



## White Salmon Special City Council Meeting

### A G E N D A

January 19, 2024 – 4:00 PM

**City Hall 100 N Main Ave** and Zoom Teleconference

Meeting ID: 885 8697 3185

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/88586973185>

**I. Call to Order**

**II. Roll Call**

**III. Consent Agenda \***

A. Notice of Bid Award-Jewett Manhole Project - Slateco, LLC - \$271,250

B. Resolution 2024-01-583 Updating Public Record Fees

C. Resolution 2024-01-584 Adopting New Job Description - Code Compliance Officer

D. Approval of Meeting Minutes- January 3, 2024

E. Approval of Vouchers - 12.31.2023

F. Approval of Vouchers - 01.19.2024

**IV. Adjournment**

**\*As a special meeting, please note that the City Council will take action on all listed Consent Agenda items.**

**File Attachments for Item:**

A. Notice of Bid Award-Jewett Manhole Project - Slateco, LLC - \$271,250



Department Head: \_\_\_\_\_  
 Clerk/Treasurer: \_\_\_\_\_  
 City Administrator: \_\_\_\_\_  
 Mayor: \_\_\_\_\_

## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, Completed

Meeting Date:

1.19.24

Agenda Item:

Approval of Bid Award to Slateco LLC for the Jewett Manhole Improvement project

Presented By:

Andrew Dirks, Public Works Director and  
Stephanie Porter, Clerk Treasurer

### Action Required:

Review base bids and alternatives. Presented recommendation would approve the bid award to Slateco LLC for the Jewett Manhole Project and all alternatives for an amount not to exceed \$271,250.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the bid award to Slateco LLC for the Jewett Manhole Project for the base bid and 4 alternatives with a not exceed amount of \$271,250.

### Background of Issue:

#### Bid Results from January 9, 2024

Bids for the project were received and opened at the City of White Salmon (City), City Hall on January 9, 2024. The City received six bids from the following:

1. Slateco, LLC of Woodland, Washington
2. CIP Construction Technologies of Kalispell, Montana
3. Artistic Excavation, LLC of White Salmon, Washington
4. Odyssey Contracting, LLC of Yacolt, Washington
5. Ajax Northwest, LLC of Odell, Oregon
6. Lowell's Cornerstone Construction of Ellensburg, Washington.

Anderson Perry & Associates, Inc. (AP) noted that Ajax Northwest's bid included a bid bond that did not comply with the specification, rendering the bid non-responsive. As a result, no further consideration was given to Ajax Northwest's bid.

The bid from CIP Construction Technologies included the total price for each item but omitted each unit bid price. The unit bid prices for CIP's bid were calculated and added based on the quotient of the total price and the bid quantity. AP also reviewed the bid prices and discovered a few errors, but none that altered the ranking of the bids.

### Explanation of Issue:

The Base Bid price range was considerable, from \$153,583.94 to \$390,910.80. Slateco, LLC submitted the lowest bid, which was below the Engineer's estimate of \$286,323.60. AP believes the wide range in bid prices may be attributed to a combination of some bidders eager to proceed with the work as soon as possible, resulting in the lower bids, while others may have been more reflective of potential upcoming bid opportunities. AP also believes that Slateco LLC's base bid price reflects an aggressive construction schedule aimed at reducing labor and overhead costs.

The apparent low bidder is Slateco, LLC with a total bid amount, a combination of the Base Bid and all Alternates, of \$246,588.00. A copy of the bid tabulation for the received bids is attached.

After reviewing the bids and gathering additional information, AP recommends that the City award the Manhole Improvements 2024 project to Slateco, LLC. The City has budgeted \$245,000.00 for this project in 2024. Considering the cost-effective bid prices received, it is suggested that the City may choose to award some or all of the alternates listed. If the City opts to award all alternates, a minimum budget of \$271,250.00 (including the total of Base Bid and all Alternate amounts plus 10 percent for contingency) is recommended.

**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 was originally budgeted for in the 2023 budget and went out to bid, but due to timing and lack of bidders the project got postponed to 2024. The 2024 adopted budget includes \$245,000 for this project.

There will need to be an additional allocation in the amount of \$26,250 to accommodate the base bid and all 4 alternates for a total budget of \$271,250. The wastewater reserve fund has available funding for this additional allocation.

**DEI & Stakeholder Analysis:**

This project was bid as Competitive Sealed Bid per the City's existing Procurement Policies. Our policies do not currently identify the ability to prioritize a business based on being minority or woman owned. The procurement policies have been identified as a priority project for staff to be updated this year.

This project will improve a key thoroughfare for all residents, by making needed improvements to our manhole access points in advance of the complete Hwy 141 reconstruction planned by WSDOT. Making these improvements now is more cost effective than delaying the project.

**Policy & Plan Implications:**

This project was noted in the Capital Facilities Improvement Plan approved by City Council August 2<sup>nd</sup>, 2023, and was intentionally held last year due to the initial bid returning higher estimates than expected. Completed this project now keeps the project on track.

**Recommendation of Staff/Committee:**

Staff recommend approving the bid award to Slateco LLC as the lowest responsible bidder for the base bid and all alternatives for a total not to exceed of \$271,250.

A.

ANDERSON PERRY & ASSOCIATES, INC.  
P.O. BOX 1687  
WALLA WALLA, WA 99362

**BID SUMMARY**  
City of White Salmon, Washington  
Manhole Improvements 2024

**BID OPENING**  
January 9, 2024  
3:00 p.m.

BIDDER	BASE BID	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3	ALTERNATE 4
Slateco LLC	153,583.93	42,970.06	25,501.20	8,715.60	15,817.20
CIP Construction Technologies, Inc	202,072.80	40,520.00	13,729.76	6,735.76	13,084.16
Odyssey Contracting LLC	280,836.00	38,736.00	14,735.61	6,144.37	6,768.58
Lowell's Cornerstone Construction LLC	390,910.80	48,796.60	30,128.00	16,140.00	10,760.00
Artistic Excavation, LLC	274,328.64	35,002.93	16,772.69	13,186.38	12,325.58
Ajax Northwest	315,424.02	50,437.50	19,690.80	10,760.00	10,222.00
<b>ENGINEER'S ESTIMATE</b>	<b>\$286,324.00</b>	<b>\$51,110.00</b>	<b>\$19,368.00</b>	<b>\$20,444.00</b>	<b>\$13,988.00</b>

Note: Bid information is preliminary and is under review.

January 15, 2024

Stephanie Porter, City Clerk/Treasurer  
 City of White Salmon  
 100 N. Main Avenue  
 White Salmon, Washington 98672

RE: Manhole Improvements 2024 - Bid Results

Dear Stephanie:

This letter describes the bid results from January 9, 2024, for the Manhole Improvements 2024 project, which is a rebid of the project.

**Bid Results from January 9, 2024**

Bids for the project were received and opened at the City of White Salmon (City), City Hall on January 9, 2024. The City received six bids from the following:

1. Slateco, LLC of Woodland, Washington
2. CIP Construction Technologies of Kalispell, Montana
3. Artistic Excavation, LLC of White Salmon, Washington
4. Odyssey Contracting, LLC of Yacolt, Washington
5. Ajax Northwest, LLC of Odell, Oregon
6. Lowell’s Cornerstone Construction of Ellensburg, Washington.

All bids were opened and read. After the bid opening, the bids were reviewed again, and the Bidder Responsibility Criteria pursuant to the Revised Code of Washington 39.04.010 was examined with respect to the lowest bidder (see attached).

After the bid opening, Anderson Perry & Associates, Inc. (AP) noted that Ajax Northwest’s bid included a bid bond that did not comply with the specification, rendering the bid non-responsive. As a result, no further consideration was given to Ajax Northwest’s bid. The bid from CIP Construction Technologies included the total price for each item but omitted each unit bid price. The unit bid prices for CIP’s bid were calculated and added based on the quotient of the total price and the bid quantity. AP also reviewed the bid prices and discovered a few errors, but none that altered the ranking of the bids. A summary of base bid amounts and Engineer’s Estimate is provided below in Table 1.

**TABLE 1  
 Summary of Base Bids**

Bidder	Base Bid \$
Slateco, LLC	153,583.94
CIP Construction Technologies	202,072.80
Artistic Excavation	274,328.66
Odyssey Contracting	280,836.09
Lowell’s Cornerstone Construction	390,910.80
<b>Engineer’s Estimate</b>	<b>286,323.60</b>

The Base Bid price range was considerable, from \$153,583.94 to \$390,910.80. Slateco, LLC submitted the lowest bid, which was below the Engineer’s estimate of \$286,323.60. AP believes the wide range in bid prices may be attributed to a combination of some bidders eager to proceed with the work as soon as possible, resulting in the lower bids, while others may have been more reflective of potential upcoming bid opportunities. AP also believes that Slateco’s base bid price reflects an aggressive construction schedule aimed at reducing labor and overhead costs.

The bid also included four Alternates:

- Alternate 1 pertains to replacement of the Heritage Plaza Lift Station vault hatch and asphalt pavement restoration.
- Alternate 2 involves restoration of a sanitary sewer manhole on NW Loop Road with a minor elevation adjustment of the existing sewer lines.
- Alternates 3 and 4 include repairs to manholes that have degraded surface conditions due to receiving discharge from private pressure sewer systems on NE Spring Street and SW Waubish Street.

The bid prices for the alternates submitted by Slateco, LLC were relatively close and, collectively, less than the Engineer’s Estimate. In contrast, the bid prices for the alternates from the other bidders were significantly less than the Engineer’s Estimate. A summary of Alternate bid amounts and Engineer's Estimate is provided below in Table 2.

**TABLE 2**  
**Summary of Alternate Bids**

Bidder	Alternate 1, \$	Alternate 2, \$	Alternate 3, \$	Alternate 4, \$
Slateco, LLC	42,970.06	25,501.20	8,715.60	15,817.20
CIP Construction Technologies	40,520.01	13,729.76	6,735.76	13,084.16
Artistic Excavation	35,002.93	16,772.69	13,186.38	12,325.58
Odyssey Contracting	38,735.41	14,735.62	6,144.37	6,768.58
Lowell’s Cornerstone Construction	48,796.60	30,128.00	16,140.00	10,760.00
Engineer’s Estimate	51,110.00	19,368.00	20,444.00	13,988.00

The apparent low bidder is Slateco, LLC with a total bid amount, a combination of the Base Bid and all Alternates, of \$246,588.00. A copy of the bid tabulation for the received bids is attached.

**Summary**

After reviewing the bids and gathering additional information, AP recommends that the City award the Manhole Improvements 2024 project to Slateco, LLC. The City has budgeted \$245,000.00 for this project in 2024. Considering the cost-effective bid prices received, it is suggested that the City may choose to award some or all of the alternates listed. If the City opts to award all alternates, a minimum budget of \$271,250.00 (including the total of Base Bid and all Alternate amounts plus 10 percent for contingency) is recommended.

A.

City of White Salmon  
January 15, 2024  
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If you have any questions on this matter or on the project itself, please feel free to contact me.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By  \_\_\_\_\_  
Jay Peninger

JP/rw  
Attachments  
cc: File No.250-15-02, w/attach

S:\Docs\White Salmon\250-15 Wastewater Collection System Improvements\Manhole Improvements - 2024\Specs\Bid Results Letter\_Draft.docx



**BID TABULATION**  
**City of White Salmon, Washington**  
**Manhole Improvements 2024**

Bid Opening: 3:00 p.m., January 9, 2024				Engineer's Estimate		Slateco, LLC 1/5		CIP Construction Technologies, Inc. 2/5		Artistic Excavation, LLC 3/5	
Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID</b>											
1	Mobilization/Demobilization	LS	All Req'd	\$29,000.00	\$29,000.00	\$22,900.00	\$22,900.00	\$29,400.00	\$29,400.00	\$26,500.00	\$26,500.00
2	Construction Facilities and Temporary Controls	LS	All Req'd	30,000.00	30,000.00	27,000.00	27,000.00	3,000.00	3,000.00	68,500.77	68,500.77
3	Excavation Safety System	LS	All Req'd	2,500.00	2,500.00	2,500.00	2,500.00	5,500.00	5,500.00	6,900.00	6,900.00
4	New Manhole Cone with Lid Castings	EA	6	5,000.00	30,000.00	5,083.00	30,498.00	7,000.00	42,000.00	6,553.67	39,322.02
5	Replacement of Manhole Lid Castings	EA	13	3,000.00	39,000.00	1,230.00	15,990.00	3,653.8461	47,500.00	3,961.50	51,499.50
6	Temporary Asphalt Installation and Removal	SY	40	325.00	13,000.00	195.00	7,800.00	86.25	3,450.00	75.00	3,000.00
7	Asphalt Removal and Restoration	SY	40	450.00	18,000.00	250.00	10,000.00	86.25	3,450.00	210.00	8,400.00
8	Pavement Marking Restoration	LS	All Req'd	2,000.00	2,000.00	1,100.00	1,100.00	4,500.00	4,500.00	9,250.00	9,250.00
9	Manhole Rehabilitation	VLF	54	1,900.00	102,600.00	462.00	24,948.00	907.4074	49,000.00	770.00	41,580.00
<b>Base Bid Subtotal</b>					<b>\$266,100.00</b>		<b>\$142,736.00</b>		<b>\$187,800.00</b>		<b>\$254,952.29</b>
<b>Base Bid Sales Tax (7.6%)</b>					<b>\$20,223.60</b>		<b>\$10,847.94</b>		<b>\$14,272.80</b>		<b>\$19,376.37</b>
<b>BASE BID TOTAL</b>					<b>\$286,323.60</b>		<b>\$153,583.94</b>		<b>\$202,072.80</b>		<b>\$274,328.66</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$153,583.93</b>		<b>\$202,072.80</b>		<b>\$274,328.64</b>
<b>Difference</b>					<b>N/A</b>		<b>(\$0.01)</b>		<b>\$0.00</b>		<b>(\$0.02)</b>
<b>ALTERNATE 1 - Replacement of Vault Hatch at Heritage Plaza Lift Station</b>											
A1-1	Mobilization/Demobilization	LS	All Req'd	\$8,500.00	\$8,500.00	\$2,200.00	\$2,200.00	\$6,750.00	\$6,750.00	\$3,000.00	\$3,000.00
A1-2	Replacement of Vault Hatch at Heritage Plaza Lift Station	LS	All Req'd	16,000.00	16,000.00	29,800.00	29,800.00	21,000.00	21,000.00	11,268.60	11,268.60
A1-3	Asphalt Removal and Restoration at Heritage Plaza Lift Station	SY	115	200.00	23,000.00	69.00	7,935.00	86.1565	9,908.00	158.80	18,262.00
<b>Alternate 1 Subtotal</b>					<b>\$47,500.00</b>		<b>\$39,935.00</b>		<b>\$37,658.00</b>		<b>\$32,530.60</b>
<b>Alternate 1 Sales Tax (7.6%)</b>					<b>\$3,610.00</b>		<b>\$3,035.06</b>		<b>\$2,862.01</b>		<b>\$2,472.33</b>
<b>ALTERNATE 1 TOTAL</b>					<b>\$51,110.00</b>		<b>\$42,970.06</b>		<b>\$40,520.01</b>		<b>\$35,002.93</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$42,970.06</b>		<b>\$40,520.00</b>		<b>\$35,002.93</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>(\$0.01)</b>		<b>\$0.00</b>
<b>ALTERNATE 2 - NW Loop Road Manhole Repair</b>											
		LS	All Req'd	\$18,000.00	\$18,000.00	\$23,700.00	\$23,700.00	\$12,760.00	\$12,760.00	\$15,588.00	\$15,588.00
<b>Alternate 2 Subtotal</b>					<b>\$18,000.00</b>		<b>\$23,700.00</b>		<b>\$12,760.00</b>		<b>\$15,588.00</b>
<b>Alternate 2 Sales Tax (7.6%)</b>					<b>\$1,368.00</b>		<b>\$1,801.20</b>		<b>\$969.76</b>		<b>\$1,184.69</b>
<b>ALTERNATE 2 TOTAL</b>					<b>\$19,368.00</b>		<b>\$25,501.20</b>		<b>\$13,729.76</b>		<b>\$16,772.69</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$25,501.20</b>		<b>\$13,729.76</b>		<b>\$16,772.69</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>ALTERNATE 3 - NE Spring Street Manhole Repair</b>											
		LS	All Req'd	\$19,000.00	\$19,000.00	\$8,100.00	\$8,100.00	\$6,260.00	\$6,260.00	\$12,255.00	\$12,255.00
<b>Alternate 3 Subtotal</b>					<b>\$19,000.00</b>		<b>\$8,100.00</b>		<b>\$6,260.00</b>		<b>\$12,255.00</b>
<b>Alternate 3 Sales Tax (7.6%)</b>					<b>\$1,444.00</b>		<b>\$615.60</b>		<b>\$475.76</b>		<b>\$931.38</b>
<b>ALTERNATE 3 TOTAL</b>					<b>\$20,444.00</b>		<b>\$8,715.60</b>		<b>\$6,735.76</b>		<b>\$13,186.38</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$8,715.60</b>		<b>\$6,735.76</b>		<b>\$13,186.38</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>ALTERNATE 4 - SW Waubish Street Manhole Repair</b>											
		LS	All Req'd	\$13,000.00	\$13,000.00	\$14,700.00	\$14,700.00	\$12,160.00	\$12,160.00	\$11,455.00	\$11,455.00
<b>Alternate 4 Subtotal</b>					<b>\$13,000.00</b>		<b>\$14,700.00</b>		<b>\$12,160.00</b>		<b>\$11,455.00</b>
<b>Alternate 4 Sales Tax (7.6%)</b>					<b>\$988.00</b>		<b>\$1,117.20</b>		<b>\$924.16</b>		<b>\$870.58</b>
<b>ALTERNATE 4 TOTAL</b>					<b>\$13,988.00</b>		<b>\$15,817.20</b>		<b>\$13,084.16</b>		<b>\$12,325.58</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$15,817.20</b>		<b>\$13,084.16</b>		<b>\$12,325.58</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

Non-responsive bidder: Ajax Northwest, LLC

**BID TABULATION**  
**City of White Salmon, Washington**  
**Manhole Improvements 2024**

Bid Opening: 3:00 p.m., January 9, 2024				Engineer's Estimate		Odyssey Contracting, LLC 4/5		Lowell's Cornerstone Construction, LLC 5/5	
Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID</b>									
1	Mobilization/Demobilization	LS	All Req'd	\$29,000.00	\$29,000.00	\$35,000.00	\$35,000.00	\$38,000.00	\$38,000.00
2	Construction Facilities and Temporary Controls	LS	All Req'd	30,000.00	30,000.00	50,000.00	50,000.00	100,000.00	100,000.00
3	Excavation Safety System	LS	All Req'd	2,500.00	2,500.00	10,000.00	10,000.00	142,000.00	142,000.00
4	New Manhole Cone with Lid Castings	EA	6	5,000.00	30,000.00	5,833.33	34,999.98	1,200.00	7,200.00
5	Replacement of Manhole Lid Castings	EA	13	3,000.00	39,000.00	1,923.08	25,000.04	500.00	6,500.00
6	Temporary Asphalt Installation and Removal	SY	40	325.00	13,000.00	350.00	14,000.00	90.00	3,600.00
7	Asphalt Removal and Restoration	SY	40	450.00	18,000.00	275.00	11,000.00	200.00	8,000.00
8	Pavement Marking Restoration	LS	All Req'd	2,000.00	2,000.00	6,000.00	6,000.00	4,000.00	4,000.00
9	Manhole Rehabilitation	VLf	54	1,900.00	102,600.00	1,388.89	75,000.06	1,000.00	54,000.00
<b>Base Bid Subtotal</b>					<b>\$266,100.00</b>		<b>\$261,000.08</b>		<b>\$363,300.00</b>
<b>Base Bid Sales Tax (7.6%)</b>					<b>\$20,223.60</b>		<b>\$19,836.01</b>		<b>\$27,610.80</b>
<b>BASE BID TOTAL</b>					<b>\$286,323.60</b>		<b>\$280,836.09</b>		<b>\$390,910.80</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$280,836.00</b>		<b>\$390,910.80</b>
<b>Difference</b>					<b>N/A</b>		<b>(\$0.09)</b>		<b>\$0.00</b>
<b>ALTERNATE 1 - Replacement of Vault Hatch at Heritage Plaza Lift Station</b>									
A1-1	Mobilization/Demobilization	LS	All Req'd	\$8,500.00	\$8,500.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00
A1-2	Replacement of Vault Hatch at Heritage Plaza Lift Station	LS	All Req'd	16,000.00	16,000.00	11,000.00	11,000.00	30,000.00	30,000.00
A1-3	Asphalt Removal and Restoration at Heritage Plaza Lift Station	SY	115	200.00	23,000.00	130.43	14,999.45	90.00	10,350.00
<b>Alternate 1 Subtotal</b>					<b>\$47,500.00</b>		<b>\$35,999.45</b>		<b>\$45,350.00</b>
<b>Alternate 1 Sales Tax (7.6%)</b>					<b>\$3,610.00</b>		<b>\$2,735.96</b>		<b>\$3,446.60</b>
<b>ALTERNATE 1 TOTAL</b>					<b>\$51,110.00</b>		<b>\$38,735.41</b>		<b>\$48,796.60</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$38,736.00</b>		<b>\$48,796.60</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.59</b>		<b>\$0.00</b>
<b>ALTERNATE 2 - NW Loop Road Manhole Repair</b>									
		LS	All Req'd	\$18,000.00	\$18,000.00	\$13,694.81	\$13,694.81	\$28,000.00	\$28,000.00
<b>Alternate 2 Subtotal</b>					<b>\$18,000.00</b>		<b>\$13,694.81</b>		<b>\$28,000.00</b>
<b>Alternate 2 Sales Tax (7.6%)</b>					<b>\$1,368.00</b>		<b>\$1,040.81</b>		<b>\$2,128.00</b>
<b>ALTERNATE 2 TOTAL</b>					<b>\$19,368.00</b>		<b>\$14,735.62</b>		<b>\$30,128.00</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$14,735.61</b>		<b>\$30,128.00</b>
<b>Difference</b>					<b>N/A</b>		<b>(\$0.01)</b>		<b>\$0.00</b>
<b>ALTERNATE 3 - NE Spring Street Manhole Repair</b>									
		LS	All Req'd	\$19,000.00	\$19,000.00	\$5,710.38	\$5,710.38	\$15,000.00	\$15,000.00
<b>Alternate 3 Subtotal</b>					<b>\$19,000.00</b>		<b>\$5,710.38</b>		<b>\$15,000.00</b>
<b>Alternate 3 Sales Tax (7.6%)</b>					<b>\$1,444.00</b>		<b>\$433.99</b>		<b>\$1,140.00</b>
<b>ALTERNATE 3 TOTAL</b>					<b>\$20,444.00</b>		<b>\$6,144.37</b>		<b>\$16,140.00</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$6,144.37</b>		<b>\$16,140.00</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>ALTERNATE 4 - SW Waubish Street Manhole Repair</b>									
		LS	All Req'd	\$13,000.00	\$13,000.00	\$6,290.50	\$6,290.50	\$10,000.00	\$10,000.00
<b>Alternate 4 Subtotal</b>					<b>\$13,000.00</b>		<b>\$6,290.50</b>		<b>\$10,000.00</b>
<b>Alternate 4 Sales Tax (7.6%)</b>					<b>\$988.00</b>		<b>\$478.08</b>		<b>\$760.00</b>
<b>ALTERNATE 4 TOTAL</b>					<b>\$13,988.00</b>		<b>\$6,768.58</b>		<b>\$10,760.00</b>
<b>Total Shown on Bid Schedule</b>					<b>N/A</b>		<b>\$6,768.58</b>		<b>\$10,760.00</b>
<b>Difference</b>					<b>N/A</b>		<b>\$0.00</b>		<b>\$0.00</b>

Non-responsive bidder: Ajax Northwest, LLC

A.

# Mandatory Bidder Responsibility Checklist

The following checklist may be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. It is suggested that Owners print a copy of documentation from the appropriate website to include with this checklist in the contract file.

<b>General Information</b>	
Project Name: City of White Salmon - Manhole Improvements 2024	Project Number: 250-15
Bidder's Business Name: Slateco, LLC	Bid Submittal Deadline: 01/09/2024
<b>Contractor Registration –</b> <a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
License Number: SLATEL*809R9	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): 01/15/2021	Expiration Date: 01/15/2025
<b>Current UBI Number –</b> <a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
UBI Number: 604 654 119	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Industrial Insurance Coverage –</b> <a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Account Number: 114,682-00	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Required Public Works Training –</b> Effective July 1, 2019 <a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Per RCW 39.04.350 and RCW 39.06.020, has contractor had L & I training or meet exemption? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Wage Payment Status Compliance –</b> RCW 39.04.350 (1g)	
Sworn statement or verification form received acknowledging compliance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Employment Security Department Number –</b> Obtain from contractor	
Employment Security Department Number:	
<ul style="list-style-type: none"> <li>Has Bidder provided account number on the Bid Form? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>And/or have you asked the Bidder for documentation from ESD on account number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> </ul>	
<b>State Excise Tax Registration Number –</b> <a href="https://secure.dor.wa.gov/gteunauth/_/#2">https://secure.dor.wa.gov/gteunauth/_/#2</a>	
Tax Registration Number: 85-3061111	Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Not Disqualified from Bidding – WA</b> <a href="https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx">https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx</a>	
Is the Bidder listed on the "Debarred Contractors List" of the Department of Labor and Industries? (Print the pertinent page showing where the Bidder's name does or would appear on the list) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Not Disqualified from Bidding – Federal (if applicable) –</b> <a href="http://www.sam.gov">www.sam.gov</a>	
Does Bidder have an "Active Exclusion Record" with the Federal Government (System for Award Management) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Checked by:</b>	
Name: Rachel Webberley	Date: 01/10/2024



# SLATECO LLC

Unique Entity ID <b>CWL7D8HX52Y5</b>	CAGE / NCAGE <b>9PWA5</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Sep 26, 2024</b>	
Physical Address <b>254 Oxbow RD Woodland, Washington 98674-9291 United States</b>	Mailing Address <b>PO Box 1921 Woodland, Washington 98674 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Washington 03</b>	State / Country of Incorporation <b>Washington / United States</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Oct 13, 2023</b>	Submission Date <b>Sep 27, 2023</b>	Initial Registration Date <b>Sep 27, 2023</b>
--	--	--

## Entity Dates

Entity Start Date <b>Aug 24, 2020</b>	Fiscal Year End Close Date <b>Apr 20</b>
--	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

Entity Structure <b>Partnership or Limited Liability Partnership</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Limited Liability Company</b>
Profit Structure <b>For Profit Organization</b>		

**Socio-Economic Types**


A. Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments <b>No</b>	Debt Subject To Offset <b>No</b>
EFT Indicator <b>0000</b>	CAGE Code <b>9PWA5</b>

**Points of Contact**

**Electronic Business**

 Jennifer Stuart, Office Administrator	PO Box 1921 Woodland, Washington 98674 United States
--	--

**Government Business**

 Jennifer Stuart, Office Administrator	PO Box 1921 Woodland, Washington 98674 United States
--	--

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
<b>Yes</b>	<b>238910</b>	<b>Site Preparation Contractors</b>

**Disaster Response**

This entity does not appear in the disaster response registry.

# Contractors

## SLATECO LLC

**Owner or tradesperson**

Principals  
LINDBERG, ROYCE  
ELMER, PARTNER/MEMBER

HALLSTROM, CAMERON  
LOUIS, PARTNER/MEMBER

PO Box 1921  
Woodland, WA 98674  
360-903-1808  
COWLITZ County

Doing business as  
SLATECO LLC

WA UBI No.  
604 654 119

Business type  
**Limited Liability Company**  
Governing persons  
**CAMERON**  
  
**HALLSTROM**  
ROYCE E LINDBERG;

## License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

**Construction Contractor**

**Active**  
**Meets current requirements.**

License specialties  
**GENERAL**  
License no.  
**SLATEL\*809R9**  
Effective — expiration  
**01/15/2021— 01/15/2025**

**Bond**

**Western Surety Co**  
Bond account no.  
**65236069**

\$12,000.00  
  
Effective date  
**09/28/2020**  
Expiration date  
**Until Canceled**

Received by L&I  
**01/15/2021**

**Insurance**

**State National Ins Co Inc**  
Policy no.  
**HLM51CL9013205**

\$1,000,000.00  
  
Effective date  
**09/29/2023**  
Expiration date  
**09/29/2024**

Received by L&I  
**09/27/2023**

**State National Ins Co Inc**  
Policy no.  
**HLM51CL9013205**

\$1,000,000.00  
  
Effective date  
**09/29/2023**

Received by L&I  
**09/27/2023**

A.

**Insurance history**

**Savings**

No savings accounts during the previous 6 year period.

**Lawsuits against the bond or savings**

No lawsuits against the bond or savings accounts during the previous 6 year period.

**L&I Tax debts**

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

**License Violations**

No license violations during the previous 6 year period.

**Certifications & Endorsements**

**OMWBE Certifications**

No active certifications exist for this business.

**Apprentice Training Agent**

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

**Workers' Comp**

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID  
**114,682-00**

**Account is current.**

Doing business as  
**SLATECO**

Estimated workers reported  
**Quarter 3 of Year 2023 "7 to 10 Workers"**

L&I account contact  
**T0 / DAVID PRYOR (360) 902-5617 - Email: PRYD235@lni.wa.gov**

**Public Works Requirements**

Verify the contractor is eligible to perform work on public works projects.

**Required Training– Effective July 1, 2019**

Exempt from this requirement.  
Completed the training on 2/2/2021

**Contractor Strikes**

No strikes have been issued against this contractor.

**Contractors not allowed to bid**

No debarments have been issued against this contractor.

**Workplace Safety & Health**

Check for any past safety and health violations found on jobsites this business was responsible for.

No inspections during the previous 6 year period.





STATE OF WASHINGTON

Department of Labor & Industries

# Certificate of Workers' Compensation Coverage

January 10, 2024

WA UBI No.	604 654 119
L&I Account ID	114,682-00
Legal Business Name	SLATECO LLC
Doing Business As	SLATECO
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 3 of Year 2023 "7 to 10 Workers"
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	Yes
License No.	SLATEL*809R9
License Expiration	01/15/2025

### What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

### Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due.

**Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation** (See [RCW 51.12.050](#) and [51.16.190](#)).



## Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: **Slateco LLC**

WA UBI Number: **604 654 119**

License Number: **SLATEL\*809R9**

Principal:

RCW: All



From: MM/DD/YYYY

To: MM/DD/YYYY

Penalty Due:

All



Wage Due:

All



[Apply Filters](#) [Reset](#)

[Download all debarment data](#)

Show 25 per page

Showing 0 records

FirstPreviousNextLast

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
--------------	-----	---------	------------	--------	-----	--------------	------------	-------------	-----------

There are no records that match your search criteria.

Show 25 per page

Showing 0 records

FirstPreviousNextLast



< Business Lookup

### License Information:

[New search](#) [Back to results](#)

**Entity name:** SLATECO LLC

**Business name:** SLATECO

**Entity type:** [Limited Liability Company](#)

**UBI #:** 604-654-119

**Business ID:** 001

**Location ID:** 0001

**Location:** Active

**Location address:** 254 OXBOW RD  
WOODLAND WA 98674-9291

**Mailing address:** PO BOX 1921  
WOODLAND WA 98674-1800

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

### Endorsements

Endorsements held	License #	Count	Details	Status	Expiration	First issue
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A.

Endorsements held	License #	Count	Details	Status	Expiration	First issue
Battle Ground General Business - Non-Resident				Active	Aug-31-2	Sep-01-20
Camas General Business - Non- Resident				Active	Aug-31-2	Aug-27-2
Castle Rock General Business - Non-Resident				Active	Sep-30-20	Oct-04-20
Cathlamet General Business - Non- Resident				Active	Sep-30-20	Sep-28-20
La Center General Business - Non- Resident				Active	Aug-31-2	Aug-30-2
Ridgefield General Business - Non- Resident				Active	Aug-31-2	Aug-27-2
Vancouver General Business - Non- Resident				Active	Aug-31-2	Mar-18-2
Woodland General Business				Active	Aug-31-2	Mar-28-2

### Governing People May include governing people not registered with Secretary of State

Governing people	Title
LINDBERG, ROYCE	



A.

## Registered Trade Names

Registered trade names	Status	First issued
SLATECO	Active	Aug-27-2020

The Business Lookup information is updated nightly. Search date and time: 1/10/2024 12:30:59 PM

### Contact us

How are we doing?  
**Take our survey!**

Don't see what you expected?  
**Check if your browser is supported**



**File Attachments for Item:**

B. Resolution 2024-01-583 Updating Public Record Fees



Department Head: \_\_\_\_\_  
 Clerk/Treasurer: \_\_\_\_\_  
 City Administrator: \_\_\_\_\_  
 Mayor: \_\_\_\_\_

### COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review: Yes, completed  
 Meeting Date: January 17, 2024  
 Agenda Item: Resolution 2024-01-583 Amending the Public Record Policy  
 Presented By: Lisa George, Police Department

**Action Required:**  
 Resolution adopting fees for staff time associated with redacting Bingen-White Salmon Police Department (BWSPD) Body Worn Camera (BWC) footage requested pursuant to public records requested.

**Motion for Business Item / Proposed Motion for Consent Agenda:**  
 Motion to adopt Resolution 2024-01-583 Amending the White Salmon Public Record Policy.

**Background of Issue:**  
 To enhance open government and public agency transparency, BWSPD implemented a BWC program. Officers wear body cameras and capture recordings that are public records subject to the Washington Public Records Act (PRA), RCW 42.56. The PRA allows law enforcement agencies to charge certain requestors the actual cost of redacting BWC recordings prior to disclosure per RCW 42.56.240(14). The police department is in full support of providing body worn camera footage when requested and has come to a better understanding of the cost of this transparency. BWSPD is proposing charging qualifying requestors the reasonable costs of redacting videos prior to disclosure to support this work.

**Explanation of Issue:** With the exception of the following requestors, the PRA allows an agency to charge a requestor the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body camera recording prior to disclosure:

- A person directly involved in an incident recorded by the requested body worn camera recording;
- An attorney representing a person directly involved in an incident recorded by the requested body work camera recording;
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person;
- The executive director from either the Washington State Commission on Agrican-American affairs, Asian Pacific American affairs, or Hispanic affairs; or
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States Department of Justice settlement.

An agency that charges redaction costs must use redaction technology that provides the least costly commercially available method of redacting body camera recordings, to the extent possible and reasonable.

The purpose of this cost study is to determine the reasonable cost of redacting BWC recordings in order to provide a requestor the estimated cost of redacting particular BWC recording and, to provide requestors a choice of redaction types in order to reduce costs to those requestors.

**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:**

The City will be compensated for the actual staff time spent redacting BWC.

**Recommendation of Staff/Committee:** We ask the council to approve a resolution to allow a charge of \$0.76 per minute for redacting police body cam video footage for public records requests. This will recover the actual staff cost which is allowed by RCW 42.56.240(14), the fee will not be charged to individuals exempt.

**DEI & Stakeholder Analysis:**

The completed study created a fair and equitable fee to charge for the service of body camera redaction. This allows residents to be provided public records according to state law.

**Policy & Plan Implications:**

This update brings the Public Record Policy into compliance with current state law and allows the Police Department to recuperate a reasonable amount of money for time dedicated to redaction of body cam footage.

**Attachment:** City of White Salmon Body Worn Camera Video Redaction Cost Study

**RESOLUTION 2024-01-583****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,  
WASHINGTON, AMENDING PUBLIC RECORDS POLICY AND PROCEDURE**

**WHEREAS**, the City of White Salmon adopted a public records policy and procedure on November 19, 2018; and

**WHEREAS**, the City of White Salmon is required by RCW 42.45.100 to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in RCW Chapter 42.56 and Model Rules of WAC 44-14; and

**WHEREAS**, the City of White Salmon is required to provide access to public records, protect public records from damage and disorganization and to prevent excessive inference with other essential functions of the City; and

**WHEREAS**, the City of White Salmon is required to protect certain public records from disclosure subject to various legal exemptions; and

**WHEREAS**, the City of White Salmon finds that maintaining an index as provided for in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations and types of public records received, generated and otherwise acquired by the city; and

**WHEREAS**, the City of White Salmon finds that calculating the actual cost of providing documents either via copying, scanning, uploading electronic files or in any other electronic format in order to fulfill public records request would be unduly burdensome and therefore will comply with RCW 42.56.120(2)(b); and

**WHEREAS**, RCW 42.56.230(14) provides direction on who the City of White Salmon can charge for body cam footage; and



**WHEREAS**, the City of White Salmon has completed the mandatory cost study per RCW 42.56.230(14) to determine a reasonable body cam public record fee; and

**WHEREAS**, the City of White Salmon finds that amendment to the policy is necessary to correct the email address associated with requesting "General Records."

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT CITY OF WHITE SALMON AMENDS THE PUBLIC RECORDS POLICY AND PROCEDURES ATTACHED.**

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 17<sup>th</sup> day of January, 2024.

**CITY OF WHITE SALMON, WASHINGTON**

\_\_\_\_\_  
**Marla Keethler, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Stephanie Porter, Clerk/Treasurer**

\_\_\_\_\_  
**Shawn MacPherson, City Attorney**

**City of White Salmon**  
**Public Records Policy and Procedure**

**1.0 Purpose**

- 1.1** The City of White Salmon is committed to transparent government as the law allows. This Public Records Policy and Procedure is intended to facilitate public access to records and to minimize confusion or misunderstanding about the records request process.
- 1.2** The City of White Salmon is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in *RCW Chapter 42.56 and Model Rules of WAC 44-14*, and to provide access to public records, protect public records from damage and disorganization and to prevent excessive interference with other essential functions of the City. The City is also required to protect certain public records from disclosure subject to various legal exemptions.
- 1.3** This Public Records Act disclosure policy established the procedures the City of White Salmon will follow to provide for the fullest assistance to requestors including the most timely possible action on requests, while protecting public records from damage and preventing "excessive interference with other essential agency functions." *RCW 42.56.100*.
- 1.4** The City is required to respond to public records requests pursuant to Chapter 42.56 RCW. The City is not required to respond to questions, do research, prepare reports, or to give information that is not the subject of an identifiable public record.
- 1.5** Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it reasonably sees fit, and to revise or change the policy at any time. Failure to comply with any provision of these rules shall not result in any liability imposed upon the City other than that provided in the Public Records Act.

**2.0 Definitions**

- 2.1** "The City of White Salmon" and "The City" includes any office, department, division, bureau, board, commission, or agency of the City of White Salmon. *RCW 42.56.010(1)*.
- 2.2** "Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the City of White Salmon regardless of the physical form or characteristics. *RCW 42.56.010(2)*.
- 2.3** "Writing" means handwriting, typewriting, printing, photo stating, photographing and every other means of recording any form of communication representation including, but

not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. *RCW 42.56.010(3)*.

**2.4** "Identifiable Records" means an identifiable record is one in existence at the time the records request is made and the City staff can locate after an objectively reasonable search.

**2.5** "Exempt record" includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. For information related to Public Record Exemptions please see Municipal Research Services Center's (MRSC) publication "Public Records Act for Washington Cities, Counties, and Special Purpose Districts" on the City's Website under Public Records Request.

**3.0 Responsibility**

**3.1 Public Records Officer**

The City of White Salmon's Public Records Officer is the City Clerk. Other City staff members may also process public records requests, as needs require.

**3.2 City Attorney**

The City Attorney's Office shall provide legal advice to the Public Records Officer or designee on those occasions when advice is sought. Additionally, the City Attorney's Office will provide a timely written response to a written request for an explanation of a denial of the release of public information as provided in Section 17 of this policy.

**3.3 Central and Field Offices**

The City of White Salmon's central office for requesting records is City Hall, 100 N. Main Street, White Salmon, WA 98672. The City is a non-charter code city governed by the provisions of RCW Chapter 35A.12 under the mayor-council form of government. The City has field offices located in various locations for departments such as Police and Fire Department. More information regarding the City of White Salmon's departments may be obtained through the City's website ~~www.white-salmon.net~~ [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov).

**4.0 Procedure**

**4.1 How to Request Records:**

**General Records Request-** Any person requesting access to general public records or seeking assistance in making such a request must contact the City Clerk located at:

City Clerk/Public Records Officer Phone: (509) 493-1133 x205  
100 N. Main Street/ P.O. Box 2139 Email: [clerktreasurer@whitesalmonwa.gov](mailto:clerktreasurer@whitesalmonwa.gov)  
White Salmon, WA 9867

**Hours: 8:00am 8:30am to 5:00pm - ~~Monday~~ Tuesday -Friday**

**Police Records Request-** Any person requesting Police records must contact the Police Department located at:

Bingen-White Salmon Police Department	Phone: (509) 493-1177
142 E Jewett Blvd/ P.O. Box 2139	Fax: (509) 493-1007
White Salmon, WA 98672	Email: info@bwspolice.com
Hours: 8:00 a.m. to 4:00 p.m. Mon- Thursday	

**4.2 Request Format**

While there is no specific required format for a public records request, a requestor must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public record request, the requestor should point out the public record request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate a timely response to the request.

To help facilitate a prompt response, the City encourages that all requests be made in writing on a *Public Records Request Form*, which is available at the City Clerk's Office and on the City of White Salmon's website ~~www.white-salmon.net~~ [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov). Requests may be submitted in person, orally, by mail, ~~by fax~~, or e-mail. Mail ~~and~~ email, ~~and faxes~~ will be considered received on the date the form is stamped "received", not on the date sent.

Requests should include the following information:

- A. The requestors name, mailing address, and contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the city personal to be able to locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (*RCW 42.56.070 (9)*);  
And,
- E. Whether the requestor desires copies (and whether in a paper or electronic form), or to inspect the requested records. The City reserves the right to choose a form of copies where it is impracticable to respond in the requested form.

Request for public records made orally must be made during normal business hours. Requests for public records made orally must be confirmed by the Public Records Officer.

A variety of records are available on the City's website at ~~www.white-salmon.net~~ [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov). Requestors may be directed to view the records available on the website in lieu of producing copies or physical inspection where records are so available and may be searched. The City Clerk or designee shall be available for technical assistance in that event.

**4.3 Response to Requests**

The City will process requests in the most efficient manner as the Public Records Officer (defined above) deems appropriate. The Public Records Officer may ask a requestor to

prioritize the records he or she is requesting so that the most important records may be provided first.

Within five (5) business days of receiving a request, the City will either (A) provide the record; (B) acknowledge that the request has been received and provide a reasonable time estimate it will need to respond to the request; (C) seek clarification of the request; or (D) deny the request.

Additional time to respond may be based on the need to log the request, to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare a withholding index to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate and/or to consult with the City Attorney about whether the records are exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimate to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

The City frequently receives requests for public records identified in terms of "any and all documents related to" or similar language. The City has limited staffing resources and broad requests of voluminous documents, particularly those requiring review and redaction, will be provided only as City staffing allows and may result in long response periods. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City's response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the PRA does not allow a requestor to search through the City's files for records which cannot be identified or described to the City. The City is not authorized to provide lists of individuals for commercial purposes and the City may inquire whether the requestor is using a list commercially in its initial response. The Public Records Officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requestor fails to clarify an unclear request or verify a non-commercial intent within fifteen (15) working days, the City will treat the request as having been withdrawn. *RCW 42.56.520.*

If the Public records contains personal information that identifies an individual or organization rather than the subject of the requested public record, the City may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540, and the response time may be delayed (usually by ten days) to allow the third party to oppose the records release. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The City may take the above into account when providing an estimate of when the records will be available. Nothing in this policy is intended to, nor does it, create any right to such notice.

When a request uses a phrase such as "all records relating to", the Public Records Officer may interpret the request to be for records which directly and fairly address the topic. The City may respond to a request to provide access to a public record by providing the requestor with a link to the City's web site containing an electronic copy of that record if it can be determined that the requestor has internet access and the requestor agrees that the request has been satisfied.

When the requestor has found the records he or she is seeking, the requestor should advise the Public Records Officer that the request for records have been provided and the remainder of the request may be cancelled.

#### **4.4 Providing Records in Installments**

When the request is for a large number of records, the City may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. With each instance the City will notify the requestor of the response time for the next installment. Provided, however, if the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the City may deem the request abandoned and may stop fulfilling the remainder of the request. The City may prioritize record requests received after commencing to fulfill the larger request. *RCW 42.56.120*.

#### **4.5 Electronic Records**

The process for requesting electronic public records is the same as the process for requesting paper public records.

When a requestor requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available; or will provided the records in a format that is reasonably translatable to the format in which the agency keeps the record.

With the consent of the requestor, the City may provide customized access under *RCW 42.56.120* if the record is not reasonably translatable into the format requested. The City may charge a fee consistent with *RCW 42.56.120(3)(a)(i)* for such customizable access.

#### **4.6 No Duty to Create Records**

This policy does not require the City to answer written questions, summarize data or information, prepare reports, create new public records, or provide information in a format that is different from original public records; however, the City may in its discretion create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. *WAC 44-14-04003 (5)*.

**4.7 No Duty to Provide Information**

This policy does not require the City to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy.

**4.8 No Duty to Supplement Responses**

The City is not obligated to hold current records requests open to respond to request for records that may be created in the future. A new request must be made to obtain later-created public records.

**4.9 Fees**

A. The City finds that calculating the actual cost of providing documents either via copying, scanning, uploading electronic files or in any other electronic format in order to fulfill a public records request would be unduly burdensome for the following reasons:

1. The City's public records officer would be required to maintain a record of all employees who contributed to each part of a public record request and potentially charge different amounts for multiple documents and/or pages.
2. The City uses several scanning and copying machines with different costs and lease agreement fees which change from time to time. The cost of supplies for the City's various machines is subject to change based on current market rates. Calculating the portion of the machines and supplies used toward copying or scanning public records would require knowledge of the cost of supplies and an in-depth analysis of timing and application multiplied by each contributing employee's hourly rate of pay and benefits;
3. The response time to a public records request may be delayed in order to calculate actual costs and creating an invoice with varying different rates of providing the public records.

*RCW 42.56.120(2)(b).*

B. The charges for responding to public records requests are as follows:

1. Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records. *RCW 42.56.120(2)(b)(i).*
2. Ten cents (\$0.10) per page for public records scanned into an electronic form or for the use of agency equipment to scan the records. *RCW 42.56.120(2)(b)(ii).*

3. Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery. *RCW 42.46.J20(2)(b)(iii)*.
  4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The city shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations. *RCW 42.56.120(2)(b)(iv)*.
  5. The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. *RCW 42.56.120(2)(b)(v)*.
  6. **The fee of \$0.76 per minute shall be charged for the redaction of body camera footage that is requested in compliance with RCW 42.56.240.**
- C. The charges in (b) of this subsection may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
- D. An agency may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under (a) or (b) of this subsection when the agency reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. An agency that has elected to charge the flat fee in this subsection for an initial installment may not charge the fees authorized under (a) or (b) of this subsection on subsequent installments.
- E. An agency shall not impose copying charges under this section for access to or downloading of records that the agency routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.
- F. A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.
- G. No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small amount of copies, scans or electronic formats made or other circumstances. Payment of fees is required prior to the release of records unless other arrangements have been made. *RCW 42.56.120*.

#### 4.10 Deposit

The City may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying the records for a requestor. The City may also require



payment of the remainder of the cost before providing all of the records, or the payment of the cost of copying an installment before providing that installment. *RCW 42.56.120*

#### **4.11 Availability of Public Records**

Public Records are available for inspection and copying at the City Clerk's Office during normal business hours: Monday through Friday, 8:00a.m. to 5:00 p.m., excluding the lunch hour (12:00noon-1:00pm) and excluding legal holidays. City personnel and the requestor may make mutually agreeable arrangements for time(s) of inspections and copying.

To the extent possible, given other demands for space and staff time, the Public Records Officer shall promptly provide space to inspect public records at the City Hall. The City deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Public Records Officer or designated staff. The City will make every effort to provide staff to oversee the expeditious inspection of the public records without unduly compromising or unreasonably interfering with the essential functions of the City. All assistance to help requestors locate and inspect particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the City Clerk or other duties of any assisting employee(s) in other City departments. In accommodating a request for public records inspection, the City may consider the size of the request, the ease with which the requested records can be made available for inspection and the special accommodations requested by the requestor necessary in order to inspect the records, the availability (schedule) of the requestor to conduct the inspection, the availability of City staff to observe the inspection, the time constraints on staff availability imposed by other current City business, and any other relevant circumstances.

After inspection is complete, the requestor shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the Public Records Officer. The Public Records Officer will arrange for copying.

#### **4.12 Preservation of Public Records**

No member of the public may remove a public record from the City Clerk's Office without the Public Record Officer's permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff. Copies of public records may be copied only on copying machines of the City unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during time of inspection of public records. Access to file cabinets, shelves, vaults and other City storage areas is restricted to authorized City staff.

#### **4.13 Organization of Public Records**

The City finds that maintaining an index as provided in *RCW 42.56.070(3)* for use by the public would be unduly burdensome and would interfere with agency operations given by

the high volume, various locations, and types of public records received, generated and otherwise acquired by the City. *RCW 42.56.070(4)*. Notwithstanding the foregoing, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

#### **4.14 Closing Abandoned or Unpaid Requests**

If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, City personnel will close the request. City personnel will document the closure of the request and the conditions that led to the closure. *RCW 42.56.120*.

#### **4.15 Records Exempt from Public Disclosure**

The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The City is prohibited by statute from disclosing lists of individuals for commercial purposes. *RCW 42.56.070(9)*

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. *RCW 42.56.230 through 42.56.480* contains a large number of exemptions from public inspection and copying.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information *RCW 42.56.070(1)*.

The City's failure to list an exemption shall not affect the effectiveness of the exemption.

#### **4.16 Denial of Request Due to Exemption**

All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. *RCW 42.56.210(3)*. Redacted sections shall indicate the reason for the redaction.

#### **4.17 Mechanism for Review of Denial**

Any person who objects to the denial of a public record may petition in writing to the City Clerk for a review by the City Attorney of that decision. The petition shall include a copy of or reasonably identify the written statement by the City Attorney's Office or designee denying the request. The City Attorney shall perform a review at the end of the second business day following the denial to represent final action for the purposes of judicial review. *RCW 42.56.530*.

#### **4.18 Retention of Records**

The City is not required to retain all records it creates or uses. However, the City will follow *RCW Chapter 40.14, Preservation and Destruction of Public Records*, in the retention and destruction of public records. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records (including

cities) that is common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives). Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

**4.19 Loss of Right to Inspection**

Inspection shall be denied, and the record withdrawn by the Public Records Officer if the requestor, when reviewing the record, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

**4.20 Disclaimer of Liability**

Neither the City nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by statute and federal law.

# City of White Salmon

## Body Worn Camera Video Redaction

### Cost Study

January 2024

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## Background

The Bingen-White Salmon Police Department (BWSPD) has implemented a Body Worn Camera (BWC) program. Officers will wear body worn cameras and will capture recordings that are public records subject to the Washington Public Records Act (PRA) 42.56 RCW. The PRA allows a law enforcement agency responding to requests for BWC recordings to charge certain requestors the reasonable costs of redacting videos prior to disclosure. The purpose of this cost study is to determine those reasonable costs. Allowable redaction costs are in addition to copying costs that agencies are legally allowed to charge requestors.

## Introduction

With the exception of the following requestors, the PRA allows an agency to charge a requestor the reasonable costs of redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body camera recording prior to disclosure:

- A person directly involved in an incident recorded by the requested body worn camera recording;
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording;
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person;
- The executive director from either the Washington state commission on African-American affairs, Asian Pacific American affairs, or Hispanic affairs; or
- If relevant to a cause of action, an attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States department of justice settlement.

An agency that charges redaction costs must use redaction technology that provides the least costly commercially available method of redacting body camera recordings, to the extent possible and reasonable.

The purpose of this cost study is to determine the reasonable cost of redacting BWC recordings in order to provide a requestor the estimated cost of redacting particular BWC recordings and, to provide requestors a choice of redaction types in order to reduce costs to those requestors.

## Principles

- We charge for redactions based on the parameters provided in the PRA
- We charge staff time (salary + benefits) directly applicable to redacting videos

- We charge staff time for no more than the lowest-paid employee assigned responsibility for redacting video
- We have highly-skilled Public Records Officers who apply their expertise to redact video in an efficient and skillful manner
- We use redaction technology that most effectively and efficiently meets the administrative and operational needs of the Department
- We do not charge requestors any costs related to the redaction technology
- The City incurs substantial costs for video management, processing, storage, and redaction technology
- In addition to allowed redaction costs, we charge requestors the actual cost of copies of BWC recordings as provided in the PRA

## Types of Redactions

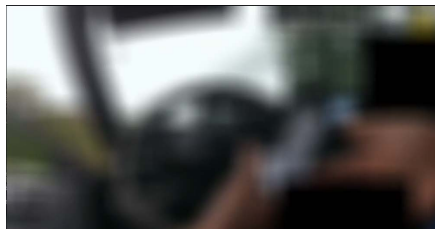
- Targeted Video Redaction of Person or Object with or without Targeted Audio Redaction: This blurs or blacks out the face or identifying features of an individual or object and removes exempt audio content
- Targeted Audio Redaction Alone: This removes exempt portions of the audio
- Blackout/Blur of Screen with or without Audio Removal: This completely blacks or blurs out targeted segment(s) of video. It may also redact all audio from the segment(s) if required

## Video Redaction Type Illustrations

**Targeted Video Redaction**



**Blur of Screen**



**Blackout of Screen**



## Redaction Process

The cost of redacting video using current technology reflects actual staff time derived from the workflow necessary to apply redactions as detailed in the BWSPD Redaction Process Workflow, attached to this Cost Study.

## Time Studies

Stopwatch style time studies were conducted to determine the amount of time it takes to redact BWC recordings including how long it takes to redact one minute of audio, redact one minute of video and redact one minute of video and audio.

Time Study Results:

Redaction Type	Video Time	Average Redaction Time
Targeted Video Redaction with Targeted Audio Redaction	1 Minute per individual or object redacted	12 Minutes per individual or object redacted
Targeted Video Redaction without Targeted Audio Redaction	1 Minute per individual or object redacted	10 Minutes per individual or object redacted
Targeted Audio Redaction Alone	1 Minute	1 Minute
Blackout/Blur of Screen, with Audio Removal	1 Minute	1 Minute
Blackout/Blur of Screen, without Audio Removal	1 Minute	2 Minutes

## Public Records Officers Salary

The salary for Public Records Officers within BWSPD is approximately \$.76 per minute. The PRA allows agencies to charge the actual cost of redacting body camera recordings including the cost of redaction technology provided it is the least costly commercially available method. The Public Records Officers salary amount does not include the cost of redaction technology and the City does not intend to charge requestors technology costs at this time. The City intends to charge requestors at the rate of \$.76 per minute of Public Records Officers time to redact body camera videos. This rate is below the actual cost incurred by the City for redacting video.

## Estimating Redaction Costs

Based on the results of the cost study, BWSPD Public Records Officers will calculate estimated redaction costs at the following rates:

Redaction Method	Estimated Cost Per Minute to Redact	Minutes to Redact Per Minute of Raw Footage	Estimated Cost of Redaction Per Minute of Raw Footage
Targeted Video Redaction with Targeted Audio Redaction	\$0.76 per individual or object redacted	12 per individual or object redacted	\$9.12 per individual or object redacted
Targeted Video Redaction without Targeted Audio Redaction	\$0.76	10 per individual or object redacted	\$7.60
Targeted Audio Redaction Alone	\$0.76	1	\$0.76
Blackout of Screen, with Audio Removal	\$0.76	1	\$0.76
Blackout of Screen, without Audio Removal	\$0.76	2	\$1.52

B.

## **BWSPD Will Charge Redaction Costs Based on Actual Redaction Time**

The City will charge requestors redaction costs reflecting the actual time it takes to redact a particular video calculated at the rate of \$ .76 per minute.

## Body Worn Camera Cost Estimation Template

We have identified a body worn camera video recored responsive to your request. The identified record contains exempt information and requires video redaction. You have not self-identified as a person who is exempt from redaction costs as provided in RCW 42.56.2470(14)(f)(iii). As a result, the Bingen-White Salmon Police Department is allowed to charge you the reasonable costs related to redacting the body worn video you have requested.

Below are the estimated costs of redaction and a deposit of 10% of this cost. The 10% deposit is required to be paid prior to processing the request. The costs are only estimates and may vary depending on the actual time it takes to complete your request. Redaction costs are \$ per minute spent on video redaction.

Estimated Redaction Time in Minutes \_\_\_\_\_ X \$= \_\_\_\_\_ Estimated Redaction Cost

Estimated Redaction Cost \_\_\_\_\_ X 10% = \_\_\_\_\_ Required Deposit

If we do not receive the 10% deposit from you within 10 calendar days we will consider your request closed.



## BWSPD Redaction Process Workflow for Body Camera Video Redaction

1. Receive Initial Video Request
  - a. Locate video in Evidence.com using one or more of the following fields: case number, officer ID, and date/time (Evidence.com is a cloud-based system)
  - b. Conduct research to locate incident, if video not initially found based on criteria listed above.
2. Public Records Officer Redaction Process
  - a. Public Records Officer reviews video to identify content that requires redaction, detailing relevant time codes.
  - b. Where redaction is required, the Public Records Officer will apply redaction and remove audio at appropriate points in video.
  - c. Public Records Officer may select to redact video FRAME BY FRAME to ensure exempt content is redacted.
  - d. Multiple passes of video may be required to track individuals and/or ensure that all exempt video and audio content has been redacted throughout the video.
  - e. Quality assurance will be conducted by replaying the video in real time or slower to ensure redaction accuracy.
3. Redaction Distribution
  - a. If the requestor has provided an email address, a link will be created in which the requestor may receive the requested body camera video.
  - b. For all other requests, the body camera video will be downloaded onto a digital media storage device and be made available either by mail or for pick-up at the Bingen-White Salmon Police Department. Storage device fees and mailing/postal fees will be charged in accordance with the City of White Salmon's Public Records Policy.

**File Attachments for Item:**

C. Resolution 2024-01-584 Adopting New Job Description - Code Compliance Officer



Department Head: \_\_\_\_\_  
 Clerk/Treasurer: \_\_\_\_\_  
 City Administrator: \_\_\_\_\_  
 Mayor: \_\_\_\_\_

## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, Legal Counsel Consulted

Meeting Date:

January 19, 2024

**Agenda Item:**

**Resolution 2024-01-584 Approving Job Description Code Compliance Officer**

Presented By:

Troy Rayburn, City Administrator

**Action Required:**

Approve part-time Code Compliance Officer job description. Not to exceed 20 Hrs. Per Week

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve Resolution 2024-01-584 Adopting the Job Description and salary scale for Code Compliance Officer.

**Background of Issue:**

The recent retirement of Bill Hunsaker from Code Enforcement has left the city without a dedicated staff position overseeing code compliance.

Council approval of the proposed job description will allow staff to begin recruitment to fill the vacant position and advertise for placement.

**Explanation of Issue:**

The position will cover issues outside of building and land use development. Examples of code enforcement outside of building and land use development are noted throughout City Code. These nuisances include -- but are not limited to -- line-of sight, livestock (crowing roosters), private debris accumulating in public rights-of-way, hazardous nuisances, etc.

The job salary range is listed Step 26 Range 1-10 (Annual \$23,764.00 - \$31,002.40) depending on experience/qualifications. No benefits will be provided as a part-time position.

**Council Options:**

City Council has the following options available at this time:

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

**Fiscal Analysis:**

The adopted 2024 budget includes \$24,000 for this purpose. This will need to be increased at the first budget amendment in March if the hired salary exceeds \$24,000.

**DEI & Stakeholder Analysis:**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. Our goal is to hire the candidate

who is best able to meet the performance objectives of the role. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. The city will target a variety of distribution channels to advertise this position in an effort to reach a diverse group of applicants.

**Policy & Plan Implications:**

Addition of a Code Compliance Officer will allow various nuance violations cited in code to be addressed and enforced.

The City will actively track the results of this position to report back to council on the effectiveness of this approach and whether or not a position greater than part-time is needed.

**Recommendation of Staff/Committee:**

Staff recommend approval of part-time Code Compliance Officer position.

**RESOLUTION 2024-01-584**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, ADOPTING A JOB DESCRIPTION, AND ESTABLISHING A SALARY SCALE FOR THE POSITION.**

**WHEREAS**, the City of White Salmon desires to have a designated Code Compliance Officer to address non-building related code enforcement violations;

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

**SECTION I.** There is hereby created a new position entitled “Code Compliance Officer”. Such position shall be under the supervision of the City Administrator and shall be responsible for the duties outlined in the job description attached as Exhibit “A”.

**SECTION II.** The Code Compliance Officer shall be paid according to the annual salary matrix adopted by the City Council Step 26 Range 1-10 depending on experience, part-time not to exceed 20 hours per week. This is an exempt salaried position.

**SECTION III.** This resolution will be effective immediately upon passage.

PASSED by the Council of the City of White Salmon, Washington. Dated this 19<sup>th</sup> day of January, 2024.

**CITY OF WHITE SALMON, WASHINGTON**

\_\_\_\_\_  
**Marla Keethler, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Stephanie Porter, Clerk/Treasurer**

\_\_\_\_\_  
**Shawn MacPherson, City Attorney**

**Exhibit A**  
**Resolution 2024-01-584**

C.



*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

**CITY OF WHITE SALMON**

**POSITION DESCRIPTION**

**Position:** Code Compliance Officer  
Part-Time / 20 hours per week

**Department:** City Hall Administration

**Reports To:** City Administrator

**Closing Date:** *To Be Determined*

**FLSA Status:** Exempt

**Salary Range:** Step 26, Range 1-10 Depending on Experience  
(\$23,764.00 – \$31,002.40)

This is a part-time salaried position and is not expected to work in excess of 20 hours per week.

Occupant can arrange their weekly calendar to accommodate their schedule as long as the schedule chosen becomes standard to date and time. Punctual, regular, and reliable attendance is essential for successful job performance.

**DISCRIPTION OF POSITION:**

The Code Compliance Officer reviews, interprets, applies, and enforces City code relating to public nuisances and hazards.

The position will promptly return all calls, emails, complaints, and other forms of outreach from concerned residents and business owners. Residents or complainants will always receive courteous, informational follow up, as will the recipient of the complaint.

The Code Compliance Officer will also communicate and coordinate with other city departments as needed, including City Attorney, Police, and Public Works. Communication and coordination with other departments are expected to be carried out in a timely and effective manner to minimize delays and the potential for hazard or nuisance escalating.

**ESSENTIAL FUNCTIONS:**

- Responsible for the administration of the City Code Compliance Program (separate from Building Code Enforcement).
- Receive identified and suspected violation issues and complaints from the public and/or other City departments; independently respond to and investigate complaints and coordinate with other City officials where necessary. Issue compliance citations in appropriate situations under ordinance authority.

- Enforce State RCW's and/or City ordinances pertaining to line-of-sight, abandoned and hulk (junk) vehicles on City streets, and public rights-of-way.
- Receive and investigate complaints of solid waste and utility violations; investigate theft of service accusations. Receive and coordinate hazardous material complaints with local agencies.
- Determine and provide proper affidavits for administrative search warrants as needed; coordinate search warrants with Police and Fire and/or any other City department directly involved with the specific violation.
- Maintain computer database listing and status of violation / complaint issues, including a chronological list of field and investigative actions taken relative to violation proceedings; prepare formal status reports.
- Coordinate with the finance department to create reimbursement line items for invoiced code enforcement fees.
- Write letters to code violators and property owners; responds to complainants regarding disposition of their complaint.
- Assist customers in person and on the telephone by answering questions, receiving information, and providing information as appropriate.

**EDUCATION AND EXPERIENCE:**

Minimum experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

- High school graduation or GED.
- or
- 2 years college-level coursework or continuing education.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Valid Driver's License.
- Washington State Code Enforcement Certification upon hire is desirable; must have the ability to obtain within one year of employment.
- Ability to receive limited commission, as determined by the Police Chief, to write citations for enforcement of code related violations.

**WORK ENVIRONMENT AND EQUIPMENT USED:**

Work is performed outdoors about 50% of the time and indoors in an office setting approximately 50% of the time.

Work outdoors may be performed in inclement weather at dirty, wet, noisy, or cramped work sites and may be in hazardous areas including climbing on, under and around building structures, equipment and potentially dangerous tools, steep terrain, and confined spaces.

Equipment used includes motor vehicle, digital camera equipment, laptop, tablet, copier, telephone, fax, computer, copy machine, and other commonly used office equipment.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed.

Employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this Job description.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**File Attachments for Item:**

D. Approval of Meeting Minutes- January 3, 2024



CITY OF WHITE SALMON
City Council Meeting – Wednesday, January 3, 2024
In Person and Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

- Ben Giant
Patty Fink
David Lindley
Jason Hartmann
Jim Ransier

Staff Present:

- Mike Hepner, Police Chief
Marla Keethler, Mayor
Stephanie Porter, Clerk Treasurer
Shawn Mac Pherson, City Attorney
Troy Rayburn, City Administrator

- I. Call to Order, Land Acknowledgement and Presentation of the Flag
Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 3 members of the public in attendance in person and via teleconference.
II. Roll Call (6:02pm)
III. Changes to the Agenda (6:03pm)
Staff request to remove: Presentation Lower White Salmon Vision Plan
Staff request to add: Ordinance 2024-01-1159 Amending WSMC 17.80 to as Item B. under Ordinance First Read.
Staff request to amend: Consent Agenda A. Approval of Personal Services Contract Amendment No.1- On Call HR Services- It's All A Little Grey, LLC.
Moved by Jason Hartmann. Seconded by David Lindley.
Motion to approve changes to the agenda as presented.
CARRIED 5-0
IV. Presentations
A. Mayor's Update (6:05pm)
B. Lower White Salmon Vision Plan
V. Public Comment
No Public Comment.
VI. Consent Agenda (6:08pm)
A. Approval of Personal Services Contract Amendment No.1- On Call HR Services - It's All A Little Grey, LLC
B. Approval of Personal Services Contract - Mather & Sons Pump Inc - Maintenance Services (\$9,675)
C. Mayor's 2024 Committee Appointments
D. Approval of Meeting Minutes- December 20, 2023
E. Approval of Vouchers

D.

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 3<sup>rd</sup> day of January 2024.

Type	Date	From	To	Amount
<b>Claims</b>	12/30/2023	40878	40898	101,773.51
	1/3/2024	40899	40905	67,216.77
			<b>Claims Total</b>	<b>168,990.28</b>
<b>Payroll</b>	1/5/2024	EFT	EFT	51,142.87
	1/5/2024	40875	40877	448.65
			<b>Payroll Total</b>	<b>51,591.52</b>
<b>Manual Claims</b>	12/4/2023	EFT	EFT	1,824.10
	12/26/2023	EFT	EFT	120.00
	12/27/2023	EFT	EFT	12,963.37
	12/27/2023	40872	40872	9,191.11
	12/28/2023	40874	40874	30.00
<b>VOIDED Checks</b>	12/28/2023	40873	40873	<b>0.00</b>
			<b>Manual Total</b>	<b>24,128.58</b>
			<b>Total All Vouchers</b>	<b>244,710.38</b>

**Moved by Jim Ransier. Seconded by David Lindley.  
Motion to approve Consent Agenda and vouchers in the amount of \$244,710.38.**

Council Questions.

**CARRIED 5-0.**

**VII. Ordinance First Read**

- A. **Ordinance 2024-01-1158 Amending WSMC 19 (6:10pm)**  
Presentation by Kelly Hickock, City
- B. **Ordinance 2024-01-1159 Amending WSMC 17.80 (6:14pm)**

**VIII. Business Items (6:15pm)**

- A. **Motion to Amend WSMC 2.21.010 B i - Scrivener Error in Ordinance 2023-12-1156**  
Presentation by Stephanie Porter, Clerk Treasurer.

**Moved by Ben Giant. Seconded by David Lindley.  
Motion to Amend WSMC 2.21.010 B i - Scrivener Error in Ordinance 2023-12-1156 to remove “, and home occupation permits,” from WSMC 2.21.010 B i.  
CARRIED 5-0**

**B. 2024 Legislative Priorities (6:19pm)**  
Presentation by Mayor Marla Keethler.

Council Discussion.

*Moved by David Lindley. Seconded by Jason Hartmann.*  
*Motion to approve 2024 Legislative Priorities as follows:*  
*Help Recruit and retain police officers for public safety, Revise the arbitrary property tax cap, Continue investing in infrastructure, and Provide behavioral health resources.*  
**CARRIED 5-0**

**C. Resolution 2024-01-582 Providing Time and Place for Public Hearing of Easement Vacation (6:21pm)**  
Presentation by Stephanie Porter, Clerk Treasurer.

Council Discussion.

*Moved by Ben Giant. Seconded by Jason Hartmann.*  
*Motion to approve Resolution 2024-01-582 Providing Time and Place for Public Hearing of Easement Vacation.*  
**CARRIED 5-0**

**D. Approval of Scope of Work -Heritage Tree Ordinance - DCG | Watershed Group (6:25pm)**  
Presentation by Stephanie Porter, Clerk Treasurer.

Council Discussion.

*Moved by Jason Hartmann. Seconded by Jim Ransier.*  
*Motion to approve the Heritage Tree Scope of Work with DCG | Watershed Group in the amount not to exceed \$17,189.*  
**CARRIED 5-0**

**VIII. Reports and Communications**

**A. Department Heads (6:35pm)**

**B. Council Members**

- Patty Fink, Council Member (6:36pm)
- Ben Giant, Council Member (6:36pm)
- Jason Hartmann, Council Member (6:36pm)
- David Lindley, Council Member (6:36pm)
- Jim Ransier, Council Member (6:36pm)

**IX. Executive Session (if needed)**

**X. Adjournment**

The meeting was adjourned at 6:37p.m.

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Marla Keethler, Mayor

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Stephanie Porter, Clerk Treasurer