The WWTP Bingen reserves the right to temporarily discontinue receiving wastewater from EB and/or revise the discharge limits, if, ~~in the opinion of the WWTP manager or designee,~~ the wastewater discharged by EB to the WWTP ~~may~~ causes verifiable significant upset to the plant or sewer lines. The discontinuance of EB wastewater to the City's sewer system will continue until the problem is resolved to the satisfaction of the City. The WWTP Bingen will provide written notice to the City of its request and reasons for temporarily discontinuing received EB wastewater and/or revise EB's effluent discharge limits. The City will provide written notice to EB for temporarily not discharging its wastewater effluent into the City's sewer system.

~~If EB does not pay the balance due to the City of Bingen for wastewater system services within 60 days of billing, Bingen may elect any enforcement action which may include but is not limited to filing a cause of action in the appropriate court of jurisdiction in Kliekitat County and termination of wastewater system services.~~

5. ~~6.~~ Failure to Comply.

In the event that EB fails to comply with the terms and conditions of this Agreement or any applicable city, state or federal law, ordinance or regulation, or the conditions and limitation of Bingen's National Pollutant Discharge Elimination System (NPDES) NPDES Permit for the WWTP, the City may, without making an election of remedies:

- a. Discontinue wastewater treatment service for EB; and/or
- b. Require pretreatment to an acceptable condition for EB discharge to the City sewer; and/or
- c. Require further control over the quantities and rates of EB discharge; and/or
- d. Require payment to cover any penalties and the added cost of handling and treating the EB wastes not covered by existing user charges.

These remedies are not cumulative and are not in derogation of any other remedy the City may have with respect to the breach of this Agreement or violation of law.

~~In the event that EB fails to pay the monthly bill to discharge to the City of Bingen's WWTP, the following penalties may be imposed:~~

- ~~a. A fee of 2% of the total bill will be assessed each day until payment is made; and/or~~
- ~~b. Wastewater treatment services will be discontinued.~~

7. Duration of the Agreement.

This Agreement shall be two years in duration but shall be reviewed annually following a six month initial review after signing for the parties to address issues of mutual concern and may be modified by mutual consent of the parties. The parties further agree that EB may terminate,

without further obligation, this agreement at any time provided written notice of such termination is given to the City no less than six months before such termination. Such termination shall not entitle EB to reimbursement for the payment specified in Section 4; hereof or any portion, prorated or otherwise, of said payment, nor entitle the City to the payment of any additional consideration by EB.

8. Captions.

The captions in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

9. Invalidity of Particular Provisions.

If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

10. Entire Agreement.

This Agreement constitutes the whole agreement between the parties. There are no terms, obligations, covenants, or conditions other than those contained herein. No modification or amendment of this Agreement shall be valid and effective unless evidenced by an agreement in writing.

11. Interpretation of Agreement.

This Agreement and all the terms shall be construed according to the laws of the State of Washington. The venue of any litigation between the parties relating to this Agreement shall be the Superior Court, of Klickitat County, Washington. The parties acknowledge that each party has reviewed this Agreement and had sufficient opportunity to have this Agreement reviewed by counsel of choice. Furthermore, the parties agree that the normal rules of construction, to the effect that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement or any amendments or exhibits to this Agreement.

12. Notices.

All written notices required to be given pursuant to this Agreement shall be either personally delivered or sent by Federal Express or a similar overnight delivery service, or first-class mail, registered or certified, return receipt requested, postage prepaid, and addressed as follows:

To City: City of White Salmon Copy To: City of White Salmon Attorney
Attn: Mayor
PO Box 2139
White Salmon, WA 98672

Copy To: City of Bingen Copy To: City of Bingen Attorney
Attn: Mayor
PO Box 607
Bingen, WA 98605

To EB: Everybody's Brewing
PO Box 2457
White Salmon, WA 98672

The foregoing addresses may be changed from time to time by written notice. Notices shall be deemed received upon delivery if personally delivered; upon receipt if sent by overnight delivery.

13. Effective Date.

This Agreement shall be effective upon mutual execution by the parties hereto.

14. Binding on Heirs and Successors.

The rights and obligations of the parties shall inure to the benefit of, and be upon, their respective successors and assigns, however, it is not intended to confer rights or benefits to any third party, except as expressly stated herein.

15. Assignment.

This Agreement is not assignable without the prior written consent of the City, which consent shall not be unreasonably withheld.

16. Attorney's Fees.

In the event suit or action, including arbitration, is instituted to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees as set by the court at trial, arbitration, or any other proceeding, as well as on appeal.

All other provisions of the SERVICE AGREEMENT shall remain the same.

EVERYBODY'S BREWING

Signature DATE

CITY OF WHITE SALMON

Marla Keethler, Mayor DATE

Attest:

Stephanie Porter, Clerk Treasurer DATE

Approved as to Form:

Shawn MacPherson, City Attorney DATE

B.

CITY OF BINGEN

Catherine Kiewit, Mayor **DATE**

Attest:

Krista Loney **DATE**

Approved as to Form:

Chris Lanz, City Attorney **DATE**

File Attachments for Item:

C. Approval of SCADA Payment No 5



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary.

Meeting Date:

September 4, 2024

Agenda Item:

Application for Payment No. 5- SCADA Upgrade Project

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of Application for Payment No. 5- SCADA Upgrade Project not to exceed \$12,645.45.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Application for Payment No. 5- SCADA Upgrade Project not to exceed \$12,645.45.

Explanation of Issue:

This pay application includes labor and materials at the Well #2, Los Altos, Dock Grade, Child’s Monitoring and the Booster Pump Station.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

The adopted budget contains the full allocation for the SCADA Upgrades project in the Water- Short Lived assets fund and WW Reserves.

DEI & Stakeholder Analysis:

Upgrading the SCADA system plays a role in advancing equity by ensuring reliable, efficient, transparent, and resilient water services for all residents. By addressing these key aspects, the city can work towards creating a more equitable and sustainable water system that benefits everyone in the community

Policy & Plan Implications:

This project was listed in the Water System Plan as well as the Capital Facilities Improvement Plan.

Recommendation of Staff/Committee:

Staff recommends approving SCADA Upgrade Project Payment No. 5 to Coburn Electric in the amount not to exceed \$12,645.45.

C.

APPLICATION FOR PAYMENT NO. 5
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023

TO City of White Salmon, Washington (OWNER)

FROM Coburn Electric, Inc. (CONTRACTOR)

For Work accomplished through the date of: August 25, 2024

1.	Original Contract Price	\$	242,229.12
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	25,305.02
3.	Current Contract Price (1 plus 2)	\$	267,534.14
4.	Total Work Completed and Materials On Hand to Date*	\$	166,840.34
5.	Retainage: 5%	\$	(8,342.02)
6.	Sales Tax: 7.6%	\$	13,003.77
7.	Liquidated Damages	(\$	-)
8.	Less Previous Application for Payments	\$	158,532.74
9.	DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)	\$	12,645.45

* 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 8/27/24

Coburn Electric, Inc.
CONTRACTOR

By: [Signature]

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 8/27/2024

Anderson Perry & Associates, Inc.
ENGINEER

By: [Signature]

APPROVED by Owner:

City of White Salmon, Washington
OWNER

Dated _____

By: _____

Title: _____

C.

**APPLICATION FOR PAYMENT NO. 5
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023**

Date: August 27, 2024

Page 2 of 3

FROM: Coburn Electric, Inc.

TO: City of White Salmon, Washington

Date of Completion		Contract Amount		Date of Estimate	
Original: October 18, 2024		Original Amount of Contract: \$ 242,229.12		From: July 25, 2024	
Revised:		Change Orders: (+ or -) \$ 25,305.02		To: August 25, 2024	
On Schedule: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Current Contract Amount \$ 267,534.14			

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Base Bid</i>										
1	Booster Pump Station									
	Labor	All Req'd	LS	\$21,000.00	80%	\$16,800.00	5%	\$1,050.00	85%	\$17,850.00
	Materials	All Req'd	LS	48,000.00	80%	38,400.00	0%	0.00	80%	38,400.00
2	City Shop									
	Labor	All Req'd	LS	38,000.00	85%	32,300.00	5%	1,900.00	90%	34,200.00
	Materials	All Req'd	LS	26,400.00	85%	22,440.00	0%	0.00	85%	22,440.00
3	Buck Creek WTP									
	Labor	All Req'd	LS	4,920.00	50%	2,460.00	0%	0.00	50%	2,460.00
	Materials	All Req'd	LS	3,400.00	0%	0.00	0%	0.00	0%	0.00
4	Buck Creek Monitoring Station									
	Labor	All Req'd	LS	3,400.00	100%	3,400.00	0%	0.00	100%	3,400.00
	Materials	All Req'd	LS	355.00	100%	355.00	0%	0.00	100%	355.00
5	Well No. 2									
	Labor	All Req'd	LS	4,350.00	0%	0.00	90%	3,915.00	90%	3,915.00
	Materials	All Req'd	LS	800.00	0%	0.00	100%	800.00	100%	800.00
6	Childs Monitoring Station									
	Labor	All Req'd	LS	2,145.00	0%	0.00	90%	1,930.50	90%	1,930.50
	Materials	All Req'd	LS	355.00	0%	0.00	100%	355.00	100%	355.00
7	Spring Street Reservoir									
	Labor	All Req'd	LS	2,500.00	0%	0.00	0%	0.00	0%	0.00
	Materials	All Req'd	LS	6,600.00	0%	0.00	0%	0.00	0%	0.00
8	Los Altos									
	Labor	All Req'd	LS	3,250.00	80%	2,600.00	0%	0.00	80%	2,600.00
	Materials	All Req'd	LS	6,250.00	80%	5,000.00	0%	0.00	80%	5,000.00
9	Strawberry Mountain									
	Labor	All Req'd	LS	3,250.00	0%	0.00	0%	0.00	0%	0.00
	Materials	All Req'd	LS	6,550.00	0%	0.00	0%	0.00	0%	0.00
10	Dock Grade									
	Labor	All Req'd	LS	2,150.00	0%	0.00	90%	1,935.00	90%	1,935.00
	Materials	All Req'd	LS	6,250.00	0%	0.00	0%	0.00	0%	0.00

C.

**APPLICATION FOR PAYMENT NO. 5
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023**

Date: August 27, 2024

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
11	HWY 14 Bingen Intertie									
	Labor	All Req'd	LS	3,250.00	0%	0.00	0%	0.00	0%	0.00
	Materials	All Req'd	LS	6,250.00	0%	0.00	0%	0.00	0%	0.00
12	Heritage Plaza Lift Station									
	Labor	All Req'd	LS	3,900.00	0%	0.00	0%	0.00	0%	0.00
	Materials	All Req'd	LS	6,900.00	0%	0.00	0%	0.00	0%	0.00
13	Waubish Lift Station									
	Labor	All Req'd	LS	3,300.00	0%	0.00	0%	0.00	0%	0.00
	Materials	All Req'd	LS	7,100.00	0%	0.00	0%	0.00	0%	0.00
14	Meetings and Submittals									
	Labor	All Req'd	LS	3,750.00	55%	2,062.50	25%	937.50	80%	3,000.00
	Materials	All Req'd	LS	2,000.00	100%	2,000.00	0%	0.00	100%	2,000.00
Base Bid Total						\$ 127,817.50		\$ 12,823.00		\$ 140,640.50
Change Orders:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
Change Order No. 1					Qty.	Amount	Qty.	Amount	Qty.	Amount
1-1 Operator Interface Terminals x3		All Req'd	LS	\$12,600.00	0%	\$0.00	0%	\$0.00	0%	\$0.00
Change Order No. 2										
2-1 SCADA Software Upgrade/Integration		All Req'd	LS	8,420.00	100%	8,420.00	0%	0.00	100%	8,420.00
2-2 Additional pH Monitoring, Buck Creek WTP		All Req'd	LS	2,500.00	0%	0.00	0%	0.00	0%	0.00
Total All Change Orders						\$ 8,420.00		\$ 0.00		\$ 8,420.00
Materials on Hand:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
See attached Materials on Hand worksheet					Qty.	Amount	Qty.	Amount	Qty.	Amount
Base Bid Items - App4Pay 1		All Req'd	LS	\$56,051.70	20.9119402%	\$11,721.50	-0.8884655%	(\$498.00)	20.0234747%	\$11,223.50
Base Bid Items - App4Pay 2		All Req'd	LS	15,281.34	21.7309477%	3,320.78	0%	0.00	21.7309477%	3,320.78
1-1 Panel View Plus 7		All Req'd	LS	4,853.34	66.6667%	3,235.56	0%	0.00	66.6667%	3,235.56
Total Materials on Hand						\$ 18,277.84		\$ (498.00)		\$ 17,779.84
TOTAL WORK COMPLETED AND MATERIALS ON HAND						\$ 154,515.34		\$ 12,325.00		\$ 166,840.34
SUMMARY										
					PREVIOUS		THIS PERIOD		TOTAL TO DATE	
1. Amount Earned						\$ 154,515.34		\$ 12,325.00		\$ 166,840.34
2. Amount Retained (5%)						\$ (7,725.77)		\$ (616.25)		\$ (8,342.02)
3. Total Sales Tax (7.6%, see line 5)						\$ 12,067.07		\$ 936.70		\$ 13,003.77
4. Liquidated Damages						\$ 0.00		\$ 0.00		\$ 0.00
5. Sales Tax Correction (App4Pay No. 1 @ 8.1% instead of 7.6%)						\$ (323.90)		\$ 0.00		\$ (323.90)
Amount Due for Payment						\$ 158,532.74		\$ 12,645.45		\$ 171,178.19
Amount Due for Payment this Estimate								\$ 12,645.45		
Estimated % Job Completed:						<u>61%</u>				

Supplier	Order/Invoice No.	Product	No.	Unit Cost	Total Cost	Invoice Cost	Station
Base Bid - App4Pay 1							
North Coast	S013277191.001	RSLogix 500 Pro	1	\$ 8,934.51	\$ 8,934.51	\$ 8,934.51	BPS
North Coast	S013277191.003	RSLogix 500 Pro	1	\$ 8,934.51	\$ 8,934.51	\$ 8,934.51	City Shop
Automation Direct	16217371	Rhino Select PSP series	3	\$ 179.00	\$ 537.00		BPS / Spring St. Res./ Waubish Lift
		Eaton Miniature CB	3	\$ 20.00	\$ 60.00		BPS / Spring St. Res./ Waubish Lift
		DINector screw terminal block	2	\$ 89.00	\$ 178.00		BPS / Spring St. Res./ Waubish Lift
		Automation Direct control relay	34	\$ 5.25	\$ 178.50		BPS/ Heritage Plaza/ Waubish
		Automation Direct relay socket	34	\$ 4.50	\$ 153.00		BPS/ Heritage Plaza/ Waubish
		DINector single level terminal blk	3	\$ 74.00	\$ 222.00		BPS/ Strawberry Mtn.
		DINector DIN rail	1	\$ 56.00	\$ 56.00		BPS/ Spring St./ Strawberry Mtn.
		STRIDE Ethernet switch	6	\$ 249.00	\$ 1,494.00		BPS/ Shop/WTP/MS/ Well 2/ Childs
		ProSense Signal Conditioner	2	\$ 238.00	\$ 476.00		Waubish
		Bussman fuse, MDA series, 2A	2	\$ 24.50	\$ 49.00		BPS/ Spring/ Waubish
		Bussman fuse, MDA series, 5A	1	\$ 16.00	\$ 16.00		BPS/ Spring/ Waubish
		DINector terminal block jumper	1	\$ 29.50	\$ 29.50		BPS/ Spring/ Strawberry
		DINector screw down end bracket	1	\$ 31.50	\$ 31.50		BPS/ Spring/ Strawberry
		DINector terminal block end cover	1	\$ 14.50	\$ 14.50	\$ 3,495.00	BPS/ Spring/ Strawberry
Inductive Automation	1316227	Ignition Custom Package 8.1	2	\$ 11,380.00	\$ 22,760.00		BPS/City S
		BasicCare Support Plan	1	\$ 3,641.60	\$ 3,641.60	\$ 26,401.60	BPS
Broadcom	1616001037160	VMware Workstation 17 Pro	2	\$ 498.00	\$ 996.00	\$ 996.00	BPS/City S
Dell Technologies	838313862	Wireless Keyboard & Mouse	2	\$ 74.37	\$ 148.74	\$ 148.74	BPS/City S
Dell Technologies	838313870	Dell 27 Monitor	2	\$ 159.99	\$ 319.98	\$ 319.98	BPS/City S
Dell Technologies	838313888	Tripp Lite Display Port	2	\$ 20.69	\$ 41.38	\$ 41.38	BPS/City S
Dell Technologies	838313896	Precision 5820 Tower	2	\$ 3,201	\$ 6,402.32		BPS/City S
		ProSupport, 3 years	2	\$ 69.16	\$ 138.32		BPS/City S
		McAfee Business Protect, 3 yrs	2	\$ 119.67	\$ 239.34	\$ 6,779.98	BPS/City S
				Subtotal	\$ 56,051.70	\$ 56,051.70	
Base Bid App4Pay 2							
North Coast	S013277462.001	Compact 500 DC Input	4	\$ 293.88	\$ 1,175.52		BPS
		CompactLogix 3MB	1	\$ 5,974.58	\$ 5,974.58		BPS
		Compact 5000 Relay	3	\$ 786.11	\$ 2,358.33		BPS
		Compact 5000 Analog In	3	\$ 973.66	\$ 2,920.98		BPS
		Compact 5000 Analog Out	1	\$ 1,723.97	\$ 1,723.97		BPS
		Screw Compact 5000 S	1	\$ 37.77	\$ 37.77		BPS
		Screw Compact 5000 1	11	\$ 69.05	\$ 759.55		BPS
		MicroLogix 16 Point D	1	\$ 264.01	\$ 264.01		Heritage Plaza LS
		MicroLogix Cable	1	\$ 66.63	\$ 66.63		Heritage Plaza LS
				Subtotal	\$ 15,281.34		
Change Order No. 1							
North Coast	S013277463.001	PanelView Plus 7	3	\$ 1,617.78	\$ 4,853.34	\$ 4,853.34	
				Change Order Total	\$ 4,853.34	\$ 4,853.34	
Change Order No. 2							
Inductive Automation	1325807	Perspective Module (Limited)	1	\$ 8,420.00	\$ 8,420.00	\$ 21,239.60	Other invoice cost is the Contractor's
				Change Order Total	\$ 8,420.00		

No.	Contract Item	App4Pay 1 Material	App4Pay 2 Material	App4Pay 3 Material	App4Pay 4 Material	App4Pay 5 Material	Percent of Material
Base Bid							
1	Booster Pump Station	\$ 28,850.79	\$ 14,950.70		\$ (35,041.19)		61.40%
2	City Shop	\$ 24,706.55			\$ (21,000.57)		34.64%
3	Buck Creek WTP	\$ 249.00					0.35%
4	Buck Creek Monitoring	\$ 249.00			\$ (249.00)		0.35%
5	Well 2	\$ 249.00				\$ (249.00)	0.35%
6	Childs Monitoring	\$ 249.00				\$ (249.00)	0.35%
7	Spring Street Res	\$ 294.14					0.41%
8	Los Altos	\$ -					
9	Strawberry Mtn.	\$ 154.82					0.22%
10	Dock Grade	\$ -					
11	Hwy 14 Bingen Intertie	\$ -					
12	Heritage Plaza Lift Station	\$ 117.00	\$ 330.64				0.63%
13	Waubish Lift Station	\$ 932.40					1.31%
14	Meetings & Submittals	\$ -					
Base Bid Total		\$ 56,051.70	\$ 15,281.34	\$ -	\$ (56,290.76)	\$ (498.00)	100.00%
Change Order No. 1							
	Buck Creek WTP	\$ 1,617.78					33%
	Buck Creek MS	\$ 1,617.78			\$ (1,617.78)		33%
	Heritage Plaza Lift Station	\$ 1,617.78					33%
Change Order No. 1 Total		\$ 4,853.34	\$ -	\$ -	\$ (1,617.78)	\$ -	100%
Change Order No. 2							
	Subtotal	\$ 60,905.04	\$ 15,281.34	\$ 8,420.00	\$ (8,420.00)	\$ -	All sites
	Total	\$ 60,905.04	\$ 76,186.38	\$ 84,606.38	\$ 18,277.84	\$ 17,779.84	

File Attachments for Item:

D. Approval of USDA Outlay No. 11 Including Payment No. 11 to NCE



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

9.4.24

Agenda Item:

USDA Outlay Report #11 including Application for Payment No. 11- NCE- Transmission Main Phase 1

Presented By:

Andrew Dirks, Public Works Director

Action Required:

USDA Outlay Report #11 including Approval of Application for Payment No. 11- NCE- Transmission Main Phase 1 not to exceed \$125,068.55.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve USDA Outlay Report #11 including Application for Payment No. 11- NCE- Transmission Main Phase 1 not to exceed \$125,068.55.

Explanation:

USDA Outlay Report #11 including Application for Payment No. 11 includes work on the 16-In. Class 250 Ductile Iron Water Line, block retaining wall installation around air release valve vaults and communication vaults, testing of fiber optic cable installation for Additive Alternate 1, 2, and 3, and assorted appurtenances.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

This project is funded through USDA loan, USDA grants and PWB loan.

DEI & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality.

Policy & Plan Implications:

Mention in the WSP and CFIP

Recommendation of Staff/Committee:

Staff recommends approval of USDA Outlay Report #11 including Application for Payment No. 11- NCE- Transmission Main Phase 1 not to exceed \$125,068.55.

D.

OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT								
Draw Request Number:	City of White Salmon			Transmission Main		USDA Rural Development	Balance Remaining	%
	Initial Budget	Current Budget	Previous Paid to Date	Payment Requested #11	Paid to Date			
#11								
Misc. Soft Costs								
Legal and Admin	40,000.00	40,000.00	1,308.50		1,308.50		38,691.50	3.27%
Interim interest	80,000.00	80,000.00	34,090.44		34,090.44		45,909.56	42.61%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
Engineering/Architectural								
Engineering -design								0.00%
Engineering -basic	240,000.00	308,000.00	258,393.33	44,605.11	302,998.44		5,001.56	98.38%
Engineerin - inspection	130,000.00	208,000.00	154,327.60	52,943.79	207,271.39		728.61	99.65%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
Construction w/ sales tax								
N. Cascade LLC w/ sales tax	3,607,259.26	3,625,946.76	2,924,040.26	125,068.55	3,049,108.81		576,837.95	84.09%
								0.00%
								0.00%
Contractor/Contract#								0.00%
Contractor/Contract#								0.00%
Contractor/Contract#								0.00%
Contractor/Contract#								0.00%
Contingency (10 % New or 15% Rehab)	1,240,341.00	1,075,653.50					1,075,653.50	
Contingency as a Percent of Total	23.24%	20.15%						
Total	5,337,600.26	5,337,600.26	3,372,160.13	222,617.45	3,594,777.58		1,742,822.68	67.35%
PROJECT FUNDING BREAKDOWN								
Applicant contribution	150,500.26	150,500.26	150,500.26		150,500.26			100.00%
PWTF	1,855,100.00	1,855,100.00		112,277.32	112,277.32		1,742,822.68	6.05%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
								0.00%
USDA RD Loan 02	2,333,000.00	2,333,000.00	2,333,000.00		2,333,000.00			100.00%
USDA RD Grant 03	999,000.00	999,000.00	888,659.87	110,340.13	999,000.00			100.00%
Total	5,337,600.26	5,337,600.26	3,372,160.13	222,617.45	3,594,777.58		1,742,822.68	67.35%
FUNDS - DIFFERENCE								
Date of Outlay Report	9/4/2024							
APPROVAL AND SIGNATURE SECTION		Version 3.2 - 12/24/2009						
OWNER'S APPROVAL:								
City of White Salmon - Mayor	DATE	OWNER CERTIFICATION: I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.						
ENGINEER/ARCHITECT APPROVAL:								
Dave Jepsen, P.E. A/P,	DATE	Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by USDA Rural Development does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts.						
USDA RURAL DEVELOPMENT CONCURRENCE:		Notes: engineering budget based on E-500 original and amendment. The construction budget is based on awarded bid. NTP not issued as of 4/4/2023. no construction reimbursement shall be concurred with by USDA prior to a NTP being issued.						
Marlene Canatsev, CP Spec.	DATE							

LETTER OF TRANSMITTAL

TO: City of White Salmon **DATE:** August 28, 2024
ATTN: Stephanie Porter, City Clerk/Treasurer **JOB NO.:** 250-11
 P.O. Box 2139 **RE:** White Salmon
 White Salmon, Washington 98672 Transmission Main Replacement - Phase I

WE ARE SENDING YOU:

COPIES	DESCRIPTION
1	Application for Payment No. 11

THESE ARE TRANSMITTED AS CHECKED:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> As requested | <input type="checkbox"/> For review and comment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> For your use | <input type="checkbox"/> For your files | |
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> For Bids Due _____ | |

REMARKS

Stephanie:

Application for Payment No. 11 includes work on the 16-In. Class 250 Ductile Iron Water Line, block retaining wall installation around air release valve vaults and communication vaults, testing of fiber optic cable installation for Additive Alternate 1, 2, and 3, and assorted appurtenances.

Quantities of materials on hand from previous Applications for Payment have been adjusted to reflect work completed during this pay period; additional materials on hand and the cost of the adjusted materials on hand have been deducted from the bid items for this period. Anderson Perry & Associates, Inc. staff have observed the site work and materials on-hand, were satisfied with the progress of work, and requested payment amount.

Please contact me if you have any questions or comments on this invoice or the project itself.

JP/tb

cc: File No. 250-11-069 (w/encl.)

Signed: 
 Jay Peninger

Contractor's Application for Payment

Owner:	City of White Salmon	Owner's Project No.:	
Engineer:	Anderson Perry & Associates, Inc.	Engineer's Project No.:	250-11
Contractor:	North Cascade Excavating, LLC	Contractor's Project No.:	
Project:	Transmission Main Replacement - Phase I		
Contract:			
Application No.:	11	Application Date:	8/28/2024
Application Period:	From 7/27/2024	to	8/23/2024

1. Original Contract Price	\$	3,607,259.26
2. Net Change by Change Orders	\$	18,687.50
3. Current Contract Price (Line 1 + Line 2)	\$	3,625,946.76
4. Total Work Completed and Materials Stored to Date	\$	3,049,108.79
5. <u>Retainage (5%)</u>	\$	(148,726.73)
6. <u>Sales Tax (7.5%)</u>	\$	223,301.02
7. <u>Liquidated Damages</u>	\$	
8. Less Previous Payments	\$	2,924,040.24
9. <u>DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)</u>	\$	125,068.55

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;
- (5) And certified payroll forms are current and account for all applicable personnel.

Contractor: North Cascade Excavating
Signature: [Signature] Date: 8/28/24

Recommended by Engineer		Approved by Owner	
By:	<u>[Signature]</u>	By:	_____
Title:	Project Manager	Title:	_____
Date:	8/28/2024	Date:	_____
Approved by Funding Agency			
By:	_____	By:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

D.

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of White Salmon	Owner's Project No.:	
Engineer:	Anderson Perry & Associates, Inc.	Engineer's Project No.:	250-11
Contractor:	North Cascade Excavating, LLC	Contractor's Project No.:	
Project:	Transmission Main Replacement - Phase I		
Contract:			

Application No.: 11 Application Period: From 07/27/24 to 08/23/24 Application Date: 08/28/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	Mobilization/Demobilization	All Req'd	LS	\$250,000.00	\$250,000.00	75%	187,500.00		187,500.00	75%	\$62,500.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	75,000.00	75,000.00	92%	69,000.00		69,000.00	92%	6,000.00
3	Removal and Replacement of Foundation Material	100	CY	40.00	4,000.00	3	120.00		120.00	3%	3,880.00
4	Common Borrow	3,200	CY	12.00	38,400.00	485	5,820.00		5,820.00	15%	32,580.00
5	Rock Excavation	1,600	CY	100.00	160,000.00	272.6	27,260.00		27,260.00	17%	132,740.00
6	Additional Boulder Removal (6-In. Diam. to 1/2 of a CY)	1,100	CY	25.00	27,500.00	849.1	21,227.50		21,227.50	77%	6,272.50
7	Potholing All Connections and Known Utility Crossings	All Req'd	LS	8,500.00	8,500.00	100%	8,500.00		8,500.00	100%	-
8	Water Main Creek Crossing	All Req'd	LS	151,250.00	151,250.00	97%	146,712.50		146,712.50	97%	4,537.50
9	16-In. Ductile Iron Water Line, Class 250	6,130	LF	132.00	809,160.00	6,151	811,932.00		811,932.00	100%	(2,772.00)
10	16-In. Ductile Iron Water Line, Class 350	6,070	LF	142.00	861,940.00	6,075	862,650.00		862,650.00	100%	(710.00)
11	16-In. Restrained Ductile Iron Water Line, Class 250	300	LF	147.00	44,100.00	300	44,100.00		44,100.00	100%	-
12	12-In. Gate Valve 250 psi	2	EA	4,200.00	8,400.00	-	-		-	0%	8,400.00
13	16-In. Butterfly Valve 250 psi	13	EA	7,500.00	97,500.00	14	105,000.00		105,000.00	108%	(7,500.00)
14	Connection to Existing 12-In. Water Line	2	EA	6,000.00	12,000.00	-	-		-	0%	12,000.00
15	Connection to Existing 16-In. Water Line	2	EA	20,000.00	40,000.00	2	40,000.00		40,000.00	100%	-
16	3-In. Combination Air and Vacuum Valve and Vault	6	EA	26,100.00	156,600.00	6.5	169,650.00		169,650.00	108%	(13,050.00)
17	4-In. Combination Air and Vacuum Valve and Vault	1	EA	31,000.00	31,000.00	0.8	24,800.00		24,800.00	80%	6,200.00
18	2 1/2-In. Flush Mount Blowoff Hydrant and Auxiliary Valve	4	EA	4,800.00	19,200.00	2.25	10,800.00		10,800.00	56%	8,400.00
19	Additional Work at Culvert Crossing (1.5-Ft. Separation)	5	EA	925.00	4,625.00	5	4,625.00		4,625.00	100%	-
20	Additional Work at Culvert Crossing (3-Ft. Separation)	22	EA	1,200.00	26,400.00	23	27,600.00		27,600.00	105%	(1,200.00)
21	Locate Wire Access Box	14	EA	600.00	8,400.00	14	8,400.00		8,400.00	100%	-
22	Utility Marker Post	40	EA	110.00	4,400.00	-	-		-	0%	4,400.00
23	Trench Excavation Safety System	All Req'd	LS	12,000.00	12,000.00	98%	11,760.00		11,760.00	98%	240.00
24	Mulching	1,000	SY	2.50	2,500.00	-	-		-	0%	2,500.00
25	Gravel Surface Restoration	2,920	CY	35.00	102,200.00	-	-		-	0%	102,200.00
26	Pressure Pipe Flushing, Testing, and Disinfection	All Req'd	LS	25,000.00	25,000.00	75%	18,750.00		18,750.00	75%	6,250.00
27	Cap Existing Water Mains	2	EA	1,500.00	3,000.00	-	-		-	0%	3,000.00
28	Control of Water	500	LF	10.00	5,000.00	300	3,000.00		3,000.00	60%	2,000.00
29	Trench Dam	10	EA	900.00	9,000.00	-	-		-	0%	9,000.00
30	Retaining Wall Block	120	CY	500.00	60,000.00	140.00	70,000.00		70,000.00	117%	(10,000.00)
Additive Alternate 1											
A1-1	Electrical Conduit	12,780	LF	8.00	102,240.00	12,780	102,240.00		102,240.00	100%	-
A1-2	Communication Vault	17	EA	5,200.00	88,400.00	16	83,200.00		83,200.00	94%	5,200.00
A1-3	Gravity Wall	300	SF	39.00	11,700.00	-	-		-	0%	11,700.00
Additive Alternate 2											
A2-1	Electrical Conduit	530	LF	12.50	6,625.00	560	7,000.00		7,000.00	106%	(375.00)
A2-2	Communication Vault	1	EA	5,200.00	5,200.00	1	5,200.00		5,200.00	100%	-
A2-3	Electrical Conduit Testing	All Req'd	LS	4,000.00	4,000.00	100%	4,000.00		4,000.00	100%	-
A2-4	Gravel Surface Restoration	110	CY	35.00	3,850.00	-	-		-	0%	3,850.00

D.

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of White Salmon
 Engineer: Anderson Perry & Associates, Inc.
 Contractor: North Cascade Excavating, LLC
 Project: Transmission Main Replacement - Phase I
 Contract:

Owner's Project No.:
 Engineer's Project No.: 250-11
 Contractor's Project No.:

Application No.: 11 Application Period: From 07/27/24 to 08/23/24 Application Date: 08/28/24

A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Estimated Quantity Incorporated in the Work	H Value of Work Completed to Date (E X G) (\$)	I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)	
												Contract Information
Additive Alternate 3												
A3-1	Communication Vault Replacing Telephone Ped	4	EA	6,000.00	24,000.00	4	24,000.00		24,000.00	100%	-	
A3-2	Testing of Existing Conduit	All Req'd	LS	2,500.00	2,500.00	100%	2,500.00		2,500.00	100%	-	
A3-3	Fiber Optic Cable Installation and Testing	All Req'd	LS	45,000.00	45,000.00	100%	45,000.00		45,000.00	100%	-	
A3-4	Fiber Optic Cable Termination and Testing	All Req'd	LS	5,000.00	5,000.00	100%	5,000.00		5,000.00	100%	-	
					Bid Price Total	\$ 3,355,590.00		\$ 2,957,347.00	\$ -	\$ 2,957,347.00	88%	\$ 398,243.00
Change Orders												
CO-1												
1-1	Additional Pipe Depth: STA 101+37 to STA 107+61	All Req'd	LS	20,000.00	20,000.00	100%	20,000.00		20,000.00	100%	-	
CO-2 (non-taxable)												
2-1	Revised Fitting Retrait Req for Culvert Crossings (*Engineer's Time, non-taxable)	All Req'd	LS	(2,812.50)	(2,812.50)	100%	(2,812.50)		(2,812.50)	100%	-	
2-2	Extended Work Shutdown (Informational Only)											
					Change Order Totals	\$ 17,187.50		\$ 17,187.50	\$ -	\$ 17,187.50	100%	\$ -
Original Contract and Change Orders												
					Project Totals	\$ 3,372,777.50		\$ 2,974,534.50	\$ -	\$ 2,974,534.50	88%	\$ 398,243.00
					*Sales Tax (7.5%)	\$ 253,169.26		\$ 223,301.02		\$ 223,301.02		
					Retainage (5%)			\$ (148,726.73)		\$ (148,726.73)		
					Liquidated Damages							
					TOTAL	\$ 3,625,946.76		\$ 3,049,108.79		\$ 3,049,108.79		

*Sales Tax is manually entered at 7.5% and adding \$210.94 due to error in previous pay app. CO-2 is non-taxable.

D.

Stored Materials Summary

Contractor's Application for Payment

Owner:	City of White Salmon	Owner's Project No.:	
Engineer:	Anderson Perry & Associates, Inc.	Engineer's Project No.:	250-11
Contractor:	North Cascade Excavating, LLC	Contractor's Project No.:	
Project:	Transmission Main Replacement - Phase I		
Contract:			

Application No.:		11		Application Period:			From 07/27/24 to 08/23/24		Application Date:			08/28/24	
A	B	C	D	E	F	Materials Stored			Incorporated in Work			M	
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)	Materials Remaining in Storage (I-L) (\$)	
9	on-file	No. 1 (5.2.3)	16-In. DI Pipe	On-site	6	227,502.55	-	227,502.55	227,502.55	-	227,502.55	-	
16	on-file	No. 1 (5.2.9)	3-In. Combination Air Vac & Valve	On-site	6	53,977.20	-	53,977.20	53,977.20	-	53,977.20	-	
17	on-file	No. 1 (5.2.9)	4-IN. Combination Air Vac & Valve	On-site	6	10,660.73	-	10,660.73	10,660.73	-	10,660.73	-	
A1-1	on-file	No. 5 (080543)	Electrical Conduit	On-site	4	15,529.50	-	15,529.50	15,529.50	-	15,529.50	-	
A1-2	on-file	No. 5 (080543)	Communication Vault	On-site	6	19,929.00	-	19,929.00	19,929.00	-	19,929.00	-	
A3-1			(Ring and Cover)				-	-				-	
A1-2	on-file	No. 5 (080543)	Communication Vault	On-site	3	4,855.00	-	4,855.00	4,855.00	-	4,855.00	-	
A3-1			(Ring and Cover)				-	-				-	
14	I6732585	No. 3 (5.2.6.B)	Connection to Existing 12-In Water Line	On-site	9	5,844.44	-	5,844.44	5,844.44	-	5,844.44	-	
14	I6732578	No. 3 (5.2.3.C)	Connection to Existing 12-In Water Line	On-site	9	1,882.28	-	1,882.28	1,882.28	-	1,882.28	-	
14	I6732576	No. 3 (5.2.3.A)	Connection to Existing 12-In Water Line	On-site	9	1,135.88	-	1,135.88	1,135.88	-	1,135.88	-	
14	I6732568	No. 3 (5.2.3.B)	Connection to Existing 12-In Water Line	On-site	9	372.90	-	372.90	372.90	-	372.90	-	
16	I6716248	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	1,404.20	-	1,404.20	1,404.20	-	1,404.20	-	
16	I6702910	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	385.62	-	385.62	385.62	-	385.62	-	
18	I6700736	No. 2 (5.2.17)	2 1/2-In Flush Mount Blowoff Hydrant and Auxiliary Valve	On-site	9	3,618.04	-	3,618.04	3,618.04	-	3,618.04	-	
18	I6700728	No. 2 (5.2.17)	2 1/2-In Flush Mount Blowoff Hydrant and Auxiliary Valve	On-site	9	6,617.76	-	6,617.76	6,617.76	-	6,617.76	-	
17	I6700716	No. 1 (5.2.3)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,538.25	-	2,538.25	2,538.25	-	2,538.25	-	
16	I6700710	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	323.85	-	323.85	323.85	-	323.85	-	
17	I6695636	No. 1 (5.2.9)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	355.96	-	355.96	355.96	-	355.96	-	
16	62533	No. 2 (5.2.16)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	7,083.00	-	7,083.00	2,801.09	4,281.91	7,083.00	-	
17	62533	No. 2 (5.2.16)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,361.00	-	2,361.00	2,361.00	-	2,361.00	-	
16	62540	No. 2 (5.2.16)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	6,672.00	-	6,672.00	6,672.00	-	6,672.00	-	
17	62540	No. 2 (5.2.16)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,224.00	-	2,224.00	2,224.00	-	2,224.00	-	
Totals						\$ 375,273.16	\$ -	\$ 375,273.16	\$ 370,991.25	\$ 4,281.91	\$ 375,273.16	\$ -	

D.

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: <u>City of White Salmon</u>	Owner's Project No.: _____
Engineer: <u>Anderson Perry & Associates, Inc.</u>	Engineer's Project No.: <u>250-11</u>
Contractor: <u>North Cascade Excavating, LLC</u>	Contractor's Project No.: _____
Project: <u>Transmission Main Replacement - Phase I</u>	
Contract: _____	

Application No.: 11 Application Period: From 07/27/24 to 08/23/24 Application Date: 08/28/24

A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
	INCLUDED ON UNIT PRICE SHEET		-			-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
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						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
Original Contract Totals		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

LETTER OF TRANSMITTAL

TO: City of White Salmon	DATE: July 31, 2024
ATTN: Stephanie Porter	JOB NO.: 250-11
P.O. Box 2139	RE: City of White Salmon
White Salmon, Washington 98672	Transmission Main Replacement
	Phase I

WE ARE SENDING YOU:

COPIES	DESCRIPTION
1	Invoice No. 77888

THESE ARE TRANSMITTED AS CHECKED:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> As requested | <input type="checkbox"/> For review and comment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> For your use | <input type="checkbox"/> For your files | |
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> For Bids Due _____ | |

REMARKS


Stephanie:

Enclosed for the City’s approval is AP Invoice No. 77888; this invoice covers services from May 16, 2024, through July 15, 2024. The services within this invoice include review of project schedule, responses to the Contractor's request for information, construction staking, record drawing data collection, project observation during construction, and status update meetings with City Staff, the Contractor, and the Department of Natural Resources.

Please let me know if you have any questions or comments on this invoice or the project itself.

JP/tb

cc: File No. 250-11-00(w/encl.)

Signed: 

 Jay Peninger

City of White Salmon
PO Box 2139
White Salmon, WA 98672

Invoice number 77888
Date 07/31/2024

Project **250-11 Transmission Main Replacement**

Professional Services through July 15, 2024

Email Invoices to: andrewd@ci.white-salmon.wa.us; clerktreasurer@ci.white-salmon.wa.us; ap@ci.white-salmon.wa.us;

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
070 CONSTRUCTION ENGINEERING	308,000.00	82.98	210,975.72	255,580.83	52,419.17	44,605.11
071 PROJECT REPRESENTATIVE	208,000.00	74.20	101,383.81	154,327.60	53,672.40	52,943.79
Total	516,000.00	79.44	312,359.53	409,908.43	106,091.57	97,548.90

Construction Engineering

Professional Services

	Hours	Rate	Billed Amount
Prof. Land Surveyor IV	0.50	175.00	87.50
Prof. Land Surveyor III	19.50	170.00	3,315.00
Project Representative IV	8.00	120.00	960.00
Senior Engineer VIII	0.50	235.00	117.50
Senior Engineer II	88.00	200.00	17,600.00
Senior Engineer III	1.50	210.00	315.00
Senior Technician II	1.00	125.00	125.00
Senior Technician V	119.00	150.00	17,850.00
Technician IV	5.50	95.00	522.50

Miscellaneous Expenses

	Units	Rate	Billed Amount
Auto Mileage	927.00	0.67	621.09
Per Diem at \$ 59 per nights	1.00	59.00	59.00
Truck Mileage	602.00	0.80	481.60
Lodging			181.52
Travel Expense, Parking, Fees			7.70
	2.00	3.85	7.70

Outside Services

	Billed Amount
R & W ENGINEERING INC	2,354.00
Phase subtotal	44,605.11

City of White Salmon
Project **250-11 Transmission Main Replacement**

Invoice number 77888
Date 07/31/2024

Project Representative

Professional Services

	Hours	Rate	Billed Amount
Project Representative I	440.00	105.00	46,200.00
Senior Technician V	33.00	150.00	4,950.00
Miscellaneous Expenses			
	Units	Rate	Billed Amount
Auto Mileage	318.00	0.67	213.06
Truck Mileage	1,832.00	0.80	1,465.60
Lodging			115.13
Phase subtotal			52,943.79

Invoice total **97,548.90**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
77888	07/31/2024	97,548.90	97,548.90				
	Total	97,548.90	97,548.90	0.00	0.00	0.00	0.00

File Attachments for Item:

E. Approval of Splash Pad Payment No.3 - Green Construction



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

8.7.24

Agenda Item:

Invoice No. 3- Splash Pad- Green Construction

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Approval of Invoice No. 3- Splash Pad- Green Construction in the amount not to exceed \$33,107.87.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Invoice No. 3- Splash Pad- Green Construction in the amount not to exceed \$33,107.87.

Explanation of Issue:

This invoice includes concrete, Electrical and sod placement.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

This payment will bring the total expended dollars for the Splash Pad Project to \$ 146,568.93 (not including the withheld retainage of 10% project cost).

With the approval of 2024 Budget Amendment No 2, this project is funded by both REET funding (\$113,857) and ARPA (\$47,300) for a total project cost of \$161,587.

The total project with retainage paid will not exceed the \$161,587 approved contract.

DEI & Stakeholder Analysis:

Improvements to the City's recreational opportunities are enjoyable for all White Salmon visitors and residents

Policy & Plan Implications:

This project was listed in the Parks Master Plan as well as the Capital Facilities Improvement plan.

Recommendation of Staff/Committee:

Staff recommends Approval of Invoice No. 3- Splash Pad- Green Construction in the amount not to exceed \$33,107.87.

E.



Green Construction, Inc.
PO BOX 142
Washougal WA 98671

Invoice

Date	Invoice #
8/29/2024	99003

Bill To
City of White Salmon

Receipt #	Terms	Nature of Service
	Net 30	Splash Pad

Quantity	Description	Rate	Amount
0.5	Concrete	45,526.00	22,763.00T
0.25	Electrical	2,000.00	500.00T
0.85	Sod Placement	12,540.00	10,659.00T
	Job Complete - 8/29/24		

Thank you for your business.	Sales Tax (7.6%)	\$2,578.07
	Total	\$36,500.07
	Payments/Credits	\$0.00
	Balance Due	\$36,500.07

Phone #	E-mail
(360)817-9948	gcinc.1992@gmail.com

Work $33,922 \times 10\% = \$3,392.20$

90% 30,529.80
 tax 2,578.07

 \$ 33,107.87

10% Retention = \$ 3392.20

File Attachments for Item:

F. Approval of Meeting Minutes - August 7, 2024



City of White Salmon August 07, 2024
City Council Meeting
In Person and Via Zoom Teleconference

Adjournment

Council Members:

- Ben Giant
- Patty Fink
- David Lindley, Appointed Chair
- Jim Ransier

Staff Present:

- Andrew Dirks, Public Work Director
- Mike Hepner, Police Chief
- Stephanie Porter, Clerk Treasurer
- Shawn Mac Pherson, City Attorney
- Troy Rayburn, City Administrator

- I. **Call to Order, Land Acknowledgement and Presentation of the Flag**
Moved by council member Patty Fink. Seconded by council member Ben Giant.
Motion to appoint Council Member David Lindley as the meeting Chair for August 7, 2024.
CARRIED 4-0

Chair David Lindley called the meeting to order at 6:00p.m. There were approximately 15 members of the public in attendance in person and via teleconference.

- II. **Roll Call**
Moved by council member Ben Giant. Seconded by council member Jim Ransier.
Motion to excuse Council Member Jason Hartmann from the August 7, 2024, Meeting.
CARRIED 4-0

- III. **Changes to the Agenda**
Motion to move Consent Agenda Item C. Approval of Match Funds for Weekend Bus Service Grant (\$7,399.56) to Business Item E.

Moved by council member Ben Giant. Seconded by council member Patty Fink.
Motion to approve changes to the agenda as presented.
CARRIED 4-0

- IV. **Presentations**
 - A. Mayor's Update

- V. **Public Comment**
Gabrielle Gilbert, Klickitat County Resident – Child Care – Outdoor entertainment for youth.
Doug Rainbolt, White Salmon Resident – House building issues around water meters.
Seth Gilchrist, White Salmon Resident – Bike infrastructure

- VI. **Consent Agenda**
 - A. Approval of Bid Award-Mechanical Sweeper - Owen Equipment (\$325,792.35)
 - B. Approval of Leak Forgiveness Application - 481 W Jewett Blvd
 - ~~C. Approval of Match Funds for Weekend Bus Service Grant (\$7,399.56)~~
 - D. Approval of SCADA Payment No 4 - Coburn Electric (\$42,760.05)

F.

- E. Approval of Splashpad Payment No 2 - Green Construction (\$63,972.90)
- F. Approval of USDA Outlay Report #10 Including Payment #10 to North Cascade Excavating, LLC
- G. Resolution 2024-08-598 Authorizing RCO Grant Application Submission
- H. Resolution 2024-08-600 Acknowledging the Completion of 2018 CAO Periodic Review Per Washington GMA
- I. April 2024 Treasurer Report
- J. May 2024 Treasurer Report
- K. June 2024 Treasurer Report
- L. Approval of Meeting Minutes - June 27, 2024
- M. Approval of Meeting Minutes - July 3, 2024
- N. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 7th day of August 2024.

Type	Date			
Claims	8/7/2024	EFT	EFT	0.00
	8/7/2024	41558	41613	435,261.80
			Claim Total	435,261.80
Payroll	7/19/2024	EFT	EFT	83,522.28
	7/26/2024	EFT	EFT	11,282.48
	7/31/2024	EFT	EFT	2,332.70
	8/5/2024	EFT	EFT	136,248.34
	8/5/2024	41554	41557	1,280.00
			Payroll Total	234,665.80
Manual Claims	7/5/2024	EFT	EFT	870.77
	7/8/2024	41499	41507	287,358.48
	7/10/2024	EFT	EFT	9,894.05
	7/11/2024	41508	41508	200.00
	7/15/2024	EFT	EFT	120.00
	7/17/2024	41509	41550	528,770.97
	7/25/2024	EFT	EFT	10,161.43
	7/25/2024	41551	41553	16,007.70
	8/5/2024	EFT	EFT	881.36
	8/10/2024	EFT	EFT	7,920.00
VOIDED Checks			N/A	0.00
			Manual Claim Total	862,184.76
			Toal Vouchers	1,532,112.36

**Moved by council member Ben Giant. Seconded by council member Patty Fink.
 Motion to approve Consent Agenda and vouchers in the amount of \$1,532,112.36.
 CARRIED 4-0.**

VII. Business Items

- A. Resolution 2024-08-599 Recognizing Planning Commissioner Service
Presented by City Administrator Troy Rayburn.
Council Member David Lindley read the Resolution into the record.
Council Discussed.

***Moved by council member Jim Ransier. Seconded by council member Patty Fink.
Motion to approve changes to the agenda as presented.
CARRIED 4-0***

- B. Utility Grievance-540 NW Spring St.

City staff presented the leak forgiveness grievance for 540 NW Spring Street.
Dixon Ohnemus rebutted and gave this reason for the grievance.
City staff rebutted stating city code.
Dixon Ohnemus rebutted and stated his reasons again.
The council deliberated and agreed to an additional amount based on the amount for
Dixon Ohnemus's leak forgiveness grievance for \$668.80.

***Moved by council member Jim Ransier. Seconded by council member Ben Giant.
Motion to approve leak forgiveness grievance for the additional amount of \$668.80.
CARRIED 3-0
Ben Giant – yay, David Lindley-yay, Jim Ransier-yay, Patty Fink-abstain***

- C. Utility Grievance-1150 Panorama Point

City staff presented the leak forgiveness grievance for 1150 Panorama Point.
Steve Wolf rebutted and gave this reason for the grievance.
City staff rebutted stating city code.
Steve Wolf rebutted and stated his reasons again.
The council deliberated and agreed to an additional amount based on the amount for
Steve Wolf's leak forgiveness grievance for \$950.52.

***Moved by council member Ben Giant. Seconded by council member Patty Fink.
Motion to approve leak forgiveness grievance for the additional amount of \$950.52.
CARRIED 4-0***

- D. Approval of Everybody's Brewing Amendment No 1 - Wastewater Service
Agreement
Presented by Public Works Director, Andrew Dirks.
Council Discussed.

***Moved by council member Jim Ransier. Seconded by council member Ben Giant.
Motion to approve changes to the agenda as presented.
CARRIED 4-0***

- D. Ordinance 2024-08-1168 Amending the 2024 Annual Budget
Presented by Clerk Treasurer, Stephanie Porter.
Council Discussed.

F.

***Moved by council member Ben Giant. Seconded by council member Jim Ransier.
Motion to approve changes to the agenda as presented.
CARRIED 4-0***

- F. Approval of Match Funds for Weekend Bus Service Grant (\$7,399.56)
Council Discussed.**

Council tabled until council meeting on September 4, 2024.

- VII. Reports and Communications**
- A. Department Heads**
 - B. Council Members**
 - Patty Fink, Council Member
 - Ben Giant, Council Member
 - David Lindley, Council Member
 - Jim Ransier, Council Member
- IX. Executive Session**
No executive session needed.
- X. Adjournment**
The meeting was adjourned at 8:40p.m.

File Attachments for Item:

A. Approval of Matching Funds for Weekend Bus Service Grant - CAT1. Presentation 2.
Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, not necessary

Meeting Date:

September 4, 2024

Agenda Item:

Approval of Matching Funds for Year-Round Weekend Bus Service - CAT

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and action related to a Letter of Commitment for Year-Round Weekend White Salmon/Bingen - Hood River Fixed Route Washington Consolidated Grant Application for the FY25-27 Biennium.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Letter of Commitment for Year-Round Weekend White Salmon/Bingen - Hood River Fixed Route Washington Consolidated Grant Application for the FY25-27 Biennium in the amount not to exceed \$7,399.56; \$3,699.78 in the 2025 Annual Budget and \$3,699.78 in the 2026 annual budget.

Background of Issue:

The City Council heard initial information related to this agenda item on August 7, 2024. It was tabled for additional discussion.

Explanation of Issue:

Proposed Services:

This grant would fund weekend bus services June 1, 2025 - June 30, 2027 for the City of White Salmon and City of Bingen.

The stops and route will likely be very similar to what is currently offered. CAT intends to conduct outreach with the community before the implementation of the year round service to figure out ideal times and needs that the current route may not be meeting.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

Fiscal Analysis:

A budget allocation will be necessary to allocate \$3,699.78 for year 1 (anticipated to be 2025) and the remaining \$3,699.78 will be included in the year 2 (anticipated to be 2026) annual budget if the Grant is awarded. Currently this is approval for the intent to provide matching funds.

Diversity Equity Inclusion & Stakeholder Analysis:

Expanding to year-round weekend bus service aligns with the city's DEI objectives as well as the White Salmon Transportation System Plan (TSP) in several keyways:

1. **Connectivity and Mobility for All:** The TSP emphasizes the need for a transportation system that provides mobility and connectivity for all people living in, working in, and visiting White Salmon. Expanding weekend bus service directly supports this goal by offering more consistent transportation options for residents and visitors, thereby improving overall connectivity and access.
2. **Multimodal Transportation:** The TSP highlights the importance of enhancing transit services to create a more balanced, multimodal transportation system. By expanding bus service to weekends, the city would be taking a significant step towards offering alternatives to driving, which is essential for reducing congestion and promoting sustainable transportation options.
3. **Support for Tourism:** White Salmon is part of a regional recreation network, and the TSP acknowledges the need to accommodate the influx of tourists. Year-round weekend bus service would help manage this influx by providing tourists with reliable transportation options, reducing the strain on local roads and parking infrastructure.
4. **Alignment with Public Input and Prioritization:** The TSP development process included extensive public engagement, where residents emphasized the need for improved transit services. In addition to that outreach, recent public comment received by City Council also emphasized support and desire to see existing services increased. Expanding to weekend service reflects the community's desire for enhanced transit options and aligns with the prioritization of projects that improve regional connectivity.
5. **Sustainability Goals:** The TSP seeks to promote a more sustainable transportation system. By encouraging the use of public transit on weekends, the city can reduce its carbon footprint and contribute to its broader environmental goals.

Policy & Plan Implications:

The addition of weekend bus service year-round is aligned with both the Transportation Plan and the Climate Action Goals of the City.

Follow Up:

If this project progresses from a pilot to a more long-term project, a formal Inter Governmental Agreement will be drafted between the different cities and CAT.

A.

City of White Salmon
Office of City Hall



September 4, 2024

Amy Schlappi
Executive Director
224 Wasco Loop
Hood River, OR 97031

RE: Letter of Commitment for the Year-Round Weekend White Salmon/Bingen - Hood River Fixed Route Washington Consolidated Grant Application for the FY25-27 Biennium

Dear Ms. Schlappi,

The City of White Salmon is thrilled to provide this letter of commitment to Columbia Area Transit for the Consolidated Grant application. Your project *Weekend White Salmon/Bingen – Hood River Fixed Route* service will solve a much-needed transportation issue in the Columbia River Gorge.

The City of White Salmon is a community of 2,550 residents. The median household income in White Salmon is 17% less than the median household income for the State of Washington and 3.5% of White Salmon residents live below the poverty line. At the same time, costs to live in the Columbia River Gorge are extremely high. Approximately 64% of people own their homes, and the remainder rent their homes at exorbitant rates. A gallon of gas in White Salmon as of the date of this letter is \$4.09 and the toll cost for the Hood River-White Salmon Interstate Bridge is up to \$3.50 one way.

If awarded, the *Weekend White Salmon/Bingen – Hood River Fixed Route* will provide cost-effective opportunities for White Salmon residents to travel to Hood River on weekends to get groceries, go to appointments, work, shopping, or community events, and attend church. They can travel safely on the bus instead of using gas, having to pay the bridge toll, and searching endlessly for parking in downtown Hood River. The City of White Salmon will provide a proportional share of the \$9,660/5% required match for this grant, with the City of Bingen providing the remainder.

If the grant review committee has any questions about White Salmon’s support, please have them contact me at City Hall at (509) 281-4076 or via email at Mayor@whitesalmonwa.gov.

Sincerely,

Marla Keethler
Mayor

File Attachments for Item:

B. Resolution 2024-09-602 Revising Resolution 2023-11-580 Salary Matrix for 20241.
Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

September 4, 2024

Agenda Item:

Resolution 2024-09-602 Revising Resolution 2023-11-580 Salary Matrix for 2024

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and approval of Resolution 2024-09-602 Revising Salary Matrix for 2024.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 2024-09-602 Revising Salary Matrix for 2024.

Background of Issue:

The City Council adopted memorandum of understanding with the union that establishes a mechanism for determining the annual cost of living adjustment. Council Adopted Resolution 2023-11-580 to revise the 2023 salary matrix for a 3.5% salary increase for union and salaries employees.

Explanation of Issue:

The council adopts a revised salary matrix each year identifying the cost-of-living adjustment for the upcoming year. The 2024 salary matrix provided for a 3.5% cost of living increase. However, the percentage used of 3.5% was for June 2023 CIP alone and not the CIP for the first half of 2023 which was 4%. I have attached the appropriate report to confirm the amount as well as the union contract that outlines the COLA terms.

This Resolution will correct the error and allow staff to make the corrections to each employee pay for the first half of the year.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Take No Action
5. Other action as desired by council.

Fiscal Analysis:

This 3.5% COLA increase is accounted for in the 2024 approved budget. A new 2024 salary and benefit summary will be created using the corrected COLA of 4% and any discrepancies will be communicated to council at their first council meeting in October and will be reconciled in the December 2024 final budget amendment.

Recommendation of Staff/Committee:

Staff recommends council approve Resolution 2024-09-602.



Databases, Tables & Calculators by Subject

[Special Notices](#) 4/25/2024

Change Output Options:

From: To:



include graphs



include annual averages

[More Formatting Options](#)

Data extracted on: August 29, 2024 (1:42:26 PM)

Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change

Series Id: CWURN400SA0

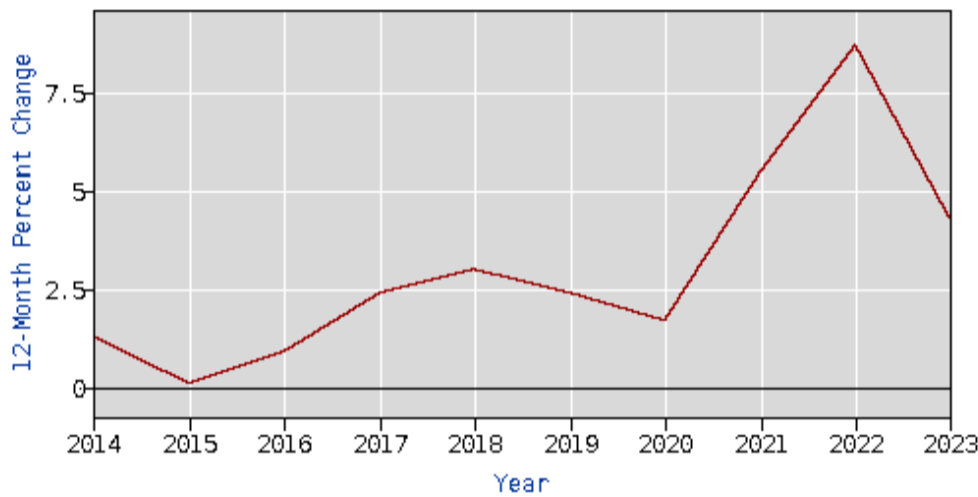
Not Seasonally Adjusted

Series Title: All items in West - Size Class B/C, urban wage earners and clerical workers, not seasonally adjusted

Area: West - Size Class B/C

Item: All items

Base Period: DECEMBER 1996=100



Download: [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.5	0.8	1.0	1.0	1.8	2.0	1.9	1.6	1.6	1.5	0.9	0.3	1.3	1.4	1.3
2015	-0.4	0.1	0.4	0.6	0.5	0.2	0.0	0.0	-0.2	-0.2	0.0	0.4	0.1	0.2	0.0
2016	1.3	0.7	0.1	0.5	0.3	0.4	0.6	0.6	1.1	1.5	1.9	1.8	0.9	0.5	1.3
2017	1.9	2.5	2.6	2.4	2.0	2.0	2.0	2.4	2.8	2.8	2.9	2.9	2.4	2.2	2.6
2018	3.0	2.8	2.8	2.7	3.1	3.3	3.3	3.2	2.8	3.0	3.1	2.9	3.0	2.9	3.1
2019	2.4	2.1	2.1	2.6	2.7	2.5	2.4	2.3	2.1	2.3	2.3	2.6	2.4	2.4	2.3
2020	2.6	2.8	2.5	1.3	0.2	0.6	1.4	2.0	2.1	1.7	1.7	1.6	1.7	1.7	1.8
2021	1.9	2.1	2.9	4.5	6.1	6.9	6.7	6.2	6.2	6.8	7.6	8.1	5.5	4.0	6.9
2022	8.8	9.2	9.8	9.3	9.0	9.1	8.8	8.7	8.7	8.8	7.7	6.5	8.7	9.2	8.2
2023	6.2	5.9	5.3	4.8	4.4	3.5	3.5	3.7	4.1	3.2	3.1	3.6	4.3	5.0	3.5
2024	3.7	3.3	3.8	4.0	3.3	2.6	2.0							3.4	

Percentage Used in Resolution 2023-11-580

Resolution 2024-09-602 corrects to 4% COLA cap per Union Agreement

3.4% will be used for the 2025 COLA increase

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5200 Telecommunications Relay Service:7-1-1 www.bls.gov [Contact Us](#)

B.

RESOLUTION 2023-11-580

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, REVISING THE SALARY MATRIX FOR 2024**

WHEREAS, on January 5, 2022 the council approved the Collectively Bargained Agreements for both Municipal (Non-Uniformed) Employees and Police Officers, Sergeants, Limited and Non-Commissioned Employees; and

WHEREAS, the Cost of Living Adjustment for 2024 identified in the approved CBAs is 3.5% and needs to be incorporated into the salary matrix that the Union adopted in the contracts; and

WHEREAS, the adopted salary matrix applies to non-union employees; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

- 1. The salary matrix attached as Exhibit A is hereby accepted, effective January 1, 2024.

PASSED by the Council of the City of White Salmon, Washington. Dated this 15th day of November, 2023.

CITY OF WHITE SALMON, WASHINGTON


DocuSigned by:

361DGEFE8E64421...

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

DocuSigned by:

F6160DB6A86C4B3...

Stephanie Porter, Clerk/Treasurer

DocuSigned by:

8D43A75E83504E9

Shawn MacPherson, City Attorney

RESOLUTION 2024-09-602

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, AMENDING RESOLUTION 2023-11-580
REVISING THE SALARY MATRIX FOR 2024**

WHEREAS, on January 5, 2022 the council approved the Collectively Bargained Agreements for both Municipal (Non-Uniformed) Employees and Police Officers, Sergeants, Limited and Non-Commissioned Employees; and

WHEREAS, the Cost of Living Adjustment for 2024 identified in the approved CBAs should have been 4%

WHEREAS, the Cost of Living Adjustment needs to be amended from 3.5% to 4% and incorporated into the salary matrix that the Union adopted in the contracts; and

WHEREAS, the adopted salary matrix applies to non-union employees; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

- 1. The salary matrix attached as Exhibit A is hereby accepted, effective January 1, 2024.

PASSED by the Council of the City of White Salmon, Washington. Dated this 4th day of September, 2024.

CITY OF WHITE SALMON, WASHINGTON

Marla Keethler, Mayor

ATTEST:

Stephanie Porter, Clerk/Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

File Attachments for Item:

A. Department Head Reports

September 4, 2024

RE: City Administrator’s Information Brief

City Council Members –

There is a lot going on! Below is a snapshot of projects and topics that are underway at the city. They are informational highlights. The list is not all inclusive of everything going on at the city or what we are working on. ... Please excuse typos.

Splash Pad – The administration will host the inaugural splash on Tuesday, September 3 at 3:45 PM in Rheingarten Park. Public Works has been actively working on final amenities such as no dog signage, trash dispensers, and sitting benches per the public’s request. Please come to the ceremony. The Farmer’s Market will also be open for everyone to enjoy.

Mosko Moto / Village Green Concept – I reached out to Mosko Moto and spoke with the general manger regarding the city lot between the back side of the building and Tohomish St. It was an introductory conversation to exchange contact information and provide Mosko Moto with a high-level idea about the community’s future interest in the lot as some type of village green / community space. Initial response supportive of community interest, but concerned about noise issues Monday through Friday from 8:00 AM – 5:00 PM.

Bluff Connector Trail Study – HHPR Engineering & Planning is actively working on scope of work deliverables. The first official public involvement component is scheduled for September 12 and is specific to property owners in the immediate vicinity of the project site. Public outreach & involvement will pick up pace after this initial meeting with adjacent property owners. We will be busy! Please direct inquiries to me if you should receive outreach from the community.

Energy Efficiency Audit – Public Works and the administration are working on the feasibility of an energy efficiency audit for the Public Works office space and city hall. Also working to assess city’s feasibility to apply for WA State Department of Commerce Energy Efficiency Grant.

Youth Center – The city and school district have been cooperatively working together to confirm a space in the Parks Center Building for the youth center. In late August, the floor plan / space utilized for the youth center was finalized and confirmed by the school superintendent. The next step is to determine if Washington Gorge Action Programs (WAGAP) or the city is best positioned to enter into agreement with the school district for the finalized space in order for the youth program to move from its existing location to this new location. See attached floor plan rendering at the bottom of this informational brief.

Association of Washington Cities (AWC) – I attended and participated in the two-day annual budget & fiscal management conference in early August. Great overview of the municipal budget process in Washington State.

RCO Grant / Pickle Ball & Tennis Courts – We were informed that our submittal is both complete and reads well. Finalists will be notified in October. If we are awarded, we will be busy with construction, reporting requirements, etc.

Additional Grant Opportunity – I will attend an Environmental Protection Agency (EPA) informational webinar re: Recreational Economy for Rural Communities to assess city feasibility.

Housing – Pre-approved plans, user guide to code changes, and other technical assistance resources are progressing through implementation. In addition, the Housing Action Plan continues to move forward through implementation. Following up on the clear message from citizens to protect existing qualities, several proposals have been brought forward to mitigate impacts on adjoining properties and public spaces, including height adjustment and viewshed protection. Additional proposals will include adjustments to parking requirements, streetscape design elements, and State-required standards for "unit lot subdivisions" (allowing smaller lots for multiple units within existing lots).

Land Use Permits – Staff is currently processing close to 15 applications. There is a mix of application types. The applications range from preliminary plats to short plats and conditional use permits.

Planning & Community Development – I have begun to attend weekly city staff meetings with our planning consultants. I will also begin attending pre-application meetings with applicants, city staff, and our contract planners. This will take up more of my time, but is worth the investment.

Four Oaks Subdivision – The 31 lot subdivision is in the final steps of the planning process. The city is in regular communication with the developer and her consultants, and we hope to see the final plat map revisions within the coming weeks. The developer is addressing the required public utility easement, updating their drainage report, adding to the green space requirements, and realigning the sewer extension to be constructed in the roadway.

Cherry Hill Subdivision – The 36 lot subdivision is moving forward. The Planning Commission will review on October 9.

Staffing – I continue to collaborate with staff both one-on-one and by department to ensure that customer service and work is being completed to a high standard. I am also in regular contact with the union representative to ensure existing agreements are met.

Wildfire Mitigation – The city continues its efforts around being wildfire ready. The mayor and I are working with the Emergency Management Division of the Washington Military Department regarding a Hazard Mitigation Grant. The grant will assist with our efforts re: heightened planning efforts around aligning partner agency plans to streamline common work goals related to identified projects such as watershed protection, landowner outreach, and general wildfire preparedness. FEMA grants are very labor intensive. There is a lot of new and good information on the Fire page of the city web site under Supporting Documents: <https://www.whitesalmonwa.gov/fire>

Customer / Resident Service – Impromptu visitors (and there is a lot of them) requesting my time, my emails and voicemail messages from residents, regional & state partners, and building permit applicants continue to be met with prompt courtesy and relevant follow up information.

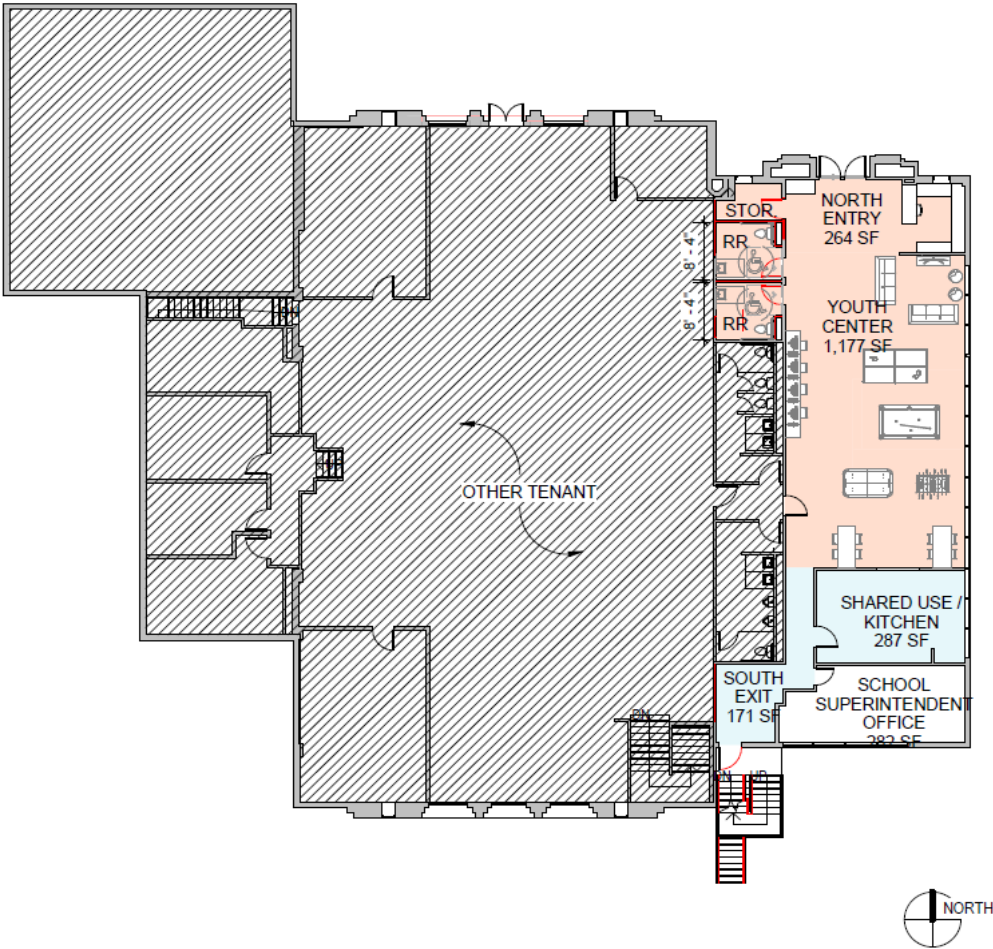
Washington Gorge Action Programs (WAGAP) – I reached out to and met with the new executive director of WAGAP. We had a get acquainted / relationship building meeting over lunch.

Washington Department of Transportation’s (WSDOT) Complete Streets – WSDOT continues to engage the City Administration, Public Works, Police Department, Fire, the Downtown Business Association, Mt. Adams Chamber of Commerce, Community Partners, and residents’ regarding ideas specific to its complete streets project.

For more information on the various issues and projects registered in the city’s project management software program, please access Click Up via the provided link below:

<https://app.clickup.com/9009050558/v/l/8cfpcxy-691>

Draft Youth Center Space



Bingen-White Salmon
Police Department

142 E Jewett Blvd / PO Box 2139
White Salmon, Washington 98672



Mike Hepner, Chief of Police

Telephone (509) 493-1177 Fax (509) 493-1007

DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: September 4, 2024

Presented By: Chief Mike Hepner

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.
- Flex Mobile follow-up meeting-software updates
- Lateral Officer background
- Appointed a Sergeant
- 2025 budget proposal preparation
- Meetings with Klickitat County Department Officials

Patrol Division:

The Bingen-White Salmon Police Department prides itself in reducing the incidence and fear of crime, ensuring 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.

July 2023 and 2024 Activity Logs Attached

A.

**Bingen-White Salmon Police
Monthly Activity Log
July 2023**

White Salmon	Bingen	
2	2	Abandoned/Disabled Vehicle
12		Agency Assist
7	4	Alarm
4	4	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
	1	Burglary
		Child Abuse/Neglect
7	3	Citizen Assist
2		Civil Matter
	1	Criminal Mischief
		Deceased
5	1	Disorderly
4	2	Domestic Violence
		Drugs
1		DUI
2	1	Fire
5		Fireworks
		Forgery
		Fraud
		Harassment
2		Hazmat
		Homicide
		Information
		Intoxication
1		Juvenile Problem
	1	Kidnapping
54	20	

White Salmon	Bingen	
		Littering
		Missing Person/Runaway
3	1	Medical Emergency
		Mental Health
4	1	Motor Vehicle Accidents
1		Motor Vehicle Theft
1	1	Noise Complaint
2		Parking Problem
		Pornography
4		Property Lost/Found
2		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
10	7	Suspicious
1	4	Theft
2		Threats
3		Traffic Complaint/Hazard
1	1	Traffic Offense
2	1	Trespass
4		Unsecure Premise
		Violation Court Order
		Wanted Person
2		Weapons Offense
2	2	Welfare Check
2	1	911 Hang-up Calls
46	19	

39	Bingen
100	White Salmon
139	Total

A.

**Bingen-White Salmon Police
Monthly Activity Log
July 2024**

White Salmon	Bingen	
5	3	Abandoned/Disabled Vehicle
12	4	Agency Assist
5	4	Alarm
7	3	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
2		Burglary
1		Child Abuse/Neglect
11	3	Citizen Assist
		Civil Matter
2		Criminal Mischief
		Deceased
		Disorderly
2		Domestic Violence
1		Drugs
1	1	DUI
1		Fire
1		Fireworks
		Forgery
3	1	Fraud
1		Harassment
1		Hazmat
		Homicide
1		Information
2		Intoxication
1		Juvenile Problem
		Kidnapping
60	19	

White Salmon	Bingen	
	1	Littering
		Missing Person/Runaway
4	1	Medical Emergency
1		Mental Health
4		Motor Vehicle Accidents
1		Motor Vehicle Theft
2		Noise Complaint
2	2	Parking Problem
		Pornography
5	1	Property Lost/Found
1		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
7	3	Suspicious
3	2	Theft
1	1	Threats
4		Traffic Complaint/Hazard
4	2	Traffic Offense
2	3	Trespass
1	2	Unsecure Premise
	1	Violation Court Order
2		Wanted Person
		Weapons Offense
9	1	Welfare Check
1	2	911 Hang-up Calls
54	22	

41	Bingen
114	White Salmon
155	Total



PUBLIC WORKS DEPARTMENT

Meeting Date: 9.4.24
Presented By: Andrew Dirks- Public Works Director

Daily Operations / What's Happening:

- Weekly meeting with AP and NCE to further coordinate project closeout- Phase 1.
- Pothole Repair.
- Sewer inspection 600 NE Spring
- Bingen intertie SCADA connection issues
- Booster Station Thermostat Repair
- Bus stop installation coordination.
- Water service replacement- Rhine Village
- Current planning review and comments.
- TIB Applications submitted.
- WSP re-submitted with DOH comments addressed.
- Development team meetings.
- Stakeholder meeting- WS second source study.
- Water service repair, Oak Street.
- Sidewalk clearing for back to school.
- Flushing Phase 1.
- Vault inspections.
- Fiber between Wells and Childs plan in place, waiting on quotes.

Current Projects:

- Phase 1
- Splash Pad
- N Main/Spring St
- Phase 2A

Upcoming Projects:

- Phase 2D

Completed Projects:

- Jewett Valve Cans

Updates for the Community / Upcoming Events:

- Splash Pad Opening Scheduled.



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: September 4, 2024
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- Public Records Request – 7 new request this period
- Daily Reconciliation - Current
- Quarterly Taxes – Completed 07/24/2024
- Monthly reporting and taxes - Current
- Send Ordinances to Municode for code update.
- Reviewing Utility Adjustments
- Review and approve Utility Billing
- Review and Approve Accounts Payable
- Record Retention
- Grant quarterly reporting – Completed Q2
- Working with Anderson Perry regularly for USDA contractor reimbursements- tracking for the Main line Phase 1 Project.
- One-Time Leak Forgiveness Applications – 2 new received.
- Payment Plan Applications – 0 received.
- Low Income Utility Discount Program Application is available on website, program is active. Number of New Applications this period – 0
- Utility Grievance- 0 received
- Clean up and set up of Council Chambers
- Committee/Executive Communication

New Projects Progress:

- 2025 Budget Process- projecting revenues and expenditures; removing unnecessary line items; determining carry over projects. Department Heads will be responsible for their line item budgets this year. Staff will hold a budget overview on September 5 during the morning staff meeting.
- Begun Levy Certification materials for presentation to council in early November.
- Bucket Truck has been delivered and paid. Reimbursement has been requested from the State Treasury. The licensing will be completed the week of 09.04.2024.
- Uploaded all audit materials to the State Auditors Portal. The 2022-2023 White Salmon Audit will begin the week of October 1.
- Reviewed and finalized Right of Entry Agreement draft for the Hood River White Salmon Bridge Project.
- Public notice for the Bluff Trail Connector Project Stake holder meeting sent to neighboring property owners and state agencies.
- Working with Deputy Clerk and Legal to finalize a grievance policy revision for utility grievances. Council will see this before them on 09/18/2024.
- Heavy influx of Public Records Requests in the last 4 weeks; ranging from 30 minute to multiple hour responsive search time.
- Submission of Manhole Project and Garfield Project Notice of Completion to State Agencies. Retainage will be paid 9/18/2024 meeting.
- Beginning review of contracts that will be up for renewal at the end of 2024.

- Sent materials to PWD related to new Engineering contracts for 2025-2027. Note: current contracted projects will not be affected by any changes in engineers that may be chosen.

Existing Projects Progress:

- Annual USDA Report- **past due with extension; working with USDA to complete.**
- Working with Police Department to create a Scope of Work for a Janitorial Contract for City Hall and the Police Department- **Scope of work created – implementing MRSC procurement review recommendation.**
- ARPA Surplus Process- **no update as of 08.30.2024**
- Regional Fire Authority Sub Committee – HR/Finance – RFA Sub Committee-Finance committee meets monthly.
- Reporting and managing of the CDBG Grant with Columbia Cascade Housing Corporation –**program is active.**
- NW Natural Franchise Agreement Renewal – **CityLab review has been completed. Moved to City Attorney and City Administration to negotiate and finalize the Ordinance Agreement.**
- Working with PW to determine if identified Tree Maintenance can be completed by PW or if an RFP needs to be issued for bids.- **no update**
- Tribal Fishco Billing – **working with Bingen to rectify the billing for summer processing**
- Website Retention to prepare for migration to updated platform.
- Amending WSVSD Interlocal Agreement for Winter Rates.
- Working with Little League to resolve meter billing issues. **Will come to council on 09.18.2024**
- Pay Equity Study O&M comparison to top 5 comparable cities – **Will go to Personnel and Finance Committee for review**
- Website Migration webinars – preparing to upgrade from Dupral 7 to Dupral 10- timeline from CivicPlus that migration will be completed by January 5, 2025. **Ongoing**
- Shoreline Management Plan approval for Ecology received 7/30/2024 – Working with Alex from Facet to bring final approval to council.
- Resolution to finalize the Critical Areas Ordinance compliance with GMA standards.
- Payroll processing while Finance Clerk on vacation (7/29-8/02)
- Coverage of Utility Clerk during vacation (7/15-7/19).
- WKRFA Lease Agreement Drafting and presentation to CityOps Committee.
- Provided Emissions Reduction Plan Finance Comments
- Organizing a Department of Retirement Services Presentation for White Salmon Staff related to PERS II and DCP Retirement options.
- WSMC Chapter 13 Sewer Rates review and modification for Substantial Industrial Users. Creation of a Substantial Industrial Users Agreement.
- Coordinating with Department Heads for Budget Amendment No 2.
- Working with CityLab to review and revise fees related to utilities and billing.

Upcoming Meetings/Events/Trainings:

- Labor Day – Federal Holiday – September 2 – City Offices Closed
- Community Development Meeting – September 16 5pm
- CityLab Board Meeting – September 16 6pm
- *TRAINING: WA Finance Officers Annual Conference – September 17-20*
- WKRFA Planning Committee – September 19– 6:30pm – Council Chambers
- Personnel and Finance Meeting – September 23 4pm
- FIRST WKRFA Governing Board Meeting – September 30, 2024 at 6:30pm