



White Salmon City Council Meeting

A G E N D A

September 17, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: **817 1188 7933**

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/81711887933>

- I. Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. Roll Call**
- III. Changes to the Agenda**
- IV. Presentations**
 - A. Celebrating Ross Lambert's 30-Year Career and Retirement
 - B. WSVPD Presentation
 - C. Hispanic Heritage Month Presentation
- V. Public Comment**

Any public in attendance at the meeting (either in person or via Zoom) will be provided with an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
- VI. Consent Agenda**
 - [A.](#) Approval of Payment - SCADA
 - [B.](#) Approval of Payment - N Main Booster Pump Station
 - [C.](#) Approval of Resolution 2025-09-630 - Amending White Salmon Procurement Policy
 - [D.](#) Approval of Meeting Minutes – Council Meeting 09.03.2025 Minutes
 - E. Approval of Vouchers
- VII. Business Items**
 - [A.](#) Utilities Reimbursement Request – 1 E Jewett Blvd
 - 1. Presentation
 - 2. Discussion
 - 3. Action
 - [B.](#) Ordinance 2025-09-1182 – Budget Amendment
 - 1. Presentation
 - 2. Public Hearing
 - 3. Discussion
 - 4. Action

C. Ordinance 2025-05-1180 – Unit Lot Subdivision

1. Presentation
2. Public Hearing
3. Discussion
4. Action

D. MOU with WKRFA

1. Presentation
2. Discussion
3. Action

VIII. Reports and Communications

- A. Staff Reports
- B. Council Member/Committee Reports
- C. Mayor's Updates

IX. Executive Session (if needed)

X. Adjournment

File Attachments for Item:

A. Approval of Payment - SCADA



Department Head: _____

Clerk/Treasurer: _____

City Administrator: _____

Mayor: _____

COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

9/17/25

Agenda Item:

Pay App No. 2- Ajax NW- N Main/ Spring Street
Improvements

Presented By:

Chris True, Public Works Director

Action Required:

Approval of Pay App No. 1- Ajax NW- N Main/ Spring Street Improvements not to exceed \$136,560.60.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Pay App No. 1- Ajax NW- N Main/ Spring Street Improvements not to exceed \$136,560.60.

Background of Issue:

This payment will include work related to Mobilization, Construction Facilities and Temporary Controls, Potholing All Connections and Known Utility Crossings, Additional Potholing, Temporary Water Line, and Booster pump site prep.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

Funded through PWB.

Policy & Plan Implications:

WSP and CFIP

Recommendation of Staff/Committee:

Staff Recommends approval Pay App No. 2 Ajax NW- N Main/ Spring Street Improvements not to exceed \$136,560.602.

APPLICATION FOR PAYMENT NO. 2
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

TO White Salmon, Washington (OWNER)

FROM Ajax Northwest, LLC (CONTRACTOR)

For Work accomplished through the date of: August 31, 2025

1.	Original Contract Price	\$	2,134,634.44
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	-
3.	Current Contract Price (1 plus 2)	\$	2,134,634.44
4.	Total Work Completed and Materials On Hand to Date*	\$	174,350.00
5.	Retainage: 5%	\$	(8,717.50)
6.	Sales Tax: Sales Tax (7.6%)	\$	13,250.60
7.	Liquidated Damages	(\$	-)
8.	Less Previous Application for Payments	\$	42,322.50
9.	DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)	\$	136,560.60

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

Accompanying Documentation:

Contractor's Certification:

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

Dated 9/9/25

Ajax Northwest, LLC

CONTRACTOR

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

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 9/10/2025

Anderson Perry & Associates, Inc.

ENGINEER

By: Jay Peninger Digitally signed by Jay Peninger
Date: 2025.09.11 11:49:46-07'00'

APPROVED by Owner:

White Salmon, Washington

OWNER

Dated _____

By: _____

Title: _____

**APPLICATION FOR PAYMENT NO. 2
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS**

Date: September 4, 2025

Page 2 of 3

FROM: Ajax Northwest, LLC

TO: White Salmon, Washington

Date of Completion

Contract Amount

Date of Estimate

Original: April 27, 2026

Original Amount of Contract: \$ 2,134,634.44

From: July 31, 2025

Revised:

Change Orders: (+ or -)

To: August 31, 2025

On Schedule: ☒ Yes ☐ No

Current Contract Amount \$ 2,134,634.44

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

A.

APPLICATION FOR PAYMENT NO. 2
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS

Date: September 4, 2025

Page 3 of 3

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
36	Non-Potable Crossing, CDF	4	EA	500.00	0	0.00	0	0.00	0	0.00
37	Non-Potable Crossing, Casing Pipe	6	EA	500.00	0	0.00	0	0.00	0	0.00
38	8-In. Gate Valve	7	EA	2,300.00	0	0.00	0	0.00	0	0.00
39	10-In. Gate Valve	1	EA	3,900.00	0	0.00	0	0.00	0	0.00
40	12-In. Gate Valve	9	EA	4,500.00	0	0.00	0	0.00	0	0.00
41	Water Sampling Station	1	EA	4,000.00	0	0.00	0	0.00	0	0.00
42	Fire Hydrant Assembly and Auxiliary Valve	5	EA	8,750.00	0	0.00	0	0.00	0	0.00
43	Fire Hydrant Extensions	5	FT	2,000.00	0	0.00	0	0.00	0	0.00
44	Bollards	8	EA	650.00	0	0.00	0	0.00	0	0.00
45	Temporary Water Line	All Req'd	LS	5,500.00	0%	0.00	10%	550.00	10%	550.00
46	North Main BPS	All Req'd	LS	1,000,000.00	0%	0.00	9%	90,000.00	9%	90,000.00
47	10-In. Insertion Valve	All Req'd	LS	25,000.00	0%	0.00	0%	0.00	0%	0.00
48	Apprenticeship Incentive	1	CALC	5,000.00	0	0.00	0	0.00	0	0.00
49	Apprenticeship Penalty	1	CALC	1.00	0	0.00	0	0.00	0	0.00
Total					41,250.00		133,100.00		174,350.00	
Change Orders:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
Total All Change Orders					\$ 0.00		\$ 0.00		\$ 0.00	
Materials on Hand:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
					Qty.	Amount	Qty.	Amount	Qty.	Amount
Total Materials on Hand					\$ 0.00		\$ 0.00		\$ 0.00	
TOTAL WORK COMPLETED AND MATERIALS ON HAND					\$ 41,250.00		\$ 133,100.00		\$ 174,350.00	
SUMMARY										
					PREVIOUS		THIS PERIOD		TOTAL TO DATE	
					\$ 41,250.00		\$ 133,100.00		\$ 174,350.00	
1. Amount Earned					\$ (2,062.50)		\$ (6,655.00)		\$ (8,717.50)	
2. Amount Retained 5%					\$ 3,135.00		\$ 10,115.60		\$ 13,250.60	
3. Sales Tax (7.6%)					\$ 0.00		\$ 0.00		\$ 0.00	
4. Liquidated Damages					\$ 42,322.50		\$ 136,560.60		\$ 178,883.10	
Amount Due for Payment							\$ 136,560.60			
Amount Due for Payment this Estimate										
Estimated % Job Completed:					9%					

File Attachments for Item:

B. Approval of Payment - N Main Booster Pump Station



Department Head: _____

Clerk/Treasurer: _____

City Administrator: _____

Mayor: _____

COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

9-17-2025

Agenda Item:

SCADA Upgrade Project Payment No.
10- Anderson Perry & Associates, Inc.
and project close-out

Presented By:

Chris True, Public Works Director

Action Required:

Review and approve SCADA Upgrade Project Payment No. 10 to Anderson Perry & Associates, Inc. in the amount not to exceed **\$1,758.75**.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve SCADA Upgrade Project Payment No. 10 to Anderson Perry & Associates, Inc in the amount not to exceed **\$1,758.75**.

Explanation of Issue:

This application includes payment for project close-out activities.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

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

DEI & Stakeholder Analysis:

The SCADA Upgrades Project allows Public Works to ensure fewer interruptions and superior water quality for all water and wastewater customers. The other Stake Holders involved would be The City of Bingen, as they purchase water from the City of White Salmon.

Policy & Plan Implications:

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

Recommendation of Staff/Committee:

Staff recommends approving SCADA Upgrade Project Payment No. 10 to Anderson Perry & Associates, Inc in the amount not to exceed **\$1,758.75**.

File Attachments for Item:

C. Approval of Resolution 2025-09-630 - Amending White Salmon Procurement Policy



COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

Yes, completed

Meeting Date:

September 17, 2025

Agenda Item:

Resolution 2025-09-629

Presented By:

Jennifer Neil, Director of Finance & Operations

Action Required:

Adopt the amendment to the Procurement Policy

Motion for Business Item / Proposed Motion for Consent Agenda:

Move to adopt Resolution 2025-09-629 amending the procurement policy for the city of White Salmon.

Background of Issue:

The Washington State Auditor's Office completed the City's Accountability and Single Audit for the period of January 1, 2022 through December 31, 2023. The Auditor provided several exit recommendations for management's consideration. These recommendations highlighted opportunities to strengthen the City's internal controls and ensure compliance with state and federal requirements.

Key recommendations included:

- Improving controls over credit card transactions to ensure all purchases are properly supported, approved, and in compliance with policy.
- Updating the City's Procurement Policy to include missing federal procurement requirements under 2 CFR 200.318–327 (contracting with small/minority/women-owned businesses, domestic preferences for procurements, and procurement of recovered materials).
- Ensuring allowable costs under federal grants are fully documented and supported.

Explanation of Issue:

In response to the Auditor's exit items, staff conducted a review and update of the City's Procurement Policy.

The revisions:

- Incorporate all required federal procurement elements under 2 CFR 200.318–327.
- Strengthen guidance for credit card use and approvals, including clarifying responsibilities for documentation and oversight.
- Add provisions for contract management and recordkeeping to improve consistency and accountability across City departments.

Failure to address these audit recommendations could increase the City's audit risk and may jeopardize the City's ability to receive federal funding in the future. Adoption of the updates bring the City's policy into alignment with SAO guidance, Uniform Guidance 2 CFR 200, and best practices for municipal procurement.

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 further work
4. Other action as desired by council
5. Take no action on this matter

Fiscal Analysis:

There is no direct fiscal impact associated with adoption of the updated policy. However, adoption mitigates the risk of questioned costs and protects the City's eligibility for current and future federal funding.

Recommendation of Staff/Committee:

Staff recommends that council adopt the updated procurement policy as presented.

Follow Up Action:

No follow up action is required.

Attachments:

1. Exhibit A

**CITY OF WHITE SALMON
RESOLUTION 2025-09-630**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING
THE MATTER OF AMENDING THE PROCUREMENT POLICY FOR THE CITY OF
WHITE SALMON.**

WHEREAS, the City Council of White Salmon adopted Resolution 2012-07-348 adopting the White Salmon Procurement Policy; and

WHEREAS, the City Council of White Salmon adopted Resolution 2024-07-597 amending the White Salmon Procurement Policy; and

WHEREAS, the city desires to update the White Salmon Procurement Policies to reflect updated State of Washington and Federal standards; and

WHEREAS, City Staff has reviewed and revised the White Salmon Procurement Policies with the objective of creating an efficient policy that maintains strong checks and balances to best suit the needs of the City of White Salmon;

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

SECTION 1. the City Council for the City of White Salmon hereby repeals all previous procurement policies and adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

SECTION II. This resolution will be effective immediately upon passage.

PASSED by the Council of the City of White Salmon, Washington. Dated this 17th day of September, 2025.

CITY OF WHITE SALMON, WASHINGTON

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Erika Castro-Guzman, Clerk

Shawn MacPherson, City Attorney



Exhibit A

City of White Salmon Comprehensive Procurement Policy

Effective: July 3, 2024
Revised: 2025

Resolution 2024-07-597
Resolution 2025-09-630

Contents

I. PROCUREMENT POLICY SUMMARY TABLE	3
II. OVERVIEW	4
III. DEFINING THE NEED	5
IV. PURCHASING CODE OF ETHICS	7
V. PROHIBITED PRACTICES	8
VI. SIGNATURE AUTHORITY.....	9
VII. GRANT & FEDERAL FUNDING.....	10
VIII. INSURANCE/LICENSES/PREVAILING WAGES	11
IX. INFORMATION TECHNOLOGY (IT)/CONTROLLED COMMODITIES.....	13
X. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT.....	15
A. HOW TO OBTAIN A VENDOR NUMBER.....	15
B. PAYMENTS.....	15
C. TRAVEL & REIMBURSEMENT POLICY:	16
D. PROCEDURE TO OBTAIN QUOTES (\$15,000 TO \$250,000):	16
E. PROCEDURE FOR FORMAL BIDS or RFPs – Over \$250,000:	17
F. COOPERATIVE PURCHASING.....	17
XI. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES	19
XII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES.....	24
XIII. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES	25
XIV. PURCHASE OF PROFESSIONAL SERVICES	26
XV. PURCHASE OF PERSONAL SERVICES.....	27
XVI. HOW TO LEASE	28
XVII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS	29
XVIII. HOW TO DECLARE A SOLE SOURCE (or Single Source).....	30
XIX. DISPOSAL OF SURPLUS PROPERTY	31
XX. TRADE-INS.....	32
XXI. CONTRACT ADMINISTRATION & RECORDKEEPING	33
XXII. FEDERAL CODE OF CONDUCT	34
XXIII. FEDERAL AWARD STANDARDS.....	35
XXIV. DEFINITIONS	39

I. PROCUREMENT POLICY SUMMARY TABLE

Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
Public Works					
Public Works – Minimal	<\$10,000			X	
Public Works-(Single)	<\$75,500		\$50,000	>\$50,000	
Public Works-(Multi)	<\$116,155		\$50,000	>\$50,000	
Limited PW Process (Part of SWR-min 3 quotes)	\$10,000-\$49,999		X		
Public Works-Small Works Roster (All or min 5 quotes)	\$50,000-\$349,999			\$250,000	>\$250,000
Public Works-Formal Bid Process	>\$350,000				X
Public Works-Formal (If not using Small Works Roster)	>\$75,500/>\$116,155			\$250,000	>\$250,000
Professional Services					
Professional Services (Architect & Engineer) RCW39.80	Qualification Based			\$250,000	>\$250,000
Non-Professional (Personal & Purchase of Services)					
Direct Selection/Negotiation	<\$15,000			X	
Informal (Min. 3 quotes)	\$15,000-\$250,000			X	
Formal Bidding- (not sealed) Request for Proposals	>\$250,000				X
Purchasing (Non-Public Works Related)					
Purchasing-Direct Purchase	<\$15,000	<\$5,000	X		
Purchasing-Informal (3 Quotes)	\$15,000-\$250,000		\$50,000	>\$50,000	
Purchasing-Formal -Request for Bids (sealed or not)	>\$250,000			X	
<p>Council Reporting: All purchases made and/or contracts executed over \$10,000 and less than Council approval threshold must be reported to Council at their next regular Council Meeting through the Department Head Report or by other means.</p> <p>Cooperative Purchasing: There is no requirement for competition when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, compliance with RCW 39.34 needs to be confirmed. Purchasing approval thresholds apply.</p> <p>Small Works Roster: May be used for public works projects less than \$350,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There is no need to advertise projects or have public bid openings. Council awards contracts over \$250,000.</p> <p>Federal Funding: If <i>any</i> federal funds are used, including pass-through grants/loans, please refer to the Federal Code of Conduct and Federal Award Standards sections of the Comprehensive Procurement Policy and follow the requirements set forth in the Federal Procurement table.</p>					

II. OVERVIEW

Purpose: The purpose of this document is to implement the requirements of state and federal law regarding procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements regarding the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Controlling Laws: The expenditure of public funds for the purchase of, and contracting for, goods, services, supplies, and materials, shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable local and federal laws and regulations.

Monitoring and Compliance: The department heads shall implement, monitor, and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the City Administrator for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. See RCW 39.30.020.

Proper Authorization: Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

III. DEFINING THE NEED

Before determining the procurement method and approval authority, the type of purchase must be established. The major categories of purchases include:

Public Works: ([RCW 39.04](#))

Includes all work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the City.

- Examples: demolition, remodeling, renovation, road construction, building construction, and utilities construction.
- Ordinary maintenance is not specifically defined in RCW 39.04 but is considered to include work not performed by contract and performed on a regular basis to service, check or replace items that are not broken.
- For purposes of prevailing wage requirements, public works includes ordinary maintenance when performed by contract.

Materials, Supplies and Equipment

Materials, supplies, and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in public works contracts as opposed to non-public works contracts as different bidding requirements apply to each.

Examples: Office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, janitorial supplies.

Services

Services are the labor, time, or effort of a human being. Distinguishing between services and public works is also important as services may also have different bidding requirements. The City has four classifications of services:

- **Professional Services:**
Services provided by independent consultants that require specialized knowledge, advanced education, professional licensing, or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgement and discretion.
Examples: accountants, attorneys, consultants, graphic artists.
- **Architectural and Engineering Services (A&E Services):**
These services are to be acquired under the authority and procedures outline in [RCW 39.80](#).
Examples: Engineers, land surveyors, architects, and landscape architects.
- **General Services/Purchased Services:**
All other service-related work that is not considered a public work or professional service. Most often these are routine in nature (i.e., yearly, monthly, weekly, etc.)
Examples: Building maintenance, automotive services, and instructors.

- **Technology Systems and Services:**

Any technology hardware or software system purchase or maintenance agreement. Examples: Computers, tablets, servers, annual licensing agreements, custom or off the shelf software, technology consulting.

Determining the Cost

Once a need has been defined, the estimated cost of the goods and/or services will determine what competitive selection process you will need to follow. Estimated costs for competitive bidding purposes must include:

- All construction related work (but not engineering/architectural design fees, as all A&E must be selected based on qualifications before cost is negotiated).
- All phases of the project.
- Any internal permitting costs of the project.
- All applicable sales and use taxes.

The cost estimate should not include donated materials, labor supplies, etc.

IV. PURCHASING CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to apply and give guidance to all employees so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of White Salmon.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics regarding public contracting:

- Actions of City employees will be impartial and fair.
- Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
- Public employment shall not be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

V. PROHIBITED PRACTICES

- Collusion among bidders. Agreement or collusion among bidders or prospective bidders to either buy or sell in restraint of freedom of competition, be as agreement to bid a fixed price or otherwise, shall render the bids void. Such bidders may be subject to possible exclusion from future bidding with the City when determined by the City Administrator to be in the best interest of the City.
- Disclosure of Formal Bid Contents. Disclosure in advance of opening bids of any information contained in the sealed or formal bid made or permitted by a City Officer or employee may render each bid void by the City. Notwithstanding anything herein to the contrary, bids submitted by bidders taking advantage of any information revealed contrary to this section shall at once become null and void.
- Gratuities. Except for normal business and social courtesies, or donation publicly given and accepted, the acceptance of any gift or gratuity in the form of cash, merchandise, or services of significant value by an official or employee of the City from any vendor or contractor in return for a commitment to continue or initiate a purchasing agreement is prohibited.
- Employee-Owned Business. Generally, City goods or services shall not be obtained from businesses in which City officials, employees or their immediate family members have a majority ownership interest except as allowable by [RCW 42.23.030](#).
- Sale of Materials and Supplies. The City shall not use its purchasing power or lend its credit to acquire goods or services for any private party, nor shall the City sell its materials or supplies to City officials, employees, or the public except when said materials have been declared surplus and disposed of as provided herein.
- Conflict of Interest. An employee is not to participate directly or indirectly in a procurement when they are aware or know there is a conflict of interest.
- Solicitation of Donations. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement.
- Bid Splitting. Issuing several orders under the dollar limit or breaking a project into phases to avoid bidding is against state law. Combine the total of foreseen identical items purchased at the same time or similar items (or items that are used together) within a calendar years' time, in which the cost exceeds competition limits or when it is determined that volume discounts can be obtained by combining City wide usage (i.e., office supplies, laundry services, janitorial paper products, etc.)

All local governments in Washington are subject to the state's Conflicts of Interest stature ([Chapter 42.23 RCW](#)). Municipal officers are prohibited from having financial interests in contracts made by or under the officer's supervision or for the benefit of their office. [RCW 42.23.020](#)(2) define "municipal officer" broadly and means any city employee acting on behalf of the City. [RCW 42.23.020](#)(3) defines "contract" as including any contract, sale, lease, or purchase.

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and forfeiture of employment. Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult with Legal Counsel.

VI. SIGNATURE AUTHORITY

Department Heads DO NOT have the authority to sign contracts. Only the Mayor, or the City Administrator, as authorized designee, have certain delegated authority to sign contracts. See Definitions Section to determine what constitutes a "Contract."

The Mayor has ultimate signature authority for the City of White Salmon. As authorized designee, the City Administrator has authority to sign contracts, including Interlocal Agreements, up to \$250,000 and approve all budgeted purchases without dollar limitation.

VII. GRANT & FEDERAL FUNDING

Purchases made or work performed with Federal grant funds must follow the standards identified in the Federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ([OMB Title 2, Subtitle A, Chapter II, Part 200](#)). See Federal Code of Conduct and Federal Award Standards sections for summary requirements.

Please note, the federal government does not recognize Washington State's Small Works alternative procedures or thresholds. **Do not use SWR procedures or thresholds if any federal funding is included or used.**

ALL GRANTS ARE DIFFERENT, so one size does not fit all. Some grants require you to use your own procurement rules, while others require you to insert their contracting clauses into your contract.

Please note that all grant applications, without limitation, must be signed by the Mayor, or their designee. Additionally, all Federal grant reimbursement requests must be signed by the Mayor, or their designee.

Prior to initiating any purchases or contracts with federal funds, the responsible administrator will document that the procurement complies with the requirements of [RCW 57.08.050](#) and Uniform Guidance (note: the most restrictive procurement method will be used whether it be federal, state, or local law). A copy of the documentation shall be retained in the department files.

VIII. INSURANCE/LICENSES/PREVAILING WAGES

When hiring anybody to do anything for the City, there are FOUR requirements that need to be met.

A. **Certificates of Insurance:**

Before any contractor is allowed to work on City property (no matter the dollar amount of the work), contact the City Administrator to determine if a Certificate of Insurance is required. If required, the contractor must furnish the City with a Certificate of Insurance, naming the City of White Salmon as primary & noncontributory additional insureds with an additional attached endorsement.

Certificates of Insurance are a complex issue, so please contact the City Administrator to discuss Insurance Requirements and what the limits of coverage should be, according to how much risk is involved.

B. **Responsibility Criteria for Contractors:**

- Washington State Contractor's License/Federal Registration – It is unlawful for the City to hire anyone to do construction work on City property that does not have a valid State of Washington Contractor's License. You may look up a Contractor, Electrician or Plumber at the Labor and Industries website, <https://www.lni.wa.gov/>.
- Department of Revenue Business Records Database: <https://secure.dor.wa.gov/gteunauth>
- Verify Workers' Comp Premium Status: <https://www.lni.wa.gov/>
- Check for debarment:

State of Washington <https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx> **Federal Contracts – Federal Debarment:**

It is unlawful to hire any firm to do business with the City that is not registered and in good standing with the US Government. You can check the status of an entity to see if they have been debarred at <http://www.sam.gov/>. Print out the resulting page (even if no records were found) and file it with your paperwork for audit. Please contact the City Administrator if assistance is needed.

C. **City of White Salmon Business License**

A City of White Salmon Business License is also required for any business working inside the City limits meeting the threshold set forth in [WSMC 5.04.020](#). The vendor may contact the Department of Revenue at www.dor.wa.gov.

D. **Prevailing Wage Requirements**

Chapter 39.12 RCW is the **Washington State Public Works Act**, also known as the Prevailing Wage Law. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts, no matter what the dollar amount!

This Prevailing Wage law was enacted to protect the employees of contractors performing public works construction/maintenance from substandard earnings, and to preserve local wage standards.

The Department of Labor and Industries administers the law; the Attorney General prosecutes violators; and the State Auditor ascertains if our policies, practices, and procedures meet the requirements of the law.

Owners/Operators that do not have any employees do not need to pay themselves prevailing wages, however, they do still need to file Intents and Affidavits with the Department of Labor and Industries and list in section 3 of the form that they are Owner/Operator.

Any worker, laborer or mechanic performing public work must be paid prevailing wages. It does not usually apply to work that is clerical, executive, administrative or professional (grant funded projects may be an exception).

IX. INFORMATION TECHNOLOGY (IT)/CONTROLLED COMMODITIES

The purchasing of hardware, software, licensing, and technical services carries a set of unique requirements, risks, and challenges.

Types of technology (IT) purchases:

Purchase Type	Definition	Taxable
Hardware	Purchase of computer hardware components	Yes
Software-Off the Shelf w/Installation	Purchase of off-the-shelf software including installation. See RCW 39.04.270	Software-Yes Installation-No.
Software-Customized	Purchase of software with programming and customization. See RCW 39.04.270	No.
Annual Maintenance Agreements Hosted Software (SaaS)	Agreement to maintain City systems. IT services and software provided in a hosted, or cloud, environment	Yes Varies
Technical/Professional Services	Professional services in support of hardware, software, and networks	No

Telecommunications and Data Processing

When purchasing telecommunications and data processing (computer) equipment or software costing above \$15,000, the City may follow a “competitive negotiation” process as an alternative to the bid process. [RCW 39.04.270](#)(3) allows purchases through use of an alternative competitive negotiation process requiring at a minimum, the following steps:

- A request for proposals (RFP) must be published in the newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

Technology Software & Services – Competitive Process

Technology Systems and Services Purchases include any technology hardware or software system purchase or maintenance agreement.

Hardware/Software Annual Maintenance Agreements

There are two types of annual maintenance agreements: Sole Provider

When annual maintenance of a City system is performed by the sole proprietor, vendor of that hardware/software, and there are no other maintenance providers available, a competitive process is not reasonable. For these situations, annual maintenance agreements are treated as standalone agreements (costs are not aggregated to the original purchase agreements).

If the first year of annual maintenance costs are included in the original purchase, the costs should be aggregated together, because we would not be paying for the annual maintenance without the purchase of the software. The reference to the annual maintenance costs should be included in the Council Agenda when Council approval is required.

Multiple Providers

When there are multiple maintenance providers available for a particular system, and competition clearly exists for the services, a quote or RFP process may be required depending on the dollar amount.

SaaS (Software as a Service) and Hosted Software Agreements

SaaS (Software as a Service) and Hosted Software agreements are IT services and software provided to the City in a hosted, or cloud environment, versus provided on the City's own computer infrastructure (e.g., servers and networks).

Because City data may be handled, accessed, or stored by the SaaS application provider, the security of this data is very important. It is imperative that the City's IT services provider be contacted prior to purchasing any SaaS product. In addition, these agreements may result in a long-term solution for the City and a competitive process may be required regardless of initial cost.

X. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT

Unrelated to Services, A&E or Construction/Public Work

Only authorized purchases used to conduct City business, consistent with the City priorities and state and local laws that are within predetermined budgets are allowed.

THRESHOLDS - (per calendar year for one or more identical, similar or like items, and items used in conjunction with one another):

Purchasing		
\$-0- to \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	Staff may approve purchases up to \$1,000; Department Directors may approve purchases up to \$49,999.
\$15,000 to \$249,999	3 Documented Quotes <i>Phone quotes are acceptable up to \$50,000. Written quotes are required over \$50,000.</i>	Department Directors may approve purchases up to \$49,999; City Administrator/Mayor may approve all purchases.
Over \$250,000	Formal Bid or RFP <i>Sealed bids may be required over \$250,000.</i>	City Administrator/Mayor may approve purchases.
Council approves purchases through the expenditure authorization process. City Council pre-approval is not required for budgeted purchases at any dollar amount. Department Directors are required to notify City Council of all purchases made above \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

All dollar limits include freight, handling, and set-up cost, plus appropriate sales tax. If there will be a trade-in, the dollar limit is off the gross purchase, not the net purchase after trade-in.

Local Business Open Accounts: The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

A. HOW TO OBTAIN A VENDOR NUMBER

Vendor numbers are assigned through the City's accounting software. Vendors must be in the system prior to making purchases. To create a new vendor, you must provide the Deputy Clerk- Treasurer I with the vendor's completed W9. If the vendor is already in the system, is a City employee, council, or commission member, a W9 is not needed.

B. PAYMENTS

Specify where the vendor needs to send an invoice at the time of the order. Utilize the city's mailing address or for electronic invoices, use the city's specified "invoicing" email address ap@whitesalmonwa.gov. **All questions regarding payments should be directed to the Clerk Treasurer.**

CREDIT CARD PURCHASES:

- **All procurement policies still apply.**
- Cash advances are prohibited.
- Expenditures paid with a City credit card shall be made in the amount of the actual expenditures.
- The Clerk Treasurer or designee shall serve as the custodian of the City's credit cards.
- Employees not assigned a credit card and desiring to use a City credit card shall request the card through their Department Director. The Department Director shall request an additional account for the employee through the Clerk Treasurer.
- Any employee using the City's credit card to make a City purchase shall submit receipts for said purchase to the Clerk Treasurer the next business day that the employee is back in the office.
- **In no event shall the City's credit card be used for the acquisition of alcohol or personal goods or services of any kind.**
- All credit card transactions must be independently reviewed and approved by the employee's Department Head or immediate supervisor, who shall initial/date the receipt or monthly statement. For the Clerk Treasurer and Department Heads, review and approval shall be performed by the City Administrator or Mayor. The review must verify that:
 - The purchase is for official City business.
 - A valid itemized receipt is attached.
 - The transaction complies with all procurement policies.

Credit card statements must be reconciled to receipts each month, and the reconciliation must be signed and dated by both the cardholder and the reviewing official before payment is processed.

Purchases that are personal in nature or that should be processed through employee reimbursement are strictly prohibited on City credit cards. Violations will result in denial of payment, and the employee may be subject to payroll deduction, disciplinary action, or both.

Commented [JN1]: Added to address 2023 SAO Exit Comment

C. TRAVEL & REIMBURSEMENT POLICY:

All employee travel and related reimbursements shall comply with the City's Travel and Expense Reimbursement Policy.

D. PROCEDURE TO OBTAIN QUOTES (\$15,000 TO \$250,000):

Department personnel may obtain phone quotes up to \$30,000. Written quotes are required above \$30,000.

- Department contacts three vendors for quotations. Be sure technical information defines acceptable quality and ensure vendors are quoting on equal and comparable items. **All vendors must be provided the same information.** If one vendor offers an acceptable alternative, **new quotes must be requested, using the alternate specifications.**
- The City will not pay for any technical information from the vendor. If the information is to be shared with other vendors, it must be stated so up front. If you use a vendor's technical information without their approval, you may find yourself in a legal tangle.
- On-site demonstration or delivery of preview/trial merchandise does not constitute a purchase. **Competition may still be required.**

- Documentation Quotes: Obtain freight pricing (FOB Destination), if not indicated by vendor. Include vendor contact information in case we need to get a hold of them.
- Vendor selection is made based on the recommendation of the requesting department personnel, considering price, quality, and product availability.
- **Quote documentation is attached to the invoices and filed for auditing and document retention.**

E. PROCEDURE FOR FORMAL BIDS or RFPs – Over \$250,000:

Bids/RFPs are required whenever the cost of materials, supplies, equipment, or *ordinary* services exceeds \$250,000.

Responsibilities for the Bidding/RFP process are that of the Department. The responsibilities are as follows:

- Determine the need.
- Notify the City Administrator regarding any budget transfers to cover the funding.
- Create technical specifications, bid package, and check for legalities.
- Arrange pre-bid conference, if necessary, to invite contractors to discuss bid requirements.
- Advertise the Bid.
- Distribute bid packages to vendors and maintain accurate vendor records.
- *If Bids are sealed: Conduct bid opening with Clerk Treasurer or project consultant.*
- *If not Sealed: Document the bids received and do not reveal the contents to other bidders until awarded.*
- Tabulate bids and verify responsiveness.
- **AWARD:** After bids have been opened, recommend award. Bid must be awarded for the most responsive bid from a responsible bidder. If recommendation for award is being made to anyone other than the low bidder, attach memo stating specific reasons why the low bid is not acceptable. Review memo with City Attorney. RFPs are awarded to the vendor who scored the most points on predetermined criteria.

F. COOPERATIVE PURCHASING

Bids and/or contracts by municipalities and cooperative organizations can be used to acquire goods and services. When using a cooperative option, we are, in essence, “piggybacking” off the original entity’s competitive process, thus eliminating the need to perform our own.

Examples include the Washington State Department of General Administration and the Department of Information Services (DIS), which both offer existing contracts for goods and services that the City may use. The City pays an annual fee to the state for the ability to piggyback off their contracts and encourages the use of these contracts whenever possible.

Other cooperating purchase options include, but are not limited to, Sourcewell (formally National Joint Powers Alliance (NJPA)), U.S. Communities, and Interlocal Agreements with other governmental agencies.

The Competitive Process

#	Task	Action
1	Confirm the City has a signed Cooperative Purchasing Agreement/Interlocal Agreement with the municipality or agency.	Work with the City Administrator. Execute agreement if necessary.

2	Review the cooperative contract/website for piggyback requirements.	Work with cooperative agent.
3	Contact vendor to verify if vendor will honor the cooperative organization's contract pricing.	Obtain details regarding all aspects of purchasing including invoicing, availability, delivery, etc.
4	Contact vendor to place order.	Place order and process invoice for payment.
5	Compile all bid, award, contract documents and save electronically for future audit.	Documentation of compliance with State and City procurement policies.

Completing the Purchase

- State contracts include standard terms and conditions. When piggybacking off a state contract, all state contract terms and conditions apply.
- Occasionally, the City may opt to change the state's contract requirements which will require the City to use its own Goods & Services Contract identifying those requirements that are unique to the City's purchase.

Approval Process

The use of a cooperative purchase allows the City to utilize another entity's competitive process. It does not change the authorized levels for procurement and approvals. The procurement and approval process will be determined by the purchase type, as defined in this manual. When using cooperative contracts, staff must confirm that the originating agency conducted a competitive process consistent with RCW 39.34 and federal standards if federal funds are used.

Vendor Performance

When vendor performance problems occur, they must be documented promptly and thoroughly. Without proper documentation of issues, the City may be unable to justify canceling a contract, enforcing remedies, or disqualifying a vendor from future awards.

Example of Vendor Performance Log

Date of Issue	Department	Vendor	Contract No	Issue	Description	Action Taken	Vendor Response	Follow Up	Reviewed By	Date Closed

Commented [JN2]: Added to meet best practices and 2023 exit items

Commented [JN3]: Reworded to be professional and added an example

XI. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES

Public Work is all work, construction, alteration, repair, maintenance, or improvement that the City has performed or contracted. It includes, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Painting
- Road Construction
- Utilities Construction
- Offsite prefabrication of ducts, liners, and steel products for Public Work
- Production and delivery of gravel, rock, concrete, and asphalt (to a construction site)

Dollar thresholds of when competition is required are summarized below. It is the Department Head's responsibility to appoint who shall order work for their department on the City behalf under the respective quote limits.

THRESHOLDS FOR PUBLIC WORKS:

Public Works		
\$-0- TO \$9,999	Competition not required. Prevailing Wage and Insurance still required!	Awarded/Approved by Mayor or City Administrator
\$10,000 to \$49,999	Utilize "Limited Public Works" process as described in RCW 39.04.155 (3). (See procedure below)	Awarded/Approved by Mayor or City Administrator
\$50,000 to \$349,999	Utilize "Small Works Roster" process as described in RCW 39.04.155 . <i>If not using SWR, formal competitive bidding is required for Single Craft over \$75,500, and for Multi Craft over \$116,155.</i>	Up to \$250,000 Awarded/Approved by Mayor or City Administrator; More than \$250,000 City Council must award/approve
Over \$350,000	Formal competitive bidding is required as described in RCW 39.04 ; RCW 35.23.352	Awarded/Approved by City Council

A. CITY LABOR FORCE

The City may use Public Work employees to perform and execute all projects not exceeding one hundred sixteen thousand one hundred fifty-five dollars (\$116,155) if more than one craft trade is involved, or not exceeding seventy-five thousand five hundred dollars (\$75,500) if a single craft or trade is involved. These projects include equipment, supplies, and labor costs. All projects conducted with City Labor Force must be documented in a list format for future audit.

B. **ON-CALL/UNIT PRICED CONTRACTS**

On Call (Work Order) contracts (OC/WO Contracts) are bid and awarded without a specific public works project or scope of work in mind but are categorized around general types of anticipated work or trades. When a specific scope of work is identified, individual work (or task) orders are authorized based on either a not to exceed time and materials basis or on a negotiated lump sum amount, using the unit prices bid by the contractor and the contractor proceeds to complete the work. Most typically, OC/WO Contracts are used for repair, renovation, and maintenance of public facilities, all of which are included in the definition of public works in RCW 39.04.010. These contracts are typically on an annual basis, with optional renewals (up to the maximum contract amount).

Bidding and approval thresholds apply toward the total “master” on-call contract amount. The Public Work Director approves individual task/work orders up to \$100,000 with notification to City Council via the City Council Agenda Packet. City Administrator approves individual task orders up to \$250,000 with notification to City Council via the City Council Agenda Packet. Task/work orders exceeding \$250,000 must be approved by City Council.

- OC/WO Contracts should be limited to a total dollar amount over the life of the contract to an amount less than an agency’s bid limits when possible.
- Requests for bids under an OC/WC Contract should incorporate unit price and lump sum price bid items as much as practical.
- Award of an OC/WO Contract should be to a responsible contractor with the lowest total price based on the sum of the unit price and lump sum bid item extensions.
- Task orders (work orders) shall be completed by the Department for each new project.
- All other public work requirements apply based on contract amount and on an individual task order basis.
- If the original unit/lump sum bid items will not cover the work to be accomplished, new line items may be added by change orders, or the work may be accomplished under a time and materials work order if the total contract amount will not be exceeded.

C. **SMALL WORKS ROSTER**

[RCW 39.04](#) provides small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below three hundred fifty thousand dollars (\$350,000).

The Small Works Roster maintained by the City, or the Municipal Research Services Center (MRSC), allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process.

Vendors/contractors selected from the Small Works Roster are not relieved from the City's contract requirements.

- For contracts \$250,000 - \$350,000: If the City solicits bids from less than all the contractors listed under the appropriate category on the small works roster, the City will notify the remaining contractors that quotations on the work are being sought. The City may notify the remaining contractors using any of the following options: publishing a notice in a legal newspaper in general circulation in the area where the work is to be done; mailing a notice; or sending a notice by facsimile or other electronic means.
- For contracts <\$250,000: Proposals will be solicited from a minimum of five (5) qualified contractors in a specific category on the small work roster. If the roster includes less than five (5) qualified contractors, then all contractors for the category will be solicited.
- For limited public works contracts < \$50,000: Electronic or written quotations will be solicited from a minimum of three (3) contractors on the small work roster.
- The contract must be awarded to the contractor submitting the lowest responsive quote.
- Contract award and purchases over two hundred fifty thousand dollars (\$250,000) require approval and award of the City Council.

D. PROCEDURE FOR "LIMITED PUBLIC WORK" per [RCW 39.04.155\(3\)](#) - \$10,000 to \$49,999

For Limited Public Work (\$10,000 to \$49,999), contractors must be given a packet of information ahead of time with requirements about Responsive Bidder's Criteria, Prevailing Wage, Insurance, and some general protective clauses. (See Project Coordinator for Packet)

- Department utilizes the Small Works Roster to obtain vendor list.
- Department solicits at least three (3) informal bids (can notify all on roster).
- No advertisement required.
- Bid Bonds Optional.
- Payment/Performance Bonds can be waived.
- Retainage can be waived.
- Prevailing Wage Intents/Affidavits required.
- Insurance required.

E. PROCEDURE FOR COMPETITIVE BIDS – Over \$350,000 (Also applies to Single Craft projects over \$75,500 and Multiple Craft projects over \$116,155 if alternative Small Work Roster process is not used)

- Authorization Request. Request for authorization from City Administrator to call for bids is required except for items identified in the current approved budget. In special circumstances, the City Administrator may waive portions of the bid procedures.

- Publication of Notice. After authorization is received, the requesting department director or designee will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids at least fourteen (14) days prior to bid submittal deadline.
- Notice Contents. Call for bids should contain a summary of the project and a link to the full definite specifications and procedures for bidders to use to estimate their bids.
- Bid Submittal and Opening. Bids are submitted to the City Administrator, for date stamp and processing. Bid opening will be announced to the Mayor, City Administrator and department heads by the department head or designee responsible for the project.
- Award of Bid. Except as otherwise provided herein, the City shall accept the bid of the lowest responsive bidder. Bid awards for contracts and purchases over two hundred fifty thousand dollars (\$250,000) require award by the City Council.
- Award to other than Low Bidder. When the bid award is not given to the lowest bidder, a statement of the reasons for not selecting the lowest bid shall be prepared by the department head responsible for the bid and submitted to the City Administrator and filed with the records relating to the transaction.
- Rejection of Bids. The City Administrator or designee may reject without cause any and all bids and may re-advertise for bids pursuant to the procedures herein described. If no bids are received, the City Administrator or designee may negotiate the purchase with a vendor at the lowest possible cost. If the negotiated bid exceeds the current approved budget, the bid will be brought before the City Council for approval of award.
- Performance Bonds. On public works projects, a performance bond in an amount as determined necessary by the assigned responsible department head to protect the best interests of the City and to assure compliance of the contract.
- Retainage. [RCW 60.28.011](#) requires agencies to withhold up to 5% of the value of a public improvement contract, not including sales tax according to Department of Revenue ETA 3024.2013, as retainage until the project is completed and the contract is accepted. This provides a financial incentive for contractors to finish a project, as well as a limited amount of financial protection for the involved parties.
- Retainage Bonds. Instead of having retainage withheld from the contract payments, a contractor may opt to submit a retainage bond instead of covering any or all of the amount. Retainage Bonds are recommended for City of White Salmon projects.

F. DEPARTMENT RESPONSIBILITIES TO ENSURE PREVAILING WAGE LAW IS FOLLOWED:

- **Prior to getting an estimate or a Quote** – Notify vendor that they are to pay prevailing wages. More information may be obtained by the vendor from the

Department of Labor and Industries. The list can also be obtained online at www.lni.wa.gov/TradesLicensing/default.asp

- **After a Vendor has been selected** – The vendor is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries **PRIOR TO STARTING WORK**. Most vendors file online at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/#required-documents-for-doing-the-work>

There is a fee that the Vendor will have to pay L&I, and the completed Intents are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

- **After the work is completed** – The vendor must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another fee that the Vendor will have to pay to L&I (L&I has waived this for work <\$750), and completed Affidavits are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

Final Payment must not be released until certified intents and affidavits have been received, and for contracts over \$50,000, Notice of Project Completion has been submitted to DOR, ESD and L&I through Secure Access Washington and releases have been received from all three agencies.

G. CHANGE ORDERS

A purchaser’s written authority to the supplier to modify or to add to a purchase/project. Change orders are created by the Department/Project designee.

The City Administrator may authorize individual change order increases up to 20% or \$250,000, whichever is less, over the amount of the originally approved contract. ***Change order must not increase total contract amount to more than the approved budget without Council approval.*** Change orders more than 20%/\$250,000, and/or those that cause the project to go over the budgeted amount, must receive pre- approval from City Council. Should a change order be required in the field, the Public Works staff acting as project manager may authorize the change if necessary. It must then be dually signed by the City Administrator in a timely manner. If the change order would cause the contract to go over budget or is more than a 20%/\$250,000 increase, the request must be pre-approved by Council and an amended contract may be necessary.

H. FINAL PROJECT ACCEPTANCE

The City Administrator is authorized to formally accept all projects as Final. The City Administrator may discretionarily defer any final project acceptance to City Council for approval.

XII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES

Architectural and Engineering consultants are initially selected based upon their qualifications, rather than price (see [RCW 39.80.050](#)). The City will negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable. In making its determination, the City shall consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations shall be terminated, and the City shall begin negotiations with the next highest quality firm. These services are to be acquired under the authority and procedures outlined in chapter [RCW 39.80](#). Procedures are set forth in [RCW 39.80](#) shall be followed for contracts for architectural and engineering services.

The City may use MRSC Consultant Roster, or establish its own roster, for architectural, engineering, and surveying services.

THRESHOLDS FOR ARCHITECT AND ENGINEERING SERVICES:

Architect and Engineering Services	
\$-0- to \$250,000	Awarded/Approved by Mayor or City Administrator
Over \$250,000	Awarded/Approved by City Council

XIII. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES

“Ordinary/Purchased Services” are those provided by vendors for routine, necessary and continuing functions of a local agency, mostly relating to physical activities. **There are many ordinary services that require prevailing wages – Check with L&I.**

Repetitive, routine, or mechanical in nature – following established or standardized procedures.

- Contribute to day-to-day business operations
- Completion of assigned and specific tasks,
- Decision-making is routine or perfunctory in nature.
- May require payment of prevailing wages

Examples include:

- Delivery/courier service
- Building maintenance (janitorial)
- Landscaping
- Herbicide application service
- Vehicle inspection, lubricating and repair services
- HVAC system maintenance service (without repair)

THRESHOLDS FOR ORDINARY OR “PURCHASED” SERVICES:

PURCHASE OF ORDINARY OR “PURCHASED” SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XIV. PURCHASE OF PROFESSIONAL SERVICES

“Professional Service Contract” means an agreement with an independent contractor for providing professional services to the City.

There is not a state law requiring competition when procuring Professional Service Contracts, however it is at the City Council’s discretion. On-call contracting may be used for all types of professional services. A minimum of three quotes should be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFP/RFQ process is required when the total cost in a calendar years’ time exceeds \$250,000. The city may use MRSC Consultant Roster, or its own roster, for professional services.

The City Attorney must review, and the City Administrator or Mayor must sign all Professional Services Contracts, regardless of dollar amount in accordance with the previously stated authorization levels set forth below.

Examples include:

- Legal Services
- Management Consulting
- Accounting and Auditing
- Real Estate Broker

THRESHOLDS FOR PROFESSIONAL SERVICES:

PURCHASE OF PROFESSIONAL SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XV. PURCHASE OF PERSONAL SERVICES

A “Personal Service Contract” is an **employment contract** with an independent contractor for providing personal services to the City. Personal Service means hiring a consultant to provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. State Law does not provide an overarching definition of “personal services” for local governments as there are no statutory requirements.

A minimum of three quotes must be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFQ/RFP process is required when the total cost in calendar years’ time exceeds \$250,000. The City may use MRSC Consultant Roster, or their own roster, for professional services.

The City Attorney must review, and the City Administrator or Mayor must sign all Personal Service Contracts, regardless of dollar amount in accordance with the Authorized levels set forth below.

Examples include:

- Graphic Designs
- Grant Writing
- Legal Services

THRESHOLDS FOR PERSONAL SERVICES:

PURCHASE OF PERSONAL SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XVI. HOW TO LEASE

1. Bids are *not* required on equipment leases; however, the City Attorney must review, and the City Administrator must approve all equipment leases.
 - a. Legal Review – Send to City Attorney for review.
 - b. Fiscal Approval – Review proposals with the City Administrator prior to budgeting the expense. Lease-to-own purchases are to be budgeted and accounted for as if the total expense is to be incurred when the item is purchased.
 - c. Lease Approval – City Administrator must approve all Equipment Leases and may opt to send lease to Council for approval if they so desire.
2. A lease of property (equipment) with **option to purchase** that is valued at more than \$15,000 is subject to competitive bidding. See “purchasing” thresholds for bidding requirements.
3. Lease vs. Rent: Leasing is generally used for mid- to long-term contracts. Renting is usually a short-term solution that is more casual and can be approved by the Department Head.
4. Leases may be subject to Leasehold Excise Tax. See [RCW 82.29A](#).

All lease agreements are subject to the procurement thresholds in this policy and must be reviewed by the Finance Director. In addition, all leases shall comply with the City’s Lease Policy, which governs accounting, reporting, and compliance with GASB 87 and SAO BARS guidance.

XVII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

- **Sole Source Vendor.** Purchases which, by their nature, are not adapted to competitive bidding, such as items which, as to meet a specific need or criteria as determined by the City, may only be purchased from a single source, shall not be subject to the competitive bidding requirements of this policy. Purchases above the threshold requiring multiple quotes or bids, from a sole source vendor require prior approval of the City Administrator or designee. Follow procedures for declaring Sole Source.
- **Repair and Ordinary Maintenance.** Purchases for ordinary maintenance, repairs, or additions to City equipment which may be more efficiently added to by a certain person or firm, shall not be subject to the competitive bidding requirements of the City.
- **Purchasing Involving Special Facilities or Market Conditions.** The City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the City can conduct the bid process when over bid thresholds. Written documentation of the special condition must be prepared for justification of the purchase and waiver of bidding requirements and approved by Council via Resolution.
- **Purchase of insurance or bonds.**
- **Surplus Property.** The City may acquire surplus property from another government without the use of bids ([RCW 39.33.010](#)) by agreement.
- **Interlocal Agreements in Letting of Contracts for Commodities or Services (Piggybacking).** RCW 39.34.030 permits governmental agencies to utilize other entities' contracts without going to bid. The following criteria must first be met:
 - There must be an Interlocal Agreement, approved by Council and/or Mayor, and signed by both parties, on file at the City.
 - It must be a current contract with interlocal language included.
 - It must have been advertised on the entity's web page and competitively bid.
 - The government entity, and the vendor, must be willing to share the contract pricing.
 - A complete copy of the contract must have been reviewed by the City Attorney.
 - Department will set up a bid file and track as if it were our own bid process.
- **Emergency Purchases.** In the event of an emergency, the City Council, City Administrator, or designee may declare an emergency exists, waive competitive bidding requirements, and award necessary contracts on behalf of the municipality to address the emergency. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or designee and duly entered of record no later than two weeks following the award of the contract.
- **Real Property.** Acquisition of real property is exempt from the competitive bidding requirements of this policy. Upon approval of the City Council, the City Administrator may proceed to acquire real property through negotiation. Such negotiations shall be based upon an independent fee appraisal of the property. The City shall not pay more than fair market value for real property without prior Council approval. If the property is acquired in part or in whole with Federal Funds, such acquisition shall additionally comply with the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended.

XVIII. HOW TO DECLARE A SOLE SOURCE (or Single Source)

On a case-by-case basis, the bid or quote requirement may be waived, and a sole/single source purchase approved, in accordance with RCW 39.04.280. There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up.

Authority to Approve Sole/Single Source Purchases	
City Administrator or Mayor	\$15,000 to \$250,000
City Council	Over \$250,000

A sole source is where there is only ONE supplier of the product or service. A single source is where the vendor is “one vendor amongst others” when other competitive sources may be available.

A sole/single source purchase may be approved if one or more of the following conditions are met:

- **Standardization or compatibility** to existing City standard or to existing equipment, inventory, systems, data, programs, or service. Must be evaluated for cost benefit and/or safety.
- **Licensed or patented** product with only one dealer (and the license or patent is paramount to your procurement).
- **Only** authorized Service Provider, Repair, and/or Warranty Services, e.g., warranty may be negated if you let someone else work on it.
- **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that finds the specific needs of your department.
- **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable piece and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

NOTE: Any sole/single source utilizing **Federal Funding** must also confirm it is authorized and include 1) Written responsibility determination for the successful contractor and 2) Basis for contract price (**Cost Price Analysis**). Each Grantee must evaluate and state its justification for the contract cost or price.

XIX. DISPOSAL OF SURPLUS PROPERTY

Upon recommendation of a Department Head, property with an estimated value under \$15,000 may be declared surplus by the Mayor or City Administrator as designee, or by City Council for property with an estimated value of \$15,000 or greater, upon one or more of the following criteria:

- The City has or soon will have no foreseen practical and efficient use for the property.
- The purpose served by the property can be accomplished by use of a better, more effective, or more efficient alternative.
- The purpose service by the property no longer exists as determine by a change in policy evidenced by an ordinance or resolution of the City Council.
- The property is damaged, worn out, otherwise inoperable and the cost of repairing the same is unwise or impractical.
- If the value of the property, the City is seeking to surplus is greater than \$50,000, then pursuant to [RCW 39.33.020](#) a public hearing is required.
- Additionally, RCW 35.94.040 requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use and the city desires to lease, sell, or convey the property. A hearing is required regardless of the value of the property.

XX. TRADE-INS

Trade-Ins are allowed on new purchases if approved ahead of time. Trade-Ins must be negotiated, documented at “Fair Market Value” by the Department, and declared surplus ahead of time by the mayor, or City Administrator as designee, if under \$15,000 and City Council if over \$15,000.

Fair Market Value can be obtained by finding comparable units that have been sold at online auctions, e.g. www.publicsurplus.com, www.ebay.com, www.govdeals.com, or other online sources such as Kelley Blue Book, NADA or Edmonds.com.

XXI. CONTRACT ADMINISTRATION & RECORDKEEPING

Commented [JN4]: New section added to meet best practices and exit items from 2023 audit

PURPOSE

To ensure all City contracts and procurements are properly managed, monitored, and documented in compliance with state law, federal Uniform Guidance, and SAO audit requirements.

RESPONSIBILITIES

- Department Directors are responsible for day-to-day administration of contracts initiated within their department.
- The Clerk's Office will maintain the official contract file, but each department must keep working documentation.

REQUIREMENTS

- Procurement decisions shall consider **life-cycle cost, vendor integrity, quality, and ability to perform**, not solely lowest cost.
- Departments must **monitor vendor/contractor performance** and retain documentation of oversight.
- A **contract administration checklist** shall be maintained, including:
 - Method of procurement and rationale
 - Cost/price analysis, if required
 - Conflict of interest disclosures
 - Verification of SAM.gov status for contracts > \$25,000
 - Insurance, licenses, and prevailing wage compliance (where applicable)
 - Copies of amendments, change orders, and performance reports

RECORD RETENTION

All procurement and contract records must be retained in accordance with the State Records Retention Schedule.

CONSEQUENCES

Failure to comply with contract administration and recordkeeping requirements may result in delayed payments, audit findings, and corrective action.

XXII. FEDERAL CODE OF CONDUCT

PURPOSE

The purpose of the Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with [2 CFR 200.112](#), [2 CFR 200.318](#), and other applicable federal and state standards, regulations, and laws.

APPLICATION

This code of Conduct applies to all elected officials, employees or agents of the City of White Salmon engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No elected official, employee, or agent of the City of White Salmon shall participate in the selection, award, or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ, any of the above.
- The City of White Salmon's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of White Salmon's elected officials, employees or agents, or the contractors, potential contractors, subcontractors, or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

All procurement-related conflicts of interest must also be disclosed in writing and retained in the procurement file, consistent with SAO guidance.

Commented [JN5]: Added to meet SAO guidance

XXIII. FEDERAL AWARD STANDARDS

PURPOSE

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of White Salmon will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal control in the Federal Government (the Green Book), and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control – Integrated Framework Principles.

INTERNAL CONTROLS

The City of White Salmon will maintain effective internal control over the Federal award providing reasonable assurance that the City of White Salmon is managing the Federal award in compliance with Federal statutes, regulations, and the terms of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

CERTIFICATION

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official, who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise."

ADVANCE PAYMENTS AND REIMBURSEMENTS

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of White Salmon whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of White Salmon to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of White Salmon shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

ALLOWABLE COSTS

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute.

- Be necessary and reasonable for the performance of the Federal award.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both Federally-finances and other activities of the City of White Salmon.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally financed program in either the current or a prior period.
- Be adequately documented.

PROCUREMENT

When procuring property and services under a Federal award, the City of White Salmon will follow [2 CFR 200.318](#) General procurement standards through [200.236](#) Contract provisions, or City of White Salmon purchasing procedures, whichever is more restrictive.

In compliance with [2 CFR 200.321](#), the City shall take affirmative steps to use small and minority businesses, women's business enterprises, and labor surplus area firms when possible. These steps include:

- Placing such businesses on solicitation lists.
- Soliciting them when they are potential sources.
- Dividing requirements to permit maximum participation.
- Using services of organizations such as the Office of Minority & Women's Business Enterprises.
- Requiring prime contractors to subcontract with such firms where feasible.

To the greatest extent practicable, the City shall provide preference for the procurement of goods, products, and materials produced in the United States. [2 CFR 200.322](#)

The City shall procure products with the highest percentage of recovered materials practicable, consistent with EPA guidelines and the Resource Conservation and Recovery Act. [2 CFR 200.323](#)

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts more than \$250,000 requires that the City of White Salmon will comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal

Commented [JN6]: Added to meet 2023 SAO Exit Items

government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) exclusion list by checking at [SAM.gov](https://sam.gov). If the vendor is listed on the exclusion list, the administrator shall not complete the purchase or contract with the vendor. If exclusion list shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process the purchase.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

SINGLE AUDIT ACT

The City of White Salmon, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in [CFR 200.501](#) as well as all applicable Federal and State statutes and regulations.

CLOSURE

A project agreement end date will be established in accordance with [2 CFR 200.309](#). Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers	\$14,999 or less \$9,999 or less (PW) Must use more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)	\$14,999 or less \$9,999 or less (PW) Must use more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)
Small Purchase Procedures (Informal) – Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold
Sealed Bids/Competitive Bids (formal)	\$75,500 or more (Single trade) \$116,155 or more (Multi trade) \$250,000 or more (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold	\$75,500 or more (Single trade) \$116,155 or more (Multi trade) \$250,000 or more (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold

Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none">• Must publicize request for proposals soliciting from an adequate number of qualified sources.• Maintain written method for conducting technical evaluations.• Contract must be awarded to the responsible firm whose proposal is most advantageous to the program.
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none">• Available only from a single source; or• Public emergency; and• Expressly authorized by awarding or pass-through agency in response to written request from the City of White Salmon; or• After soliciting a number of sources, competition is deemed inadequate.

XXIV. DEFINITIONS

Adequate Appropriation Balance – Sufficient balance existing in the appropriation line item against which the purchase is to be charged.

Appropriation – City Council authorization to expend funds for a specific purpose.

As Is – A term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of the goods.

Bid – A written proposal submitted by a bidder to furnish supplies, materials, equipment, and other property in conformity with the owner’s specifications and conditions included in a request for bids by the City.

Bidding – Procedure used to solicit quotations on price from various perspective providers of supplies, materials, equipment, and other property.

Budget – A legal planning document that forecasts the financial resources of a government and authorizes the spending of those resources for a fiscal period.

Budget Amendment – A mechanism used to revise the legally binding appropriations of budgeted funds.

Capital Equipment – Equipment of the City having an initial value of five thousand dollars (\$5,000) or more and an estimated useful life of more than one (1) year.

Cash Discount – A discount offered to the City to encourage payment of an invoice on or before its due date.

Change Order – A purchaser’s written authority to the supplier to modify or add to a purchase/project.

Contract – A contract is a legally binding and enforceable agreement between two or more parties stating the terms and conditions for an exchange of something of value (usually money, goods, or services) between the parties. A contract can take many different forms, ranging from major, heavily negotiated written contracts to a simple PO or telephone order for goods or services. Legal Counsel should be contacted if there is uncertainty as to the need for a written contract and how to go about it. Only the Mayor and City Administrator, as designee, of the City of White Salmon have the authority to sign contracts UNLESS they have delegated their authority over to an individual via an approved Resolution.

Controlled Commodity – Items which may fall under the quote dollar limit that require approval from designated people, i.e., office products, communications equipment, and computer equipment.

Emergency – Unforeseen circumstances beyond the control of the City that (a) present a real, immediate threat to the proper performance of the essential functions; and/or (b) may result in material loss, damage to property, bodily injury, or loss of life, if prompt action is not taken.

Expediting – Attempt to reduce the contractually agreed upon delivery time of a product.

Final Project Acceptance – Formal acceptance that the work on a project is complete. Needed prior to completed Notice of Completion and triggers dates for release of bonds, etc.

Ordinary Maintenance – The furnishing of labor, time, or effort by a contractor or vendor not performed by contract and that is performed on a regularly scheduled basis, to service, check, or replace items that are not broken; or work performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary, and not involving the delivery of any specific end product, other than reports that are incidental to the required performance.

Payment Discount – See Cash Discount.

Personal Service Contract – An employment contract with an independent contractor for the rendering of personal services to the City. The Mayor or City Administrator, as designee, must sign all Personal Service Contracts.

Prevailing Wage Rate – The rate of hourly wage, usual benefits, and overtime paid in the locality, to the majority of workers, laborers, or mechanics, in the same trade or occupation; required to be paid on all public work and public building service maintenance contracts.

Professional Service Contract – an agreement with an independent contractor for rendering professional services to the City. The City does not provide direction to the provider. The City states a goal and objective and the provider, under his own direction, accomplishes the goal.

Public Work – A project including all work, construction, alteration, repair, or improvement other than ordinary maintenance executed at the cost of the City.

Request for Proposals – Similar to the formal bid process, except that factors other than price are used to award the contract.

Responsible Bidder – Contractor, supplier, or vendor, qualified on the basis that it (1) has adequate financial resources to perform a contract, (2) is able to comply with the associated legal or regulatory requirements, (3) is able to deliver according to the contract schedule, (4) has a history of satisfactory performance, (5) has good reputation regarding integrity, (6) has or can obtain necessary data, equipment, and facilities, and (7) is otherwise eligible and qualified to receive award if its bid is chosen.

Sealed Bid (Formal Bid) – An advertised solicitation for a requirement in which the costs exceed the bid limit. The bids are opened during a public opening.

Simplified Acquisition Threshold – The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods.

Small Works Roster – A process through which there is competition following notification to some or all public works contractors who have requested placement on a roster kept by the local government agency, or a contracted service agency, in which price is the primary basis for consideration and contract award.

Specification – A clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service.

Standardization – When it is necessary to standardize to one type of item because of uniformity or interchangeable parts issues.

File Attachments for Item:

D. Approval of Meeting Minutes - Council meeting 09.03.2025 minutes

**DRAFT**

White Salmon City Council MEETING MINUTES

September 03, 2025 – 6:00 PM
119 NE Church Ave and Zoom Teleconference

Attendance:

Council Members:

Ben Giant
 Jason Hartmann
 David Lindley
 Patty Fink

Excused:

Morella Mora

Staff Present:

Marla Keethler, Mayor
 Erika Castro Guzman, City Clerk
 Kelly Hickok, City Attorney
 Jennifer Neil, Director of Finance and Operations
 Chris True, Director of Public Works
 Mike Hepner, Chief of Police

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

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

II. Roll Call

Moved by Ben Giant. Seconded by Jason Hartmann.

Move to excuse the absence of Council member Morella Mora from the September 3 City Council meeting.

MOTION CARRIED 4-0

III. Changes to the Agenda

Moved by David Lindley. Seconded by Jason Hartmann.

Motion to add Phase I Wastewater Treatment Facility Improvements Presentation to the agenda.

MOTION CARRIED 4-0

IV. Presentation (6:04 p.m.)

A. Gray and Osborn – Phase I Wastewater Treatment Facility (WWFT) Improvements

Mayor Marla Keethler welcomed Jamie Ankney of Gray & Osborne, noting that the same presentation was given to the Bingen City Council the night before. While Bingen owns the wastewater treatment plant, White Salmon is the majority user and financial contributor, making it important for both councils to receive the same information about Phase 1 improvements.

Jamie Ankney outlined Bingen's plan to move forward with Phase 1 upgrades based on the 2024 amended facility plan. Funding for design has already been secured through the Department of Ecology, and Bingen qualifies for Ecology's "Skip-a-List" program, which pre-qualifies the project for construction funding without requiring a new application. He emphasized that entering a design contract does not commit the City to construction but is a necessary first step toward completing critical improvements.

Phase 1 will focus on electrical and control system upgrades, replacing 30-year-old components, adding HVAC to the electrical room, and modernizing systems for greater reliability and redundancy. Other improvements include replacing the unsupported UV disinfection system, upgrading dewatering equipment from a centrifuge to a more efficient screw press, improving headworks by replacing the fine screen and ultrasonic meter, and upgrading the effluent pump station to ensure function when river levels prevent gravity flow.

Ankney stressed that many upgrades are required due to aging infrastructure, code changes, and operational challenges. With Ecology funding available, now is an opportune time to proceed. Reliable wastewater treatment cannot be interrupted, and these improvements will extend the facility's life, improve efficiency, and reduce the risk of system failure.

Councilmember David Lindley thanked Jamie Ankney for the overview, noting that the presentation seemed primarily focused on modernization. He asked about the current plant capacity and whether the proposed upgrades would be compatible with or adaptable to future capacity increases. Ankney responded that while he did not have the exact current flow capacity readily available, the recently completed facility plan amendment (2024) established the 2038 design criteria at 3,041 ERUs, equivalent to 3,041 single-family households, with an average annual flow of 0.35 MGD and a peak hour flow of 2.0 MGD. He explained that planning documents assess existing deficiencies in mechanical and structural systems while also projecting future growth, ensuring that upgrades are not simply in-kind replacements but are appropriately sized to meet long-term capacity needs. Ankney emphasized that the worst outcome would be installing new equipment only to find it undersized for future demand, and that the planned improvements are designed to avoid that scenario.

Councilmember Patty Fink asked how the project would be funded and whether there was an expectation that wastewater rates would need to increase, noting the importance of communicating such impacts to the public. Mayor Marla Keethler responded that funding for the design phase would come from a Department of Ecology loan in the amount of \$630,000, structured as a 20-year loan at 2% interest. White Salmon's share of the obligation is approximately \$490,000. She explained that anticipated payments would be made from the City's Wastewater Reserve Fund and that no specific rate increase is being considered at this time to cover the loan. However, she emphasized that engaging early in these discussions is important, as future phases of construction will require significant investment. With current reserve funds totaling \$440,000, she cautioned that a series of multi-million-dollar projects could quickly deplete available reserves, underscoring the need for careful long-term planning.

Mayor Marla Keethler asked about the anticipated timeline for the project, specifically when the design work would be complete and materials ready to go out to bid in order to move toward construction. Jamie Ankney responded that for a project of this scale, the design phase would realistically take about a year, though there may be limited opportunities to expedite the process. In addition to engineering work, the timeline must account for environmental review and regulatory requirements through the Department of Ecology and other agencies. If the funding contract with Ecology is

approved within the next few months, design could begin by the end of this year or early next year, with bidding anticipated in late 2026 or early 2027, depending on optimal bid windows.

V. Public Comment

No members of the public provided comment.

VI. Consent Agenda (6:45 p.m.)

- A. Approval of Final Application for Payment - SCADA
- B. Approval of Johnson Controls Planned Service Agreement
- C. Approval of Leak Credit for 31 Graves Road for \$927.09
- D. Approval of Meeting Minutes - Council Meeting Minutes 07.02.2025, Council Meeting Minutes 08.06.2025, and Special Council Meeting Minutes 08.20.2025
- E. Approval of Vouchers
Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 3rd day of September 2025.

Type	Date	Beginning Check	Ending Check	
Claims	08/05/2025	EFT	EFT	\$1,169.43
	08/10/2025	EFT	EFT	\$10,414.32
	09/03/2025	42753	42788	\$90,661.72
			Claim Total	\$802,245.47
Payroll	09/05/2025	42752	42752	\$990.84
	09/05/2025	EFT	EFT	\$131,531.12
			Payroll Total	\$132,521.96
Manual Claims	N/A			
			Manual Claim Total	-
VOIDED Checks	N/A			
			Toal Vouchers	\$934,767.43

Moved Ben Giant. Seconded by Jason Hartmann.

Motion to approve Consent Agenda and Vouchers for \$934,767.43.

MOTION CARRIED 4-0

VII. Business Items (None)

VIII. Reports and Communications (6:22 p.m.)

- 1. Staff Reports
Planner Rowan Fairfield presented their first department head report to the Council. They provided a summary of current planning activities, highlighting new building projects, and particularly in housing.

2. Council Member/Committee Reports

Councilmember Patty Fink reported that the finalized Tree Board minutes will appear in the next packet. She noted that the Tree Board is moving forward with plans for a tree walk, with the “heritage” designation to be decided by the committee. Additional discussion focused on the improvements to HWY 141/Jewett Blvd. Concerns were raised about the design and the perception that WSDOT, despite extensive outreach, did not fully address community feedback, particularly regarding parking. The potential inclusion of trees in the project was also noted, and Council Member Fink suggested this could be considered further by the Council.

Councilmember David Lindley reported on the CityLab meeting held the week of August 18th. Discussions focused on identifying priorities for the coming year. In September, he shared the CityLab plans to meet with key contributors to the Emission Reductions Plan to explore feasible initiatives for 2026. He noted that CityLab seeks guidance from the Council on priorities to ensure their efforts align with Council goals, suggesting this topic for discussion at the upcoming retreat.

Councilmember Ben Giant reported on the Community Development Committee meeting held on August 26th, which was fully attended. The committee discussed the possibility of expanding membership, including inviting a representative from the Main Business Corridor, and he will explore options with the Mayor and staff. The committee also recommended moving Mental Health Awareness Month to August while keeping Arab American Heritage Month in April; this will be forwarded to staff for a future Council review. Additionally, the committee reviewed prior work on park facilities and fees and will develop recommendations for the Mayor and staff. Councilmember Giant praised the committee’s work and noted plans to continue collaborating with staff and the Mayor on these initiatives through the end of the year.

3. Mayor’s Updates

Mayor Marla Keethler reiterated highlights from her recent email update. She recognized Jason Kinley for stepping into the Public Works Operations Manager role following Chris True’s promotion to Public Works Director. Regarding the current maintenance crew vacancy, the City will monitor staffing needs and project demands before deciding whether to post the position. She noted upcoming events, including El Grito, where the City will have a table and Council members can raise topics of interest. She also reported that the White Salmon Valley Metropolitan Park District will present at the next Council meeting to share updates on their funding efforts. Mayor Keethler stated that preparations are underway for the Council retreat and joint sessions with the Planning Commission, with a focus on legislative priorities. She added that the 141 Jewett project and related Complete Streets work will be discussed during the retreat.

IX. Executive Session (None)**X. Adjournment**

The meeting was adjourned at 6:32 p.m.

 Marla Keethler, Mayor

 Erika Castro Guzman, City Clerk

File Attachments for Item:

A. Utilities Reimbursement Request – 1 E Jewett Blvd

1. Presentation

2. Discussion

3. Action



COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

No

Meeting Date:

September 17, 2025

Agenda Item:

Usage Reimbursement Bingen

Presented By:

Jennifer Neil, Director of Finance

Action Required:

Approval of Usage Reimbursement Bingen for Account:1308 – 1 E Jewett Blvd in the amount of \$44,180.14.

Motion for Business Item / Proposed Motion for Consent Agenda:

Move to approve the Usage Reimbursement Bingen for Account:1308 – Jewett Blvd in the amount of \$44,180.14.

Background of Issue:

The meter was changed in May 2021 to an Octave meter that doesn't require the same meter factor as before and the meter factor was not changed in Springbrook Express software leading to an over charge for usage on account:1308 in the amount of \$44,180.14.

Explanation of Issue:

Bingen notified city staff of the issue on August 8, 2025, showing the discrepancy on their daily reads compared to billed meter reading numbers. The meter factor added an extra zero to all meter readings in Springbrook Express Software. After reviewing their account and account's audit trail, verifying with Public Works, and contacting Master Meter's support we were able to confirm that meter was being billed with the wrong meter factor starting back on May 2021. The meter factor was corrected August 8, 2025, in Springbrook Express software to correct the usage charge.

Staff is actively conducting an internal management review of all accounts with meters that have been replaced to ensure proper billing.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

The proposed reimbursement will be expensed from Fund 401 Water. The fund is currently trending 6% above budget in water sales revenue and trending 21% under budget in expenses. At this time, the fund can absorb this refund.

Recommendation of Staff/Committee:

Staff recommends that the City Council approve the Reimbursement in the amount of \$44,180.14.

Follow Up Action:

No follow-up action is required.

Utility Billing

UB_ServiceLocations

Record	Item	Previous Value	New Value	Mode	User	Date:Time
024225.0: 11/29/2022: W	CurrentRead	1709	1709065	M	C Troy Rosenburg	11.03.22:16.26.57
024225.0: 12/29/2022: W	CurrentRead	1746	1745796	M	C Troy Rosenburg	12.08.22:10.04.50
024225.0: 01/30/2023: W	CurrentRead	1777	1777401	M	C Troy Rosenburg	01.05.23:10.32.56
024225.0: 02/27/2023: W	CurrentRead	1808	1807733	M	C Troy Rosenburg	02.06.23:15.06.30
024225.0: 03/30/2023: W	CurrentRead	1837	1837433	M	C Troy Rosenburg	03.02.23:16.08.32
024225.0: 04/20/2023: W	CurrentRead	1875	1874659	M	C Troy Rosenburg	04.05.23:10.55.18
024225.0: 05/30/2023: W	CurrentRead	1915	1915131	M	C Troy Rosenburg	05.04.23:14.13.53
024225.0: 06/29/2023: W	CurrentRead	1982	1982090	M	C Troy Rosenburg	06.07.23:14.40.39
024225.0: 07/28/2023: W	CurrentRead	2134	2133570	M	C Troy Rosenburg	07.07.23:13.12.25
024225.0: 08/30/2023: W	CurrentRead	2258	2257843	M	C Troy Rosenburg	08.02.23:16.45.07
024225.0: 09/28/2023: W	CurrentRead	2406	2405832	M	C Troy Rosenburg	09.06.23:16.31.22
024225.0: 10/30/2023: W	CurrentRead	2463	2462517	M	C Troy Rosenburg	10.04.23:15.53.31
024225.0: 11/29/2023: W	CurrentRead	2496	2495503	M	C Troy Rosenburg	11.08.23:15.28.40
024225.0: 12/28/2023: W	CurrentRead	2528	2527475	M	C Troy Rosenburg	12.07.23:11.24.54
024225.0: 01/30/2024: W	CurrentRead	2559	2559045	M	C Troy Rosenburg	01.04.24:14.31.57
024225.0: 02/28/2024: W	CurrentRead	2591	2590537	M	C Troy Rosenburg	02.05.24:08.08.22
024225.0: 03/28/2024: W	CurrentRead	2620	2620247	M	C Troy Rosenburg	03.06.24:08.13.22
024225.0: 04/29/2024: W	CurrentRead	2651	2650570	M	C Troy Rosenburg	04.03.24:10.59.37
024225.0: 05/30/2024: W	CurrentRead	2692	2691934	M	C Troy Rosenburg	05.06.24:14.25.22
024225.0: 06/27/2024: W	CurrentRead	2749	2748869	M	C Troy Rosenburg	06.05.24:09.59.25
024225.0: 07/30/2024: W	CurrentRead	2841	2840976	M	C Troy Rosenburg	07.05.24:08.25.20
024225.0: 08/29/2024: W	CurrentRead	2951	2950475	M	C Troy Rosenburg	08.06.24:09.03.57
024225.0: 09/27/2024: W	CurrentRead	3060	3060054	M	C Troy Rosenburg	09.06.24:09.06.39
024225.0: 10/30/2024: W	CurrentRead	3146	3145992	M	C Troy Rosenburg	10.04.24:12.34.48
024225.0: 11/26/2024: W	CurrentRead	3204	3204384	M	C Troy Rosenburg	11.06.24:08.16.57
024225.0: 12/30/2024: W	CurrentRead	3233	3232856	M	C Troy Rosenburg	12.04.24:16.14.44
024225.0: 01/30/2025: W	CurrentRead	3253	3252615	M	C Troy Rosenburg	01.06.25:15.48.11
024225.0: 02/27/2025: W	CurrentRead	3278	3278271	M	C Troy Rosenburg	02.05.25:15.31.04
024225.0: 03/28/2025: W	CurrentRead	3302	3301840	M	C Troy Rosenburg	03.10.25:12.25.27
024225.0: 04/29/2025: W	CurrentRead	3329	332848	M	C Troy Rosenburg	04.08.25:12.35.02
024225.0: 04/29/2025: W	CurrentRead	332848	3328481	M	C Troy Rosenburg	04.08.25:12.35.17
024225.0: 05/29/2025: W	CurrentRead	3382	3381478	M	C Troy Rosenburg	05.08.25:16.22.21
024225.0: 06/27/2025: W	CurrentRead	3461	3461079	M	C Troy Rosenburg	06.04.25:09.29.41
024225.0: 07/30/2025: W	CurrentRead	3544	3543458	M	C Troy Rosenburg	07.10.25:09.37.17
024225.0: 08/28/2025: W	CurrentRead	3643	3643274	M	C Troy Rosenburg	08.07.25:14.11.53

Utility Billing

UB_ServiceLocations

Record	Item	Previous Value	New Value	Mode	User	Date:Time
024225.0: 11/29/2018: W	MeterReadingsReading	105370	10548868	M	Stephanie Porter	11.20.18:15.44.05
024225.0: 01/30/2019: W	MeterReadingsReading	106184	10318396	M	Stephanie Porter	01.17.19:12.55.42
024225.0: 01/30/2019: W	MeterReadingsReading	10318396	618396	M	Stephanie Porter	01.17.19:12.56.00
024225.0: 01/30/2019: W	MeterReadingsLastRead	10548868	548868	M	Stephanie Porter	01.17.19:12.57.13
024225.0: 01/30/2019: W	MeterReadingsLastRead	548868	105489	M	Stephanie Porter	01.17.19:12.58.08
024225.0: 01/30/2019: W	MeterReadingsReading	618396	106184	M	Stephanie Porter	01.17.19:12.58.08
024225.0: 01/30/2019: W	MeterReadingsLastRead	105489	548868	M	Stephanie Porter	01.17.19:12.58.34
024225.0: 01/30/2019: W	MeterReadingsReading	106184	6018396	M	Stephanie Porter	01.17.19:12.58.34
024225.0: 01/30/2019: W	MeterReadingsReading	6018396	618396	M	Stephanie Porter	01.17.19:14.35.15
024225.0: 01/30/2019: W	MeterReadingComment		Corrected meter read per meter re-read provided from PW 01.17.2019	M	Stephanie Porter	01.17.19:15.26.19
024225.0: 01/30/2019: W	MeterReadingsReading	618396	10618396	M	Stephanie Porter	01.28.19:15.07.59
024225.0: 01/30/2019: W	MeterReadingsLastRead	548868	10548868	M	Stephanie Porter	01.28.19:15.08.22
024225.0: 03/28/2019: W	MeterReadingsReading	107194	719429	M	Stephanie Porter	03.25.19:09.10.33
024225.0: 03/28/2019: W	MeterReadingsReading	719429	10719429	M	Stephanie Porter	03.25.19:10.06.25
024225.0: 05/30/2019: W	MeterReadingsReading	108027	10802687	M	Stephanie Porter	05.16.19:11.29.28
024225.0: 07/30/2019: W	MeterReadingsReading	109951	10995085	M	Stephanie Porter	07.24.19:11.02.22
024225.0: 09/27/2019: W	MeterReadingsReading	0	1223558	M	Stephanie Porter	09.11.19:09.25.33
024225.0: 09/27/2019: W	MeterReadingsReading	1223558	11223558	M	Stephanie Porter	09.11.19:09.26.07
024225.0: 09/27/2019: W	MeterReadingComment		Radio Changeout completed on 10.08.2019	M	Stephanie Porter	10.09.19:12.17.34
Ser Loc: 024225.0	ServiceLocWaterRegisterID	22513626	06755222	M	Stephanie Porter	10.09.19:12.17.35
Ser Loc: 024225.0	ServiceLocWaterRegisterIDType	D	B	M	Stephanie Porter	10.10.19:10.39.04
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	0.0010	1.0000	M	Stephanie Porter	10.24.19:10.11.25
024225.0: 11/26/2019: W	MeterReadingsReading	113722	1377845	M	Stephanie Porter	11.19.19:09.01.00
024225.0: 11/26/2019: W	MeterReadingsReading	1377845	11377845	M	Stephanie Porter	11.19.19:09.01.18
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	1.0000	0.0010	M	Stephanie Porter	11.19.19:09.12.45
024225.0: 01/30/2020: W	MeterReadingsReading	114284	11428397	M	Stephanie Porter	01.16.20:10.14.26
024225.0: 03/30/2020: W	MeterReadingsReading	114811	11481093	M	Stephanie Porter	03.10.20:08.45.29
024225.0: 05/28/2020: W	CurrentRead	116184	11618410	M	Stephanie Porter	05.26.20:11.13.46
024225.0: 07/30/2020: W	CurrentRead	118021	11802140	M	Stephanie Porter	07.29.20:11.16.03
024225.0: 09/29/2020: W	CurrentRead	120654	12065383	M	Stephanie Porter	09.23.20:21.50.18
024225.0: 11/25/2020: W	CurrentRead	429497	12065383	M	Stephanie Porter	11.12.20:17.13.23
024225.0: 01/28/2021: W	CurrentRead	429497	12065383	M	Stephanie Porter	01.20.21:13.45.58
024225.0: 03/30/2021: W	CurrentRead	429497	0	M	Stephanie Porter	03.11.21:12.11.04
024225.0: 03/30/2021: W	CurrentRead	0	12065383	M	Stephanie Porter	03.11.21:12.12.08
024225.0: 03/30/2021: W	MeterReadingComment		New owner place fence - cannot get to meter-working with City of Bingen to correct issue	M	Stephanie Porter	03.22.21:15.29.11
Ser Loc: 024225.0	ServiceLocWaterMeterComments		Gate Code 2443	M	Stephanie Porter	03.30.21:13.18.23
Ser Loc: 024225.0	ServiceLocWaterMeterLocation	E Of 1175 Jewett South Of Fogline	E Of 1175 Jewett South Of Fogline-Gate Code 2443	M	Stephanie Porter	03.30.21:13.18.53
Ser Loc: 024225.0	ServiceLocWaterMeterLocation	E Of 1175 Jewett South Of Fogline-Gate Code 2443	E Of 1175 Jewett South Of Fogline	M	Stephanie Porter	05.04.21:08.12.53
Ser Loc: 024225.0	ServiceLocWaterMeterComments	Gate Code 2443		M	Stephanie Porter	05.04.21:08.13.03

Utility Billing

UB_ServiceLocations

Record	Item	Previous Value	New Value	Mode	User	Date:Time
024225.0: 03/30/2021: W	MeterReadingComment	New owner place fence - cannot get to meter-working with City of Bingen to correct issue		M	Stephanie Porter	05.04.21:08.35.59
024225.0: 05/28/2021: W	CurrentRead	429497	12065383	M	Stephanie Porter	05.07.21:08.33.34
Ser Loc: 024225.0	ServiceLocWaterMeterSN		191312811	M	Stephanie Porter	05.07.21:09.33.50
Ser Loc: 024225.0	ServiceLocWaterMeterSize		2"	M	Stephanie Porter	05.07.21:09.34.19
Ser Loc: 024225.0	ServiceLocStreet	JEWETT BLVD	JEWETT BLVD ON HWY 141	M	Stephanie Porter	05.14.21:09.35.08
Ser Loc: 024225.0	ServiceLocStreet	JEWETT BLVD ON HWY 141	JEWETT BLVD	M	Stephanie Porter	05.14.21:09.35.14
Ser Loc: 024225.0	ServiceLocWaterMeterInstallDat	00/00/0000	05/01/2021	M	Stephanie Porter	05.14.21:09.51.20
Ser Loc: 024225.0: Work Order 1739	Created			C	Stephanie Porter	05.14.21:09.51.20
024225.0: 05/28/2021: W	CurrentRead	12065383	383571	M	Stephanie Porter	05.14.21:09.52.17
024225.0: 05/28/2021: W	LastRead	12065383	0	M	Stephanie Porter	05.14.21:09.52.28
024225.0: 05/01/2021: W	Created			C	Stephanie Porter	05.14.21:09.54.22
024225.0: 05/28/2021: W	MeterReadingComment		Usage covers July 2020-April 2021 - Meter Change out error	M	Stephanie Porter	05.14.21:09.55.13
024225.0: 05/01/2021: W	MeterReadingComment	Meter Changeout - Meter Radio was not placed on new meter in 09.2020, May usage from 09.2020-05.2021	Meter Changeout - Meter Radio was not moved to new meter in 09.2020, May usage from 09.2020-05.2021	M	Stephanie Porter	05.14.21:09.56.10
024225.0: 11/25/2020: W	MeterReadingComment		Meter CHange out not received until 05.2021 - radio was on old meter until 05.2021	M	Stephanie Porter	05.14.21:09.56.38
024225.0: 11/25/2020: W	MeterReadingComment	Meter CHange out not received until 05.2021 - radio was on old meter until 05.2021	Meter Change out not received until 05.2021 - radio was on old meter until 05.2021	M	Stephanie Porter	05.14.21:09.56.48
024225.0: 11/25/2020: W	MeterReadingComment	Meter Change out not received until 05.2021 - radio was on old meter until 05.2021	Meter Change out NOT received until 05.2021 - radio was on old meter until 05.2021	M	Stephanie Porter	05.14.21:09.56.55
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	0.0010	1.0000	M	Stephanie Porter	05.20.21:14.18.33
024225.0: 07/29/2021: W	CurrentRead	632	631971	M	Stephanie Porter	07.13.21:12.30.31
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	1.0000	0.0010	M	Stephanie Porter	07.27.21:14.44.36
Ser Loc: 024225.0	SerLocOwnerOrTenant		O	M	Stephanie Porter	07.27.21:14.44.36
024225.0: 09/29/2021: W	CurrentRead	928	76240	M	Stephanie Porter	09.08.21:11.10.40
024225.0: 09/29/2021: W	CurrentRead	76240	928084	M	Stephanie Porter	09.08.21:11.11.53
024225.0: 11/29/2021: W	CurrentRead	1075	1074655	M	Stephanie Porter	11.03.21:11.15.49
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	0.0010	1.0000	M	Stephanie Porter	11.03.21:11.16.58
024225.0: 01/28/2022: W	CurrentRead	1139	1139120	M	Stephanie Porter	01.24.22:16.27.02
024225.0: 03/30/2022: W	CurrentRead	1189	1195077	M	Stephanie Porter	03.08.22:10.31.38
024225.0: 03/30/2022: W	MeterReadingComment		RR@1195077.535 - updated for full read	M	Stephanie Porter	03.08.22:10.32.27
Ser Loc: 024225.0	ServiceLocWaterMeterFactor	1.0000	0.0100	M	Stephanie Porter	03.25.22:02.51.04
024225.0: 05/27/2022: W	CurrentRead	1253	1252539	M	Stephanie Porter	05.04.22:09.22.01
024225.0: 07/28/2022: W	CurrentRead	1359	1358492	M	Stephanie Porter	07.11.22:10.41.20
024225.0: 09/29/2022: W	CurrentRead	1567	1567277	M	Stephanie Porter	09.23.22:11.07.29
024225.0: 10/28/2022: W	CurrentRead	1653	1652709	M	Stephanie Porter	10.17.22:11.00.02

City of White Salmon Adjustment Request Form

Account: 1308
Service Address: 1 E Jewett Blvd
Name: City of Bingen

Reason: Meter factor correction.

Bill Date	Water Base Fee	Corrected Water Base Fee	Water meter Read	Water meter read adjusted	Water Usage Billed	Corrected Water Usage Billed	WRAF	Corrected WRAF	Water Difference	Sewer Billed	Sewer Correction	Sewer Difference	Water & Sewer Difference
5/27/2021	684.00	684.00	384	38	675.84	66.88	-	-	(608.96)	-	-	-	(608.96)
6/29/2021	684.00	684.00	-	-	-	-	-	-	-	-	-	-	-
7/29/2021	684.00	684.00	248	25	436.48	44.00	-	-	(392.48)	-	-	-	(392.48)
8/30/2021	684.00	684.00	-	-	-	-	-	-	-	-	-	-	-
9/29/2021	684.00	684.00	296	30	520.96	52.80	-	-	(468.16)	-	-	-	(468.16)
10/28/2021	684.00	684.00	-	-	-	-	-	-	-	-	-	-	-
11/29/2021	684.00	684.00	147	15	258.72	26.40	-	-	(232.32)	-	-	-	(232.32)
12/30/2021	684.00	684.00	-	-	-	-	-	-	-	-	-	-	-
1/28/2022	684.00	725.00	645	65	1,135.20	114.40	-	-	(979.80)	-	-	-	(979.80)
2/25/2022	684.00	725.00	-	-	-	-	-	-	41.00	-	-	-	41.00
3/30/2022	684.00	725.00	560	56	1,047.20	104.72	-	-	(901.48)	-	-	-	(901.48)
4/28/2022	684.00	725.00	-	-	-	-	-	-	41.00	-	-	-	41.00
5/27/2022	725.00	725.00	575	59	1,075.25	110.33	-	-	(964.92)	-	-	-	(964.92)
5/31/2022	164.00	-	-	-	-	-	-	-	(164.00)	-	-	-	(164.00)
6/29/2022	725.00	725.00	-	-	-	-	-	-	-	-	-	-	-
7/28/2022	725.00	725.00	1,060	106	1,982.20	198.22	-	-	(1,783.98)	-	-	-	(1,783.98)
8/30/2022	725.00	725.00	-	-	-	-	-	-	-	-	-	-	-
9/29/2022	725.00	725.00	2,088	209	3,904.56	390.83	-	-	(3,513.73)	-	-	-	(3,513.73)
10/28/2022	725.00	725.00	1,003	100	1,596.98	187.00	-	-	(1,409.98)	-	-	-	(1,409.98)
11/29/2022	725.00	725.00	564	56	1,054.68	104.72	-	-	(949.96)	-	-	-	(949.96)
12/29/2022	725.00	725.00	367	37	686.29	69.19	-	-	(617.10)	-	-	-	(617.10)
1/30/2023	797.50	787.50	316	32	590.92	59.84	-	-	(541.08)	-	-	-	(541.08)
2/27/2023	797.50	797.50	303	30	566.61	61.80	-	-	(504.81)	-	-	-	(504.81)
3/30/2023	797.50	797.50	297	30	555.39	61.80	-	-	(493.59)	-	-	-	(493.59)
4/27/2023	797.50	797.50	372	37	695.64	76.22	-	-	(619.42)	-	-	-	(619.42)
5/30/2023	797.50	797.50	405	41	757.35	84.46	-	-	(672.89)	-	-	-	(672.89)
6/29/2023	797.50	797.50	670	67	1,252.90	138.02	-	-	(1,114.88)	-	-	-	(1,114.88)
7/28/2023	797.50	797.50	1,515	152	2,833.05	313.12	-	-	(2,519.93)	-	-	-	(2,519.93)
8/30/2023	797.50	797.50	1,243	124	2,324.41	255.44	-	-	(2,068.97)	-	-	-	(2,068.97)
9/28/2023	797.50	797.50	1,480	148	2,767.60	304.88	-	-	(2,462.72)	-	-	-	(2,462.72)
10/30/2023	797.50	797.50	567	57	1,060.29	117.42	-	-	(942.87)	-	-	-	(942.87)
11/29/2023	797.50	797.50	330	33	617.10	67.98	-	-	(549.12)	-	-	-	(549.12)
12/28/2023	797.50	797.50	320	32	598.40	65.92	-	-	(532.48)	-	-	-	(532.48)
1/30/2024	861.12	861.12	316	32	590.92	65.92	-	-	(525.00)	-	-	-	(525.00)

* Adjustment for base fee

A.

2/28/2024	861.12	861.12	315	32	589.12	71.36	-	-	(517.76)	-	-	-	(517.76)
3/28/2024	861.12	861.12	297	30	555.39	66.90	-	-	(488.49)	-	-	-	(488.49)
4/29/2024	861.12	861.12	303	30	566.61	66.90	-	-	(499.71)	-	-	-	(499.71)
5/30/2024	861.12	861.12	414	41	774.18	91.43	-	-	(682.75)	-	-	-	(682.75)
6/27/2024	861.12	861.12	569	57	1,064.03	127.11	-	-	(936.92)	-	-	-	(936.92)
7/30/2024	861.12	861.12	921	92	1,722.27	205.16	-	-	(1,517.11)	-	-	-	(1,517.11)
8/29/2024	861.12	861.12	1,095	110	2,047.65	245.30	-	-	(1,802.35)	-	-	-	(1,802.35)
9/27/2024	861.12	861.12	1,096	110	2,049.52	245.30	-	-	(1,804.22)	-	-	-	(1,804.22)
10/30/2024	861.12	861.12	859	86	1,606.33	191.78	-	-	(1,414.55)	-	-	-	(1,414.55)
11/26/2024	861.12	861.12	584	58	1,092.08	129.34	-	-	(962.74)	-	-	-	(962.74)
12/30/2024	861.12	861.12	285	29	532.95	64.67	-	-	(468.28)	-	-	-	(468.28)
1/30/2025	930.06	930.06	198	20	370.26	44.60	-	-	(325.66)	-	-	-	(325.66)
2/27/2025	930.06	930.06	257	26	619.37	62.66	-	-	(556.71)	-	-	-	(556.71)
3/28/2025	930.06	930.06	236	24	568.76	57.84	-	-	(510.92)	-	-	-	(510.92)
4/29/2025	930.06	930.06	266	27	641.06	65.07	-	-	(575.99)	-	-	-	(575.99)
5/29/2025	930.06	930.06	530	53	1,277.30	127.73	-	-	(1,149.57)	-	-	-	(1,149.57)
6/27/2025	930.06	930.06	796	80	1,918.36	192.80	-	-	(1,725.56)	-	-	-	(1,725.56)
7/30/2025	930.06	930.06	824	82	1,985.84	197.62	-	-	(1,788.22)	-	-	-	(1,788.22)
8/28/2025	930.06	930.06	100	100	241.00	241.00	-	-	-	-	-	-	-
									-				-
Totals	41,515.92	41,505.92	26,016	2,698	49,807.02	5,636.88	-	-	(44,180.14)	-	-	-	(44,180.14)

Reviewed By: _____

Date: _____

From: City Administrator

To: Troy Rosenberg

Cc: Jennifer Neil; Catherine Kiewit; Marla Keethler

Subject: Re: City of White Salmon - RE: Account 1308 Billing History

Date: Friday, August 8, 2025 1:47:25 PM

Attachments: White Salmon Utility Account 1308_Potential Overbill.xlsx

Act 1308 - Meter Readings.pdf

2025 Water Production.pdf

Email Chain from Tim Owens at Correct Equipment.pdf

Hi Troy,

Thank you so much for sending this over because it does answer my question! As background, Bingen has been working really hard to improve our distribution system leakage

(DSL). David Spratt with Public Works brought me the reports for production on each well or intertie to report our DSL for this month to Council. I wanted to look closer at the SR-141 intertie (White Salmon Utility Account 1308). I compared those numbers to our invoices from

White Salmon and they are so, SO different that I thought something hinky might be going on

(please see the attached scan of that report from David, with some doodles from me in blue). I

sent an email to David about this yesterday as well, and he popped up to the SR-141 vault this

morning (please see the attached picture). The reading this morning is just a little bit higher than the reading you took yesterday: 3,647,349 today vs. 3,643,274: total difference 4,075 gallons in one day.

With the difference, I was wondering if there was a factor on that meter. We reached out to Tim Owens at Correct Equipment who said that the meter does not have a factor, it reads actual gallons (PDF of the email attached). I reviewed the records that you sent and it looks like a new meter was installed on May 20, 2021 and Stephanie assigned a factor to it (see attached). Maybe the old meter had a factor but this one doesn't?

I transferred the numbers from the PDF you sent into a spreadsheet (attached) and used Excel

to calculate the usage. Please take a look at this spreadsheet to see that the factor caused White Salmon to accidentally bill Bingen for ten times the amount of water that was being drawn from the SR-141 intertie.

Could you please double-check my work on this, check in with Chris or Andrew and anyone else, and let me know if this is correct? If it is, could you please correct the factor in

Springbrook before issuing the next utility bill? Please also work backwards to see how long the overbilling has been happening as Bingen would like a refund of overpaid monies.

Please

let me know how I can help with this process, if at all.

Thank you, thank you!

Krista

On Fri, Aug 8, 2025 at 11:18 AM Troy Rosenburg <utilityclerk@ci.white-salmon.wa.us> wrote:

Good morning, Krista.

I have attached the information I hope you are looking for to this email.

Please let me know if, you need anything else.

Best regards,

C. Troy Rosenburg

Deputy Clerk | Utility Clerk

City of White Salmon

(509) 493-1133 Ext: 203

utilityclerk@whitesalmonwa.gov

City Hall Hours: 9:00am-5:00pm Monday-Friday

Closed: Holidays

From: City Administrator <administrator@bingenwashington.org>

Sent: Friday, August 8, 2025 9:07 AM

To: Darla Clifton <utilityclerk@ci.white-salmon.wa.us>

Subject: Account 1308 Billing History

Hi Troy,

I am working on some data and I am hoping that you can help. Are you able to tell me when the meter for account 1308 was changed out, if you have notes in Springbrook? Can I please

also have a report of monthly meter readings back to 2018?

Thanks!

Krista

--

Krista Loney

City Administrator

PO Box 607 | 112 N Ash St.

Bingen, WA 98605

P: 509-493-2122 | C: 509-844-8404

Email: administrator@bingenwashington.org

A.



City Administrator <administrator@bingenwashington.org>

Fwd: Water meter reading

Public Works <publicworks@bingenwashington.org>
To: Krista Loney <administrator@bingenwashington.org>

Fri, Aug 8, 2025 at 9:23 AM

David Spratt
WDM2 CCS
Public Works Superintendent
City of Bingen
541-490-5407

----- Forwarded message -----

From: **Tim Owens** <tim@ceipnw.com>
Date: Fri, Aug 8, 2025, 9:13 AM
Subject: Re: Water meter reading
To: Public Works <publicworks@bingenwashington.org>

David,

The dashed line above the seven is 7,000 gallons. After the decimal, it is tenths, hundredths and thousandths of gallons.

Best regards,

Tim Owens

President

300 S. Redwood Street, Suite 135

Canby, OR 97013

O: 503.582.0555 Ext. 210

C: 503.616.8279



SERVING WATER & WASTEWATER UTILITIES

Please let us know how we are doing



A.

On Aug 8, 2025, at 9:09 AM, Public Works <publicworks@bingenwashington.org> wrote:

Tim, reading this water meter. The last three numbers after the period, are they one hundreds of a gallon?
As in the last large number is gallons.

David Spratt
WDM2 CCS
Public Works Superintendent
City of Bingen
541-490-5407
<20250808_085602.jpg>

5 attachments

timowens_e7d64966-dbb0-4594-9ec0-b694fc9b03bc.png
8K



emaillogonew_002623b0-077d-47ba-b57e-cbe86d259543.png
4K



27_1_bad_d63c00_22px_0ed2ab88-21a1-43cf-a243-10f051552fea.png
1K



27_2_neutral_efac4e_22px_4798bec8-b4b5-49bd-be43-c4da795d3765.png
1K



27_3_good_5cb85c_22px_b303b065-9cd5-4e44-b56f-ab7fbc50273c.png
1K



Bingen Public Works
Source Water from White Salmon
2025

Month	PRV 455 N. Oak	PRV Highway 14	2" Meter Highway 141	Total
January	0	3,077,660	24,420	3,102,080
February	0	2,931,720	24,100	2,955,820
March	0	3,648,670	27,830	3,676,500
April	0	3,758,730	40,030	3,798,760
May	0	3,914,370	74,190	3,988,560
June	0	2,516,950	98,020	2,614,970
July	0	2,495,310	89,660	2,584,970
August	0			0
September	0			0
October	0			0
November	0			0
December	0			0
Total	0	22,343,410	378,250	22,721,660

Numbers are in gallons.

Readings are taken between 7am and 8am work days.

From first working day of month to last working day of month.

	GPM	GPM	GPM	GPM
January	0	71.1	0.5	71.6
February	0	73.49	0.6	74.09
March	0	84.06	0.59	84.65
April	0	88.13	0.95	89.08
May	0	81.51	1.79	83.3
June	0	56.39	2.07	58.46
July	0	56.31	2.04	58.35
August	0			0
September	0			0
October	0			0
November	0			0
December	0			0
	0	72.99857143	1.22	43.29416667

Billing Date	Meter Read	Usage Since Previous Read	Gallons Billed to Bingen
	1709065		
024225.0: 12/29/2022: W	1745796	36731	
024225.0: 01/30/2023: W	1777401	31605	
024225.0: 02/27/2023: W	1807733	30332	
024225.0: 03/30/2023: W	1837433	29700	
024225.0: 04/20/2023: W	1874659	37226	
024225.0: 05/30/2023: W	1915131	40472	
024225.0: 06/29/2023: W	1982090	66959	
024225.0: 07/28/2023: W	2133570	151480	
024225.0: 08/30/2023: W	2257843	124273	
024225.0: 09/28/2023: W	2405832	147989	
024225.0: 10/30/2023: W	2462517	56685	
024225.0: 11/29/2023: W	2495503	32986	
024225.0: 12/28/2023: W	2527475	31972	
024225.0: 01/30/2024: W	2559045	31570	316000
024225.0: 02/28/2024: W	2590537	31492	315000
024225.0: 03/28/2024: W	2620247	29710	297000
024225.0: 04/29/2024: W	2650570	30323	303000
024225.0: 05/30/2024: W	2691934	41364	414000
024225.0: 06/27/2024: W	2748869	56935	569000
024225.0: 07/30/2024: W	2840976	92107	921000
024225.0: 08/29/2024: W	2950475	109499	1096000
024225.0: 09/27/2024: W	3060054	109579	1095000
024225.0: 10/30/2024: W	3145992	85938	859000
024225.0: 11/26/2024: W	3204384	58392	584000
024225.0: 12/30/2024: W	3232856	28472	285000
024225.0: 01/30/2025: W	3252615	19759	198000
024225.0: 02/27/2025: W	3278271	25656	257000
024225.0: 03/28/2025: W	3301840	23569	236000
024225.0: 04/29/2025: W	3328481	26641	266000
024225.0: 05/29/2025: W	3381478	52997	530000
024225.0: 06/27/2025: W	3461079	79601	796000
024225.0: 07/30/2025: W	3543458	82379	824000

A.

Billed Amount (Usage Only)

590.92
589.05
555.39
566.61
774.18
1064.03
1722.27
2049.52
2047.65
1606.33
1092.08
532.95
370.26
619.37
930.06
641.06
1277.3
1918.36
1985.84

File Attachments for Item:

B. Ordinance 2025-09-1182 – Budget Amendment

1. Presentation
2. Public Hearing
3. Discussion
4. Action



COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

Yes, completed

Meeting Date:

September 17, 2025

Agenda Item:

Ordinance 2025-09-1182

Presented By:

Jennifer Neil, Director of Finance & Operations

Action Required:

Hold a public hearing and adopt ordinance amending the 2025 budget.

Motion for Business Item / Proposed Motion for Consent Agenda:

Move to adopt Ordinance 2025-09-1182 amending the budget for the city of White Salmon for fiscal year ending December 31, 2025.

Background of Issue:

The adopted 2025 budget did not incorporate infrastructure project appropriations despite Council's prior approvals and secured external funding. Additionally, the City has implemented the reorganization separating Clerk functions from Finance, aligning with SAO BARS coding requirements. Several active grants awarded in prior years also require inclusion in the 2025 budget.

Explanation of Issue:

Key elements of the amendments include:

- **Infrastructure Projects:** Appropriation of secured grant, loan, and bond proceeds to match ongoing project expenditures. These amendments include the **full remaining balances** of each project. While not all will be spent in 2025, appropriating the full amount ensures the City can pay all invoices at year end and in period 13, and seek full reimbursement.
- **Reorganization:** Transfer of Clerk-related salaries and benefits from Finance to the Legislative Department, as approved by Council.
- **Audit Costs:** Establishment of a \$25,000 appropriation for the State Auditor's Office 2025 audit.
- **Grant Programs:** Incorporation of pass-through and reimbursement grants, including Housing Rehabilitation (\$142,000), Middle Housing (\$17,500), and FMAG reimbursement (\$7,300).
- **General Fund Balance:** Use of \$14,485 from fund balance while maintaining reserves above the 10% policy requirement.

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 further work

4. Other action as desired by council
5. Take no action on this matter

Fiscal Analysis:

- Total Budget Amendment: +\$12,639,622
- Citywide Budget After Amendment: \$26,029,166
- General Fund Balance After Amendment: \$438,676 (11.9% of O&M)

Recommendation of Staff/Committee:

Staff recommends that council adopt the budget amendments as presented. These changes align appropriations with existing Council approvals, correct departmental allocations per SAO BARS requirements, and ensure financial policy compliance.

Follow Up Action:

No follow up action is required.

Attachments:

1. Exhibit A
2. Ordinance

**CITY OF WHITE SALMON
ORDINANCE NO. 2025-09-1182**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF WHITE SALMON,
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the City Council of the City of White Salmon adopted the 2025 budget pursuant to Ordinance No. 2024-11-1169; and

WHEREAS, subsequent to the adoption of the 2025 budget, the City Council has approved the organizational reorganization separating Clerk functions from Finance, requiring budgetary adjustments consistent with the SAO BARS Manual; and

WHEREAS, the City has been awarded grants, loans, and bonds in prior years that continue to fund active programs and projects, and such revenues and expenditures must be incorporated into the 2025 budget;

WHEREAS, the City is authorized under RCW Chapter 35A.33 to amend its annual budget through ordinance;

NOW, THEREFORE, the City Council of the City of White Salmon do ordain as follows:

Section 1. Amendment of Budget. The 2025 Budget, as adopted and subsequently amended, is hereby further amended to reflect the changes set forth in the attached Exhibit A (Budget Amendment #2 – 2025 Proposed Budget Changes). Exhibit A is incorporated herein by this reference as if set forth in full.

FUND	BUDGET	PROPOSED	CHANGE
001 CURRENT EXPENSE	3,660,287	3,892,919	232,632
302			
TRANSPORTATION IMPROVEMENT	163,122	338,122	175,000
408 WATER RESERVE	884,379	3,243,669	2,359,290
419 WATER CONSTRUCTION	0	9,872,700	9,872,700

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 3 Effective Date. This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the Council and approved by the Mayor on this 17th day of September, 2025.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Erika Castro-Guzman, Clerk

Shawn MacPherson, City Attorney

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Fund Totals

Time: 12:17:22 Date: 08/23/2025

Page: 1

Fund	YTD	Budgeted	Proposed	Difference	
001 Current Expense	1,842,212.58	3,660,287.00	3,892,919.00	232,632.00	106.4%
101 Street Fund	287,919.24	461,881.00	461,881.00	0.00	100.0%
108 Municipal Capital Imp Fund	45,706.45	446,588.00	446,588.00	0.00	100.0%
110 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
112 General Fund Reserve	897.77	292,924.00	292,924.00	0.00	100.0%
115 Emergency Response Fund	324.65	106,876.00	106,876.00	0.00	100.0%
121 Police Vehicle Reserve Fund	301.47	85,917.00	85,917.00	0.00	100.0%
122 Police General Reserve Fund	258.61	85,400.00	85,400.00	0.00	100.0%
204 Local Bond Fund	83.80	13,034.00	13,034.00	0.00	100.0%
302 Transportation Improvement Fund	43,522.62	163,122.00	338,122.00	175,000.00	207.3%
303 Hotel/Motel Taxes	40,397.31	288,528.00	288,528.00	0.00	100.0%
307 Park and Recreation Fund	140.27	110,383.00	110,383.00	0.00	100.0%
341 General Fund Public Works Vehicle F	16.12	10,277.00	10,277.00	0.00	100.0%
342 Street Fund Public Works Vehicle Re	32.25	10,554.00	10,554.00	0.00	100.0%
401 Water Fund	1,753,889.39	3,013,439.00	3,013,439.00	0.00	100.0%
402 Wastewater Collection Fund	810,623.83	1,351,239.00	1,351,239.00	0.00	100.0%
408 Water Reserve Fund	54,845.73	884,379.00	3,243,669.00	2,359,290.00	366.8%
409 Wastewater Reserve Fund	20,122.89	494,321.00	494,321.00	0.00	100.0%
412 Water Rights Acquisition Fund	113,997.68	639,508.00	639,508.00	0.00	100.0%
413 Water Bond Redemption Fund	331.75	367,007.00	367,007.00	0.00	100.0%
414 Wastewater Bond Redemption Fund	37.10	11,526.00	11,526.00	0.00	100.0%
415 Water Bond Reserve Fund	490.17	174,761.00	174,761.00	0.00	100.0%
416 Wastewater Bond Reserve Fund	268.65	85,615.00	85,615.00	0.00	100.0%
417 Treatment Plant Reserve Fund	5,844.32	443,632.00	443,632.00	0.00	100.0%
418 Water Short Lived Asset Reserve Fur	642.13	59,821.00	59,821.00	0.00	100.0%
419 Water Construction Loan Fund	35,072.92	0.00	9,872,700.00	9,872,700.00	0.0%
420 USDA Rural Development - Jewett V	0.00	0.42	0.42	0.00	100.0%
428 Water Fund Vehicle Reserve Fund	0.00	106,876.00	106,876.00	0.00	100.0%
429 Wastewater Fund Public Works Vehi	0.00	21,376.00	21,376.00	0.00	100.0%
601 Remittances	6,910.52	273.00	273.00	0.00	100.0%
Fund Revenues:	5,064,890.22	13,389,544.42	26,029,166.42	12,639,622.00	194.4%
001 Current Expense	2,019,671.73	3,660,287.00	3,892,919.00	232,632.00	106.4%
101 Street Fund	273,265.76	461,881.00	461,881.00	0.00	100.0%
108 Municipal Capital Imp Fund	4,572.36	446,588.00	446,588.00	0.00	100.0%
110 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
112 General Fund Reserve	0.00	292,924.00	292,924.00	0.00	100.0%
115 Emergency Response Fund	0.00	106,876.00	106,876.00	0.00	100.0%
121 Police Vehicle Reserve Fund	(115.56)	85,917.00	85,917.00	0.00	100.0%
122 Police General Reserve Fund	0.00	85,400.00	85,400.00	0.00	100.0%
204 Local Bond Fund	10,672.96	13,034.00	13,034.00	0.00	100.0%
302 Transportation Improvement Fund	0.00	163,122.00	338,122.00	175,000.00	207.3%
303 Hotel/Motel Taxes	0.00	288,528.00	288,528.00	0.00	100.0%

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Fund Totals

Time: 12:17:22 Date: 08/23/2025
Page: 2

Fund	YTD	Budgeted	Proposed	Difference	
307 Park and Recreation Fund	0.00	110,383.00	110,383.00	0.00	100.0%
341 General Fund Public Works Vehicle F	0.00	10,277.00	10,277.00	0.00	100.0%
342 Street Fund Public Works Vehicle Re	0.00	10,554.00	10,554.00	0.00	100.0%
401 Water Fund	1,018,284.31	3,013,439.00	3,013,439.00	0.00	100.0%
402 Wastewater Collection Fund	759,819.47	1,351,239.00	1,351,239.00	0.00	100.0%
408 Water Reserve Fund	111,523.51	884,379.00	3,243,669.00	2,359,290.00	366.8%
409 Wastewater Reserve Fund	9,763.16	494,321.00	494,321.00	0.00	100.0%
412 Water Rights Acquisition Fund	0.00	639,508.00	639,508.00	0.00	100.0%
413 Water Bond Redemption Fund	194,765.85	367,007.00	367,007.00	0.00	100.0%
414 Wastewater Bond Redemption Fund	0.00	11,526.00	11,526.00	0.00	100.0%
415 Water Bond Reserve Fund	0.00	174,761.00	174,761.00	0.00	100.0%
416 Wastewater Bond Reserve Fund	0.00	85,615.00	85,615.00	0.00	100.0%
417 Treatment Plant Reserve Fund	0.00	443,632.00	443,632.00	0.00	100.0%
418 Water Short Lived Asset Reserve Fur	15,996.44	59,821.00	59,821.00	0.00	100.0%
419 Water Construction Loan Fund	668,691.11	0.00	9,872,700.00	9,872,700.00	0.0%
420 USDA Rural Development - Jewett V	220,074.06	0.42	0.42	0.00	100.0%
428 Water Fund Vehicle Reserve Fund	0.00	106,876.00	106,876.00	0.00	100.0%
429 Wastewater Fund Public Works Vehi	0.00	21,376.00	21,376.00	0.00	100.0%
601 Remittances	5,299.08	273.00	273.00	0.00	100.0%
Fund Expenditures:	5,312,284.24	13,389,544.42	26,029,166.42	12,639,622.00	194.4%
Excess/(Deficit):	(247,394.02)	0.00	0.00		

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025

Page: 1

001 Current Expense

Revenues	YTD	Original	Proposed	Difference		Remarks
310 Taxes						
313 11 00 00 CE-Local Sales & Use Tax	359,278.06	725,000.00	699,000.00	(26,000.00)	96.4%	Adjust to match trend
316 43 00 00 CE-Natural Gas Utility Tax	59,302.56	53,202.00	59,000.00	5,798.00	110.9%	Match 2025 Payment
316 49 00 00 CE-Electric Utility Tax	113,018.03	156,243.00	176,243.00	20,000.00	112.8%	Match Trend
316 82 00 00 CE-GE Tax-Bingo & Raffles	542.35	390.00	592.00	202.00	151.8%	Match trend
310 Taxes	532,141.00	934,835.00	934,835.00	0.00	100.0%	

330 Intergovernmental Revenues

333 11 00 01 CE-Regional Housing Rehabilitation Program	0.00	0.00	142,000.00	142,000.00	0.0%	Regional Housing Rehab Grant
333 97 00 00 CE-FMAG Fire Management Assistance	0.00	0.00	7,300.00	7,300.00	0.0%	Reimbursement for Burdoin Fire
334 03 60 01 CE-Bluff Pedestrian Connector Trail Grant	53,611.46	0.00	69,000.00	69,000.00	0.0%	WSDOT TAPR Grant #TAPR-1435(002)
334 04 20 03 CE- Middle Housing Grant 24-63336-165	17,500.00	5,200.00	17,500.00	12,300.00	336.5%	Middle Housing Grant Commerce 24-63336-165
335 00 91 00 CE-PUD Privilege Tax	31,708.15	28,968.00	31,000.00	2,032.00	107.0%	Match 2025 payment
330 Intergovernmental Revenues	102,819.61	34,168.00	266,800.00	232,632.00	780.8%	

Fund Revenues:	634,960.61	969,003.00	1,201,635.00	232,632.00	124.0%
-----------------------	-------------------	-------------------	---------------------	-------------------	---------------

Expenditures	YTD	Original	Proposed	Difference		Remarks
511 Legislative						
511 60 42 00 Legislative - Communications	53.79	0.00	300.00	300.00	0.0%	
511 60 49 01 Legislative - SBITA	1,602.35	0.00	2,000.00	2,000.00	0.0%	
019 General Government	1,656.14	0.00	2,300.00	2,300.00	0.0%	
511 Legislative	1,656.14	0.00	2,300.00	2,300.00	0.0%	

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025

Page: 2

001 Current Expense

Expenditures	YTD	Original	Proposed	Difference		Remarks
514 Finance						
514 20 35 01 Finance - Equipment	1,452.60	18,600.00	12,600.00	(6,000.00)	67.7%	
514 20 41 00 Finance-Advertising	365.50	2,000.00	1,700.00	(300.00)	85.0%	
514 20 43 00 Finance-Travel & Training	2,194.80	10,000.00	7,000.00	(3,000.00)	70.0%	
514 23 40 00 Finance-Auditing Services	0.00	0.00	25,000.00	25,000.00	0.0%	
514 Finance	4,012.90	30,600.00	46,300.00	15,700.00	151.3%	
519 General Government Services						
511 60 10 00 Legislative-Salaries	14,219.03	12,126.00	39,100.00	26,974.00	322.4%	Move clerk expense from finance and report in the appropriate BASUB
511 60 20 00 Legislative-Benefits	2,568.65	1,107.00	12,500.00	11,393.00	*****%	
511 60 31 00 Legislative - Supplies	447.90	500.00	2,000.00	1,500.00	400.0%	
511 60 43 00 Legislative-Travel & Training	45.00	2,500.00	2,000.00	(500.00)	80.0%	
511 60 49 00 Legislative - Miscellaneous	115.00	0.00	1,000.00	1,000.00	0.0%	
019 Legislative Costs	17,395.58	16,233.00	56,600.00	40,367.00	348.7%	
519 General Government Services	17,395.58	16,233.00	56,600.00	40,367.00	348.7%	
557 Community Services						
557 30 31 00 Community Services - Supplies	3,091.20	2,500.00	3,000.00	500.00	120.0%	Yard Speed Advisory Signs - Patty F
557 30 41 24 Community Services-Housing Rehabilitation Program	0.00	0.00	142,000.00	142,000.00	0.0%	Regional Housing Rehabilitation Grant
557 Community Services	3,091.20	2,500.00	145,000.00	142,500.00	*****%	
558 Planning & Community Devel						
558 60 20 00 Planning-Benefits	14,337.00	60,841.00	35,841.00	(25,000.00)	58.9%	Move budget to Clerk role
558 60 41 08 Planning-Middle Housing Grant	2,250.00	0.00	2,250.00	2,250.00	0.0%	Close out of Middle Housing Grant

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 3

001 Current Expense						
Expenditures	YTD	Original	Proposed	Difference		Remarks
558 Planning & Community Devel						
558 Planning & Community Devel	16,587.00	60,841.00	38,091.00	(22,750.00)	62.6%	
576 Park Facilities						
576 90 41 10 Park-Bluff Pedestrian Connector Trail Engineering	45,350.17	0.00	69,000.00	69,000.00	0.0%	WSDOT TAPR Grant
576 Park Facilities	45,350.17	0.00	69,000.00	69,000.00	0.0%	
021 Police	0.00	0.00	0.00	0.00	0.0%	
022 Fire	0.00	0.00	0.00	0.00	0.0%	
999 Ending Cash & Investments						
999 Ending Balance						
508 91 00 01 CE-Unassigned Ending Balance	0.00	453,161.00	438,676.00	(14,485.00)	96.8%	10% of Gen Fund O&M is \$369,365
999 Ending Balance	0.00	453,161.00	438,676.00	(14,485.00)	96.8%	
999 Ending Cash & Investments	0.00	453,161.00	438,676.00	(14,485.00)	96.8%	
Fund Expenditures:	88,092.99	563,335.00	795,967.00	232,632.00	141.3%	
Fund Excess/(Deficit):	546,867.62	405,668.00	405,668.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 4

101 Street Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
315 Tohomish/Snohomish Project	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 5

108 Municipal Capital Imp Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 6

110 Fire Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
022 Fire	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
022 Fire	0.00	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 7

112 General Fund Reserve

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 8

115 Emergency Response Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 9

121 Police Vehicle Reserve Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
021 Police	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
021 Police	0.00	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 10

122 Police General Reserve Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
021 Police	0.00	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 11

204 Local Bond Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 12

302 Transportation Improvement Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
330 Intergovernmental Revenues						
334 03 82 26 TIB Grant-2025 Dock Grade Chip Seal Project	0.00	0.00	175,000.00	175,000.00	0.0%	TIB Grant 2-E-936(007)-1
330 Intergovernmental Revenues	0.00	0.00	175,000.00	175,000.00	0.0%	
Fund Revenues:	0.00	0.00	175,000.00	175,000.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
542 Streets - Maintenance						
542 30 41 13 Transportation Improvement - Professional Services - Dock Grade Chip Seal (TIB)	0.00	0.00	175,000.00	175,000.00	0.0%	TIB Grant 2-E-936(007)-1
542 Streets - Maintenance	0.00	0.00	175,000.00	175,000.00	0.0%	
Fund Expenditures:	0.00	0.00	175,000.00	175,000.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 13

303 Hotel/Motel Taxes

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 14

307 Park and Recreation Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
007 Pool	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 15

341 General Fund Public Works Vehicle Replacen

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 16

342 Street Fund Public Works Vehicle Replaceme

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 17

401 Water Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 18

402 Wastewater Collection Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 19

408 Water Reserve Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
390 Other Financing Sources						
391 60 00 15 W Res- PWTF Loan N	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	Remaining Amount
Main Spring Water Improvments						
390 Other Financing Sources	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	
Fund Revenues:	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
594 Capital Expenditures						
594 34 64 61 W Res - PWTF N Main	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	PWB funding through PWTF
Spring Construction						
594 Capital Expenditures	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	
Fund Expenditures:	0.00	0.00	2,359,290.00	2,359,290.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 20

409 Wastewater Reserve Fund						
Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 21

412 Water Rights Acquisition Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 22

413 Water Bond Redemption Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 23

414 Wastewater Bond Redemption Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 24

415 Water Bond Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 25

416 Wastewater Bond Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 26

417 Treatment Plant Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 27

418 Water Short Lived Asset Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 28

419 Water Construction Loan Fund						
Revenues	YTD	Original	Proposed	Difference	Remarks	
330 Intergovernmental Revenues						
334 04 20 02 Water Const - PWTF	0.00	0.00	202,500.00	202,500.00	0.0%	
Grant - Buck Creek WTP						
334 06 90 15 Water Const - PWTF	5,260.94	0.00	1,000,000.00	1,000,000.00	0.0%	PWB funding PWTF
Grant - Mainline Phase IIA						
330 Intergovernmental Revenues	5,260.94	0.00	1,202,500.00	1,202,500.00	0.0%	
390 Other Financing Sources						
391 80 63 15 Water Const.- PWB Loan	29,811.98	0.00	7,472,700.00	7,472,700.00	0.0%	
Mainline Phase IIA						
391 80 63 16 Water Const - PWB Loan	0.00	0.00	1,147,500.00	1,147,500.00	0.0%	
- Buck Creek WTP						
391 80 63 17 Water Const - DWSRF	0.00	0.00	50,000.00	50,000.00	0.0%	
Loan - Mainline Phase IIB						
390 Other Financing Sources	29,811.98	0.00	8,670,200.00	8,670,200.00	0.0%	
315 Tohomish/Snohomish Project	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	35,072.92	0.00	9,872,700.00	9,872,700.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference	Remarks	
534 Water Utilities						
534 80 41 24 Water Const- Mainline	27,291.25	0.00	1,000,000.00	1,000,000.00	0.0%	
Phase IIA Construction Engineering						
534 80 41 25 Water Const -	0.00	0.00	50,000.00	50,000.00	0.0%	
Professional Services - Mainline Phase						
IIB						
534 80 41 50 Water Const -	0.00	0.00	202,500.00	202,500.00	0.0%	
Professional Services - Buck Creek WTP						
534 Water Utilities	27,291.25	0.00	1,252,500.00	1,252,500.00	0.0%	
594 Capital Expenditures						

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 29

419 Water Construction Loan Fund						
Expenditures	YTD	Original	Proposed	Difference		Remarks
594 Capital Expenditures						
594 34 65 50 Water Const - Capital Construction - Buck Creek WTP	0.00	0.00	1,147,500.00	1,147,500.00	0.0%	
595 34 65 00 Water Const-Mainline Phase IIA Construction	515,871.68	0.00	7,472,700.00	7,472,700.00	0.0%	
594 Capital Expenditures	515,871.68	0.00	8,620,200.00	8,620,200.00	0.0%	
Fund Expenditures:	543,162.93	0.00	9,872,700.00	9,872,700.00	0.0%	
Fund Excess/(Deficit):	(508,090.01)	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 30

420 USDA Rural Development - Jewett Water Ma

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 31

428 Water Fund Vehicle Reserve Fund

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 32

429 Wastewater Fund Public Works Vehicle Rplac

Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Time: 12:14:57 Date: 08/23/2025
Page: 33

601 Remittances						
Revenues	YTD	Original	Proposed	Difference		Remarks
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%	
Expenditures	YTD	Original	Proposed	Difference		Remarks
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00	0.00			

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Fund Totals

Time: 12:14:57 Date: 08/23/2025
Page: 34

Fund	YTD	Budgeted	Proposed	Difference	
001 Current Expense	634,960.61	969,003.00	1,201,635.00	232,632.00	124.0%
101 Street Fund	0.00	0.00	0.00	0.00	0.0%
108 Municipal Capital Imp Fund	0.00	0.00	0.00	0.00	0.0%
110 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
112 General Fund Reserve	0.00	0.00	0.00	0.00	0.0%
115 Emergency Response Fund	0.00	0.00	0.00	0.00	0.0%
121 Police Vehicle Reserve Fund	0.00	0.00	0.00	0.00	0.0%
122 Police General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
204 Local Bond Fund	0.00	0.00	0.00	0.00	0.0%
302 Transportation Improvement Fund	0.00	0.00	175,000.00	175,000.00	0.0%
303 Hotel/Motel Taxes	0.00	0.00	0.00	0.00	0.0%
307 Park and Recreation Fund	0.00	0.00	0.00	0.00	0.0%
341 General Fund Public Works Vehicle F	0.00	0.00	0.00	0.00	0.0%
342 Street Fund Public Works Vehicle Re	0.00	0.00	0.00	0.00	0.0%
401 Water Fund	0.00	0.00	0.00	0.00	0.0%
402 Wastewater Collection Fund	0.00	0.00	0.00	0.00	0.0%
408 Water Reserve Fund	0.00	0.00	2,359,290.00	2,359,290.00	0.0%
409 Wastewater Reserve Fund	0.00	0.00	0.00	0.00	0.0%
412 Water Rights Acquisition Fund	0.00	0.00	0.00	0.00	0.0%
413 Water Bond Redemption Fund	0.00	0.00	0.00	0.00	0.0%
414 Wastewater Bond Redemption Fund	0.00	0.00	0.00	0.00	0.0%
415 Water Bond Reserve Fund	0.00	0.00	0.00	0.00	0.0%
416 Wastewater Bond Reserve Fund	0.00	0.00	0.00	0.00	0.0%
417 Treatment Plant Reserve Fund	0.00	0.00	0.00	0.00	0.0%
418 Water Short Lived Asset Reserve Fur	0.00	0.00	0.00	0.00	0.0%
419 Water Construction Loan Fund	35,072.92	0.00	9,872,700.00	9,872,700.00	0.0%
420 USDA Rural Development - Jewett V	0.00	0.00	0.00	0.00	0.0%
428 Water Fund Vehicle Reserve Fund	0.00	0.00	0.00	0.00	0.0%
429 Wastewater Fund Public Works Vehi	0.00	0.00	0.00	0.00	0.0%
601 Remittances	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	670,033.53	969,003.00	13,608,625.00	12,639,622.00	*****%
001 Current Expense	88,092.99	563,335.00	795,967.00	232,632.00	141.3%
101 Street Fund	0.00	0.00	0.00	0.00	0.0%
108 Municipal Capital Imp Fund	0.00	0.00	0.00	0.00	0.0%
110 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
112 General Fund Reserve	0.00	0.00	0.00	0.00	0.0%
115 Emergency Response Fund	0.00	0.00	0.00	0.00	0.0%
121 Police Vehicle Reserve Fund	0.00	0.00	0.00	0.00	0.0%
122 Police General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
204 Local Bond Fund	0.00	0.00	0.00	0.00	0.0%
302 Transportation Improvement Fund	0.00	0.00	175,000.00	175,000.00	0.0%
303 Hotel/Motel Taxes	0.00	0.00	0.00	0.00	0.0%

2025 PROPOSED BUDGET CHANGES

City Of White Salmon

Fund Totals

Time: 12:14:57 Date: 08/23/2025
Page: 35

Fund	YTD	Budgeted	Proposed	Difference	
307 Park and Recreation Fund	0.00	0.00	0.00	0.00	0.0%
341 General Fund Public Works Vehicle F	0.00	0.00	0.00	0.00	0.0%
342 Street Fund Public Works Vehicle Re	0.00	0.00	0.00	0.00	0.0%
401 Water Fund	0.00	0.00	0.00	0.00	0.0%
402 Wastewater Collection Fund	0.00	0.00	0.00	0.00	0.0%
408 Water Reserve Fund	0.00	0.00	2,359,290.00	2,359,290.00	0.0%
409 Wastewater Reserve Fund	0.00	0.00	0.00	0.00	0.0%
412 Water Rights Acquisition Fund	0.00	0.00	0.00	0.00	0.0%
413 Water Bond Redemption Fund	0.00	0.00	0.00	0.00	0.0%
414 Wastewater Bond Redemption Fund	0.00	0.00	0.00	0.00	0.0%
415 Water Bond Reserve Fund	0.00	0.00	0.00	0.00	0.0%
416 Wastewater Bond Reserve Fund	0.00	0.00	0.00	0.00	0.0%
417 Treatment Plant Reserve Fund	0.00	0.00	0.00	0.00	0.0%
418 Water Short Lived Asset Reserve Fur	0.00	0.00	0.00	0.00	0.0%
419 Water Construction Loan Fund	543,162.93	0.00	9,872,700.00	9,872,700.00	0.0%
420 USDA Rural Development - Jewett V	0.00	0.00	0.00	0.00	0.0%
428 Water Fund Vehicle Reserve Fund	0.00	0.00	0.00	0.00	0.0%
429 Wastewater Fund Public Works Vehi	0.00	0.00	0.00	0.00	0.0%
601 Remittances	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	631,255.92	563,335.00	13,202,957.00	12,639,622.00	*****%
Excess/(Deficit):	38,777.61	405,668.00	405,668.00		

2025 Budget Amendments City of White Salmon

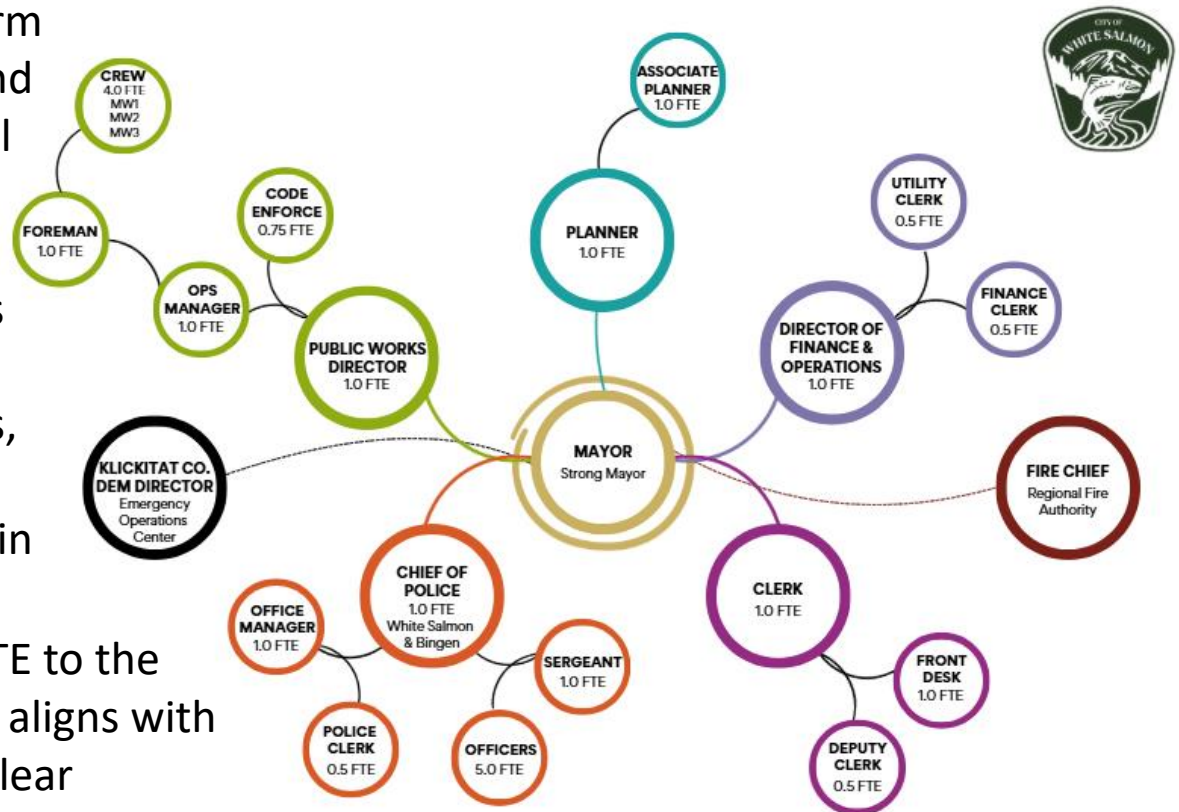
Public Hearing – September 17, 2025

Purpose of Amendments

- Incorporate infrastructure projects already approved and funded (grants, loans, bonds)
- Reflect Clerk/Finance reorganization (SAO BARS Manual compliance)
- Capture prior-year awarded grants with active programs
- Add \$25,000 for State Auditor's Office audit

Organizational Reorganization

- Clerk separated from Finance
- SAO guidance on uniform accounting structure and separation of functional duties supports proper placement.
- Clerk functions; such as managing legislative agendas, public records, and notices are traditionally legislative in nature.
- Allocating the Clerk's FTE to the Legislative Department aligns with the intent of BARS for clear functional segregation and accurate departmental reporting.



General Fund Adjustments

- Revenues: +\$232,632 (Housing Rehab, Middle Housing, FMAG Fire reimbursement, Bluff Trail)
- Expenditures: +\$232,632 (Legislative, audit, Housing Rehab, Bluff Trail, Council request)
- Fund Balance: Use \$14,485 → Leaves \$438,676 (11.9% of O&M, policy requires 10%)

Capital Infrastructure Amendments

- Adds full balances for large-scale projects (Mainline Phase IIA/IIB, Buck Creek WTP, Spring Improvements, Dock Grade Chip Seal)
- Not all funds will be spent in 2025, but appropriations ensure invoices can be paid at year-end/period 13
- Supports full reimbursement processing from grant, loan, bond sources

B. Capital Infrastructure Project Funding Overview

[Infrastructure Projects Dashboard](#)



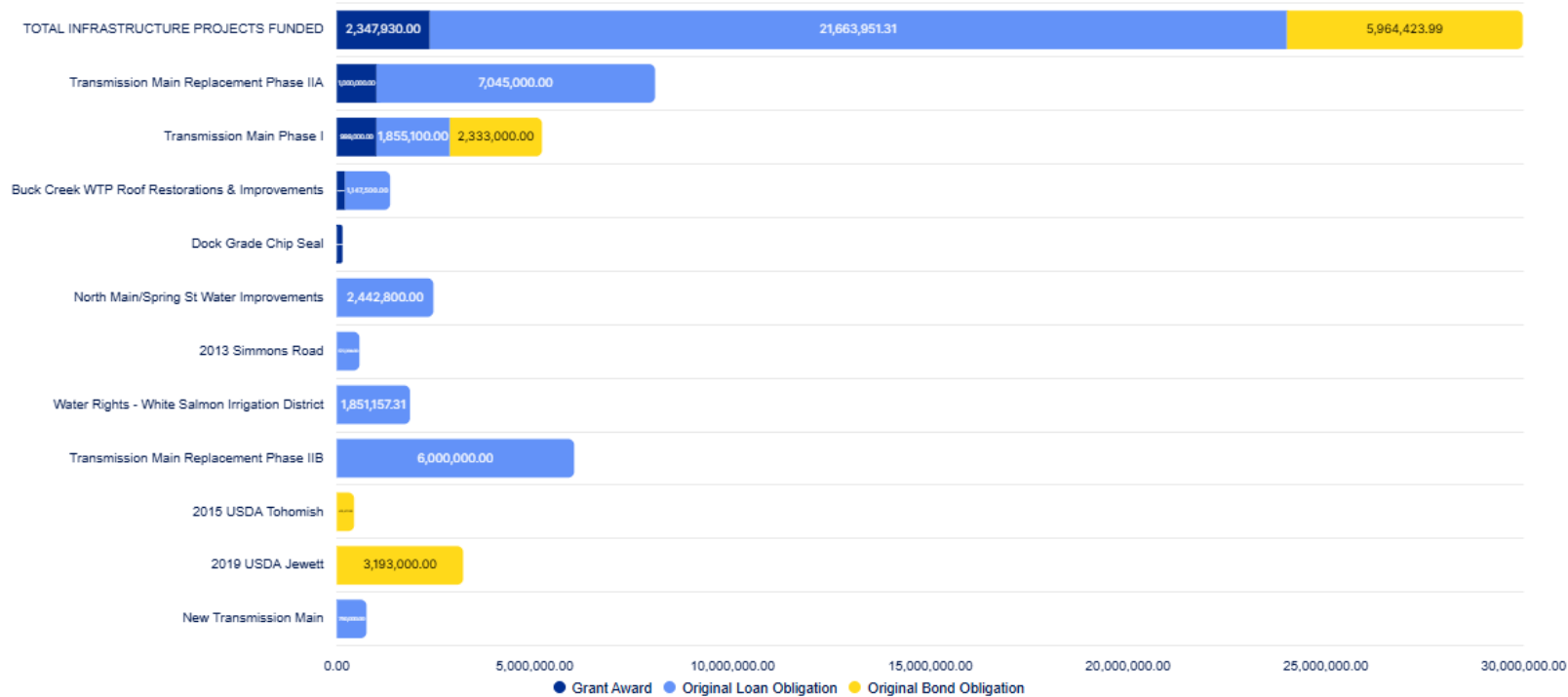
Capital Infrastructure Project Funding

\$24,329,537
Total Active Contracts
AWARD

DASHBOARD

7
Total Active Project
COUNT

Committed to Date



Overall Budget Impact

- Citywide budget grows from \$13.39M → \$26.03M (+\$12.64M)
- Maintains General Fund reserve above 10% threshold
- No new taxes or unfunded liabilities created

Next Steps

- Public Hearing
- Council adoption of Budget Amendment Ordinance

File Attachments for Item:

C. Ordinance 2025-05-1180 – Unit Lot Subdivision

1. Presentation
2. Public Hearing
3. Discussion
4. Action



COUNCIL REPORT



Business Item

Needs Legal Review:

Meeting Date:

Agenda Item:

Presented By:



Consent Agenda

Completed with previous draft

September 17, 2025

Ordinance 2025-05-1180

Rowan Fairfield, City Planner

Action Required:

Review, hold a Public Hearing, and take action on Ordinance 2025-05-1180 to amend WSMC Title 16, adding Chapter 16.66 for "Unit Lot Subdivisions."

Motion for Business Item / Proposed Motion for Consent Agenda:

Move to approve Ordinance 2025-05-1180 to amend WSMC Title 16, adding Chapter 16.66 for "Unit Lot Subdivisions."

Background of Issue:

This ordinance is proposed by the Planning Commission in support of the Housing Action Plan, which calls for expanding housing options and promoting the infill of smaller homes, rowhomes, and other dwellings. A Unit Lot Subdivision (or "ULS") is a tool for fee-simple homeownership, and an alternative to condominiums. A ULS apply zoning development standards to the parent lot as a whole, allowing greater flexibility for individual unit lots.

The proposed ordinance was first drafted by Dr. Michael Mehaffy and presented to the Planning Commission in a public hearing on March 12, 2025. It was the subject of a Commission workshop on April 9th to gather more stakeholder input, and was recommended to the Council by a 2-1 vote of the Commission on April 9th. Then, it was presented to City Council in a public hearing at its May 21 meeting, and Council remanded it back to the Planning Commission with directions to:

- a. Consider the possible exclusion of the Single-Family Large Lot (R-L) zone
- b. Revise the "Purpose" section
- c. Make other clarifications as deemed necessary

The Planning Commission discussed the possible exclusion of the R-L and decided that it should remain included. They reasoned that ULS is an ownership tool and does not allow any increased density above the development standards for the parent lot. Property owners in the R-L zone should be allowed to split off and sell an ADU, just as an R-1 lot can.

The Commission also discussed shared utilities, the prohibition of which has been identified as a significant cost factor and a barrier to denser housing. The State of Washington encourages local authorities to be "flexible" on this topic. However, shared utilities are an issue that would apply to other development proposals, not only ULS. Additionally, shared utilities are currently prohibited under the Building Codes that the City has adopted by reference, and so would require a broader code update to accommodate. That is outside the scope of Council's direction, so the Commission decided to not include any particular provision or prohibition in the ULS Ordinance.

Other changes to this proposed ordinance since May include:

- a. Revision of the Purpose statement
- b. Reorganization of sections and subsections
- c. Consolidation and simplification of the approval criteria and review process
- d. Removed the rule against “stacked” dwellings, to allow homeowners with multiple ADUs to use the ULS process more flexibly.
- e. Some modifications plat recording requirements, to align with SB 5559, effective date 7/27/2025.
- f. SB 5559 was also amended so that only cities planning under the Growth Management Act are required to adopt a ULS ordinance. Staff struck that sentence from the “Whereas” clauses.
- g. Minor changes to grammar and phrasing

The Commission discussed and revised the ordinance at its June 11 and June 25 meetings, then held a public hearing on July 9, which was continued to July 23 and August 13. At the August 13 meeting, the Commission recommended the Ordinance by a 5-0 vote.

Council Options:

City Council has the following options available:

1. Approve the Ordinance as recommended by the Planning Commission
2. Approve the Ordinance with modifications
3. Remand the Ordinance to the Planning Commission for further work
4. Deny the Ordinance
5. Take no action
6. Other action as may be desired by the Council

Fiscal Analysis:

There are no financial implications or costs to the city, based on this action.

Recommendation of Staff:

Staff recommends that the Council approve the proposed ordinance for ULS as recommended by the Planning Commission.

Follow Up Action:

No follow-up action is required.



Supporting Documents:

Meeting	Type	Materials Available	Link
Planning Commission March 12, 2025	Public Hearing	Agenda, Packet, Minutes, Video, Presentation, Written Public Comments (3)	Link
Planning Commission April 9, 2025	Workshop & Public Hearing	Agenda, Packet, Minutes, Audio, Presentation, Written Public Comments (3)	Link
City Council May 21, 2025	Public Hearing	Agenda, Packet, Minutes, Video	Link
Planning Commission June 11, 2025	Regular	Agenda, Packet, Minutes, Audio	Link
Planning Commission June 25, 2025	Regular	Agenda, Packet, Minutes, Video	Link
Planning Commission July 9, 2025	Public Hearing	Agenda, Packet, Minutes, Video, Written Public Comment (1)	Link
Planning Commission July 23, 2025	Public Hearing	Agenda, Packet, Draft Minutes, Video, Written Public Comment (1)	Link
Planning Commission August 13, 2025	Public Hearing	Agenda, Packet, Draft Minutes, Video	Link

**CITY OF WHITE SALMON
ORDINANCE NO. 2025-05-1180**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING TITLE 16
TO ADD CHAPTER 16.66; SEVERABILITY AND AN EFFECTIVE DATE**

WHEREAS, the City of White Salmon ("City") acknowledges the need to provide legal mechanisms to implement its Housing Action Plan, to provide more infill housing opportunities, and to accommodate more diverse and affordable housing; and

WHEREAS, the City recognizes the current barriers to infill development, including the current limitations of its subdivision procedures; and

WHEREAS, the unit lot subdivision process is well-established in a number of other Washington cities, offering effective models for implementation in White Salmon; and

WHEREAS, the City has conducted public outreach and gathered public comments in accordance with the City's Public Participation Plan, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES
ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 16:

**SECTION 1. Amendment to Title 16, adding Chapter 16.66, "Unit Lot
Subdivisions."**

Chapter 16.66

UNIT LOT SUBDIVISIONS

16.66.010 Purpose.

This chapter is established to provide an alternative to the traditional method of land division for creating sellable lots for detached and attached dwellings, such as single-family homes, townhomes, and cottage housing developments. A unit lot subdivision (ULS) provides opportunities for fee-simple ownership of land and may include common areas or structures. Unit lot subdivisions apply zoning development standards to the parent lot as a whole, allowing greater flexibility for individual unit lots.

16.66.020 Definitions.

The following definitions apply to this chapter:

- A. “Lot, parent” means a lot which is subdivided into unit lots through the unit lot subdivision process. A parent lot is also called a “zoning lot”, consistent with WSMC 17.08.700.
- B. “Lot, unit” means a lot created from a parent lot and approved through the unit lot subdivision process. A unit lot is also called a “record lot”, consistent with WSMC 17.08.700.
- C. “Unit lot subdivision” means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.

16.66.030 Applicability.

- A. Unit Lot Subdivisions are permitted in any zone that allows for the development of single-family detached dwellings.
- B. In the event of a conflict between this chapter and any other provisions of Titles 16 or 17, the requirements of this chapter shall control.

16.66.040 Development Standards.

- A. A lot developed or to be developed with two or more attached or detached dwellings may be subdivided into individual unit lots as provided herein.
- B. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards.

- C. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
- D. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common spaces or structures, such as garages, parking and vehicle access areas; underground utilities; common yards; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
- E. Within the parent lot, required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use the parking is formalized by an easement set forth on the face of the plat and recorded with the county auditor.
- F. Subsequent platting actions, additions, or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.

16.66.050 Application Requirements.

- A. Unit lot subdivisions follow the application procedures for a short subdivision (4 or fewer lots) or subdivision (more than 4 lots), depending on the number of unit lots.
- B. All developments using the unit lot process are required to submit a site plan for review and approval as part of the land division application.

16.66.060 Approval Criteria.

Unit lot subdivisions shall be given preliminary approval, including preliminary approval subject to conditions, upon finding by the city that all the following have been satisfied:

- A. Development of the parent lot complies with applicable zoning and development standards in the White Salmon zoning code (Title 17), land division code (Title 16), unless superseded by provisions in this chapter.
- B. Utilities and other public services necessary to serve the needs of the proposed unit lot subdivision shall be made available.
- C. Access is provided to each unit lot by public right-of-way and/or access easements that meet applicable fire and building code requirements.
- D. Easements for utilities, access, and common areas are properly identified on the face of the plat and shall be recorded with the county auditor.
- E. Agreements for the use and maintenance of common areas, structures, and utilities have been prepared and shall be recorded with the county auditor.
- F. The proposed development complies with the White Salmon environment code (Title 18).

16.66.070 Review Process.

- A. An application for a unit lot subdivision with four (4) or fewer unit lots shall be processed according to the procedures for Type I-B land use decisions established in Chapter 19.10 WSMC, Land Development Administrative Procedures. An application for a unit lot subdivision with more than four (4) unit lots shall be processed according to the procedures for a Type III land use decision.
- B. The city shall solicit comments from the public works director, fire chief or designee, local utility providers, and any other officials as deemed necessary by the city.
- C. Based on comments from city departments and applicable agencies and other information, the city shall review the application subject to the criteria of WSMC 16.45 and 16.60, unless superseded by provisions herein, and the criteria in Section 16.66.060.
- D. An applicant for a unit lot subdivision may request that certain requirements established or referenced by this chapter be modified. Such requests shall be processed according to the procedures for modifications of standards in Chapter 16.65.075 WSMC.

16.66.080 Decision.

- A. The city shall approve, approve with conditions, or deny the unit lot subdivision within the applicable time requirements. The decision shall be in writing and shall set forth findings of fact supporting the decision.
- B. Effect of Preliminary Approval.
 - 1. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department.
 - 2. Approval or approval with conditions shall authorize the applicant to proceed with preparation of the final unit lot subdivision, following the applicable procedures of WSMC 16.65.
- C. If the preliminary approval of the unit lot subdivision requires the meeting of conditions, construction of private roads, utilities and/or water systems, or the applicant needs time to obtain required certifications, then the applicant's unit lot subdivision shall be granted conditional approval for up to a two-year period, or as otherwise provided by state law, to provide time to complete the conditions.
- D. Upon fulfillment of the conditions of approval, and upon acceptance of such proof by the city, the city shall then authorize the recording of the unit lot subdivision.
- E. Recording.
 - 1. Notes shall be placed on the face of the plat as recorded with the county auditor to state the following:

- a. The title of the plat shall include the phrase "Unit Lot Subdivision."
 - b. Approval of the design and layout of the unit lot's housing development project was granted based on detailed review of that specified project, as a whole, on the parent lot, including specific reference to the applicable permit or file number for that specified project;
 - c. Subsequent subdivision actions, additions, or modifications to the unit lot housing development project's structures may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time of the proposed actions, additions, or modifications;
 - d. If a structure or portion of a structure within the unit lot housing development project has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested; and,
 - e. Additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
- 2. It is the responsibility of the unit lot subdivision applicant to record the unit lot subdivision map with the county auditor. The unit lot subdivision applicant shall pay the current recording fee.
 - 3. Upon recording the unit lot subdivision, the applicant shall provide to the city one copy of the unit lot subdivision for city records.
- F. The applicant shall not submit to the county auditor any unit lot subdivision plat that does not bear the city's certificate of approval. Filing a unit lot subdivision plat without the city's certificate of approval shall be a violation of this chapter.
 - G. Revision and Expiration. Unit lot subdivisions with four (4) or fewer unit lots shall follow the revision and expiration procedures for a short subdivision, and those with more than four (4) unit lots follow the revision and expiration procedures for a long subdivision.

SECTION 2. Severability / Validity. The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 3. Effective Date. This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

SECTION 4: Transmittal to the State. Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

PASSED this ____ day of _____ by the City Council of the City of White Salmon, Washington, and signed in authentication of its passage.

Marla Keethler, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>

City of White Salmon: September CC Public Hearing Notice

1 message

Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>

Tue, Aug 26, 2025 at 8:32 AM

To: walegals <Walegals@gorgenews.com>

Cc: Rowan Fairfield <rowanf@ci.white-salmon.wa.us>, Troy Rosenberg <utilityclerk@whitesalmonwa.gov>

Hello Shirley,

I've attached a notice for publication. Please schedule it for September 3 and 10, running for two consecutive weeks.

Thank you, I appreciate your help!

Best,



Erika Castro Guzman
Community Development

100 N Main White Salmon, WA 98672

(509) 493-1133 ext. 209 | www.whitesalmonwa.gov

Disclaimer: The Building/Planning Department strives to give the best customer service possible and to respond to questions as accurately as possible based on the information provided. However, answers given at the counter and before application are not binding, staff cannot waive any provisions of Code or state law, and the information as may be provided is not a substitute for formal Final Action, which may only occur in response to a complete application to the Building/Planning Department. Those relying on verbal input or preliminary written feedback do so at their own risk. Fees and timelines are subject to change. Zoning, Land Division, and other White Salmon Municipal Code sections are subject to change.



Ord 2025-05-1180 Notice of Public Hearing POSTING.doc
70K



Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>

City of White Salmon: September CC Public Hearing Notice

2 messages

Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>

Tue, Aug 26, 2025 at 8:32 AM

To: walegals <Walegals@gorgenews.com>

Cc: Rowan Fairfield <rowanf@ci.white-salmon.wa.us>, Troy Rosenberg <utilityclerk@whitesalmonwa.gov>

Hello Shirley,

I've attached a notice for publication. Please schedule it for September 3 and 10, running for two consecutive weeks.

Thank you, I appreciate your help!

Best,



Erika Castro Guzman
Community Development

100 N Main White Salmon, WA 98672

(509) 493-1133 ext. 209 | www.whitesalmonwa.gov

Disclaimer: The Building/Planning Department strives to give the best customer service possible and to respond to questions as accurately as possible based on the information provided. However, answers given at the counter and before application are not binding, staff cannot waive any provisions of Code or state law, and the information as may be provided is not a substitute for formal Final Action, which may only occur in response to a complete application to the Building/Planning Department. Those relying on verbal input or preliminary written feedback do so at their own risk. Fees and timelines are subject to change. Zoning, Land Division, and other White Salmon Municipal Code sections are subject to change.



Ord 2025-05-1180 Notice of Public Hearing POSTING.doc
70K

walegals <walegals@gorgenews.com>

Tue, Aug 26, 2025 at 9:44 AM

To: Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>

We will schedule this for September 3, 10, 2025

Please note our deadline change.

Thank you for your business!

Deadline for legal notices are by Thursday 4pm.

View legal notices for Oregon on the statewide website: <https://link.edgepilot.com/s/56bfe0f5/YqEYi2k2zkiTNUcNeRsHCg?u=http://www.publicnotices.com/> View legal notices for Washington on the statewide website: <https://link.edgepilot.com/s/225ff289/kk7cQhPwQ0OMvCeXu9SszJQ?u=http://www.wapublicnotices.com/>

Columbia Gorge News

The Dalles/Hood River/White Salmon

541-296-2141 ext 114

From: Erika Castro-Guzman <erikac@ci.white-salmon.wa.us>
Sent: Tuesday, August 26, 2025 8:33 AM
To: walegals <walegals@gorgenews.com>
Cc: Rowan Fairfield <rowanf@ci.white-salmon.wa.us>; Troy Rosenberg <utilityclerk@whitesalmonwa.gov>
Subject: City of White Salmon: September CC Public Hearing Notice

Hello Shirley,

I've attached a notice for publication. Please schedule it for September 3 and 10, running for two consecutive weeks.

Thank you, I appreciate your help!

Best,

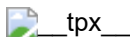


Erika Castro Guzman
Community Development

100 N Main White Salmon, WA 98672

(509) 493-1133 ext. 209 | <https://link.edgepilot.com/s/acad1411/OKXRQwmFe06IT264ZEokIQ?u=http://www.whitesalmonwa.gov/>

Disclaimer: The Building/Planning Department strives to give the best customer service possible and to respond to questions as accurately as possible based on the information provided. However, answers given at the counter and before application are not binding, staff cannot waive any provisions of Code or state law, and the information as may be provided is not a substitute for formal Final Action, which may only occur in response to a complete application to the Building/Planning Department. Those relying on verbal input or preliminary written feedback do so at their own risk. Fees and timelines are subject to change. Zoning, Land Division, and other White Salmon Municipal Code sections are subject to change.



File Attachments for Item:

D. MOU with WKRFA

1. Presentation

2. Discussion

3. Action



CITY COUNCIL REPORT



Business Item

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



Consent Agenda

In Progress
September 17, 2025
MOU with Fire Authority
Rowan Fairfield, City Planner

Action Required

Approve the proposed Memorandum of Understanding (MOU) between the City and the Western Klickitat Regional Fire Authority (WKRFA).

Motion for Business Item / Proposed Motion for Consent Agenda

Move that the MOU between the City of White Salmon and the Western Klickitat Regional Fire Authority regarding fire and life safety matters for current planning applications be approved, and establish a fee for service.

Explanation of Issue

City staff has been working with the Fire Authority Chief Wes Long to create a clear understanding of the role of the Chief in pre-construction reviews for current planning applications and fire and life safety matters.

The MOU makes clear the responsibility of the Chief in the City's development review process. It gives the Chief up to seven (7) working days to respond to the City Planner for requests for review. In addition, the City Planner has provided the Chief with a list of expectations. That list is attached to the MOU to be a part of the official record.

It is important to be clear about the ownership and operation of the city's fire hydrants. In research into past wildfire and community fire situations, we found that in some of the communities, the City, to save money, gave the maintenance of fire hydrants to some other organization in the city. Later, during a fire event, it was discovered that some of the hydrants were not in working order. To avoid that situation here in White Salmon, the MOU makes it clear that the City is the owner, operator and maintainer of all fire hydrants. We anticipate that at some point, the City may seek some help from the FA in caring for the hydrants. We anticipate that what role the FA will play will be determined by Public Works collaborating with the FA. The policy, however, is that the hydrants belong to the City.

Interlocal agreements like this MOU are explicitly allowed in the [WKRFA Plan](#), Section 8 (B)(4).

This MOU requires the city to establish a fee for service with the Fire Authority. The City would include the fire review fee in its fees and charges to an applicant, and then reimburse the Fire Authority. It is recommended the fee be \$75 per hour for development review. This would require amending the fee schedule in WSMC Chapter 3.36. If Council approves the MOU, staff will prepare a draft Ordinance to that effect.

This action represents just one more cooperative effort between the City and the Fire Authority.

City Council Options:

1. Adopt the Staff Recommendation to approve the MOU
2. Take no action on this request.
3. Other action that may be desired by the Council.

Fiscal Analysis:

There are no cost implications tied to the approval of this MOU. Fire review fees would be passed on to the applicant in full, and the Public Works Department has a hydrant maintenance program in their annual work plan and budget.

Recommendation of Staff:

It is recommended by staff that the City Council approve the MOU and authorize the Mayor and City Planner to sign the document.

MEMORANDUM OF UNDERSTANDING
Between the City of White Salmon and the West Klickitat Regional Fire Authority
Regarding Planning, Development, and Life Safety Coordination

This Memorandum of Understanding (“MOU”) is entered into by and between the City of White Salmon (“the City”) and the West Klickitat Regional Fire Authority (“the Fire Authority”) for the purpose of outlining interagency collaboration related to planning, development review, and general fire and life safety efforts within the community.

I. PURPOSE

It is the intent of this MOU for both jurisdictions to collaborate, coordinate, and support development proposals and public safety initiatives that reduce fire danger and enhance life safety within the City of White Salmon.

II. FOR PLANNING AND DEVELOPMENT

1. Fire Chief Review and Signature on Development Plans

The signature of the Fire Chief is required on all development plans submitted to the City which include emergency vehicle turnaround proposals or any exceptions or modifications to fire related matters noted in any preliminary comment to the City. For all other development plans, the City Planner, in their sole discretion, may indicate the need for the Fire Chief’s or designee’s timely review and signature on specific proposals. When requested, such review and signature shall focus solely on compliance with the adopted Fire Code, fire protection, and fire/life safety considerations, as determined by the Fire Chief, subject to section 5 herein.

2. Participation in the Development Review Process

The Fire Chief or designee may participate in the City’s development review process in collaboration with the City Planner. This participation will primarily occur through involvement in the Development Review Committee (DRC) to ensure appropriate fire and life safety measures are incorporated. The City Planner and Fire Chief shall collaborate to determine the appropriate level of Fire Authority involvement based on the scope and nature of each development.

3. Review Timelines

In alignment with the City’s formal development review process, the Fire Authority shall have seven (7) working days to return formal written comments or sign-off on development proposals after receipt.

4. Optional Observational Letters

The Fire Chief may choose to submit a separate letter detailing any concerns, observations, or fire/life safety requirements deemed necessary regarding development proposals.

5. Notification of Areas of Concern

The City shall provide the Fire Authority with a list of areas or project types where fire/life/safety comments are specifically needed to help prioritize and streamline the review process. The list is attached as Exhibit "A" and is hereby incorporated into and made a part of this MOU. The Fire Authority shall have the primary duty of review as set forth herein.

- 6. Fees for Service:** The City, working in collaboration with the Fire Authority, shall establish a fee to cover the costs for FA time during development review. The City shall include this fee in charges to developers and then reimburse the FA upon payment from the developer.

III. FOR GENERAL FIRE AND LIFE SAFETY

Both parties agree to coordinate and support each other on broader life safety efforts affecting the White Salmon community, including but not limited to:

1. Fire Hydrant Safety Protocols

Collaborate on the development and delivery of protocols and public education materials related to fire hydrant safety, maintenance, and proper operating procedures.

2. Coordination on Broader Life Safety Issues

Work together on other matters critical to life safety, including community risk reduction, public education initiatives, emergency response coordination, and preparedness planning.

IV. EFFECTIVE DATE AND TERM

This MOU shall become effective upon the date of the last signature and shall remain in effect until amended in writing or terminated by either party with thirty (30) days' written notice to the other.

Approved by the City Council of the City of White Salmon:

Date: _____

Approved by the Board of Directors of the West Klickitat Fire Authority:

Date: _____

Authorized Signatures

CITY OF WHITE SALMON

By: _____

Rowan Fairfield, City Planner

Date: _____

Mayor City of White Salmon: _____

REGIONAL FIRE AUTHORITY

By: _____

Wes Long, Fire Chief

Date: _____

Chair of the Board: _____

EXHIBIT "A"

This document outlines the collaboration between the West Klickitat Regional Fire Authority and the White Salmon Planning Department on land use and development applications.

The Planning Department may request preliminary comments from the Fire Chief for:

1. New subdivisions
2. New streets
3. New fire hydrants
4. Fire sprinkler systems
5. Fire alarm systems
6. Fire doors
7. Storage/use of hazardous materials
8. Repair garages and other hazardous equipment installations
9. Propane/oils/flammable liquid tanks, including underground tanks
10. Food trucks
11. Public assembly occupancies
12. Commercial kitchen hood vents
13. Emergency back-up power generators

The Planner may use the Fire Chief's comments to create Conditions of Approval.

The Planning Department will require approval from the Fire Chief for:

1. When a turnaround for emergency vehicles is proposed, per WSMC 16.65.070 (D) (2)
2. Exceptions or modifications to any preliminary comment

The Planning Department can routinely review for:

1. Fire apparatus access roads longer than 150 ft require a turnaround (hammerhead, Y-shape, or cul-de-sac, from Fire Code Appendix D)
2. Private gates require a Knox Box for fire access

MEMORANDUM OF UNDERSTANDING

Between the City of White Salmon and the West Klickitat Regional Fire Authority Regarding Planning, Development, and Life Safety Coordination

This Memorandum of Understanding ("MOU") is entered into by and between the City of White Salmon ("the City") and the West Klickitat Regional Fire Authority ("the Fire Authority") for the purpose of outlining interagency collaboration related to planning, development review, and general fire and life safety efforts within the community.

I. PURPOSE

It is the intent of this MOU for both jurisdictions to collaborate, coordinate, and support development proposals and public safety initiatives that reduce fire danger and enhance life safety within the City of White Salmon.

II. FOR PLANNING AND DEVELOPMENT

1. Fire Chief Review and Signature on Development Plans

The signature of the Fire Chief is ~~not~~ required on all development plans. ~~However submitted to the City which include emergency vehicle turnaround proposals or any exceptions or modifications to fire related matters noted in any preliminary comment to the City. For all other development plans,~~ the City Planner, ~~in their sole discretion,~~ may indicate the need for the Fire Chief's or designee's ~~timely review and~~ signature on specific proposals. When requested, such ~~signatures~~~~review and signature~~ shall focus solely on ~~compliance with the adopted Fire Code,~~ fire protection, and fire/life safety considerations ~~and shall focus on compliance with the adopted Fire Code,~~ as determined by the Fire Chief, subject to section 5 herein.

Commented [RF1]: This section edited by Shawn MacPherson

2. Participation in the Development Review Process

The Fire Chief or designee may participate in the City's development review process in collaboration with the City Planner. This participation will primarily occur through involvement in the Development Review Committee (DRC) to ensure appropriate fire and life safety measures are incorporated. The City Planner and Fire Chief shall collaborate to determine the appropriate level of Fire Authority involvement based on the scope and nature of each development.

3. Review Timelines

In alignment with the City's formal development review process, the Fire Authority shall have seven (7) working days to return formal written comments or sign-off on development proposals after receipt.

4. Optional Observational Letters

The Fire Chief may choose to submit a separate letter detailing any concerns, observations, or fire/life safety requirements deemed necessary regarding development proposals.

5. Notification of Areas of Concern

The City shall provide the Fire Authority with a list of areas or project types where fire/life/safety comments are specifically needed to help prioritize and streamline the review process. The list is attached as Exhibit "A" and is hereby incorporated into and made a part of this MOU. The Fire Authority shall have the primary duty of review as set forth herein.

Commented [RF2]: This sentence added by Rowan Fairfield

6. Fees for Service: The City, working in collaboration with the Fire Authority, shall establish a fee to cover the costs for FA time during development review. The City shall include this fee in charges to developers and then reimburse the FA upon payment from the developer.

Commented [RF3]: This section added by Paul Koch

III. FOR GENERAL FIRE AND LIFE SAFETY

Both parties agree to coordinate and support each other on broader life safety efforts affecting the White Salmon community, including but not limited to:

1. Fire Hydrant Safety Protocols

Collaborate on the development and delivery of protocols and public education materials related to fire hydrant safety, maintenance, and proper operating procedures.

2. Coordination on Broader Life Safety Issues

Work together on other matters critical to life safety, including community risk reduction, public education initiatives, emergency response coordination, and preparedness planning.

IV. EFFECTIVE DATE AND TERM

This MOU shall become effective upon the date of the last signature and shall remain in effect until amended in writing or terminated by either party with thirty (30) days' written notice to the other.

Approved by the City Council of the City of White Salmon: _____ Date: _____

Approved by the Board of Directors of the West Klickitat Fire Authority: _____ Date: _____

Authorized Signatures

Commented [RF4]: Titles edited by Rowan Fairfield

CITY OF WHITE SALMON

By: _____

Rowan Fairfield, Planning Director
City Planner

Date: _____

Mayor City of White Salmon: _____

REGIONAL FIRE AUTHORITY

By: _____

Wes Long, Fire Chief
Date: _____

ChairmanChair of the Board: _____

EXHIBIT "A"

This document outlines the collaboration between the West Klickitat Regional Fire Authority and the White Salmon Planning Department on land use and development applications.

The Planning Department may request preliminary comments from the Fire Chief for:

1. New subdivisions
2. New streets
3. New fire hydrants
4. Fire sprinkler systems
5. Fire alarm systems
6. Fire doors
7. Storage/use of hazardous materials
8. Repair garages and other hazardous equipment installations
9. Propane/oils/flammable liquid tanks, including underground tanks
10. Food trucks
11. Public assembly occupancies
12. Commercial kitchen hood vents
13. Emergency back-up power generators

The Planner may use the Fire Chief's comments to create Conditions of Approval.

The Planning Department will require approval from the Fire Chief for:

1. When a turnaround for emergency vehicles is proposed, per WSMC 16.65.070 (D) (2)
2. Exceptions or modifications to any preliminary comment

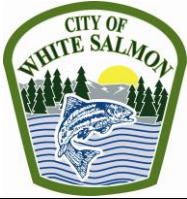
The Planning Department can routinely review for:

1. Fire apparatus access roads longer than 150 ft require a turnaround (hammerhead, Y-shape, or cul-de-sac, from Fire Code Appendix D)
2. Private gates require a Knox Box for fire access

Commented [RF5]: Exhibit added by Rowan Fairfield, based on May 2025 meetings & memo between Paul, Rowan, and Chief Wes Long

File Attachments for Item:

B. Council Member/Committee Reports



Department Head: _____

Clerk/Treasurer: _____

City Administrator: _____

Mayor: _____

CITY COUNCIL REPORT

☐ Business Item

Needs Legal Review:

Meeting Date:

Agenda Item:

Presented By:

☐ Consent Agenda

No, Not Necessary

9/17/2026

Committee Updates

Patty Fink, White Salmon SWAC member

Action Required: None – FYI Only

Explanation of Issue: Update on the SWAC – Organics Feasibility Study for White Salmon Bingen

On September 11, 2025, the SWAC Organics Feasibility Team met to launch the Organics Feasibility Study for the White Salmon/Bingen area. The committee was introduced to Kathy Mifflin from Herrera, the consultant selected for the project. The project scope and timeline are attached. The study is expected to take just over six months to complete.

The Council will have several opportunities to review materials and provide input on the alternatives under consideration. The City of White Salmon will also be asked to help promote the survey, expected to be released in January or February, through its communication channels.

Follow Up Action: None

Klickitat County Solid Waste Management Plan and Organics Study Scope, Budget and Schedule

Herrera will update the current Klickitat County (County) Solid Waste Management Plan (Plan) for years 2021–2026 (Plan) with current information and incorporate changes made within the County while taking into consideration updated State planning guidelines and regulatory changes, such as Washington Administrative Code (WAC) 173-350 and -351 and new legislative requirements adopted since that last Plan was completed. Primary tasks are as follows:

- Review existing information and gather information for recent years, anticipated to be the past three years.
- Update the Plan.
- Complete Washington Utilities and Transportation Commission (WUTC) Cost Assessment Questionnaire.
- Prepare a Non-Project State Environmental Policy Act (SEPA) checklist.
- Assist with presentation materials and attend meetings with County staff, the Solid Waste Advisory Committee (SWAC), participating Cities and Towns, the Board of County Commissioners and other stakeholders.

Herrera will assist the County and the cities of White Salmon and Bingen in evaluating the feasibility of implementing a curbside, or alternative, organic waste collection program for both commercial and residential participants. The project will evaluate various scenarios focusing on cost projections, service structures, and processing options while considering current waste contracts.

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project.

TASK 1.0 – PROJECT MANAGEMENT

The purpose of this task is to monitor and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

Herrera Services

- Coordinate and manage the project team.
- Prepare monthly progress reports describing the following:
 - Services completed during the month
 - Services planned for the next month
 - Needs for additional information
 - Scope / schedule / budget issues, if any
 - Schedule update and financial status summary
- Prepare monthly invoices.
- The Project Manager will coordinate on an as-needed basis, via conference call with County's Project Manager, to review project scope, schedule, and budget issues..
- Project close out.

Client Responsibilities

- Attend project management conference calls.
- Timely processing and payment of invoices.
- Review and process contract change requests and amendments, if needed.

Assumptions

- A quarter-hour per month is anticipated for project management conference calls. These meetings will be summarized with an email to document decisions.
- Progress reports and invoices will be in standard Herrera format.
- Expense backup will not be provided with invoices but will be available for review if required. The backup will be provided via email if requested.
- Project duration will be up to 12 months.
- Travel or in-person meetings are not anticipated for this task.

Deliverables

- Monthly progress reports and invoices (submitted electronically).

TASK 2.0 – PLAN UPDATE

Objective

Prepare an updated Plan for the County.

Herrera Services

- Review data from the County, Washington State Department of Ecology (Ecology), and the 2021- 2026 Plan document in Herrera's files.
- Prepare a Request for Information related to additional documents needed to update the Plan.
- Conduct an in-person kickoff meeting (one Herrera staff will attend) with the County to discuss project approach, goals and objectives and informational needs and site tour.
- Research changes to state and local legislation, regulations, and guidelines which may affect solid waste management.
- Review background information and regulatory changes since 2021, correlating new legislation to policies.
- Review and incorporate Plan update information provided by the SWAC, as appropriate.
- Obtain County population projections from the Washington State Office of Financial Management.
- Provide a comprehensive review and update of each chapter of the Plan and discuss recommended updates to be reviewed by County staff. Plan chapters are anticipated to be as follows:

- Executive Summary
- Chapter 1 – Background
- Chapter 2 – Waste Stream
- Chapter 3 – Waste Reduction, Recycling and Education
- Chapter 4 – Organics
- Chapter 5 – Solid Waste Collection
- Chapter 6 – Transfer Facilities
- Chapter 7 – Waste Import and Export
- Chapter 8 – Waste Disposal and Energy Recovery
- Chapter 9 – Moderate Risk Waste
- Chapter 10 – Miscellaneous Wastes
- Chapter 11 – Administration and Enforcement
- Chapter 12 – Implementation Plan
- Develop and evaluate new or revised implementation strategies as appropriate.
- Prepare the following versions of the updated Plan document.
- Draft for County and SWAC review
- Draft for Washington State Agencies review
- Draft with Washington State Agencies comments addressed
- Final for adoption.
- Prepare response to regulatory agency comments and incorporate, as appropriate, to the Plan.
- Assist the County with presentation materials for the SWAC and attend SWAC meeting as requested.

Client Responsibilities

- Participate in conference calls to clarify existing information and changes to regulations and guidelines.
- Attend in-person kickoff meeting and arrange site tours, as necessary.
- Participate in conference calls to discuss chapter alternatives and recommendations to be evaluated.
- Review and provide comments to the Draft Plan.
- Provide tonnage data for the County's waste stream as well as any available information that would be helpful in assigning tonnage to the commercial, residential, self-haul, and construction and demolition waste streams.
- Assist in obtaining data on population projections and selecting base years to be used for projections.
- Provide input on potential new programs to be implemented for waste reduction, recycling, and composting.
- Provide information on any anticipated changes to the County waste streams and system management.

Assumptions

- Updated chapters will generally resemble the contents of the 2021-2026 Plan document.
- Planning periods will be for 6- and 20-year durations.
- Up to one (1) Herrera staff will attend the in-person kickoff meeting assumed to be 2 hours plus site tours plus travel time.

Deliverables

- Kickoff meeting agenda and notes in Word format (electronic only).
- Draft Plan for the County will be submitted in electronic format (PDF) delivered via email.
- Draft Plan for Washington State Agencies review will be submitted in electronic format (PDF) delivered via email.
- Final Plan will be submitted in electronic format (PDF for entire plan and individual Chapters in Word) delivered via email.

TASK 3.0 – WUTC COST ASSESSMENT QUESTIONNAIRE

By state law (RCW 70.95.090), solid waste management plans are required to include: "an assessment of the plan's impact on the costs of solid waste collection. The assessment shall be prepared in conformance with guidelines established by the Utilities and Transportation Commission (WUTC or Commission). The Commission shall cooperate with the Washington State association of counties and the association of Washington cities in establishing such guidelines."

The purpose of this cost assessment is to allow an assessment of the impact of proposed activities on current garbage collection and disposal rates and provide projections of future rate impacts as well. The WUTC needs this information to review the Plan's impact to the waste haulers that it regulates. For these haulers, WUTC is responsible for setting collection rates and approving proposed rate changes. Hence, WUTC will review the following cost assessment to determine if it provides adequate information for rate- setting purposes and will advise the County as to the probable collection rate impacts of proposed programs. Consistent with this purpose, the cost assessment focuses primarily on those programs (implemented or recommended) with potential rate impacts.

Herrera Services

- Prepare a WUTC Cost Assessment Questionnaire in accordance with the guidelines prepared by the WUTC (WUTC October 2019).

Client Responsibilities

- Review draft WUTC Cost Assessment Questionnaire provide comments via email.
- Provide system revenues which are anticipated to be the fees charged at the transfer station in addition to interest earned on fund balances, miscellaneous revenues, annual grant funds from Ecology.
- Provide system costs which are anticipated to be administrative (general, planning, and recycling), operations, operation and maintenance reserves and taxes, and capital improvements.

Assumptions

- Travel or in-person meetings are not anticipated for this task.
- Waste stream generation information will be the same as described in Chapter 2 Waste Stream.
- System revenues and costs will be used as provided by the County and a separate cost of service assessment will not be performed by Herrera.

Deliverables

- Draft WUTC Cost Assessment Questionnaire in electronic format (Word) delivered via email.
- Final WUTC Cost Assessment Questionnaire in electronic format (Word) delivered via email and to be attached to the Plan as an appendix in PDF format.

TASK 4.0 – SEPA CHECKLIST

Obtain SEPA determination in accordance with the requirements of WAC 197-11 for the Plan.

Herrera Services

- Prepare a Non-Project SEPA checklist consistent with the requirements of WAC 197-11 for the Plan. It will also include the responses to the Supplemental Questionnaire required for Non- Project Actions.

Client Responsibilities

- Review draft documents provided within two weeks and provide comments via email.
- Sign the SEPA checklist.
- Formally issue the SEPA determination and distribute public notice and supporting materials to the appropriate agencies and the public.
- Provide mailing lists and postage fees.
- Handle public notification mailing, distribution, posting at public facilities (e.g., Libraries, City Hall, County facilities), on-site posting, as required.
- Sign SEPA determination.

Assumptions

- Travel or in-person meetings are not anticipated for this task.
- Herrera will use the latest County or Ecology approved SEPA checklist template.
- SEPA checklist preparation will not require separate field work, study or analysis by Herrera. Information to prepare the checklist will be gathered from known data sources, mapping, and online research and existing documents provided by the County.
- Participation in a SEPA public meeting or open house is not anticipated.
- Scope and budget to support a SEPA appeal is not included and is considered out of scope.

Deliverables

- Draft SEPA Checklist will be submitted in electronic format (Word) delivered via email.
- Final SEPA Checklist will be submitted in electronic format (PDF and Word)

delivered via email and also to be attached to the Plan as an appendix in PDF format.

TASK 5.0 – STAKEHOLDER ENGAGEMENT

The purpose of this task is to provide the County with additional support for the SWAC and with the incorporated communities of Bingen, Goldendale and White Salmon and the Klickitat County Board of Commissioners during adoption of the Plan.

Herrera Services

- Attend one (1) in-person SWAC Meeting and four (4) virtual SWAC meetings to present draft Plan chapters and draft and final Plan and solicit SWAC comments.
- Assist with and attend up to four (4) virtual meetings with the incorporated communities and the Klickitat County Board of Commissioners during the Plan Adoption process.
- Provide additional support and assistance, as requested by the County, within contracted budget value.

Client Responsibilities

- Attend in-person meetings with the SWAC, incorporated communities and the Klickitat County Board of Commissioners.
- Assist in planning meetings via conference call.
- Participate in preparation for incorporated communities and the Klickitat County Board of Commissioners meetings regarding adoption of the Plan.

Assumptions

- One Herrera staff person will attend in-person meetings, assumed to be 2 hours each, plus 2 hours of preparation and material development, plus travel time.
- One Herrera staff person will attend virtual meetings, assumed to be 2 hours each, plus 2 hours of preparation and material development.

Deliverables

- Up to six (6) stakeholder presentations in PowerPoint format, delivered via email.

TASK 6.0 – ORGANIC WASTE COLLECTION FEASIBILITY STUDY

The purpose of this task is to assess the feasibility of implementing an organics collection program in the cities of White Salmon and Bingen and unincorporated Klickitat County. The study will evaluate multiple potential organics collection scenarios including the following considerations:

- Mandatory collection of organic waste through Republic Services.
- Voluntary (opt-in) collection via a third-party contractor.
- Implementation of household food scrap management technologies.
- Community composting operations to handle green-waste and other organics materials.

Subtask 1 – Request for Information

The purpose of this task is to request initial information from the County, as available.

Herrera Services

- Issue the Request for Information that will include the following initial information:
 - Copies of County and incorporated cities' waste hauler permits, franchise agreements or other contract documents.
 - Copy of County's landfill contract.
 - Copies of the County's current transfer station contracts.
 - Applicable local ordinances or other waste related policies.
 - Applicable solid waste management plans.
 - Republic Services' current contracted rates.
 - A list of all (if any) known community composting operations and contact information.
 - Additional relevant information, as identified.

Client Responsibilities

- Provide requested information in a timely manner.

Assumptions

- Requested information will be provided within two weeks of RFI issuance.

Deliverables

- No deliverables are associated with this task.

Subtask 2 – Kick-Off Meeting and Ongoing Project Updates

The objective of the kick-off meeting is to review Study goals and objectives, requested information, coordinate initial outreach, and begin an ongoing collaboration process between the project stakeholders with respect to the Study options, findings, and potential next steps. Herrera will deliver updates and offer a timeline for “touch points” with potential committee and/or interested project stakeholders on an as- needed basis.

Herrera Services

- Conduct a virtual kickoff meeting (one Herrera staff will attend) with the County and stakeholders to discuss project approach, goals and objectives, initial outreach objectives, project schedule and touchpoints, and the ongoing collaboration process.
- Schedule virtual project updates, as needed.

Client Responsibilities

- Attend the virtual kick-off meeting.
- Participate in virtual conference calls to discuss project updates.

Assumptions

- Up to one (1) Herrera staff will attend the virtual kickoff meeting assumed to be 2 hours.
- Up to one (1) Herrera staff will attend up to six (6) the virtual conference calls, assumed to be 1 hour each.

Deliverables

- Kick-off meeting agenda and notes in Word format (Electronic only).

Subtask 3 – Estimate of Organic Waste Generation in Cities and County-Wide

The purpose of the task is to assess organics collection options. Planning level estimates will be developed to estimate how much organic waste there is in the cities of Bingen and White Salmon and surrounding County service area, and what level of volume may be reasonably considered available for collection. As part of this task, Herrera will project residential and commercial organic tonnages for the Cities and countywide based on available information. The projections will be used to establish associated planning level organic recovery tonnage estimates and capacity needs outlined in Subtask 4.

Herrera Services

- Obtain and review County population projections from the Washington State Office of Financial Management.
- Obtain and review the most current waste characterization information from the Department of Ecology.
- Obtain, review, and estimate organics tonnage information from the Department of Ecology.
- Research changes to state and local legislation, regulations and guidelines which may affect organics management.
- Develop and project residential and commercial organics tonnages for Cities and County-wide for a 20-year period.
- Prepare a technical memo outlining organics tonnage estimates and capacity needs.

Client Responsibilities

- Review and provide comments on the Draft Technical Memo.

Assumptions

- Travel or in-person meetings are not anticipated for this task.
- Planning period will be in 5-year intervals through 2045 years.

Deliverables

- Draft Technical Memo in electronic format (Word) delivered via email.
- Final Technical Memo in electronic format (Word) delivered via email.

Subtask 4 – Planning Level Costs and Economic Analysis

The purpose of this task is to provide a baseline framework for decision-makers to evaluate potential service options, ensuring a planning-level, but clear, understanding of short-term and long-term financial

impacts of implementing an organics diversion program for the cities of Bingen, White Salmon and adjacent unincorporated Klickitat County.

Herrera Services

- Research potential service options available for collection and processing of organics.
- Evaluate organics collection and processing costs and estimate baseline economic impacts on residents, businesses, and local agencies, covering key cost drivers such as infrastructure, staffing, route considerations, contamination management, and processing fees.
- Analyze adjustments needed to existing service contracts with Republic Services and potential bundled service efficiencies.
- Evaluate alternatives such as small-scale kitchen technologies and community composting operations and provide potential implementation costs.
- Prepare a technical memo outlining implementation framework and costs for organics diversion options for consideration.
- Conduct a virtual meeting (up to two (2) Herrera staff will attend) with the County and stakeholders to review draft technical memo on implementation framework and costs.

Client Responsibilities

- Attend virtual meeting.
- Review and provide comments on the Draft Technical Memo.

Assumptions

- Up to two (2) Herrera staff will attend the virtual meeting assumed to be 2 hours.

Deliverables

- Draft Technical Memo in electronic format (Word) delivered via email.
- Final Technical Memo in electronic format (Word) delivered via email.

Subtask 5 – Community Stakeholder Engagement

The purpose of this task is to provide the County with assistance in coordinating high-level stakeholder engagement efforts. Part of any successful initiative of this nature incorporates some degree of meaningful community input to ensure that proposed programs align with local needs and priorities.

Community buy-in is essential for the long-term success of an organics collection program, particularly in smaller jurisdictions where participation can significantly impact outcomes.

Herrera will coordinate stakeholder engagement efforts to assess public sentiment, gather feedback, and build support for an organic waste collection program. This will include:

Herrera Services

- Develop a stakeholder survey to evaluate public interest, concerns, and desired participation levels in the cities of Bingen and White Salmon and surrounding unincorporated area that can be distributed by the participating cities and County to residents and businesses.
- Conduct a virtual meeting (one Herrera staff will attend) with the County and stakeholders to review the draft survey.
- Tabulate survey responses and provide a summary of participant feedback.
- Develop content for website for social media outreach for use by the County and participating cities for posting to their websites and social media sites that can be used to raise awareness and assess support for organics diversion and assess community engagement.

Client Responsibilities

- Attend virtual meeting and provide comments for incorporation to the stakeholder survey.
- Gather completed surveys and forward to Herrera for tabulation.
- Review and provide comments on content for social media outreach and post on websites.

Assumptions

- Travel or in-person meetings are not anticipated for this task.
- Up to 250 surveys may be completed for tabulation.
- The municipalities will distribute surveys to residents and businesses.

Deliverables

- Draft and Final stakeholder survey in electronic format (Word) delivered via email.
- Survey tabulation memo in electronic format (Word) delivered via email.
- Draft and Final website content in electronic format delivered via email.

Subtask 6 – Recommendations and Next Steps

The purpose of this task is to compile findings from each applicable task, along with tailored recommendations, and deliver recommendations and next steps in a concise memo format. The final document will be structured to address the specific priorities and will serve as a practical guide for next steps, based on the client's discretion and direction.

Herrera Services

- Prepare a Technical Memo incorporating findings from each task including priority recommendations and next steps.

Client Responsibilities

- Review draft Technical Memo and provide comments via email.

Assumptions

- Travel or in-person meetings are not anticipated for this task.

Deliverables

- Draft Technical Memo in electronic format (Word) delivered via email.
- Final Technical Memo in electronic format (Word) delivered via email.

PROJECT SCHEDULE

Estimated durations for the key task milestones are as follows:

Elements of the Scope of Work and Proposed Timeline	
Task	Dates
County Issues Notice to Proceed	August 4, 2025
Task 1. Project Management	
Monthly Progress Reports and Invoices	Monthly
Task 2. Plan Update	
Kickoff meeting	August 15, 2025
Prepare Draft Plan Chapters for Review	August 18 – November 28, 2025
SWAC Presentations on Draft Plan	September – October 2025
Draft Plan	December 15, 2025
Agency and Regulatory Review	January – April 2026
Prepare Response to Agency and Regulatory Comments	April – May 2026
Final Plan	June 2026
Task 3. WUTC Cost Assessment Questionnaire	
Draft WUTC Cost Assessment Questionnaire (via email)	November 2025
Final WUTC Cost Assessment Questionnaire (via email and attached to Plan)	May 2026
Task 4. SEPA Checklist	
Draft SEPA Checklist (via email)	November 2025
Final SEPA Checklist (attached to Plan)	May 2026
Task 5. Stakeholder Engagement	
SWAC Presentations on Draft Plan	September – November 2025
SWAC Presentation on Final Plan	May 2026
Cities and Board of County Commissioners Presentations	May – August 2026
Task 6. Organic Waste Collection Feasibility Study	
Subtask 1 – Request for Information	August 2025
Subtask 2 – Kick-Off Meeting and Ongoing Project Updates	September 2025 and Ongoing
Subtask 3 – Estimate of Organic Waste Generation	October 2025
Subtask 4 – Planning Level Costs and Economic Analysis	November – December 2025
Subtask 5 – Community Stakeholder Engagement	January - March 2026
Subtask 6 – Recommendations and Next Steps	April – May 2026

ESTIMATED FEES AND DISBURSEMENTS

Compensation for the proposed services will be billed on a time and materials basis. The total fee for these services is not to exceed \$99,688, unless mutually agreed upon by Herrera and the County.

Task	Task Name	Budget
1	Project Management	\$5,459
2	Plan Update	\$33,997
3	WUTC Cost Assessment Questionnaire	\$1,787
4	SEPA Checklist	\$1,007
5	Stakeholder Engagement	\$10,386
6	Organics Waste Collection Feasibility Study	\$47,052

Meeting Notes – Tree Board – 2025-09-08

Attending: Davy, Karen, Patty, Craig, Rowan

Absent: Morella

Guest: Caroline from Uplift Local

1. Gaddis Park Update – Karen

Karen reached out to Tova Tillinghast (ED of UCD) regarding the Tree Board’s idea to renew signs in Gaddis Park. Tova provided background and expressed interest in the project. The committee agreed it would be great to invite her to the next meeting.

Action: Karen will invite Tova to an upcoming meeting.

2. Public Works Update

Ethan from Public Works will attend the October meeting to give an update on the fall maintenance list.

The group noted that the next meeting falls on a federal holiday and may need to be rescheduled. Discussion followed on preferred meeting days. General consensus: Mondays at 4 p.m. work for most.

Action: Patty will send out a Doodle poll to find the best day for the October meeting.

3. Draft Tree Map

The draft Tree Map remains in progress and is back on the To-Do List. The lodging tax grant application will be released soon. The grant could work for this project if written to attract tourists from 50+ miles away, though the committee expressed preference for a focus on locals or visitors already in town.

Patty noted the City budget may be able to contribute, with a request around \$1,000. Discussion followed on lowering costs and making the project more sustainable—for example, using yard signs for trees or metal signs made with help from the high school or Gorge Makerspace.

Additional discussion points:

- Possibly shifting the route line from Estes to Fields to include a large maple at Fields & Wisconsin.
- Adding “stop-and-rest” points with views (Rheingarten Park, Pioneer Park, in front of the bank on Jewett).
- Including the red oaks in Rheingarten Park.
- Walking the route at the next meeting to:
 - Confirm tree identifications (Karen).
 - Distinguish public vs. private property trees.
 - Develop a process for notifying owners and allowing opt-outs. Trees could still be mentioned in general terms with historical context if owners decline.

Actions:

- All members: Gather locations and note additional trees.
- Patty: Bring up project budget at the September budget retreat.
- Craig: Explore involvement of the high school or Makerspace and get cost estimates per sign.

4. Church Street Improvement

There may be opportunities for new street trees with upcoming improvements on Church Street. Patty will provide more details if funding is approved. This project is not part of Safe Routes to School.

5. SR 141 Improvements

Mayor reported to Council that the SR 141 project will likely be on an upcoming Council agenda. It is expected to be phased, starting with the downtown segment. Mayor and Council intend to ensure the project reflects White Salmon's vision, not just WSDOT's design. Trees will be part of the discussion.

6. New Tree Ordinance: Classifications for "Special," "Significant," and "Heritage" Trees

Rowan reviewed the new Tree Ordinance classifications. Currently, no heritage trees are designated.

The committee discussed:

- Nominating trees on public property first, then working with interested landowners.
- Concerns about landowner participation, balanced with incentives (e.g., parking requirement reductions).
- Possible additional benefits, such as grants for arborist care.
- Promoting advantages for developers to encourage participation.

Action: Members will compile a list of potential private property owners to approach.

7. Other Items

- **Oldest Tree:** Craig found a large Giant Fir in Gaddis Park, possibly 250 years old, which could be nominated as a heritage tree.
- **Gaddis Park Clean-Up:** Suggested for spring/Arbor Day, possibly in partnership with Riverkeepers and other community groups. Could align with the City's April "Spring Cleaning" month.
 - **Action:** Craig will contact Dean Cameron.
- **Tree City Renewal Application:** Due 12/2 for 2026. City staff typically submits on behalf of the Tree Board.
 - **Action:** Rowan will check with Erika about renewal.

Aug 11 2025 Tree Board Meeting Notes

Attendees: Craig, Davy, Patty, Morella, Karen, Rowan

Introductions.

Mt Adams Fish & Game Assn: Rowan gave an update, they are going through compliance with the City and with several state agencies: Natural Resources, Ecology, and Fish & Wildlife.

Heritage Tree Walk: For residents and tourists. Opportunity to tie natural history to development history.

Patty: Dylan at the historical society may be able to tell us what prominent people or structures existed around the trees on our tree walk.

The library has micro-fiche of old newspaper clipping, such as new businesses opening, Craig may be able to do some research and estimate when that Sweet Gum tree was planted.

Patty: Julie Bergmeyer from the Wildflower festival was at the meeting last time, an opportunity to include heritage trees on the wildflower walk next year.

Cannot make the trail a loop because it would cross private property. The Kreps family also requested that trails on their side be removed.

Davy: some of the pins are close but not exact.

Craig: I can give you lat/longs for the trees.

Patty: Next steps: Davy to adjust the pins to be accurate. Karen to help with tree identification. Then Dylan adds historical facts. Then we send it to Julie and she'll tell us how much the map will cost. City may need its own lodging tax funding for that.

Gaddis Park Signage:

Some of the signs are in disrepair or point to trees that have fallen over or rotted away. Great job for the tree board to undertake. Could involve the high school for new signs (they made the old/original ones). Art students for designing the signs, and shop students for production. Would be nice if the signs were metal, had identification clues on them. More accessible and understandable.

Patty: Think UCD might be interested?

Karen: I can reach out and ask.

Craig: could get tribes input for local names of tree species.

Patty: David Lindley works for the Yakama nation, may be able to help connect us.

Morella: Good project also for an Eagle Scout or other Boy/Girl scout groups. Signage/map could also have a Spanish version or side-by-side.

Patty: Whitson School has a side path, could also use some signage.

Morella: there may be other funding we could look for.

Sweet Gum and WSDOT:

Patty: we've been very clear to WSDOT that tree is important to us, we don't want it cut down as part of street rebuild. I would like the City to have more control over downtown Jewett.

Craig: the sweet gum tree could live several more decades with good care, and could be a focal point of the downtown.

Patty: we'll table this discussion for now, when we find out what Council priorities are for next year, we'll know more.

City improvement projects & opportunity for trees:

Patty: for next time, let's look at the 6-year Capital Improvements Plan and see if there are opportunities for new city trees to be in planter strips in the ROW.

Would be nice to have Ethan here for a fall meeting. Can talk about winter maintenance that would be upcoming. We can grab Ethan for two meetings a year, fall and spring (per PW).

The CIP goes through City Operations committee, but these projects are not necessarily funded. They go on this list so we can get state and other funding. City trees are especially good for stormwater.

We do already have a City Tree list, on the Tree Board page.

Next meeting: September 8, 2026

Next agenda:

Karen give update on Gaddis Park Signage from UCD

Homework: give Davy the lat/long coordinates for trees for the walks, get photos if possible

Patty will bring info about WSDOT plans for Jewett

We will invite Ethan, if not Sept then October.

We'll talk more about city projects from the CIP list.